

**UPPER MACQUARIE
COUNTY COUNCIL**

ANNUAL REPORT

2013/2014

ANNUAL REPORT

For the year ended 30th June 2014

UPPER MACQUARIE COUNTY COUNCIL

(as at 30 June 2014)

County Chairman

Cr GP Braddon, OAM
"Briar Corner"
5240 Mid Western
Highway
Carcoar

Deputy County Chairman

Cr C Hunter
"Springfield"
2022 Great Western
Highway
Mt Lambie

Blayney Shire Council

Cr W Aubin
40 Ilumba Way
Kelso

Cr D Kingham
"Robindee"
93 Hilltop Lane
Garland

Lithgow City Council

Cr N Francis
520 Emden Vale Road
Burruga

Bathurst Regional Council

Cr R Thompson
19 Pimpala Street
Marrangaroo

Blayney Shire Council

Cr I North
141 Mitre Street
Bathurst

Oberon Shire Council

Cr MJ McMahon
17 Jenolan Street
Oberon

Lithgow City Council

Bathurst Regional Council

Oberon Shire Council

UPPER MACQUARIE COUNTY COUNCIL

Council Headquarters
7 Lee Street
Kelso NSW 2795

Postal Address:
PO Box 703
Bathurst NSW 2795

Telephone: (02) 6338 2875
Fax: (02) 6331 9620
Email umcc@ix.net.au
Website www.umcc.nsw.gov.au

Office Hours: Phone for Appointment

CONSTITUENT COUNCILS

Blayney Shire Council
Lithgow City Council
Oberon Council
Bathurst Regional Council

MANAGEMENT STAFF

General ManagerRoy Jennison
Chief Weeds Officer..... Les Willott

COUNCIL MEETINGS

The Ordinary Meetings of the Council are open to the public. Please telephone for details of published dates of meetings.

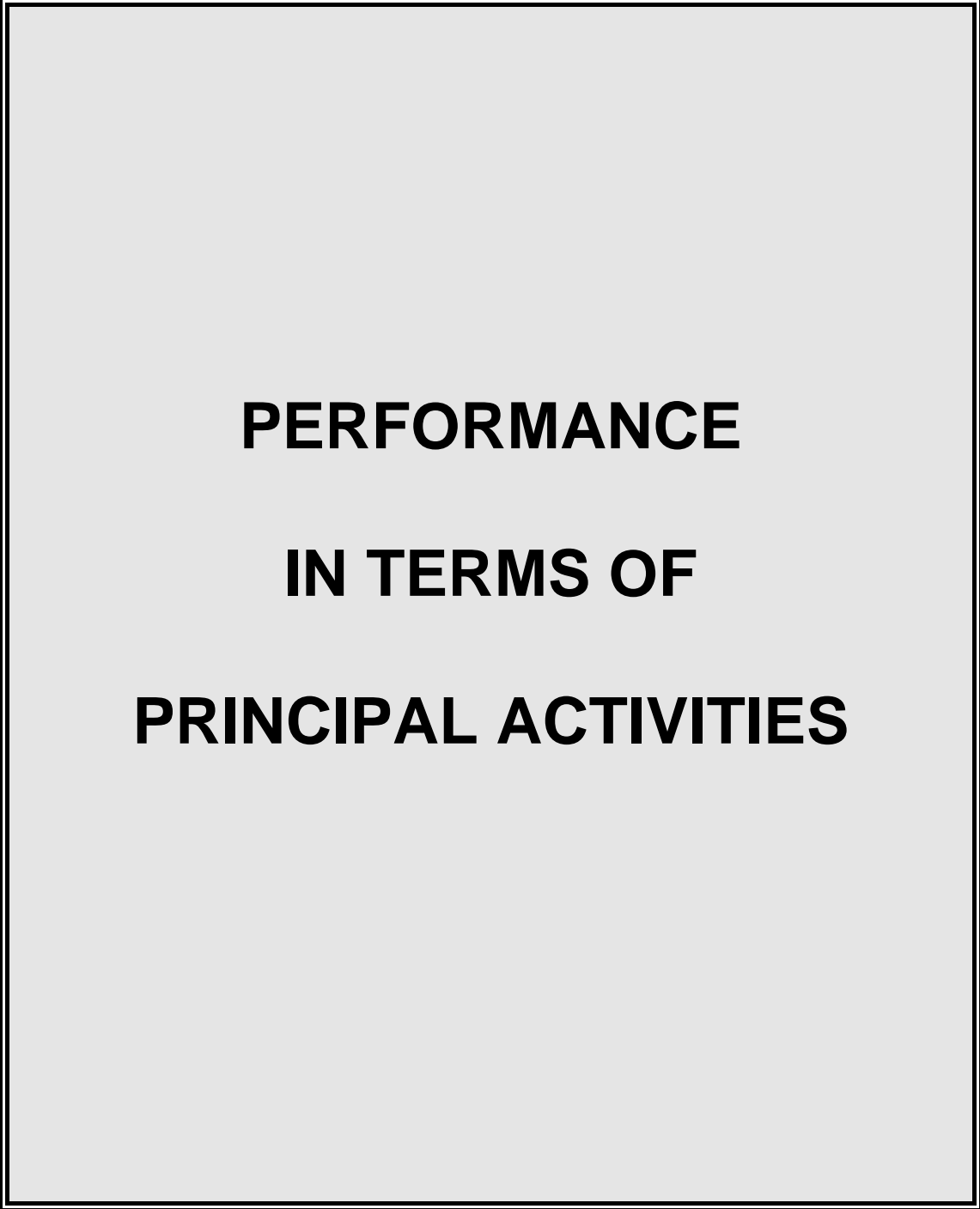
Correspondence intended for meetings closes ten days beforehand.

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SECTION B



**PERFORMANCE
IN TERMS OF
PRINCIPAL ACTIVITIES**

Statement of Principal Activities to be undertaken to achieve objectives

In the following tables the column headed “BA & SO” provides, in order, a reference to the Main Business Activity Priorities number and the Strategic Objective number from the Business Activity Strategic Plan.

Provide information to Council to allow decisions at Council Meetings				
Required Activity	BA & SO	Resp.	Target	Performance measure
Ensure Business Paper is ready for distribution.	2.3	GM	At least 3 days, but preferably 5 working days, prior to the Council meeting.	Satisfactory completion of task in accordance with target level.
Provide recommendations to council when possible.	2.3		In business paper to allow council to consider.	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Respond to Councillor inquiries related to the administration function				
Required Activity	BA & SO	Resp.	Target	Performance measure
Provide information to Councillors within council’s policy guidelines.	2.3	GM	On day requested, where possible, or within 5 working days (unless request requires detailed investigation).	Satisfactory completion of task in accordance with target level.
Provide written information as requested.	2.3		Within 5 working days (unless request requires detailed investigation).	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Update council policy register

Required Activity	BA & SO	Resp.	Target	Performance measure
Update new or amended administration policies in Council's policy register.	2.3	GM	Within 14 days of adoption or amendment.	Satisfactory completion of task in accordance with target level.
Review Council administration policies.	2.3		Within 2 months of expiry of policy or every 2 years.	

Quarterly comments

30 September 2013	Council policies are regularly reviewed and progressively updated as required. All statutory reviews have been undertaken, and where necessary remade, and other policies will be reviewed as resources permit.
31 December 2013	Council policies are regularly reviewed and progressively updated as required. All statutory reviews have been undertaken, and where necessary remade, and other policies will be reviewed as resources permit.
30 March 2014	Council policies are regularly reviewed and progressively updated as required. All statutory reviews have been undertaken, and where necessary remade, and other policies will be reviewed as resources permit.
30 June 2014	Council policies are regularly reviewed and progressively updated as required. All statutory reviews have been undertaken, and where necessary remade, and other policies will be reviewed as resources permit.

Provide information to public in a timely and effective manner

Required Activity	BA & SO	Resp.	Target	Performance measure
Ensure council business papers are made available in hard copy at council's office.	2.1	GM	At least 3 working days before the council meeting.	Satisfactory completion of task in accordance with target level.
Ensure other public information is made	2.1		As soon as practicable after it becomes public	

available at council's office.			information.	
Ensure business papers are provided to constituent Councils.	2.1		Post to General Managers at the same time as Councillors' business papers.	
Ensure minutes, Business Papers, and other information is posted on the Council's website.	2.1		As soon as practicable.	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Ensure all statutory requirements are completed and financial returns and plans are completed and lodged by the due date				
Required Activity	BA & SO	Resp.	Target	Performance measure
June Quarterly Financial and Delivery Program Reviews to Council.	2.2	GM	August Meeting	Satisfactory completion of task in accordance with target level.
Audited Financial Statements to Department of Local Government.	2.2		End November	
Financial Data collection return	2.2		Date specified by Division of Local Government.	
September Quarterly Financial and Delivery Program Reviews to council.	2.2		November Meeting	
Notice of meeting at which audited reports are to be presented.	2.2		Prior to November meeting	

Audited financial reports presented to public.	2.2		November meeting	
December Quarterly Financial and Delivery Program Reviews to council.	2.2		February Meeting	
Draft Operational Plan on public exhibition			By May meeting	
March Quarterly Financial and Delivery Program Reviews to council.	2.2			
Operational Plan to be adopted (see financial actions).	2.2		May meeting	
			June meeting	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Ensure all other statutory returns are completed and lodged by the due date				
Required Activity	BA & SO	Resp.	Target	Performance measure
Pecuniary Interest Returns.	2.2	GM	30/9/13.	Satisfactory completion of task in accordance with target level.
Council Annual Report prepared and forwarded to Minister.	2.2		30/11/13.	
Other returns as required by Division of	2.2		Not later than return date specified.	

Local Government, Department of Primary Industries, or others.				
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Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Implementation of council decisions

Required Activity	BA & SO	Resp.	Target	Performance measure
Implement council decisions following council meeting	2.2	GM	Within 10 working days of council meeting. For prosecutions, within 2 months of council resolution.	Satisfactory completion of task in accordance with target level.

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	

Continue to ensure the provision of finance to the Council from available sources

Required Activity	BA & SO	Resp.	Target	Performance measure
Liaise with Constituent Council regarding the level of Council contributions and the apportionment of contributions.	2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.
Letter to Constituent Councils concerning the County Council's proposed Delivery	2.4		30 November.	

Plan and Estimates for the forthcoming financial year, and the contribution sought from constituent councils.				
Application to Department of Primary Industries for grants under NSW Weeds Action Program as necessary.	2.4			As required under Weeds Action Program.
Provide grant returns to Department of Primary Industries.	2.4			As required under Weeds Action Program.
Pursue opportunities for securing grant funds from other available sources.	2.4 & 1.4			As required.

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Continue current financial management direction and review Business Activity Strategic Plan and Delivery Plan				
Required Activity	BA & SO	Resp.	Target	Performance measure
Review Business Activity Strategic Plan.	2.1 & 2.4	GM	Continuously.	Satisfactory completion of task in accordance with target level.
Review Delivery Plan	2.1 & 2.4		Continuously.	
Provide adequate funds for employee leave entitlements	2.3		Maintain cash at 50% of Long Service Leave liability.	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Provide financial information and advice to Council

Required Activity	BA & SO	Resp.	Target	Performance measure
Provide financial information as required.	2.2 & 2.3	GM	At council meetings.	Satisfactory completion of task in accordance with target level.
Provide quarterly update on financial trends relating to council's expenditure	2.2 & 2.3		At Council Meeting following end of quarter.	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Ensure that Council's Operational Plan is considered in order to allow adoption by the due date

Required Activity	BA & SO	Resp.	Target	Performance measure
Draft Plan to be presented to council.	2.2	GM	May meeting.	Satisfactory completion of task in accordance with target level.
Draft plan to be adopted to allow 28 day public exhibition.	2.2		May meeting.	
Draft Plan to be adopted following consideration of any submissions received.	2.2		June meeting.	

Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Promote the county interests through participation in council bodies

Required Activity	BA & SO	Resp.	Target	Performance measure
Participate in Macquarie Valley Noxious Weeds Advisory Committee through attendance at meetings and supply of information as required to assist the lobbying of state and federal governments.	1.1	GM	Attend meetings and provide information as requested.	Satisfactory completion of task in accordance with target level.

Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Provide active support to the Shires Association

Required Activity	BA & SO	Resp.	Target	Performance measure
Provide information as requested by Shires Association to assist it to lobby governments.	3.1	GM	Information to be provided by the date requested.	Satisfactory completion of task in accordance with target level.
Utilise the services of the Shires Association to further Council's interests.			As and when required by council.	

Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Actively pursue politicians to further the council's interests

Required Activity	BA & SO	Resp.	Target	Performance measure
Invite politicians to attend Council meetings.	3.1	GM	At least 2 politicians to be invited to council annually.	Satisfactory completion of task in accordance with target level.
Meet with State and Federal politicians to promote the interests of the council.	3.1		As required.	

Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Minimise the risks associated with all functions of Council

Required Activity	BA & SO	Resp.	Target	Performance measure
Identify new risks associated with the functions of council.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Analyse and prioritise all risks identified.	2.3		Within 3 months after identification.	
Minimise exposure through rectification of risks.	2.3		As possible within budget constraints.	

Update policy on the use of contractors.	2.3		Ongoing.	
Review risk management policy.	2.3		Ongoing.	
Update Risk Assessment re spraying from back of vehicles and consult WorkCover on proposal.	2.3		When resources allow.	

Quarterly comments

30 September 2013	No specific targets to be met this quarter. .
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Ensure Council staff are aware of their rights and responsibilities in relation to WP H&S and Risk Management				
Required Activity	BA & SO	Resp.	Target	Performance measure
Provide training to staff on relevant legislation.	2.3	GM	Ongoing as identified.	Satisfactory completion of task in accordance with target level.
Provide training on Equal Employment Opportunity to staff.	2.3		Ongoing as required	
Provide staff with training on risk management.	2.3		Ongoing as required	
Review and update staff training program.	2.3		Annually	
Review EEO Management Plan.	2.3		As required	

Quarterly comments

30 September 2013	No specific targets to be met this quarter. .
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Implement system of information technology capable of providing information that is relevant and timely.

Required Activity	BA & SO	Resp.	Target	Performance measure
Monitor reporting system ability to provide information requirements.	2.3	GM	1. Ongoing	Satisfactory completion of task in accordance with target level.
Monitor technology improvements and assess future requirements.	2.3		2. Ongoing.	
Update Council's computer system, both hardware and software, to ensure that it enhances management and record keeping (as resources allow).	2.3		3. As required.	
Review Council's website and implement systems for expanding content and keeping content up to date.	2.1 & 3.2		4. As required.	

Quarterly comments

30 September 2013	No specific targets to be met this quarter. The website is constantly kept under review. Some updating of website content is required and this will be done as soon as resources allow.
31 December 2013	No specific targets to be met this quarter. The website is constantly kept under review. Some updating of website content is required but in some content is dependent on DPI decision regarding noxious weed orders. What can be done will be done as soon as resources allow.

30 March 2014	No specific targets to be met this quarter. Extensive updating of website content is required following expiry of Weed Control Order No. 20 and the making of Weed Control Order No. 30. Updating of other content is also required. This will be done as soon as resources allow.
30 June 2014	No specific targets to be met this quarter. Extensive updating of website content is required following expiry of Weed Control Order No. 20 and the making of Weed Control Order No. 30. Updating of other content is also required. This will be done as soon as resources allow.

Maintain and update as required the council's records management system				
Required Activity	BA & SO	Resp.	Target	Performance measure
Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of council activities.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.
Review record keeping procedures with a view to updating and computerising.	2.3		Ongoing.	

Quarterly comments	
30 September 2013	No specific targets to be met this quarter. The upgrading of Council's record keeping procedures remains a matter of priority.
31 December 2013	No specific targets to be met this quarter. The upgrading of Council's record keeping procedures remains a matter of priority.
30 March 2014	No specific targets to be met this quarter. The upgrading of Council's record keeping procedures remains a matter of priority.
30 June 2014	No specific targets to be met this quarter. The upgrading of Council's record keeping procedures remains a matter of priority.

Introduce a system for electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures.				
Required Activity	BA & SO	Resp.	Target	Performance measure
Monitor the introduction of electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures.	1.3 & 2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.

Expand the introduction of electronic mapping of noxious weed infestations and the automation of Weeds Officers' reporting procedures to the whole of Council's Area of Operations.	1.3 & 2.3		Ongoing.	
Continue the training of staff in the use of the system in order to ensure its most effective and efficient use.	1.3 & 2.3		Ongoing.	

Quarterly comments

30 September 2013	No specific targets to be met this quarter. Implementation of the <i>WeedMap Pro</i> ® system (for automated weed mapping and the support of Weeds Officers' field work) is continuing with limited use now being made of the hardware and software throughout the Council area. Testing of the expansion of the system is continuing (See GM report to 1 November 2013 Ordinary meeting).
31 December 2013	No specific targets to be met this quarter. Implementation of the <i>WeedMap Pro</i> ® system (for automated weed mapping and the support of Weeds Officers' field work) is continuing with limited use now being made of the hardware and software throughout the Council area. Testing of the expansion of the system is continuing and all Weeds Officers now have the use of a field computer. Acquisition and implementation of the improvements approved by the Council at its Ordinary meeting in November 2013 is progressing.
30 March 2014	Testing and implementation of the <i>WeedMap Pro</i> ® system is continuing and the use of the system for recording and reporting property visits and inspections will begin as soon as possible.
30 June 2014	No specific targets to be met this quarter. Testing and implementation of the <i>WeedMap Pro</i> ® system is continuing and the use of the system is expanding.

Compile accurate data on the condition of current council assets.				
Required Activity	BA & SO	Resp.	Target	Performance measure
Maintain assets register for all assets valued over \$5,000.	2.3	GM	Ongoing.	Satisfactory completion of task in accordance with target level.

Monitor the condition of those assets.	2.3		Ongoing.	
Identify maintenance requirements for those assets.	2.3		Ongoing.	
Cost maintenance requirements and incorporate in budget.	2.3		As identified.	

Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Compile data on current plant and vehicle fleet condition and usage.

Required Activity	BA & SO	Resp.	Target	Performance measure
Analyse council's current plant fleet and its activities and assess future plant needs.	2.3	GM	Ongoing	Satisfactory completion of task in accordance with target level.

Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Provide access to competitively priced chemicals for participants in council noxious weed control programs and purchasers of bulk supplies.

Required Activity	BA & SO	Resp.	Target	Performance measure
Provide access to chemicals at commercially competitive prices.	1.2	GM	As required.	Satisfactory completion of task in accordance with target level.

Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

Actively pursue the control of noxious weeds along the roadsides in the council area.

Required Activity	BA & SO	Resp.	Target	Performance measure
Inspect roadsides prior to control works to ensure that control programs are efficient.	1.3	CWO	At least one week prior to spraying.	Satisfactory completion of task in accordance with target level.
Carry out necessary control works in line with Council's budget allocations.	1.3		As seasonal conditions permit.	
Respond to reports of noxious weeds on roadsides.	1.3		Carry out inspection within 7 days of notification.	
Carry out control works in accordance with Council's policy and budget allocations.	1.3		As required.	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Health

Actively pursue the control of noxious weeds on private lands.				
Required Activity	BA & SO	Resp.	Target	Performance measure
Inspection of private lands to assist landowners to fulfil their legal responsibilities in relation to noxious weeds.	1.2 & 3.2	CWO	At least 250 inspections per quarter.	Satisfactory completion of task in accordance with target level.
Provide information to landowners on noxious weed control.	1.2 & 3.2		If not done at time of inspection within 1 week.	
Respond to noxious weed complaints.	1.2 & 3.2		Initial inspection within 10 working days.	

Quarterly comments

30 September 2013	277 inspections of private land were carried out in June, July and August. Staff leave and other weed control activities, principally preparation for aerial spraying, have impacted on the inspection program.
31 December 2013	269 inspections of private land were carried out in September, October and November.
30 March 2014	320 inspections of private land were carried out in December to March.
30 June 2014	306 inspections of private land were carried out February to May.

Actively pursue the control of noxious weeds on vacant Crown lands.				
Required Activity	BA & SO	Resp.	Target	Performance measure
Inspect vacant Crown land parcels to facilitate application to Department for funds for necessary control works.	1.2	CWO	Prior to submission of application.	Satisfactory completion of task in accordance with target level.
Inspect vacant Crown lands to ensure obligations for noxious weed control are being met.	1.2		As required as resources are available.	

Provide information to Department of Lands on noxious weed control requirements.	1.2		Within 10 working days of inspection.	
Respond to complaints regarding noxious weeds on vacant Crown land.	1.2		Initial inspection within 10 working days.	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Actively pursue the control of noxious weeds on land of Forests NSW.				
Required Activity	BA & SO	Resp.	Target	Performance measure
Inspect areas proposed to be clear felled in coming financial year.	1.2	CWO	Within 28 days of receipt of <i>Harvesting Plan of Operations</i> .	Satisfactory completion of task in accordance with target level.
Advise Forests NSW of proposed clear fell areas that are potential weeds risks.	1.2		Within 14 days of inspection.	
Follow up to ensure control work is carried out on potential weed risks.	1.2		Prior to Spring each year.	
Inspect areas surrounding standing forests and "land bank" areas.	1.2		Ongoing as resources permit, or in response to complaints within 10 working days.	

Advise Forests NSW of areas that pose a risk of weeds spreading to adjoining land.	1.2		14 days after inspection.	
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Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Actively pursue the control of noxious weeds on lands of other public authorities

Required Activity	BA & SO	Resp.	Target	Performance measure
Inspect lands of public authorities to ensure obligations for noxious weed control are being met.	1.2 & 1.3	CWO	Ongoing.	Satisfactory completion of task in accordance with target level.
Provide information to public authority on noxious weed control requirements.	1.2 & 1.3		Within 10 working days of inspection.	
Respond to complaints regarding noxious weeds on land of public authorities.	1.2 & 1.3		Initial inspection within 10 working days.	

Quarterly comments

30 September 2013	All targets met this quarter.
31 December 2013	All targets met this quarter.
30 March 2014	All targets met this quarter.
30 June 2014	All targets met this quarter.

Conduct aerial spraying programs for noxious weeds				
Required Activity	BA & SO	Resp.	Target	Performance measure
Organize programs for the aerial spraying of noxious weeds throughout the year as seasonal conditions permit and demand requires.	1.2	GM CWO	As required.	Satisfactory completion of task in accordance with target level.
Publicise aerial spraying programs in local media, and as occasion permits, to ensure maximum landholder participation.	1.2	GM CWO	As required.	
Organize aerial spraying (involving all inspectors) throughout the county area in accordance with programs.	1.2	CWO	In accordance with programs.	

Quarterly comments	
30 September 2013	No specific targets to be met this quarter. The Spring Aerial Spraying Program was delayed by weather conditions (wind) and bushfires (making helicopter unavailable) but is in progress and will (hopefully) be completed by the end of October. The Acting Chief Weeds Officer will provide further information on this at the November Ordinary meeting.
31 December 2013	No specific targets to be met this quarter. The Spring Aerial Spraying Program was successfully completed.
30 March 2014	No specific targets to be met this quarter. The Autumn Aerial Spraying Program was delayed by adverse weather condition but some work was successfully completed in March.
30 June 2014	No specific targets to be met this quarter. Planning is under way for the Spring Aerial Spraying Program.

Actively pursue regional resource sharing with neighbouring councils and other public authorities to provide cost benefits to council in provision of services.				
Required Activity	BA & SO	Resp.	Target	Performance measure
Pursue resource sharing through regular interaction with nearby councils and other	1.1	GM	Liaise with appropriate members and officers of surrounding councils and other public	Satisfactory completion of task in accordance with target level.

public authorities to discuss regional weed plans and coordinated approaches to weed control.			authorities as required.	
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Quarterly comments

30 September 2013	No specific targets to be met this quarter.
31 December 2013	No specific targets to be met this quarter.
30 March 2014	No specific targets to be met this quarter.
30 June 2014	No specific targets to be met this quarter.

SECTION C

STATE OF THE ENVIRONMENT

Council's area of operations encompasses the Local Government areas of the Bathurst Regional Council, City of Greater Lithgow and the Shires of Blayney, and Oberon, each of which has prepared a *State of the Environment* Report.

Constituent Councils should be contacted in relation to the Reports for their particular areas.

SECTION D

CONDITION OF PUBLIC WORKS

Council is a single purpose authority, whose function is the Control of Noxious Weeds throughout the Council areas of the Bathurst Regional Council, City of Greater Lithgow and the Shires of Blayney, and Oberon. Council, therefore, is not responsible for any public works.

Council does own a storage shed which is in excellent condition.

Building	Condition 30/6/2013	Estimates of cost to restore to satisfactory standard	Estimate of costs to maintain standard	Maintenance program for 2013 - 2014
Storage Shed	Excellent	NIL	NIL	NIL

SECTION E

LEGAL PROCEEDINGS

Instigated by Council NIL

Instigated against Council NIL

SECTION F

MEMBERS FEES, EXPENSES & FACILITIES

UPPER MACQUARIE COUNTY COUNCIL

Payment of Expenses and Provision of Facilities to Members of Council

Policy adopted at the Ordinary Meeting on 20 September 2013

Travelling Expenses (Outside the County Council area of operations)

Councillors will be entitled to travel to State Government sponsored ad hoc committees and official engagements and functions where the Councillor has been authorized by the Council by resolution, or is deputizing for the Chairperson, at the expense of the Council by the most practical conveyance.

Councillors may only undertake overseas travel where the Council has specifically authorized the travel and approved a councillor's itinerary and has specifically authorized reimbursement by resolution prior to the trip being taken. The resolution must specifically name any Councillor(s) authorized to undertake the overseas travel, indicate the reason the travel has been deemed to be necessary and include a determination of any reimbursement of expenses.

Prior to authorizing overseas travel Councillor(s) must have supplied to Council (in an open session of a council meeting) details via a written report which illustrates the nexus of their trip with the policies and/or objectives of the Council and the report must illustrate the community benefit that will arise from the trip.

In the absence of a resolution, as set out above, to reimburse expenses that specifically names the Councillor(s) no reimbursement of any travel expenses will be made.

Reimbursements will be on items submitted as receipts or tax invoices only where proof of payment is provided and the appropriate claim form is completed.

Advance payments for any expenses expected to be incurred will not be made.

Spouses, partners or accompanying persons will not be entitled to any reimbursement of travelling expenses.

Councillor(s) undertaking any authorized travel outside the Upper Macquarie County Council area of operations are required to submit a written report to the next Council meeting via the Business Paper for that meeting..

Reimbursement will be made available provided that travel is undertaken expediently, and by the shortest practicable route, and reimbursement is subject to a formal claim being lodged not later than three (3) months after the expense was incurred.

Travelling Expenses ((Inside the County Council area of operations))

Councillors will be reimbursed travel expenses for the use of private motor vehicles to attend the following:

- Council meetings;
- Council Committee meetings;
- Working Group meetings which the Councillor is the nominated delegate;
- External Organizations/Committee Meeting, which the Councillor is the nominated Delegate, except where fees are paid to the Councillor by the external organization;
- Workshops convened by Council;
- Public Meetings convened by Council;
- Training programs relating to the role of the Council; and
- Inspections within the area of the Council, undertaken according to a resolution of Council.
- To attend a formal function or meeting where a formal invitation to attend arises only as a result of their position as a Councillor and the Council approves the attendance, by resolution, before the attendance.

Reimbursement for the use of private motor vehicles will be at the rates applicable to the use by an employee of a car used for official business on an intermittent, irregular or casual basis as set out in the *Local Government (State) Award 2007*.

Reimbursement will be made available provided that travel is undertaken expediently, and by the shortest practicable route, and subject to a formal claim being lodged not later than three (3) months after the expense was incurred.

Advance payments for any expenses expected to be incurred will not be provided.

Spouses, partners or accompanying persons shall not be entitled to any reimbursement of travelling expenses.

Official Engagements and Functions

Council will be responsible for the expenses of Councillors to attend meetings, official engagements and functions where the Councillor has been authorized by the Council or is deputizing for the Chairperson within the Local Government area.

Expenses relating to a Councillors partner will be the responsibility of the Councillor.

Legal and insurance expenses and obligations

Council shall maintain policies which contain provisions for legal expenses and insurance in the form of:

- Councillors and Officers liability insurance
- Personal Accidents insurance

Where council's insurance policies do not cover a Councillor's legal expenses in relation to a matter arising directly as a result of the Councillor's actions in civic office, Council will determine, by resolution, if the Councillor is to be reimbursed for reasonable solicitor/client costs as long as they relate to:

- Conduct arising from the execution of a councillor's civic duties;
- The matter is finalized;
- Council authorizes by resolution naming the Councillor and determining the amount to be reimbursed.

Facilities

Meals and refreshments

Councillors will be provided with light meals and refreshments, at the discretion of the General Manager, when attending meetings of the Council or a committee, or any working party.

Stationery

Council will provide, upon request, the following stationery to Councillors to be used only on Council business:

- Writing pads
- Business cards
- Writing pens

Postage

Council will provide Councillors with postage facilities where the communication being posted is in discharge of the Councillor's functions of civic office.

Communication

Council will, upon request, provide the Chairperson with a mobile phone or similar device for use directly and solely associated with the role as Chairperson of Upper Macquarie County Council.

Secretarial Services

Council will, upon request, provide a secretarial service to the Chairperson to facilitate the discharge of functions of Chairperson.

Training

Council will conduct training programs for Councillors as is appropriate for the effective discharge of the functions of civic office. Such training programs will be conducted by Council's own staff and external service providers may be engaged as required

Amounts expended for period 1/7/2013 to 30/6/2014

FEES

Chairman	\$6552
Members	\$14016
<i>Total</i>	<u>\$20568</u>

EXPENSES

Travelling and subsistence	\$4731
Expenses	<u>\$0</u>
<i>Total</i>	<u>\$4731</u>

TOTALS

Fees	\$20568
Expenses	<u>\$4731</u>
<i>Total</i>	<u>\$25299</u>

SECTION G

SENIOR STAFF

The number of designated senior staff employed by Council (part-time) is one. The total amount paid in accordance with Regulation 217 being \$77424.

Salary	\$55867
SCG Superannuation	\$6558
Salary Sacrifice Superannuation	\$14999

SECTION H

MAJOR CONTRACTS AWARDED

During 2013 – 2014 financial year Council awarded no major contracts.

SECTION I

BUSH FIRE HAZARD REDUCTION PROGRAMMES

Council does not have any control over the land within its area and the individual constituent Councils carry out Bush Fire Hazard Programmes.

SECTION J

MULTI-CULTURAL SERVICES

Being a specific purpose Local Authority, Council is not significantly involved in this area; however, it is always available to assist County residents in any such matters with the help of its constituent Councils.

SECTION K

PRIVATE WORKS

The Council has nothing to report in this section.

SECTION L

CONTRIBUTIONS / DONATIONS

NIL

SECTION M

HUMAN RESOURCE ACTIVITIES

WORK HEALTH & SAFETY

Council is aware of its responsibilities in this area and all WHS matters are handled by the Council's General Manager in consultation with all staff. The General Manager is responsible for ensuring that Health and Safety requirements imposed by legislation upon staff, elected members and the public in their particular circumstances of interaction are observed by all parties.

TRAINING UNDERTAKEN

Staff undertook a number of training courses to assist them in their career development, and where necessary, to meet appropriate certification and license requirements. These included courses in helicopter operations and to update first aid and chemical users certificates.

SECTION N

Activities to Implement EEO Management Plan

An Equal Opportunity Management Policy and strategies were adopted in accordance with the *Local Government Act 1993*. All Council articles and policies adhere to EEO policies.

An harassment policy has been adopted and a contact officer has been appointed as the first point of contact. EEO and anti-discrimination publications and articles concerning sexual harassment are all distributed to staff when received.

There is minimal movement of staff, with the seven established positions being occupied as follows:

No. of Staff

Permanent full time Male	6
Permanent part Time Male	1
Permanent part Time Female	1

Refer to Performance Management Report for further Human Resources Activities.

SECTION O

EXTERNAL BODIES EXERCISING COUNCIL FUNCTIONS

The Council has nothing to report under this section.

SECTION P

CONTROLLING INTERESTS IN COMPANIES

Council has no controlling interests in any companies

SECTION Q

PARTNERSHIPS, CO-OPERATIVES & JOINT VENTURES

Council does not participate in any partnerships, co-operatives or joint ventures.

SECTION R

REGULATIONS

RATES AND CHARGES WRITTEN OFF

Council does not levy any rates and has not during 2013/2014 written off any charges.

OVERSEAS VISITS FUNDED BY COUNCIL

The Council has not financed any overseas visits during this financial year.

TOTAL REMUNERATION FOR SENIOR STAFF

The number of designated senior staff employed by Council (part-time) is one. The total amount paid being \$77424.

ACTIVITIES FOR CHILDREN

As Council is a single purpose authority it does not have any other programmes such as youth programmes, library etc. Its constituent Councils carries out these functions but Upper Macquarie County Council is always prepared to offer any assistance it can to its constituents.

ACCESS AND EQUITY OF SERVICES TO ALL

As Council is a single purpose authority it does not have any other special programmes. Its constituent Councils carry out these functions but Upper Macquarie County Council is always prepared to offer any assistance it can to its constituents. The Council Chambers at Kelso provide easy wheel chair access and parking is always available at the front of the office.

BUSINESS ACTIVITIES

Council has no Business undertakings and therefore incurred no expenses or gained any revenues in relation to this type of activity.

REGULATIONS(cont)

PRINCIPLES OF COMPETITIVE NEUTRALITY

Council has created a complaint handling mechanism which was formally ratified and adopted by Council.

No competitive neutrality complaints were made against the council during the year.

Government Information (Public Access) Act 2009

STATISTICAL REPORT

Upper Macquarie County Council is committed to the provision of an open system of Government where every attempt is made to provide access by members of the public to documents and to the decision making process of the Council.

Council's current Business Papers and Minutes are available on the Council's website (www.umcc.nsw.gov.au) as are many Council policy documents. The Council's aim is to have all policy documents available on the website as soon as resources permit.

No request for information was received during the year.

Reporting Year	Requests	Status	Resolution
1994/95	Nil		
1995/96	Nil		
1996/97	Nil		
1997/98	1	Refused and no further correspondence received.	
1998/99	Nil		
1999/2000	Nil		
2000/2001	Nil		
2001/2002	Nil		
2002/2003	Nil		
2003/2004	Nil		
2004/2005	Nil		
2005/2006	Nil		
2006/2007	Nil		
2007/2008	Nil		
2008/2009	Nil		
2009/2010	Nil		
2010/2011	Nil		
2011/2012	Nil		

2012/2013	Nil		
2013/2014	Nil		

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

The Privacy and Personal Information Protection Act came into effect for Councils on 1 July, 2000. This Act restricts the provision of personal information to individuals or bodies. Council as part of its compliance with this Act has reviewed the information registers and forms and now only collects that information that is required to carry out its statutory obligations. This information is not provided to third parties except in circumstances authorised by law.

Council has not had to undertake any reviews under Part 5 of the Act in relation to the conduct of the Council under the Privacy and Personal Information Protection Act.

PUBLIC INTEREST DISCLOSURES ACT 1994

This is the Upper Macquarie County Council's report required by Section 31 of the *Public Interest Disclosures Act 1994* for the period 1 July 2013 to 30 June 2014.

No of public interest disclosures received by UMCC	0
No of public officials who made public interest disclosures to UMCC	0
Of public interest disclosures received, how many were primarily about:	
Corrupt conduct	0
Maladministration	0
Serious and substantial waste	0
Government information contravention	0
Local government pecuniary interest contravention	0

UMCC has not established an internal reporting policy.

The head of UMCC has not taken action to meet staff awareness obligations.

No of public interest disclosures (received since 1 Jan 2013) that have been finalised in this reporting period	0
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Appendix A

Audited Financial Reports

FINANCIAL REPORTS

**FOR THE YEAR ENDING
30 JUNE 2014**