

ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES

14 DECEMBER 2011

**ITEM: 1 PRESENT AND APOLOGIES**

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**Present:** Trish Kidd (Chair), Mayor Neville Castle, Councillor Col Hunter, Thomas Ebersoll (LEG), Helen Drewe, Fiona Joy, Sue Graves, Ian Milliss.

**Apologies:** Jeff Thurlow.

**Officers:** Peta Lette, Andrew Muir, Matthew Brewster

**Declaration of Interests:** NIL

**ITEM: 2 PREVIOUS MINUTES**

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The minutes of the 12 October 2011 meeting were confirmed by email as true and correct prior to the meeting and were reported to the 21 November 2011 Council Meeting 2011

Council resolved at that meeting as follows:

**THAT:**

1. Council notes the minutes of the Environmental Advisory Committee held 12 October 2011;
2. Council advise that it cannot consider the requests and recommendations made by the Environmental Advisory Committee for items 9 and 10 as they are beyond the Committees Terms of Reference;
3. Council reiterate that if the Committee wishes to pursue the position of Biodiversity and Bush land Officer that it is up to the Environmental Advisory Committee to prepare a scope of duties, suggested funding sources and business case; and
4. Council reiterate to the Committee that it must conduct its business within the Terms of Reference adopted by Council.

**MOVED:** Councillor H K Fisher **SECONDED:** Councillor C Hunter

**Carried**

### **ITEM: 3 BUSINESS ARISING FROM PREVIOUS MINUTES**

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Trish Kidd reminded the Committee of the Council resolution on the 01/03/10 from nearly two years ago, that Council:

1. Further develop the concept of the Farmers Creek Track and Trail Network and take ownership of the project by developing a plan that can be implemented over a number of years.
2. Dedicates staff or other resources to developing the concept and plan. draft Terms

(minute 10-78), and enquired to the progression of the Project within that time.

### **ITEM 4: FARMERS CREEK TRACK and TRAIL NETWORK (MATTHEW BREWSTER)**

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4.1 Matthew Brewster presented a Draft Project Scope for the Farmers Creek Concept Plan (copies were distributed to the Committee). The Snapshot summary included but was not limited to:

Snapshot summary

- Introduction
- Understanding Farmers Creek
  - Governance Key Considerations
  - Community Key Considerations
  - Environment Key Considerations
  - Economy Key Considerations
- What the Community says
- Farmers Creek Concept Plan
- Delivering Outcomes – Priority Projects and Actions

Trish Kidd thanked Matthew and said that the draft scope outline was encouraging and comprehensive.

Sue Graves also identified that flooding and the required flood mitigation works will be a major issue, particularly in relation to funding. It was also discussed by the Committee that a time frame for broader development to be presented to the community will be required. There was discussion that Lithgow Council should lead the development process for Farmers Creek. Significant external funding assistance will be required to implement outcomes given the scale of the creek line

and the nature of the issues that require addressing. The following recommendation was made.

### **RECOMMENDATION TO COUNCIL**

#### **THAT:**

1. That Council endorse the draft project scope for the development of the Farmers Creek Concept Plan.
2. That Council resource and support the development of a Concept Plan to enable its completion by September 2012.
3. That Council use the completed Concept Plan to attract external funding opportunities.

**MOVED:** Mayor Neville Castle **SECONDED:** Mr Ian Milliss

### **ITEM 5: CRIME PREVENTION COMMITTEE (MAYOR NEVILLE CASTLE)**

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Mayor Castle advised the committee that the Crime Prevention Committee have changed their meetings to Mondays so that the relevant people who attend the Environmental Advisory Committee can now also attend the Crime Prevention Committee meetings.

### **RECOMMENDATION TO COUNCIL**

THAT the advice from the Mayor be received

### **ITEM 6: TERMS OF REFERENCE (MAYOR NEVILLE CASTLE)**

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Mayor Castle stated that the Terms of Reference have been changed previously and may have to be looked at again.

Andrew Muir advised that it his responsibility to ensure that the Terms of Reference of the Committee

In response to previously asked questions, Andrew Muir advised that;

- The insurance for contractors was a requirement of Councils insurers.
- That the environmental levy is a rating issue,

- For an environmental position a business plan would be required to put to the General Manager as the General Manager is responsible for staff appointments.

Committee members asked if Council would assist with the business plan and Andrew Muir advised that he and an officer from Council would provide support.

Ian Milliss suggested that the Committee's expertise be utilised and the Committee agreed that comments and suggestions for review of the Terms of Reference to be forwarded to Peta Lette by the end of January for summarising in preparation for the next meeting. Andrew Muir will provide guidance regarding Terms of Reference.

### **RECOMMENDATION TO COUNCIL**

THAT comments and suggestions for review of the Terms of Reference to be forwarded to Peta Lette by the end of January for in preparation for the next meeting

### **ITEM 7: ENVIRONMENTAL POSITION DESCRIPTIONS (HELEN DREWE)**

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Helen Drewe expressed concern that the above position description has not defined roles for local needs/issues. The Committee agreed to discuss the job descriptions (to be attached with minutes).

It was agreed that the next meeting commence at 2.30pm to allow for brainstorming session on position description.

Trish Kidd suggested that Council consider hosting a Corporate Sponsorship Workshop to help attract corporate funding and form partnerships. Local Landcare Groups have expressed interested in these workshops - being offered through the HNCMA, and see Council's involvement as paramount.

### **RECOMMENDATION TO COUNCIL**

#### **THAT:**

1. Council indicate, in principle, it would be interested in hosting a corporate sponsorship workshop day
2. A brainstorming session be held at 2.30pm on 8 February 2012 in regard to the proposed Environmental Officer Position Description.

**MOVED:** Trish Kidd      **SECONDED:** Unanimously supported

**ITEM 8: DAVID DURIE**

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Trish Kidd on behalf of the committee wished David Durie all the best and thanked him for his service and assistance to the Committee.

**RECOMMENDATION TO COUNCIL**

THAT: a letter of thanks be provided to Mr Durie.

**ITEM 9: GENERAL BUSINESS**

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**LAKE PILLANS BOARDWALK (PETA LETTE)**

Peta Lette advised that the contractor had been contacted and that he said that the timber is to be delivered this Thursday and weather permitting work will commence Friday or Monday and completion by the end of January 2012.

**RECOMMENDATION TO COUNCIL**

THAT the advice in relation to Lake Pillans Boardwalk be received.

**ITEM 10: HISTORIC ITEMS**

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There were no further historic items discussed.

**ITEM: 11 CLOSE OF MEETING**

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The meeting closed at 6.00pm.

The Next Meeting of the Environmental Advisory Committee to be held on Wednesday **8 February 2012 at 2.30pm** in the Hartley Meeting Room (NB: The brainstorming session shall be held at 2.30pm on that date)