

Blayney Shire Council



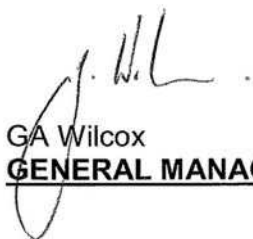
4 December 2012

Dear Councillor,

Your attendance is requested at an Ordinary Council Meeting of the Blayney Shire Council to be held in the Chambers, Blayney Shire Community Centre on Monday, 10 December 2012 at 6.00 pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Recording of Meeting Statement
- (3) Apologies for non-attendance
- (4) Confirmation of Minutes
- (5) Matters arising from Minutes
- (6) Disclosures of Interest
- (7) Mayoral Minute
- (8) Reports of Staff
 - (a) General Manager
 - (b) Corporate Services
 - (c) Engineering Services
 - (d) Environmental Services
- (9) Delegates Reports
- (10) Committee Reports
- (11) Questions from Councillors
- (12) Closed Meeting

Yours faithfully



GA Wilcox
GENERAL MANAGER

**5:30 PM PRESENTATION TO COUNCILLORS BY:
- GARRY TAUNTON - B2B**



Blayney Shire Council

Policy Register

Policy No 3E

Policy Title	Interest – Private Works
Document/File No	A2-8
Officer Responsible	Manager Financial Services
Last Review Date	10/12/2012

Objectives

To set the interest rate and terms for non-payment of private works accounts

Policy Statement

Blayney Shire Council



Interest – Private Works

Policy

That Council charge interest on private work debtor accounts outstanding for 31 days or more at the interest rate applicable to overdue rates and charges set by the Division of Local Government each financial year.

End of Policy

Adopted:	Date: 12/5/1997	Minute:303
Lasted Reviewed:	Date: 10/12/2012	Minute:
	14/03/2011	1103/010
	14/05/2007	07/094
	10/12/2006	06/306
Next Reviewed:	09/11/2015	



Blayney Shire Council

Policy Register

Policy No 4C

Policy Title	Corporate Credit Card Policy
Document/File No	
Officer Responsible	Manager Financial Services
Last Review Date	10/12/2012

Objectives

The purpose of the Corporate Credit Card Policy is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Policy Statement

Blayney Shire Council



Corporate Credit Card Policy

Overview

Council has introduced Corporate Credit Cards with the aim to minimise administration expenses and time inefficiencies with purchases and to ensure effective control and accountability of certain Council purchases and payments.

The purpose of the Corporate Credit Card Policy is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Policy

The use of a Council Corporate Credit Card must be in accordance with the Corporate Credit Card Policy.

Scope

These Corporate Credit Card Policy apply to all users of Council's Corporate Credit Cards.

Responsibilities & Procedures

Corporate Credit Cardholders are responsible for:

- Signing the Corporate Card Acknowledgement and Conditions of Use form on receiving the Corporate Card.
- Ensuring the safe keeping of the Corporate Card and immediately reporting to the Commonwealth Bank and Manager Financial Services if the Corporate Credit Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Credit Card without having read and understood the Corporate Card Policy.
- Ensuring that the Corporate Credit Card is used in accordance with Council's other policies, as appropriate.
- Ensuring that expenditure is contained within available budget limits.

- Reimbursing Council for the cost of purchases deemed not to be for the use of Council, or Council related business within a reasonable period of time.
- Ensuring that a tax invoice, receipt, docket or similar source document is obtained for each transaction and given to the Manager Financial Services with the completed Commonwealth Bank Cardholder Statement form.
- Completing and submitting the Corporate Credit Card Transaction Declaration form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.
- Completing the Corporate Card Termination of Use Advice form when forfeiting the Corporate Credit Card due to transferring to another position that does not require a Corporate Credit Card, terminating employment with Council, or any other reason that may warrant the forfeiture of the Corporate Credit Card.

Restrictions on Use

The Credit Corporate Card cannot be used to obtain cash.

Purchases must only be for the use of Council, or Council related business, and not for private or personal use.

The Corporate Credit Card is not to be used for obtaining items which are available from Council's stores inventory. A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

Card Application and Use

Entitlement to a Corporate Credit Card shall be determined by the General Manager.

The provision of a Council Corporate Credit Card is subject to the approval of the General Manager.

Controls on purchases

The use of the Corporate Credit Cards is subject to Council and the Commonwealth Bank controls, policies and procedures.

The Manager Financial Services will perform random audits on individual Corporate Cardholder's Statements to ensure that the Corporate Credit Card Policy is being adhered to.

Failure to comply with the conditions as detailed within this Policy may result in the cardholder's entitlement to a Corporate Credit Card being revoked and disciplinary action being taken.

Termination of Use

In the event that a cardholder's entitlement to a Corporate Credit Card has been terminated for reasons such as:

- (i) termination of employment;
- (ii) re-assignment to another position within Council;
- (iii) failure to comply with the conditions of this Policy; or
- (iv) any other reasons as determined by the General Manager,

the Corporate Credit Card, together with all supporting documentation and other relevant documentation, with a completed Termination of Use Advice form, must be forwarded to the Manager Financial Services.

Review

The Corporate Credit Card Policy will be reviewed on an annual basis.

The General Manager reserves the right to vary this Policy at twenty four (24) hours notice.

Adopted:	Date:14/05/2007	Minute:07/091
Lasted Reviewed:	Date:14/05/2007	Minute: 07/091
	Date:14/03/2011	Minute: 1103/011
	Date:10/12/2012	
Next Reviewed:	Date: 9/11/2015	



Blayney Shire Council

Policy Register

Policy No 11B

Policy Title	Records Management Policy
Document/File No	A9-5 & A9-9
Officer Responsible	Director Corporate Services
Last Review Date	10/12/2012

Objectives

The objective of this policy is to ensure that full and accurate records of all activities, decisions and transactions of Blayney Shire Council are created and managed to meet the Council's organisational needs and accountability requirements.

Policy Statement

Blayney Shire Council



Records Management Policy

Authority of this Policy

This policy is issued under the authority of the General Manager and will be reviewed and amended as required in consultation with Directors, Managers and staff of Council.

Purpose of this Policy

The Purpose of this policy is to ensure that full and accurate records of all activities, decisions and transactions of Blayney Shire council are created and managed to meet the Council's organisational needs and accountability requirements.

Policy Statement

Council staff must ensure that records are created, captured, maintained, preserved stored & disposed of in a way that complies with legal, administrative, cultural and business needs.

Records are a valuable resource and asset to Council in effective daily operations and decision making. The records provide evidence of transactions legal administrative and audit requirements while fulfilling the everyday business needs of Council. The long term retention of records constitutes the corporate memory of Council.

Legislative Framework for Recordkeeping

In managing its records, Council will endeavour to comply with relevant Acts and Regulations and take account of standards relating to records management.

Authority of the Corporate Records Manager

Responsibility for Council's Records Management Program is assigned to the Director of Corporate Services.

Responsibilities include:-

- authority to set and issue corporate standards and to monitor and audit compliance with these standards throughout Council.
- requests under the Government Information (Public Access) Act, the Local Government Act and the Privacy and Personal Information Act.

Records Section

The Records Section is operationally responsible for:-

- the effective management and system administration of Council's electronic document system.
- the efficient management of Council records, both physical and electronic, incorporating sound record keeping principles and records management best practice guidelines.
- assisting staff in fulfilling their recordkeeping responsibilities and provide advice and training throughout the implementation of the policy and procedures
- monitor and review the implementation process of all records management policies and procedures

Council Staff

As public sector employees, all Council staff needs to be aware of record keeping requirements that affect the performance of their duties.

The State Records Act 1998 requires public officials to 'make and keep full and accurate records' of their business activities.

Responsibilities include:-

- capture records in any format, including electronic documents into Council's document management system
- follow authorised procedures when carrying out records management functions
- handle records with care to avoid damage and prolong their life span
- records are not to be destroyed without authorisation

Glossary

Accountability

The principle that individuals, organisations and the community are required to account to others for their actions.

Organisations and their employees must be able to account to appropriate regulatory authorities, shareholders or members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice, and community expectations.

Administrative Records

These records include all aspects of the organisation's internal administration, including budget and finance matters, general correspondence, staff matters, Ministerial and Parliamentary papers, accommodation and management information systems and the Organisation's own agendas, minutes and business papers. It also encompasses records generated by Councillors including correspondence, file notes, diaries and transcripts of conversations / advice.

Disposal

A range of processes associated with implementing appraisal decisions. Those include the retention, deletion or destruction of records in or from recordkeeping systems.

Evidence

Information that tends to prove a fact. Not limited to the legal sense of the term.

Record

Means any document or other source of information compiled recorded or stored in any written form, or by means of electronic process, or in any other manner or by any other means.

Records

Recorded information in any form including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Recordkeeping

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping System/Document Management System

Information systems which capture maintain and provide access to records over time.

Records Management

The discipline and organisational functions of managing records to meet operational business needs, accountability requirements and community expectations.

Storage

The function of storing records for future retrieval and use.

Transactions

The smallest unit of business activity, uses of records are themselves transactions.

Adopted:	Date:17/01/2000 & 13/11/2000	Minute:12 & 647
Last Reviewed:	Date: 14/05/2007 10/12/2012	Minute:07/094
Next Reviewed:	Date: 09/11/2015	

Blayney Shire Council**Policy Register****Policy No 18C**

Policy Title	Waste Collection Services
Document/File No	
Officer Responsible	Director Planning & Environmental Services
Last Review Date	10/12/2012

Objectives

Is to provide a set of guidelines for Council's provision of domestic and non-domestic waste collection services within the Blayney Shire Council.

Policy Statement**Blayney Shire Council****Waste Collection Services**

1. INTRODUCTION

1.1 Legislation

Section 496(1) of the Local Government Act 1993 states "A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available". Part two of Section 496 also states the circumstances where parcels exempt from rating may also be charged.

1.2 Purpose of the Plan

The purpose of this Policy is to clarify this section of the Local Government Act 1993 with reference to the Blayney Shire Council. The aim is to provide a clear Policy and guidelines for the Procedures for the provision of these waste collection services.

The issues which are to be addressed by this Policy include:

- Compulsory provision of services within a town or village, as is the current status;
- Extension of the service between the existing routes to enable populated rural areas to receive the service;
- Enforcement of properties along the route to utilise the service;
- Availability of the service to properties willing to take bins to a designated location along the route; and
- That domestically produced waste is collected, where possible, through Council's contracted service provider, to ensure an environmental improvement in the disposal of domestic waste.

1.3 Land to which the Policy Applies

All land within the Blayney Shire Council is deemed to be affected by this Policy however this policy will clarify where the services are available.

2.0 Policy

2.1 Availability of Council's Waste Collection Service

- a) Council will charge for and make available the Waste Collection Service to all properties within a town or village, as defined by Council's Local Environmental Plan (as amended) and Council's contract for the provision of these services;
- b) Where the service is provided to a residential property, the full rate is payable;
- c) Where the service is provided to a vacant parcel of land, the vacant land rate is charged;
- d) Where the service is available to a vacant parcel of land which has, for rating purposes, been amalgamated with an adjoining parcel for which a full service is being charged, the vacant land charge is not payable for each parcel of land for which the service is available;
- e) Where the service is available outside of a town or village, and is along a route as agreed with Council's contractor, all properties which have a occupiable residence within 250m of the main property gate providing access to the serviced road and are serviced by the route, will be required to utilise the service for the disposal of their domestic waste;
- f) Where a property meets the criteria of point (e) above, but there is no occupiable residence, the vacant land charge will apply. The charge will be applied per rating assessment which is serviced by the route;
- g) Properties which are along existing routes prior to the implementation of this policy will be advised in writing of Council's intention to enforce the use of the service effective from 1st June 2007, and properties which require bins will be requested to contact Council to arrange the delivery of bins.

2.2 Provision of Bins

- Council, or Council's contractor, will provide one free bin/bins (depending on the service type) per service as provided;
- If additional services are requested, the bins for those services will be initially provided free of charge;
- Where a bin has been split, damaged, or has had damage and can be collected by Council, or Council's contractor, for replacement, the request may be completed with Council or Council's contractor for the replacement of such bins, and those bins will be repaired or replaced (where applicable) free of charge;

- Where a bin has been burnt, stolen or is missing, and cannot be collected by Council, or Council's contractor, the request may be completed with Council or Council's contractor for the replacement of the bin/s, and the fee is payable for the replacement of the bin/s;

End of Policy

Adopted:	Date: 14/07/2008	Minute: 08/191
Lasted Reviewed:	Date: 10/12/2012	Minute:
Next Reviewed:	Date: 09/11/2015	



Blayney Shire Council

Policy Register

Policy No 1A

Policy Title Payment of Expenses and the
Provision of Facilities to the
Mayor and Councillors Policy

Document/File No 142801

Officer Responsible Director Corporate Services

Last Review Date 10/12/2012

Objectives

Section 252 (1) of the Local Government Act 1993 requires Council to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor and other councillors in relation to discharging the functions of civic office.

Policy Statement

Blayney Shire Council



**Payment of Expenses and the Provision of Facilities to the
Mayor and Councillors Policy**

1. OBJECTIVE OF POLICY

Section 252 (1) of the Local Government Act 1993 requires Council to adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor and other councillors (including Administrators) in relation to discharging the functions of civic office.

The purpose of this policy is to ensure that councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties and that there is accountability and transparency in the payment of expenses incurred, or to be incurred by Councillors (including Administrators). The overriding principle to be addressed in the development of this policy is that the provisions of the policy meet the expectations of the local community.

This policy does not deal with matters associated with the setting and payment of annual fees to the Mayor and Councillors, which are determined by the Local Government Remuneration Tribunal.

Any reference hereon in this policy to Councillors will encompass Administrators.

2. STATUS OF THE POLICY

This policy has been prepared in accordance with the "Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW" as issued by the Division of Local Government, Department of Premier and Cabinet dated 7 October 2009 (Circular 09-36).

3. PAYMENT OF EXPENSES

3.1. CONFERENCES AND SEMINARS

Requests for attending conferences shall be in writing outlining the benefits for Council. A written report shall be furnished to Council from the Councillor or staff accompanying the Councillor on the aspects of the conference relevant to council business and / or the community. No written report shall be required for the Local Government and Shires Association Annual Conference.

Council will meet the following expenses for Councillors attending conferences and seminars which have been authorised by Council resolution or by the Mayor under delegated authority.

3.1.1. Registration Fees

- i) Payment of registration fees for attendance at conference / seminar sessions.
- ii) Payment of official conference / seminar lunches and dinners, and associated tours where they are relevant to the business and interests of Council, if not covered by the registration cost.

3.1.2. Accommodation

Payment of accommodation costs on the following basis:

- i) Accommodation selected by the Council or General Manager on the basis of cost and convenience of location to the conference. A Councillor may choose accommodation at a different location but which is the same cost or less.
- ii) The number of accommodation days provided under this policy shall be limited to:
 - a. Registration day;
 - b. Each day on which official sessions of the conference / seminar are held, as well as the night preceding the conference / seminar where travelling schedules reasonably require such accommodation; and
 - c. Each day on which a Councillor is required to be accommodated en route to and from the conference / seminar.
- iii) Any additional accommodation costs incurred as a result of the attendance of partners and/or children shall be borne by the Councillor.

3.1.3. Car Parking Fees

Council shall meet the cost of the following car parking fees.

- i) Hotel / Motel parking – additional car parking fees not included in accommodation costs.
- ii) Airport parking – costs incurred in the parking of a Councillor's private vehicle at an airport for the duration of a conference / seminar, subject to the vehicle being parked in the most economical airport car park.

Reimbursement for parking expenses shall be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim form. Claim for such expenses shall be made within two (2) months of the date of return from the conference / seminar.

The driver is personally liable for all traffic infringements and parking fines incurred while travelling in private or Council vehicles. Claims for reimbursement or payment of expenses shall be refused.

3.2. TRAINING AND PROFESSIONAL DEVELOPMENT

Council shall meet the expenses for Councillors attending training and professional development which have been authorised by Council resolution or by the Mayor under delegated authority, where the training or educational course is directly related to Councillors civic functions and responsibilities.

The specific expense items met by Council are the same as those applicable to "Conferences and Seminars", as listed at clause 3.1.

3.3. REIMBURSEMENT AND RECONCILIATION OF EXPENSES

Councillors seeking reimbursement of costs and expenses, incurred in accordance with the requirements of this Policy, shall only be approved upon the production of appropriate receipts and tax invoices, and the completion of the required claim form.

Claims for reimbursement of costs and expenses shall be made within two (2) months of the costs and/or expenses being incurred, unless otherwise specified within this policy.

3.4. CLAIM FORM

Provided as an attachment (Attachment A) to this Policy, is the prescribed Claim Form which shall be completed by any Councillor seeking reimbursement of their costs and expenses.

It is the responsibility of the Councillor to ensure that the Claim Form is submitted accurately and complete, and within the prescribed timeframe as required by this Policy.

Incomplete claim forms may result in costs and expenses not being reimbursed.

3.5. PAYMENTS IN ADVANCE

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. Councillors may also request an advance payment for the cost of any other service or facility covered by this Policy. However, Councillors shall fully reconcile all expenses against the cost of the advance within fourteen (14) days of their return.

Note: No general allowance type payment shall be made under any circumstances.

3.6. PAYMENT OF EXPENSES FOR SPOUSES, PARTNERS AND ACCOMPANYING PERSONS

Where the business of Council includes an invitation to a Councillor's spouse, partner or accompanying person, Council shall meet all reasonable costs associated with the spouse, partner or accompanying person attending that function.

In circumstances where an invitation is not extended to a Councillor's spouse, partner or accompanying person, that spouse, partner or accompanying person may accompany the Councillor on the business of Council, at the expense of the Councillor.

Attendance at the Annual Shires Conference shall be regarded as business of the Council and, as permitted by the Division of Local Government Guidelines, registration and official conference dinner costs be met by Council.

An accompanying person is a person who has a close personal relationship with the councillor and/or provides carer support to the councillor.

3.7. INCIDENTAL EXPENSES

Claims for reimbursement of reasonable out-of-pocket or incidental expenses incurred by a Councillor whilst attending conferences, seminars or training courses shall only be approved upon presentation of receipts and the completion of the prescribed claim form. Payments of general expense allowances shall not be permitted under this policy.

Incidental expenses will be paid in accordance with the annual Taxation Determination issued by the Australian Taxation Office titled: *Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the xxxx-xx income year?* Amounts claimed shall not exceed amounts specified in the Taxation Determination.

3.8. INSURANCE

Council shall effect an appropriate level of insurance for Councillors in the following areas:

- i) Public Liability – for matters arising out of a Councillor's performance of their civic duties and/or exercise of their Council functions.
- ii) Professional Indemnity – for matters arising out of a Councillor's performance of their civic duties and/or exercise of their Council functions.
- iii) Personal Accident – coverage of Councillor and/or spouse while on Council business.
- iv) Defamation – excluding Councillor to Councillor, Councillor to Staff and Staff to Councillor.
- v) Travel – for approved travel on Council business.

Council shall meet any excess applicable under a policy for:

- Councillor and Officers – in relation to a Councillor performing their civic duties or Council functions;
- Other Insurances – in specific instances when considered necessary by the General Manager (eg travel insurance).

3.9. LEGAL EXPENSES

Council may indemnify or reimburse the reasonable legal expenses of:-

- i) A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993 (refer Section 731), provided that the outcome of the legal proceedings is favourable to the Councillor.
- ii) A Councillor defending an action in defamation, provided that the outcome of the legal proceedings is favourable to the Councillor.
- iii) A Councillor involved in the event of:
 - An inquiry, investigation or hearing into a Councillor's conduct by any of the following:
 - o Independent Commission Against Corruption
 - o Office of the NSW Ombudsman
 - o Division of Local Government, Department of Premier and Cabinet
 - o NSW Police Force
 - o Director of Public Prosecutions
 - o Local Government Pecuniary Interest Tribunal
 - o Council's Conduct Review Committee / Reviewer

This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a councillor's functions under the Local Government Act 1993 and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. In the case of a conduct complaint made against a councillor, legal costs shall only be made available where a matter has been referred by the General Manager to the conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs shall only be made available where a formal investigation has been commenced by the Division of Local Government.

In addition, legal costs shall only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This may include circumstances in which a matter does not proceed to a finding. In relation to a councillor's conduct, a finding by an investigative or review body that an inadvertent minor technical breach had occurred may not necessarily be considered a substantially unfavourable outcome.

Council shall not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.

Council shall not meet the legal costs of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Legal costs shall not be met for legal proceedings that do not involve a councillor performing their role as a councillor.

Council may lawfully obtain insurance cover against the risk of having to meet the reasonable legal costs of a councillor, or to reimburse those costs, provided that the costs or reimbursements are ones that it is authorised to meet.

Council may reimburse such Councillor, after the conclusion of the inquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonable incurred, given the nature of the inquiry, investigation, hearing or proceeding, on a solicitor / client basis. Such determination shall be by resolution of Council.

3.10. CARER'S PROVISIONS

3.10.1. Carer's Expenses

Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member shall be entitled to reimbursement of carer's expenses up to a maximum of \$1,000 per annum for attendance at Council and Committee meetings and other official civic functions noted below, plus reasonable travel from their principal place of residence. Child care expenses may be claimed for children up to and including the age of 16 years. Reimbursement of carer's expenses shall be made after submission of receipts and tax invoices and completion of the prescribed claim form. Claims for such expenses shall be made within one (1) month of the expense being incurred. Official civic functions may include:

- Attendance at Ordinary and Extraordinary meetings of Council.
- Attendance at Council Committee meetings of which the Councillor is a member.
- Attendance at Ordinary, Committee and Sub-Committee meetings of an organisation where the Councillor has, by Council resolution, been duly elected as a Council delegate.
- Attendance at inspections, within or outside the area as authorised by Council resolution or by the Mayor under delegated authority.
- Attendance at official Council functions as authorised as Council business by a resolution of Council.
- Attendance at conferences or seminars approved by Council resolution or by the Mayor under delegated authority.

- Attendance at training or professional development approved by Council resolution or by the Mayor under delegated authority.
- Attendance at functions to which the Mayor has been invited, which are attended at the request of the Mayor.

Councillors shall provide suitable evidence to the General Manager that reimbursement is applicable, such as advice from a medical practitioner in the event of caring for an adult person.

3.10.2. Expenses and Facilities for Councillors with Disabilities

In addition to the provisions of 3.10.1, for any councillor with a disability, Council may resolve to provide reasonable additional facilities and expenses, in order to allow that Councillor to perform their civic duties.

4. CONSIDERATION OF SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

4.1. GENERAL TRAVEL ARRANGEMENTS

All travel by Councillors shall be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Note: The driver is personally responsible for all traffic infringements and parking fines incurred while travelling in private or council vehicles on Council business.

4.2. LOCAL TRAVEL ARRANGEMENTS AND EXPENSES

For the purposes of this Policy, Local Travel will include travel conducted within the following Local Government Areas:-

- Blayney
- Cowra
- Bathurst
- Orange
- Cabonne
- Wellington

For the purposes of this Policy, where Council Delegates attend meetings of the Lachlan Regional Transport Committee Inc, Local Travel will include travel conducted within, and transiting to, the Local Government Areas of the members to this Committee.

Travelling expenses within these Local Government Areas shall be paid to Councillors upon submission of the completed claim form for:

- Attendance at Council or Committee meetings;
- Undertaking approved business of the Council.

Councillors are encouraged to pool vehicles where practicable.

**4.3. NON-LOCAL AND OTHER TRAVEL ARRANGEMENTS AND
EXPENSES**

Payment of travelling expenses for all other travel outside of the "local area" as defined above shall be submitted to Council for consideration, and shall only be paid if approved.

All non-local and other travel should be advised to the General Manager in advance for coordination of accommodation and travel arrangements (if required). Such advice shall be on a travel authority and submitted in time for approval by Council as attached to this policy. For risk minimisation Councillors are to pool vehicles where practicable. All travel by vehicle shall be by the following priority:

- a. Council vehicle (if available)
- b. Councillor vehicle
- c. Hire vehicle

Claims for expenses incurred shall be submitted on the approved claim form as attached to this Policy, and each claim shall clearly state the purpose of the travel.

4.4. TRAVELLING EXPENSES PER KILOMETRE RATE

Approved claims for payment of travelling expenses shall be fixed at the rate per kilometre for vehicles in excess of 3 litre capacity, as determined by the Australian Taxation Office, effective from the 1st July of that financial year.

4.5. OTHER EXPENSES

Councillor claims for payment of "Other Expenses" not specifically covered by this Policy shall be presented in a report to Council for consideration, and shall only be paid if approved.

5. PROVISION OF FACILITIES

5.1. GENERAL PRINCIPLES

The provision of facilities, equipment and services to the Mayor and Councillors shall be used by the Mayor and Councillors only for the purposes of fulfilling their civic duties and functions. However, Council acknowledges that infrequent private use of the facilities and equipment may occur.

Council facilities, equipment and services shall not be used to produce and disseminate election material, personalised pamphlets or newsletters (and the like) or material for any other political purpose.

5.2. TELEPHONE / FACSIMILE LINE

At Council's expense a separate telephone / facsimile direct line shall be connected to all Councillors' residences for Council business upon receipt of a written request from each respective Councillor. All costs associated with the operation of this line shall be paid by Council.

In circumstances where a Councillor elects not to have a separate telephone / facsimile line connected, and instead utilises their own private telephone / facsimile line, Council shall reimburse only the call costs identified by the Councillor as relating to council business. Claims for this reimbursement shall be accompanied by a copy of the telephone account for this line with each council business call highlighted.

5.3. FACSIMILE MACHINES

At the expense of Council, each Councillor shall be provided with a facsimile machine.

Maintenance and the supply of toner consumables (toner & paper) for the Council provided facsimile machines shall be provided at Council's expense.

5.4. TECHNOLOGY EQUIPMENT

At the expense of Council, each Councillor shall be provided with Technology equipment, the provision of tablet technology (i.e., IPAD or similar). Such equipment will be provided with required applications for Councillors to undertake their duties. Any additional applications at Council expense must be made in writing with substantiation of need.

Council will not be responsible for purchase, update or replacement of applications not purchased through Council in the event of equipment failure.

5.5. APPAREL

At the expense of Council, each Councillor shall be provided with the following apparel each term:

- One (1) corporate blazer or jacket of Council;
- Two (2) ties or scarves;
- Two Corporate Polo shirts; and
- Protective clothing as deemed required by the General Manager.

Any apparel purchased under this section shall carry the Council logo.

5.6. OTHER FACILITIES

Councillors are to receive the benefit of:

- Provision and use of business cards and name badges;
- Postage of official correspondence - all mail is to be directed through the Council's own mailing systems;
- Meals/refreshments at Council, Committee, Sub-Committee Meetings and Working Parties, or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business;

5.7. RETURN OF FACILITIES

Councillors shall return any equipment or other facilities to Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.

Where a separate sim card / telephone / facsimile line had been established, this line shall be disconnected at Council's expense. However, should the Councillor wish to retain the use of this line, then at Council's expense, the line shall be transferred into the name of the Councillor.

Councillors will also have the option of purchasing the equipment previously allocated at an agreed fair market price or written down price value.

5.8. SECRETARIAL SUPPORT

Secretarial support facilities are available to the mayor during normal office hours, through the General Manager's Executive Assistant.

ATTACHMENT B – TRAVEL AUTHORITY

**BLAYNEY SHIRE COUNCIL
COUNCILLOR TRAVEL AUTHORITY
FOR NON-LOCAL AND OTHER TRAVEL**

Pursuant to the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy the following application is submitted:

Name of Councillor: _____

Purpose of Travel: _____

Date(s): _____ Time from / to: _____

Location: _____

Venue: _____

Mode of Transport: (please circle)
Air Council Vehicle Councillor Vehicle Hire Vehicle

Accommodation (if required):
Single Room: _____ Double Room: _____ Other: _____

Motel preference: _____

Please provide other relevant details (e.g. special requirements):

SIGNATURE: _____ **DATE:** _____

(Authority should be lodged with sufficient time for Council report for approval to be submitted.)

Office Use Only

Council meeting date: _____ Minute No.: _____

Transport: _____ Order No.: _____

Motel: _____ Order No.: _____

	Date	Minute No.
First Adopted:	20/9/1999	592
Last Reviewed:	10/12/2012	
	12/09/2011	1109/022
	09/05/2011	1105/007
	08/02/2010	1002/010
	29/09/2008	08/231
	12/05/2008	08/105
	14/05/2007	07/094
	12/02/2007	7
	13/08/2001	388
Next Review:	08/07/2013	



SUMMARY KEY POINTS FROM INDEPENDENT REVIEW PANEL

“BETTER, STRONGER LOCAL GOVERNMENT – THE CASE FOR SUSTAINABLE CHANGE”

The Independent Panel released their 2nd discussion paper and case for change on 23 November 2012. The full report can be downloaded from www.localgovernmentreview.nsw.gov.au . This summary report was prepared by the Executive Manager, WBC Strategic Alliance.

The report provided information and comment on the following areas:

The Local Government system and challenges	Profound changes in local government call for equally far-reaching responses – a need for strategic capacity in local government <i>(page 15)</i>
Fiscal Responsibility and financial management	Explore the feasibility and desirability of changes to the distribution of FAGs. <i>(page 17)</i> Streamlining rate pegging <i>(page 17)</i> Councils still have a long way to go in advancing fiscal responsibility <i>(page 18)</i>
Services and Infrastructure	Councils must be able to decide how best to respond to the particular needs of their communities <i>(page 19)</i> Need to improve asset management and build capacity for smaller councils to meet local infrastructure backlog <i>(page 20)</i> Needs to be a concerted effort to improve efficiency, productivity and competitiveness . Will look at how to develop much stronger frameworks and new entities for regional collaboration, advocacy and shared services <i>(page 20 – 21)</i>
Structures and boundaries	Will investigate need for new local government structures at regional and sub-council levels. <i>(page 23)</i> Range of new models of cooperative governance and service delivery in western NSW <i>(page 26)</i> Formulate proposals for amalgamations, new regional entities and shared services as appropriate throughout NSW <i>(page 23 -25)</i> Consider significant consolidation of local government in Sydney metro and other major urban regions <i>(page 24)</i> Need to review the criteria for amalgamations and to make the boundaries commission/panel more proactive <i>(page 23/24)</i>

Governance	<p>Further consideration to alternative governance models</p> <p>Considerable potential in enhancing the role and stature of mayors and finding ways to improve working relations between GM's and Councillors</p> <p>A compelling case for a shift from compliance to innovation and improvement, underpinned by better data collection and expanded benchmarking and performance reporting</p>
A compact for change and improvement	<p>A particular role for Division of Local Government and the new LG Association to drive change</p> <p>New "compact" between state and local government to make NSW Number One.</p>

Some quotes from the report:

*"many councils demonstrated a **limited appreciation of the significance of the changes and challenges that lie ahead.....**there still appears to be a widespread belief that local government can "muddle through" with current arrangements or at least something not much different"(page 15)*

*"Economies of scope increase the capacity of councils to undertake new functions and deliver new or improved services that previously were not possible significantly, they enable councils to shift their focus towards a more strategic view of their operations.....**enhanced strategic capacity appears essential to LG longer term success.....**this emerges as probably the **most important issue** for councils to consider in examining different modes of consolidation..." (page 15)*

*"it is evident that ongoing efficiency gains and productivity improvements will be essential in a climate of fiscal restraint...no work has been done to set efficiency benchmarks.**there is considerable room for improvement"** (page 21)*

"there is no explicit requirement for councils to undertake reviews of the scope quality and method of delivery of services or to participate in quality improvement processesis there a case for this to be mandatory (page 21)

*"the panel sees a **compelling case for a shift from compliance to innovation and improvement**, underpinned by better data collection and expanded benchmarking and performance reporting, linked to the IPR framework and supported by internal and external audit" (page 33)*

*“there has been **significant under investment** across a range of important areas such as information management and communications, asset management and customer services”*

*“an avenue for enhanced efficiency and effectiveness in service delivery is **expanded regional collaboration and shared services**.....the panel will be looking at how to develop much stronger frameworks and new entities for regional collaboration, advocacy and shared services’(page 22)*

*“it suggests that amalgamations do have an important role to play in strengthening the system of local government.....**stronger regional collaboration and robust shared services organisations may also achieve** (these) objectives but the outcomes across the board are less certain” (page 24)*

*“alternatively there could be a **region-wide local government** – perhaps a modified County Council – that works through community councils and delivers programs as an agent for state and federal governments.....” (page 27)*

*“regional collaboration and shared services – to the extent possible across large distances – **may be the most practical approach**” (page 27)*

*“there are numerous pockets of energy and innovation, but the Panels’ general impression that **relatively few councils and councillors are focused on the need for fundamental change**”*

The table on page 29 on factors informing boundary changes is a new approach and should be considered.

WHAT NEXT WITH THIS REVIEW?

Between November and mid-March there will be a series of roundtable discussions and focus group meetings

Panel members are prepared to attend ROC meetings to present progress report

Councils can make further submissions up to March 2013 (suggestions must be **evidence based**)

Early April the final discussion paper “Future Directions” will be released followed by 2 months of consultation.

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Premier & Cabinet
Division of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Mr Glenn Wilcox
General Manager
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

BLAYNEY SHIRE
COUNCIL
17 NOV 2012
Doc. No.
Verified:
Disp.
GA39;
Sent.

Your Reference: A299612
Your Reference:
Contact: Erin Boyce
Phone: 02 4428 4211

12 November 2012

Dear Mr Wilcox

I am writing regarding the Council's commencement under the Integrated Planning and Reporting legislation as a Group 3 council.

As you know, the Council's suite of planning documents was reviewed as part of a peer review program facilitated by the Division as part of its commitment to ensuring the effective implementation of the Integrated Planning and Reporting framework. The review was undertaken from the point of view of a community member, and sought to identify how the intent of the Integrated Planning and Reporting framework has been applied in the Council's plans.

I would like to acknowledge the Council's significant effort in transitioning to the framework. The Division recognises that integrated Planning and Reporting is an iterative process, and that there may have been challenges that the Council has needed to overcome in implementing the framework. The Council's effort in this regard is reflected in the planning process undertaken and in the plans themselves.

Attached is a summary of the findings from the Division's review. I trust that Council will find this feedback useful, and will use this information to inform future reviews of these planning documents. If particular legislative requirements are outstanding, please ensure that the Council addresses these in the current revision of plans due for adoption by 30 June 2013.

If you have any further questions relating to the Integrated Planning and Reporting framework, please contact the Division on telephone 02 4428 4220 or by email to ipr@dlg.nsw.gov.au.

Yours sincerely

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4200
E dlg@dlg.nsw.gov.au W www.dlg.nsw.gov.au ABN 99 567 300 106

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Summary of the review of Council's Integrated Planning and Reporting documentation

Blayney Shire Council

The following is a summary of the peer review of the Council's Integrated Planning and Reporting suite of documents. The review found that the Council largely meets the legislative requirements of the Integrated Planning and Reporting framework.

Community Strategic Plan

- The Community Strategic Plan is a well-presented document that identifies a clear vision statement, community values, future directions, and outcomes
- There is good representation of the Future Directions and Strategic Outcomes across the quadruple bottom line
- Appropriate links are made to the State Plan
- Performance indicators are provided for each future direction
- While the shared vision for the community is well-articulated, there do not appear to be strategies identified for achieving these outcomes.

Community Engagement Strategy

- The Community Engagement Strategy is a comprehensive strategy that covers all types of engagement council may undertake, and makes clear how the engagement process will be undertaken
- The Community Engagement Strategy available for review is still in draft form.

Resourcing Strategy – overall comments

- The Resourcing Strategy is comprised of all the key components, and has been developed to a high standard.

Workforce Management Plan

- The Workforce Plan is a comprehensive document that identifies the challenges for the Council and strategies to respond to them
- It is apparent that Council staff were engaged in the development of the plan
- The Workforce Plan identifies an increase in staffing levels. While the positions are identified, and the need for these positions is outlined in general terms, the plan would be strengthened by a more detailed description of why the activities in the Delivery Program (to respond to the outcomes in the Community Strategic Plan) require this workforce enhancement
- Including the financial implications of the increase in staff could enhance the plan, and then directly link to the Long-Term Financial Plan.

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Asset Management Planning

- The Asset Management Strategy assesses the Council's asset capability and outlines a strategy to improve this
- Asset Plans are comprehensive and appear to cover all assets under the Council's management
- A summary of the asset portfolio is included in the Strategy
- The Asset Management Strategy should be updated to include the Asset Management Policy.

Long-Term Financial Plan

- The Long-Term Financial Plan is comprehensive, with sound planning assumptions, a good sensitivity analysis, and the consideration of several scenarios
- Each scenario is clearly presented with a summary of results and commentary
- The base scenario includes two Special Rate Variations which might not be approved. The Long-Term Financial Plan should include a scenario that indicates what would happen if the Special Rate Variation is not approved (including how this in turn would affect the Delivery Program and Operational Plan)
- The Special Rate Variation information could have been strengthened by discussing which projects in the infrastructure backlog the variation hopes to address. This would make the integration between the asset plans, Community Strategic Plan and the Long-Term Financial Plan clearer.

Delivery Program

- The Delivery Program is a comprehensive document and easy for the reader to understand
- The Delivery Program clearly links to the Community Strategic Plan
- The performance measures would be strengthened by the inclusion of baseline and target information
- The inclusion of a table explaining the layout of the plan is useful for the reader
- Financial estimates for the four year period of the Delivery Program need to be included. This would assist in establishing the link between the Long-Term Financial Plan and the other documents of the Resourcing Strategy.

Operational Plan

- The Operational Plan outlines actions in relation to the activities in the Delivery Program, and clearly allocates responsibilities and performance measures
- The Statement of Revenue Policy, which includes rates, fees and charges, and borrowings is comprehensive. The Statement of Revenue Policy could be improved by including a map showing where various rates apply
- The Operational Plan budget is described by Principal Activities, and although there is a table linking these activities to the Future Directions, the resourcing

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implications of the Delivery Program and Operational Plan are not entirely clear.

Overall integration of the plans

- Integration between the Community Strategic Plan, Delivery Program and Operational Plan is clear
- Integration of social, economic, environmental and leadership considerations across the suite of documents is clear
- Links between the activities and resourcing could be strengthened.

Summary of strengths

- The Community Strategic Plan is a well presented document which provides a clear vision statement, community values, future directions, and aspirational outcomes
- A detailed community engagement plan is included in the Community Strategic Plan, together with a good description of the process of engagement that was actually undertaken.
- The Workforce Management Plan is a comprehensive document that was prepared through staff engagement, that identifies issues and the strategies to respond to them
- The Asset Plans are comprehensive, providing levels of service, risk and lifecycle costs, current asset condition, and long-term projections of future demand, maintenance costs, replacement and renewal, and asset enhancements to meet future demands
- The Long-Term Financial Plan is comprehensive, with sound planning assumptions and a good sensitivity analysis, and the consideration of several scenarios.

Summary of areas for further development

- The Community Strategic Plan should include strategies, and also identify any major projects that might impact on the Long-Term Financial Plan
- The Community Engagement Strategy would be enhanced with information about specific social justice groups and other stakeholders in the community that have been identified for particular engagement activities
- The Long-Term Financial Plan should include a scenario that indicates the likely consequences if the Special Rate Variation is not approved.

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84 Marshalls Lane
BLAYNEY NSW 2799
Phone 02 6368 2444
Fax 02 6368 2217
Email: sales@midwestconcrete.com.au

Mr Glen Wilcox
General Manager
Blayney Shire Council
91 Adelaide Street
BLAYNEY NSW v 2799

11 September 2012

Dear Glen

RE: Request to purchase industrial land
Property: Lot 22 DP1056047 Marshalls Lane Blayney

I'm writing in reference to our previous correspondence regarding buying the above property from council.

Per our conversation on 26 June 2012 meeting, my offer of \$80,000.00 for the above parcel of land still stands.

I believe that three quarters of this parcel is unusable. The portion that is potentially usable, approximately 1 ha on the southwest corner, will require a substantial amount of money to get it to usable condition. According to the survey map (enclosed), this area is less undulating than the balance of the block. To develop the remainder of the block would be uneconomical which renders it unusable for development.

According to advice retained from our surveyor the works on the 1 ha we wish to develop will require 50,176m³ of landfill (see attached drawing from Anthony Daintith Town Planning). I've had these earthworks quoted and the price has been estimated at \$400,000.00 (see attached quotation from B&L Morrison Earthmoving).

There are also, currently, no power or water services connected to the block.

The works would need to be done over a period of five years or as yard space is needed. The proposed stormwater pipeline would be done at a much later date.

Please contact me if you have any further questions.

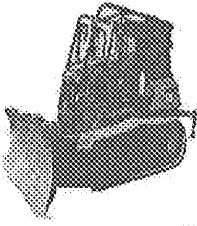
Yours faithfully,

Max Osborne
Managing Director
Mid West Concrete Pty Ltd

BLAYNEY SHIRE COUNCIL
13 SEP 2012
Doc. No.
Verified:
Disp. GA39:
Sent.

DataWorks Document Number: 356142

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B & L MORRISON EARTHMOVING PTY LTD

OFFICE :- 1080 Burrendong Way, ORANGE NSW 2800 PH: 6365 8106

POSTAL :- P.O BOX 8235 East Orange NSW 2800 After Hours: 0427-626887

Email :- bimorrisonearthmoving@bigpond.com

ESTIMATION TO:-

Att: MIDWEST CONCRETE Max DATE 27/8/12

PROJECT :- PROPOSED INDUSTRIAL BLOCK DEVELOPMENT

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QNTY</u>	<u>UNIT</u>	<u>RATE</u>	<u>COST</u>
1	BULK EARTHWORKS.				
a.	Cut to fill onsite material,including excavation,movement,placement, compaction & testing.	50000	m3	\$8.00	\$400,000.00
2	SUBGRADE.				
a.	Proof roll.		Item		\$1,000.00
b.	Trim,compact & test.		Item		\$40,000.00
3	SEDIMENT CONTROL				
a.	Supply & install soil fence	150	m	\$12.00	\$1,800.00

TOTAL \$442,800.00
GST \$44,280.00

TOTAL AMOUNT INCLUSIVE OF G.S.T \$487,080.00

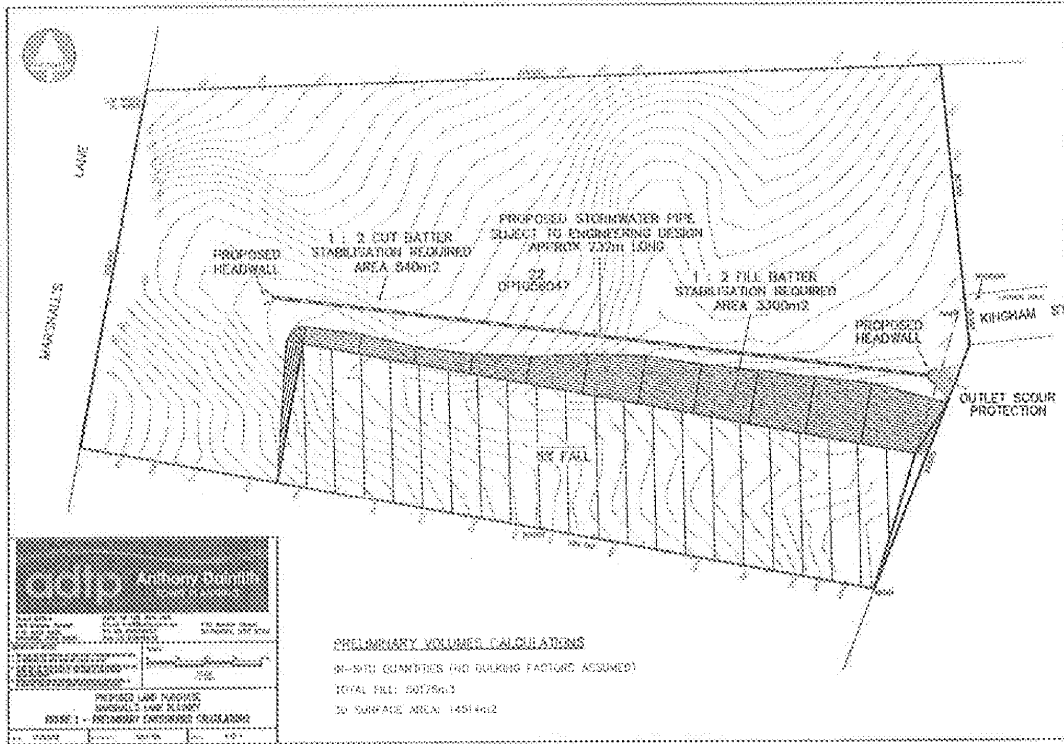
NOTES

B & L MORRISON EARTHMOVING PTY LTD

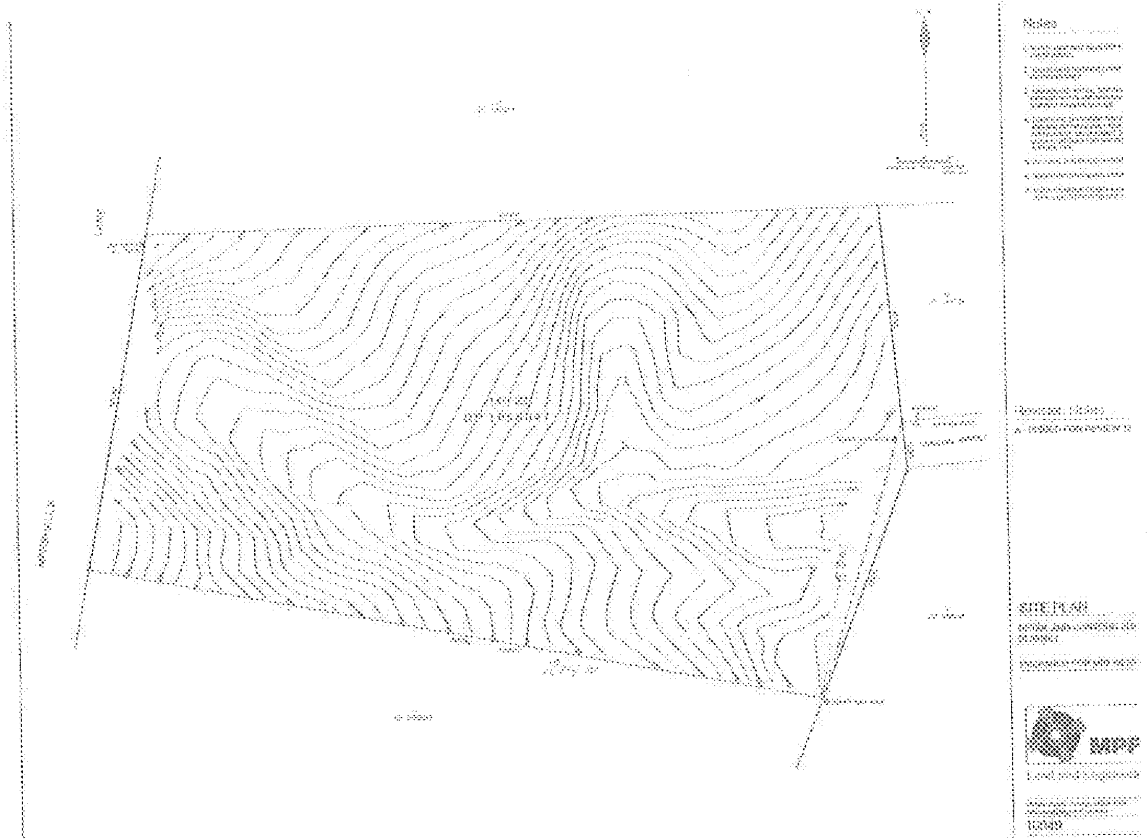
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MAP: 112 Marshalls Lane (Lot 22 DP1056047)





Blayney Shire Council

CHARTER

INTERNAL AUDIT

1 Name

This Charter will be known as the Internal Audit Charter

2 Status

Established by authority of the Blayney Shire Council Audit Committee on

3 Introduction

The mission or purpose of internal auditing is best defined by the Institute of Internal Auditors Australia (IIA)¹:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations.

It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

4 Purpose of the Internal Audit Charter

The Internal Audit Charter is a formal written document that defines the Internal Auditor's purpose, authority and responsibility within Blayney Shire Council.

The Charter establishes:

- 4.1 The Internal Audit role within Council and recognises the importance of such an independent and objective service to Council
- 4.2 The authority to access all records, personnel, and other information relevant to the performance of internal audits
- 4.3 The scope of the Internal Auditing activities

5 Reporting Line of Internal Audit

¹ The Institute of Internal Auditors: <http://www.iaa.org.au>

- 5.1 The Internal Auditor reports administratively to the Audit Committee
- 5.2 The Internal Auditor's activities, program and the results of all Internal Audits are overseen and reviewed by the Audit Committee
- 5.3 The Internal Auditor meets with the Audit Committee Chair, other external independent representatives and External Auditor as needed

6 Role and Authority of Internal Audit

The Internal Auditor is authorized to direct a comprehensive program of internal audit work in the form of reviews, previews, consultancy advice, evaluations, appraisals, assessments and investigations of functions, processes, controls and governance frameworks in the context of the achievement of business objectives.

For this purpose, Internal Audit is authorized to have full, free and unrestricted access to all functions, property, personnel, records, information, accounts, files, monies and other documentation, as necessary for the conduct of their work.

- 6.1 Specifically, Blayney Shire Council's Internal Auditor is responsible for:
 - a) The development/ co-ordination of a dynamic, comprehensive long-term (3 years) Internal Audit Plan, together with supporting programs, for the efficient and effective performance of the Internal Audit function
 - b) The development of annual Internal Audit Plans derived from the long-term Plan
 - c) Reviewing compliance with relevant legislation, Department of Local Government directives and other regulatory instruments
 - d) Identifying, and assessing risks to the assets, activities and interests of Blayney Shire Council
 - e) Investigating actual and potential lapses of control and incidents of risk over the financial and other operations and activities of Council
 - f) Carrying out any assignment specifically directed by the Audit Committee
 - g) Making recommendations for the improvement of control, the responses to risk, and the attainment of Council objectives
- 6.2 Council's Internal Auditor is not responsible for:
 - a) Designing, installing and operating systems
 - b) Drafting of policies and procedures
 - c) Establishing and maintaining organizational controls – this responsibility rests with management
 - d) Handling complaints from external sources in relation to Council or the conduct of its officers.
 - e) Involvement in individual Tender Processing evaluations as these activities generally are considered operational responsibilities and may impair audit objectivity
- 6.3 Authority is vested in the Internal Auditor to enable the internal audit function to be performed efficiently, conveniently and to the satisfaction of the Internal Auditor, with every assistance from officers and employees of Blayney Shire Council and without any impediment.

For the purpose of performing any internal audit function, the Internal Auditor is authorised, without restriction:

- a) To have access to any office, depot, store or other premises or property owned or used by Blayney Shire Council in their operations and activities
- b) To have access to, and be presented with, any books, accounts, files, computer software, documents or papers pertaining to the operations or activities of Blayney Shire Council and to take copies thereof
- c) For the purpose of counting or inspection, to be presented with any moneys, certificates, value documents or other assets of Blayney Shire Council for which a memorandum shall be signed by the Internal Auditor acknowledging receipt
- d) To be supplied with all relevant information and explanations as requested and to be given every assistance in the performance of the duties entrusted

7 Code of Conduct

7.1 Internal Auditors are expected to adopt professional ethical standards in order to meet their responsibility to Blayney Shire Council. The Council expects that the Internal Auditor will apply and uphold the principles and rules of conduct as stated in The IIA's Code of Ethics² as outlined in 9.2 and 9.3.

7.2 Principles of Conduct

The principles that are relevant to the profession and practice of internal auditing are:

a) Integrity

The integrity of the Internal Auditor establishes trust and provides the basis for reliance on their judgement.

b) Objectivity

The Internal Auditor exhibits the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. The Internal Auditor makes a balanced assessment of all the relevant circumstances and is not unduly influenced by their own interests or by others in forming judgements.

c) Confidentiality

The Internal Auditor respects the value and ownership of information received and does not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

d) Competency

The Internal Auditor applies the knowledge, skills, and experience needed in the performance of internal auditing services.

7.3 Rules of Conduct

The rules of conduct that describe behaviour norms expected of internal auditors are:

a) Integrity:

The Internal Auditor shall

- i) Perform their work with honesty, diligence, and responsibility
- ii) Observe the law and make disclosures expected by the law and the profession
- iii) Not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organisation

² Adopted by The IIA Board of Directors, June 17, 2000

iv) Respect and contribute to the legitimate and ethical objectives of the organisation

b) Objectivity

The Internal auditor shall

i) Not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organisation

ii) Not accept anything that may impair or be presumed to impair their professional judgement

iii) Disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review

c) Confidentiality

The Internal auditor shall:

i) Be prudent in the use and protection of information acquired in the course of their duties

ii) Not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation

d) Competency

The Internal auditor shall

i) Engage only in those services for which they have the necessary knowledge, skills, and experience

ii) Perform internal auditing services in accordance with the Standards for the Professional Practice of Internal Auditing³

iii) Continually improve their proficiency and the effectiveness and quality of their services

8 Duties and Obligations

8.1 It is the duty of the Internal Auditor to carry out the internal audit functions in the most professional manner, maintaining independence from line management and not compromising impartial and unbiased judgment

8.2 At all times, confidentiality shall be preserved and discretion exercised by the Internal Auditor to ensure that information of a private, confidential or sensitive nature, known through the performance of the Internal Audit function, is not divulged, except where necessary in performance of that function

8.3 Due regard shall be had for the care, security and safekeeping of any books, accounts, files, documents, papers, or other items whilst in the possession of the Internal Auditor for the purpose of audit and these shall be returned to their customary holder as soon as possible.

8.4 Recognised professional standards, practices and procedures for internal audit shall be applied to all aspects of the internal audit function

8.5 At the beginning and during each internal audit engagement the Internal Auditor will liaise with the General Manager to discuss any issues pertaining to that engagement

³ The Institute of Internal Auditors: <http://www.theiia.org/guidance/standards-and-guidance/>

- 8.6 The only exception to 12.5 above is if a General Manager authorizes a surprise internal audit, and at the time of commencement of the internal audit, the internal auditor will report to the officer-in-charge of the Division, Department, Section or Office
- 8.7 The Internal Auditor shall exhibit good conduct and a professional and courteous manner in performing the internal audit functions

9 Scope of Work

- 9.1 The scope of services provided by Internal Audit shall encompass:
- a) The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour
 - b) Ascertaining conformity with the goals and objectives of Council
 - c) Assessment of the economic and efficient use of resources
 - d) The examination of compliance with policies, procedures, plans and legislation
 - e) Assessment of the reliability and integrity of information
 - f) Assessment of the safeguarding of assets
 - g) Any special investigations as directed by the Audit Committee
 - h) All activities of Council, whether financial or non-financial, manual or computerised
- 9.2 The scope of work may include
- a) **Assurance services** – objective examination of evidence for the purpose of providing an independent assessment on risk management, control, or governance processes for the organisation. Examples may include financial, performance, operational, compliance, system security, and due diligence engagements
 - b) **Consulting services** – advisory and related client service activities, the nature and scope of which are agreed with the client and which are intended to add value and improve an organisation's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation and training
- 9.3 Internal Audit Methodology

Internal Audit shall use the most appropriate methodology for each internal audit engagement, depending on the nature of the activity and the pre-determined parameters for the engagement.

Generally, internal audits will include:

- a) Planning
- b) Reviewing and assessing risks in the context of the audit objectives
- c) Examination and evaluation of information
- d) Communicating results
- e) Following up on implementation of audit recommendations

10 Planning Arrangements

The Internal Auditor uses a risk-based rolling program of internal audits to establish an annual Internal Audit Plan to reflect a program of audits over a 12 month period. This approach is designed to be timely, dynamic and flexible in order to meet the changing needs and priorities of Council.

10.1 Long-Term Internal Audit Plan

- a) The Internal Auditor will develop and co-ordinate a long-term Strategic Internal Audit Plan spanning a minimum period of 3 years
- b) This will be based on the outcome of a Risk Assessment conducted in consultation with the Council General Manager and Executive Management.
- c) The long-term Internal Audit Plan will be submitted to the Audit Committee for acceptance, discussion and possible reassessment of priorities and general approval.

10.2 Annual Internal Audit Plan

- a) At the commencement of each financial year, the Internal Auditor shall submit to the Audit Committee, for approval, a detailed Internal Audit Plan showing the areas and locations of internal audit work proposed for the ensuing year.
- b) The Annual Internal Audit Plan shall be consistent with and flow from the comprehensive long-term Internal Audit Plan and, where appropriate, shall include any planned special assignments and/ or requirements of the Audit Committee and senior executives.
- c) The Internal Auditor has discretionary authority to adjust the Internal Audit Plan as a result of receiving special requests from management to conduct reviews that are not on the plan, with these to be approved at the next meeting of the Audit Committee.

11 Reporting Arrangements

11.1 At each Audit Committee meeting the Internal Auditor shall submit a report summarising all audit activities undertaken during the period, indicating:

- a) Internal audit engagements completed or in progress
- b) Outcomes of each internal audit engagement undertaken
- c) Remedial action taken or in progress

11.2 On completion of each internal audit engagement, the Internal Auditor shall issue a report to its audit customers detailing the objective and scope of the audit, and resulting issues based on the outcome of the audit.

The Internal Auditor shall seek from the responsible manager an agreed and endorsed action plan outlining action to be taken, along with an implementation timetable and person responsible. Responsible officers shall have a maximum of ten working days to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports.

11.3 The Internal Auditor shall make available all internal audit reports to the Audit Committee. However, the work of Internal Audit is solely for the benefit of Blayney Shire Council and is not to be relied on or provided to any other person or organisation, except where this is formally authorised by the Audit Committee or the General Manager.

11.4 A final Internal Audit Report will be produced including Management Responses, for submission to the General Manager and to the Audit Committee.

11.5 In addition to the normal process of reporting on work undertaken by Internal Audit, the Internal Auditor shall draw to the attention of the Audit Committee all matters that, in the Internal Auditor's opinion, warrant reporting in this manner

11.6 The Audit Committee will consider any Internal Audit report and any recommendations contained therein. The Audit Committee will make recommendations to the General Manager in relation to the implementation of each recommendation. If the Audit Committee recommends to a General Manager that an Internal Audit recommendation will not be implemented, reasons will be included in the Audit Committee minutes. The Internal Auditor will be given the opportunity to respond to the Audit Committee if such a recommendation is not to be implemented.

- 11.7 If a General Manager determines not to implement an internal audit recommendation (as recommended by the Audit Committee) then the Audit Committee will report to council on the non-implementation of that recommendation as soon as practicable after the General Manager's determination.
- 11.8 Within six months of any internal audit report, the Internal Auditor will follow-up to determine the current status regarding implementation of internal audit recommendations (except where a decision was made by the Audit Committee not to implement)
- 11.9 A follow-up report will be provided to the Audit Committee at the end of each half-year on the status of all recommendations that should have been implemented
- 11.10 As soon as practical after the end of each financial year the Internal Auditor shall submit to the Audit Committee an Annual Report, summarising the internal audits undertaken during the year and the results of these internal audits. The report shall include reference to areas where weaknesses were consistently encountered; suggested remedial measures and any general observations or recommendations considered appropriate
- 11.11 After consideration by the Audit Committee, the Internal Auditor's Annual report shall be submitted to Council

12 Relationship with Council's External Auditors

- 12.1 The Internal Auditor shall liaise closely and co-operate with Council's External Auditors in the preparation of the Internal Audit work schedule and other audit matters so that the resources of the Internal Auditor shall be used to the best effect and not duplicate the work being done by the External Auditors
- 12.2 The Director Corporate Services will remain Council's primary contact with the External Auditors in relation to the interim, annual and other audits performed by council's External Auditors, in terms of general co-ordination and follow up of formal and informal External Audit recommendations
- 12.3 Internal Audit Plans, working papers, and reports shall be readily available to the Council's External Auditors
- 12.4 A meeting should be held at least every twelve months between the Internal Auditor, Director Corporate Services (as the representative of the Council) and Council's External Auditors for the purpose of discussing audit matters.

13 Quality Assurance and Professional Development

- 13.1 The Internal Auditor shall obtain and maintain membership of the appropriate professional organisation for Internal Auditors, namely the Institute of Internal Auditors Australia
- 13.2 The Internal Auditor shall establish a Quality Assurance Review (QAR) program that includes both ongoing and periodic internal reviews and meeting the mandatory requirement (IIA audit standard 1300) to undergo an external QAR a minimum of once every five years
- 13.3 The Internal Auditor shall engage in suitable in-house training on relevant computer software to ensure retention and updating of skills needed to effectively use relevant Council computer programs and software
- 13.4 The Internal Auditor shall become involved in the Local Government Internal Audit Network (LGIAN) and attend the quarterly Local Government Internal Audit Network meetings in an effort to share information, techniques and general knowledge with other internal auditors working for local councils

Adopted:	Date: 10/12/2012	Minute:
Lasted Reviewed:	Date: 10/12/2012	Minute:
Next Reviewed:	Date: 30/10/2014	

Instrument of delegation

under section 21 of the *Plumbing and Drainage Act 2011*

Section 21 of the *Plumbing and Drainage Act 2011* (Plumbing and Drainage Act) provides that:

- (1) The plumbing regulator may delegate any of the plumbing regulator's functions under this Act, other than this power of delegation, to:
 - (a) a local council, or
 - (b) any other person whom the regulator considers has the necessary skills, knowledge or experience to exercise the function.
- (2) A local council may sub-delegate any function delegated to it by the plumbing regulator to:
 - (a) the general manager of the council, or
 - (b) a person engaged as a contractor by the local council whom the council considers has the necessary skills, knowledge or experience to exercise the function.

In accordance with this provision, I, Andrew Gavrielatos, Acting Commissioner for Fair Trading, the plumbing regulator for the purposes of the Plumbing and Drainage Act, hereby delegate the exercise of the following functions to the Blayney Shire Council in the council's area of operations. These functions are to be undertaken by an officer or employee of council holding the necessary skills, knowledge or experience to exercise the functions.

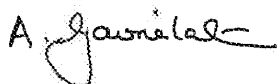
Function	Conditions
To monitor compliance with the Plumbing and Drainage Act (s19 (a))	This function is to be exercised in accordance with the requirements of the Plumbing and Drainage Act, <i>Plumbing and Drainage Regulation 2012</i> (Plumbing and Drainage Regulation) and guidelines (if any) issued by the plumbing regulator.
To ensure that any plumbing and drainage work carried out does not threaten public health or safety (s19 (b))	This function is to be exercised in accordance with the requirements of the Plumbing and Drainage Act, <i>Plumbing and Drainage Regulation</i> and guidelines (if any) issued by the plumbing regulator.
To undertake any other functions conferred or imposed on the plumbing regulator by the Plumbing and Drainage Act (s19 (c)) other than: <ul style="list-style-type: none"> • Receiving notices of work and other documentation required to be submitted to the plumbing regulator concerning proposed 	The exercise of any function by the council as a delegate of the plumbing regulator under the Plumbing and Drainage Act is to be in accordance with the requirements of the Plumbing and Drainage Act, <i>Plumbing and Drainage Regulation</i> and

<p>alternative solutions (s9 (3) of the Plumbing and Drainage Act and clause 10 of the Plumbing and Drainage Regulation),</p> <ul style="list-style-type: none"> • Authorising fittings for use in plumbing and drainage work (s20), and • Initiating criminal or other proceedings as provided for in Part 5 of the Plumbing and Drainage Act. 	<p>guidelines (if any) issued by the plumbing regulator.</p>
---	--

Commencement:

This delegation commences on 1 January 2013 and continues until revoked or replaced by the Commissioner for Fair Trading.

SIGNED:



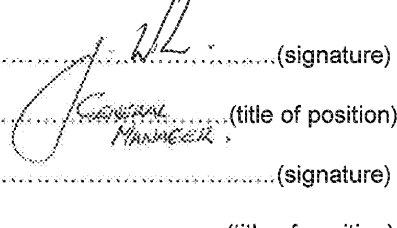
Andrew Gavrielatos
ACTING COMMISSIONER FOR FAIR TRADING:
 Date: 8 November 2012

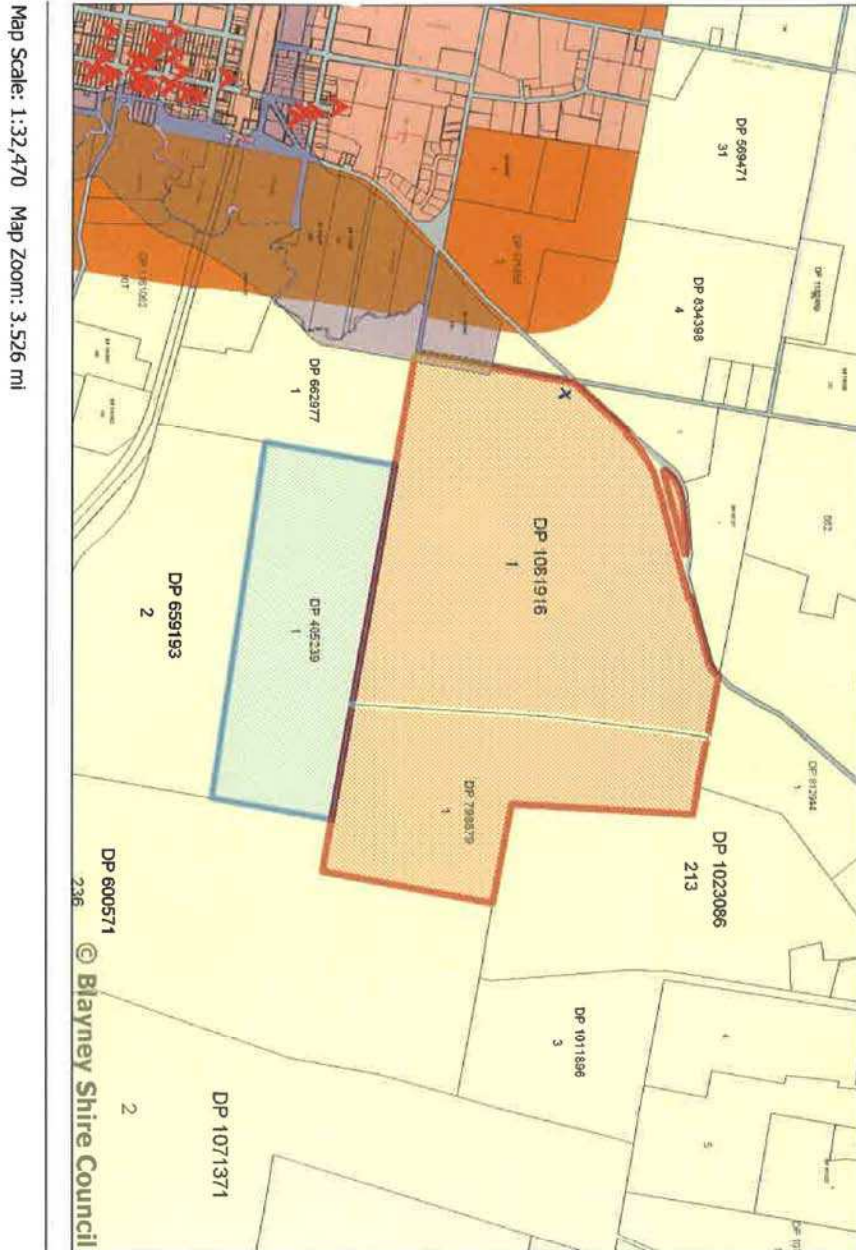
Acknowledgment of Delegation

The Blayney Shire Council hereby acknowledges the delegated responsibilities and agrees to act in accordance with the delegation.

The Common Seal of the Blayney Shire Council was hereunto affixed on theday of.....2012 in pursuance of a resolution made by the Council on theday of.....2012

)
)(signature)
)
)(title of position)
)
)(signature)
)
)(title of position)





Blayney Shire Council
91 Adelaide Street
PO Box 62
BLAYNEY NSW 2799
Ph: (02) 6368 2104
Fax: (02) 6368 3290
Email: council@blayney.nsw.gov.au



Created on Wednesday, 3 October 2012 by planning

Feature Report of



Map Scale: 1:2,058 Map Zoom: 0.2235 mi

Info Results

There are no features selected with textual information.
There are no features selected with textual information.
There are no features selected with textual information.
There are no features selected with textual information.
There are no features selected with textual information.

*Relocated position
of sign
1.5 m from fence
total height of sign 3.9 m.*



Disclaimer

The above information has been taken from Council's records, but Council cannot accept responsibility for any omission or inaccuracy. © The State of New South Wales (Department of Lands) 2007, © Blayney Shire Council 2007.

24

485LSS

TOURIST FACILITIES
CAR WASH · TRUCK WASH
DOG WASH · REST AREA

OPEN
24 HOURS







O'BRIEN WASH & GO
VEHICLE CARE CENTRE ·

TURN RIGHT 900m →

← 4.2 →



Transport
Roads & Maritime
Services

WST12/00128

General Manager
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

Dear Sir

**DA203/2012: Lot 1 DP 1081916; 2481 Mid Western Highway, Blayney
Tourist Information Sign**

Thank you for your letter dated 8 October 2012 referring development application DA203/2012 to Roads and Maritime Services (RMS).

Based on limited information provided in the submission, it is assumed that the application has been lodged as advertising signage directing the travelling public to tourist facilities in accordance with Clause 15(2)(c) of State Environmental Planning Policy No.64 'Advertising and Signage' (SEPP64)

RMS objects to the proposed development. The car/truck wash, amenities and food vending machines included on the sign do not fall within the definition of 'tourist facilities'. The proposed development is therefore inconsistent with SEPP64 and should be refused.

Please forward a copy of Council's determination of the development application to RMS at the same time it is sent to the applicant.

Should you require further information please contact Andrew McIntyre on (02) 68611453.

Please use the reference WST12/00128 in all future correspondence and communications with RMS regarding the subject development application.

Yours faithfully

Joshua Parkin
Acting Road Safety & Traffic Manager
Western

BLAYNEY SHIRE
COUNCIL

23 OCT 2012

Doc. No.

359665 - hard copy

Verified:

[Handwritten mark]

Disp.

GA39: 721

Sent. SA

Roads and Maritime Services

51-55 Cumajong Street PARKES NSW 2870
PO Box 331 PARKES NSW 2870 DX 20256
www.rta.nsw.gov.au | 13 17 82

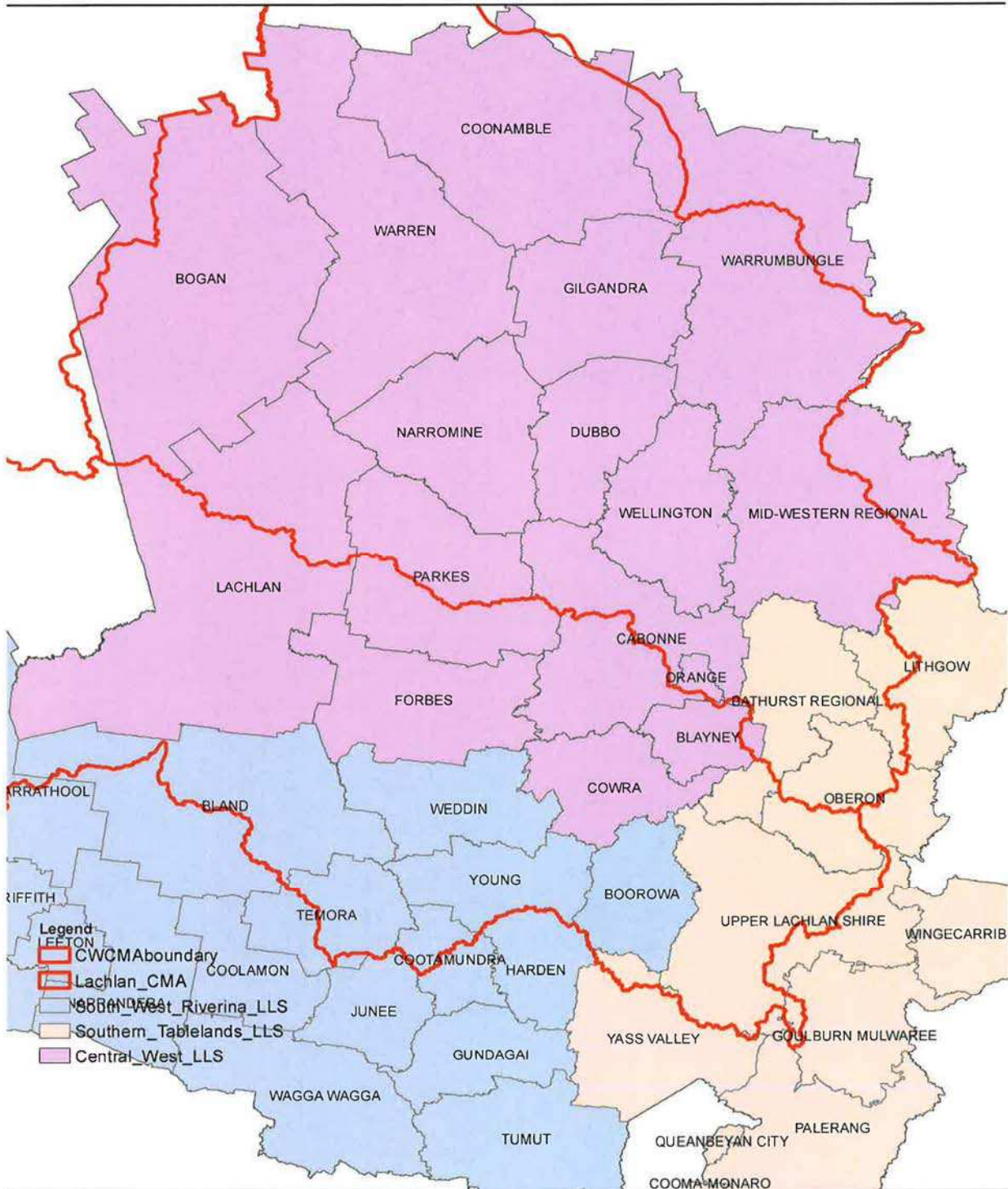
Local Land Services Reference Panel
DRAFT FOR CONSULTATION
Possible Local Land Services boundaries



http://haveyoursay.nsw.gov.au/photo/render_photo/1741.jpg

2012

Draft LLS Boundaries with CMA



20/11/2012
Chris McCulloch
P:\Work\CMA_CW\Users\Officer\Local Government Maps

Catchment Management Authority Central West

NSW Government

Mapbox Geopackage Data: GDA94 MGA 25
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SOURCE:
The map has been compiled from data supplied by the
Department of Environment and Climate Change, NSW
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a high degree of accuracy, users are advised to verify the
Central West CMA at any map discrepancies.

**MINUTES OF THE MEETING OF BLAYNEY SHIRE AUDIT COMMITTEE
HELD IN THE COUNCIL WORKS DEPOT TRAINING ROOM ON
THURSDAY 25 OCTOBER 2012**

The meeting commenced at 9:35am.

1. Present

Cr. Geoff Braddon	(Councillor - voting)
Cr. David Somerville	(Councillor – voting. Reserve delegate)
Glenn Wilcox	(General Manager)
Steve Kent	(Independent – voting)
Matt Lawrence	(Independent – voting)
Steve Woods	(IAB Services- Internal Auditor and Invitee)
Anton Franze	(Director Corporate Services – secretariat)

2. Apologies

Mayor Scott Ferguson

3. Declarations of Interest

Nil.

4. Adoption of Previous Minutes

That the minutes for the previous Audit Committee meeting held on 22 March 2012 were a true and accurate record of that meeting.

5. Results of Council elections / Changes to Committee and Audit Charter

The Committee was updated the Audit on the results of the recent council elections. The new Council consists of the following Councillors:

Cr Geoff Braddon OAM
Cr Allan Ewin
Cr Scott Ferguson
Cr David Kingham
Cr Shane Oates
Cr Kevin Radburn
Cr David Somerville

Changes to the Audit Committee include an additional Councillor and reserve Councillor. Appointed delegates to the committee are

Cr Scott Ferguson (Mayor)
Cr Geoff Braddon OAM
Cr David Somerville (Reserve)

The Audit Committee Charter will require amendment to reflect this change to composition to the Audit Committee.

6. Results of Council elections / Changes to Committee and Audit Charter

Council has in its Workforce Strategy the position of Risk Officer that will be pursued upon adoption of the Workforce Strategy by the new Council. This will enable more detailed risk assessment/risk profiling of Council to progress. Steve Kent suggested the use of a Risk Management Toolkit developed by the Department of Treasury as a guide/template for risk profiling

7. Internal Audit Progress / Reports – procurement, contracts & project management

The finalised internal audit report for Procurement, Contracts & Projects Management was tabled at the meeting. A Register of Report Recommendations for status reporting purposes will be developed and tabled to keep the committee updated on Council's progress to address recommendations. This Register of Report Recommendations will also encompass recommendations from Council's External Auditor and will be an effective mechanism to monitor action taken by Council. High risk items in report will require priority attention.

8. Annual Financial Statements including Audit Management Letter

The Audit Committee noted the Annual Financial Statements and the external auditor's final management letter pertaining to the fact that no issues were raised with management regarding the conduct of the year end audit.

Steve Kent requested that in future years prior to finalisation of the Annual Financial Statements a draft copy be circulated to the Audit Committee Members for review and information.

Council's external auditor Mr Gary Mottau, from Hill Rogers Spencer Steer, was contacted via telephone during the Audit Committee meeting to discuss the Annual Financial Statements and Audit Management letter.

The Strategic Audit Review and internal audit report for Procurement, Contracts & Projects Management to be furnished to External Auditor.

9. Committee Self Assessment Report

A self-assessment questionnaire will be distributed to Committee members and observers by the Committee Independent members to be completed, returned and collated before the next meeting. The aim of the questionnaire is to review the operation of Council's Audit Committee to ensure that it is meeting the requirements of the Committee Charter adopted by Council and to identify any areas where the performance of the Committee could be improved.

10. Committee Annual Report to Council

Steve Kent will draft an Audit Committee Annual Report for circulation amongst Committee Members prior to finalisation. The Audit Committee Charter adopted by Council requires that the Committee report at least annually on its activities. The Annual Report will cover the period 1 July 2011 to 31 October 2012, the first period of operation of the Audit Committee. The report will provide a background to the establishment of the Audit Committee, its membership, operation during the period and areas for development in the year to come. The report will be based on the annual reporting format suggested by the 2011 Victorian Local Government publication *Audit Committees - A Guide to Good Practice for Local Government*.

11. Information Sharing between member Councils

The Audit Committee was informed that information sharing between Wellington, Blayney, Cabonne, and CTW Councils remains strong. Council also liaises with CENTROC member councils on a regular basis.

12. Review into Local Government progress / planned and impact upon Councils

Discussion was held on the Local Government reform agenda and a couple of reviews and inquiries that are taking place and could impact significantly on all councils in NSW.

The Local Government Independent Review Panel is of particular note as it appears that the status quo is unlikely to remain and that mergers, alliances and boundary adjustments are likely to be under serious consideration.

13. Any major Developments / issues since last meeting

- Implementation of Corporate Software – Phase 1: Financials and Development Applications.
- IPART approval of special rating variation.
- Voluntary Planning Agreement re: Cadia Development
- TCorp financial assessment of Council as part of Local Infrastructure Renewal Scheme.

14. Changes to Local Government Regulatory Environment

There are no changes in the LG regulatory environment to report at this time.

15. Next Meeting

The next meeting of the Audit Committee and future meeting dates for upcoming twelve months will be advised after conferral with Cabonne and CTW Councils.

There being no further business the meeting closed at 11.20am.

**MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING
HELD ON FRIDAY 19 OCTOBER 2012
AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 10.05am

PRESENT

Cr Kevin Radburn (Chair), Jackie Barry (Roads and Maritime Services), Luke Cole (NSW Police), Reg Rendall (Paul Toole Representative), Iris Dorsett (Road Safety Officer), Geoff Paton (Blayney Shire Council) and Lauren Fuller (Blayney Shire Council).

APOLOGY

That the apology received from Grant Baker (Blayney Shire Council) be accepted.

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held on Friday 24 August 2012 were confirmed to be a true and accurate record of that meeting. (Jackie Barry/Reg Rendall)

TRAFFIC REGISTER

RESOLVED: That the information be noted.

CORRESPONDENCE

Tabled:

- A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees)

Outgoing:

- Alpine Classic Approval for 2012
- Kempfield Silver Project and Colo Road Trunkey Creek/Colo Proposed Partial Closure of Colo Road
- Cadia East Use of Hill Street, Blayney
- Pedestrian Crossing in Henry Street, Blayney (three separate letters)
- Cycle Safety Signs
- Long Vehicle Parking in the Blayney CBD

RESOLVED: That the outgoing correspondence be received and noted. (Luke Cole/Reg Rendall)

GENERAL BUSINESS

Henry Street Options

RESOLVED: That the preferred option was to:

- Extend footpath from south eastern corner of Farm Lane along the eastern end of the existing Church Street formed road to a point in-line with the footpath running west to east along the southern side of Church Street. Provide a new Pram ramp at this point;
- Extend west to east footpath along southern side of Church Street to a new Pram ramp addressing Henry Street;
- Remove existing (non-standard) Pram ramps from south eastern corner of Farm Lane and northern end of existing south to north footpath along Henry Street;
- Place temporary delineation device at northern end of Henry Street to discourage vehicles from both Church Street and Farm Lane from 'cutting' across this part of Henry Street;
- Change Give Way signage to be on Church Street; and
- Council continue to explore funding options(Reg Rendall/Luke Cole).

Pram Ramp Assessment – Orange Road

Discussion, that the assessment of pram ramps continue and Council seek RMS funding to modify high priority ramps.

Lawson Street B Double Route

RESOLVED: That approval be granted subject to the resolution of the access issue and review of the gazettal. (Reg Rendall/Luke Cole)

Millthorpe Garden Ramble – 17 and 18 November 2012

Discussion was held and it was agreed that approval be granted as per Council developed Traffic Control Plan for the closure of Station Place (Class 3 event).

INFORMAL MATTERS

Millthorpe Markets – 2 December 2012

Traffic Committee have no concerns subject to issue of RMS approval of the Traffic Management Plan.

Monthly Road Safety Reports for August and September 2012

Reports were noted.

FUTURE MEETING DATE FOR 2012

The next meeting of the Traffic Committee for 2012 will be held on Friday 14 December 2012.

MEETING CLOSE

The meeting closed at 11.45am.

INFORMATION REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 10 DECEMBER 2012



DEVELOPMENT APPROVALS - NOVEMBER 2012

Below is a list of Development approvals determined during the month of November 2012 for your information.

DA No.	Applicant	Construction	Address	Determination Date/Method	Value of Works	Type: DA/CC, Mod, s68, s96 etc.
2012/109	Pieter Roderick De Vries	Three (3) Lot Subdivision	83 Clover Ridge Rd MILLTHORPE 2798	5 November 2012 Delegated Approval	N/A	Development Application
2012/222	John Edward Edmondson	Private Burial Plot	292 Sunnyside Rd GARLAND 2797	16 November 2012 Delegated Approval	\$4000	Development Application
2012/184	Environmental Treatment Solutions Pty Ltd	Addition To An Existing Shed	79 Marshalls Lane BLAYNEY 2799	5 November 2012 Delegated Approval	\$50000	Development Application
2012/221	Andrew Robert & Laura Marie Moxon	Erection Of A Garage	4 Johnston Cr BLAYNEY 2799	19 November 2012 Delegated Approval	\$11750	Development Application + Cc
2012/157/1	Bernard William Gittins	Erection Of A Carport	3 Lindsay St BLAYNEY 2799	14 November 2012 Delegated Approval	N/A	Modification
2012/207	George Stefanos Kostoglou	Erection Of Two Strata Residencea	18 Elliott St MILLTHORPE 2798	14 November 2012 Delegated Approval	\$300000	Development Application
2012/205	Justine Ann Treglown	Extension To Existing Dwelling	3 Pearce St MILLTHORPE 2798	8 November 2012 Delegated Approval	\$25000	Development Application & CC
2012/201	Rawson Homes	Erection Of A Dwelling	24 Johnston Cr BLAYNEY 2799	7 November 2012 Delegated Approval	\$360305	Development Application & CC
	Ruth Stone	Demolition Of An Outdoor	27 Pilcher St	7 November	\$11984	Development

This is Page No. 159 of the Business Paper of the Ordinary Council Meeting of Blayney Shire Council held on 10 December 2012

2012/191		Toilet And Erection Of Shed	MILLTHORPE 2798	2012 Delegated Approval		Application & CC
2012/214	Georgina Anne Lee	Internal Alterations	31 Unwin St MILLTHORPE 2798	14 November 2012 Delegated Approval	\$12000	Development Application & CC
2012/212	Joanne Howarth	Change Of Use Of Building	110 Adelaide St BLAYNEY 2799	8 November 2012 Delegated Approval	\$2000	Development Application & CC
2012/215	Donald Geoffrey Brown	Installation Of A Kitchenette In An Existing Dwelling	88 Carbine Rd FOREST REEFS 2798	8 November 2012 Delegated Approval	\$4000	Development Application & CC
2012/213	Isaac Peter Todman	Erection Of A Shed	31 Unwin St MILLTHORPE 2798	7 November 2012 Delegated Approval	\$12000	Development Application & CC
2012/204	Warwick Werner Architech Pty Ltd	Erection of a Dwelling	161 Dunstaffnage Road, Browns Creek	29 November 2012 Delegated Approval	\$400000	Development Application
2012/224	Brian Thomas George	Erection of a Garage	23 Lane Street Blayney 2799	29 November 2012 Delegated Approval	\$11100	Development Application & CC

DA's Approved in November 2012: 15

DA's Lodged in November 2012: 14

Total Value of Works approved in November 2012: \$ 1,204,139

DA's Approved in November 2011: 37

DA's Lodged in November 2011: 13

Total Value of Works approved November 2011: \$ 8,683,131.76



REGIONAL DOMESTIC WASTE AND RECYCLING CONTRACT MANAGEMENT



QUARTERLY REPORT

September 2012



Blayney





CONTENTS

1. MRF REPORTS

- a. Gross Recycling Figures, Waste and Glass Fines Quantities
- b. Nett Recycling Figures for Individual Councils
- c. Monthly Average Kg's per Resident for Individual Councils

2. CUSTOMER SERVICE STATISTICS

- a. Calls by Council Telephone Exchanges and Calls by Day of the Week Report
- b. Yearly Call Centre Report

3. BIN TRACK REPORTS

- a. Bin Repairs
- b. Replaced Bins
- c. Non Collections
- d. New Services
- e. Removed Services
- f. Missed Bins
- g. Customer Reports

4. COUNCIL CLEAN-UPS

5. OH&S PERFORMANCE

- a. Quarterly Report – July to September 2012
- b. KPI's

6. EDUCATION

- a. Report from Envirocom



NETWASTE GROSS RECYCLING FIGURES JANUARY TO DECEMBER 2012



Total Gross Loads of Recycling and %														Glass Fines Gross Tonnes
	CABONNE		FORBES		ORANGE		PARKES		BLAYNEY		COMB. TOTAL	TOTAL WASTE	WASTE %	
	Ton	%	Ton	%	Ton	%	Ton	%	Ton	%				
Jan-12	62.37	11.41%	50.14	9.17%	303.95	55.61%	83.88	15.35%	46.24	8.46%	546.58	44.48	5.35%	128.94
Feb-12	51.05	9.96%	48.03	9.37%	289.56	56.49%	80.76	15.75%	43.20	8.43%	512.60	53.10	6.88%	132.72
Mar-12	55.00	9.03%	45.41	7.45%	345.43	56.70%	102.80	16.87%	60.58	9.94%	609.22	54.08	5.89%	144.86
Apr-12	56.33	11.57%	46.31	9.51%	269.82	55.42%	72.49	14.89%	41.88	8.60%	486.83	47.08	6.46%	156.16
May-12	52.29	11.21%	41.23	8.84%	265.32	56.86%	69.12	14.81%	38.62	8.28%	466.58	33.42	4.75%	131.96
Jun-12	81.35	13.99%	63.07	10.84%	317.17	54.54%	73.62	12.66%	46.36	7.97%	581.57	48.66	5.58%	166.56
Jul-12	51.55	11.32%	42.42	9.31%	251.05	55.12%	72.34	15.88%	38.10	8.37%	455.46	29.18	4.26%	92.66
Aug-12	52.20	9.41%	41.18	7.42%	309.70	55.82%	102.66	18.50%	49.04	8.84%	554.78	34.78	4.14%	116.62
Sep-12	49.17	10.63%	46.44	10.04%	257.48	55.68%	71.50	15.46%	37.86	8.19%	462.45	65.02	9.30%	80.10
Oct-12	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00%	
Nov-12	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00%	
Dec-12	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00%	
TOTAL	511.31	10.93%	424.23	9.07%	2609.48	55.80%	729.17	15.59%	401.88	8.59%	4676.07	409.80	5.81%	1150.58





BLAYNEY SHIRE COUNCIL RECYCLING FIGURES JANUARY TO DECEMBER 2012



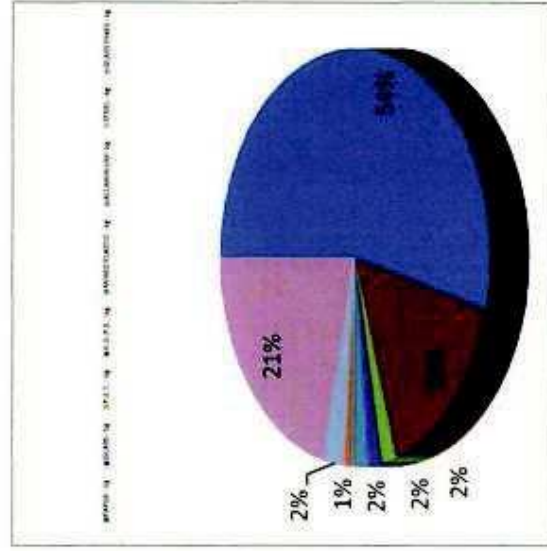
MONTHLY

	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	TOTAL
PAPER - kg	24,395	22,294	30,678	19,243	19,143	23,471	20,011	26,100	19,288	0	0	0	204,624
GLASS - kg	6,652	5,777	9,435	5,884	5,650	6,242	6,482	7,780	6,507	0	0	0	60,410
P.E.T. - kg	727	724	906	548	566	762	675	879	532	0	0	0	6,320
H.D.P.E. - kg	591	696	969	627	688	727	602	874	508	0	0	0	6,282
MIXED PLASTIC - kg	692	668	1,078	709	681	753	700	992	577	0	0	0	6,848
ALUMINIUM - kg	560	467	633	427	372	451	357	512	316	0	0	0	4,095
STEEL - kg	976	1,010	1,402	928	916	1,173	919	1,330	769	0	0	0	9,425
GLASS FINES - kg	9,173	8,593	11,910	10,808	8,770	10,195	6,730	8,542	5,841	0	0	0	80,561
TOTAL - kg	43,766	40,228	57,012	39,175	36,786	43,773	36,477	47,010	34,339	0	0	0	378,565

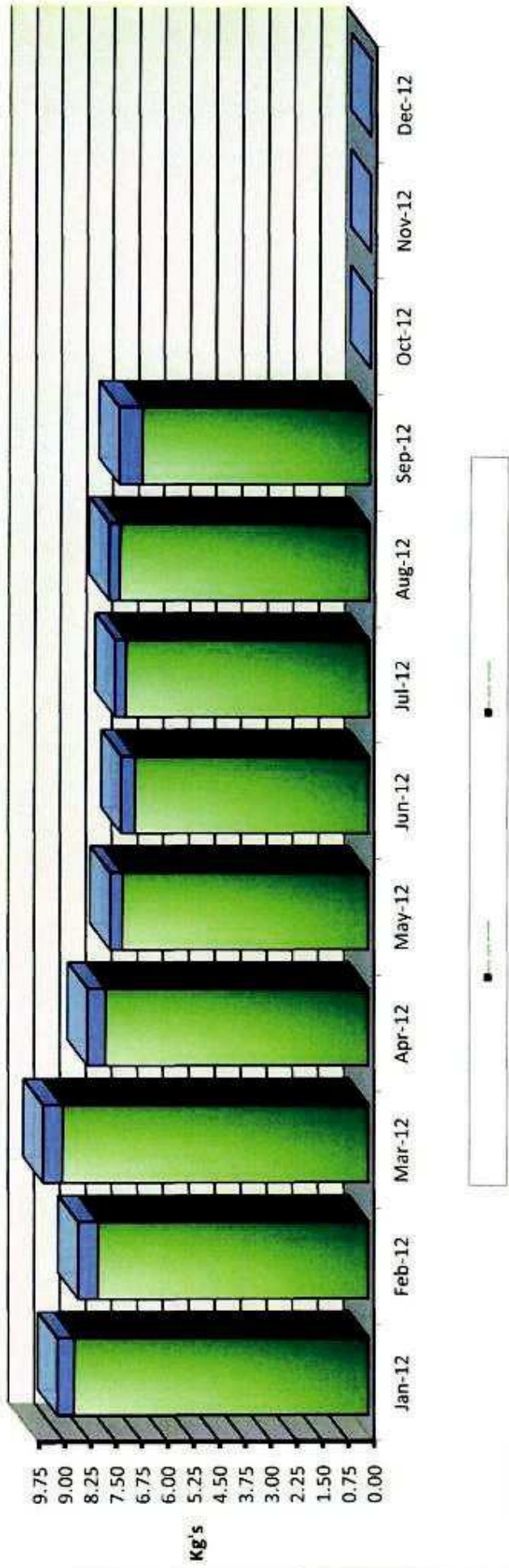
WASTE %	5.35%	6.88%	5.89%	6.46%	4.75%	5.58%	4.26%	4.14%	9.30%	0.00%	0.00%	0.00%	0.00%
WASTE - kg	2,474	2,972	3,568	2,705	1,834	2,587	1,623	2,030	3,521	0	0	0	0

QUARTERLY

	Jan to Mar 12	Apr to Jun 12	Jul to Sep 12	Oct to Dec 12	TOTAL
PAPER - kg	77,368	61,857	65,399	0	204,624
GLASS - kg	21,865	17,776	20,769	0	60,410
P.E.T. - kg	2,357	1,877	2,086	0	6,320
H.D.P.E. - kg	2,256	2,041	1,984	0	6,282
MIXED PLASTIC - kg	2,437	2,142	2,269	0	6,848
ALUMINIUM - kg	1,660	1,249	1,186	0	4,095
STEEL - kg	3,388	3,018	3,019	0	9,425
GLASS FINES - kg	29,676	29,773	21,113	0	80,561
TOTAL - kg	141,006	119,733	117,826	0	378,565



BLAYNEY RECYCLING - Monthly Average Kg's per Service



Calls by Council Telephone Exchanges

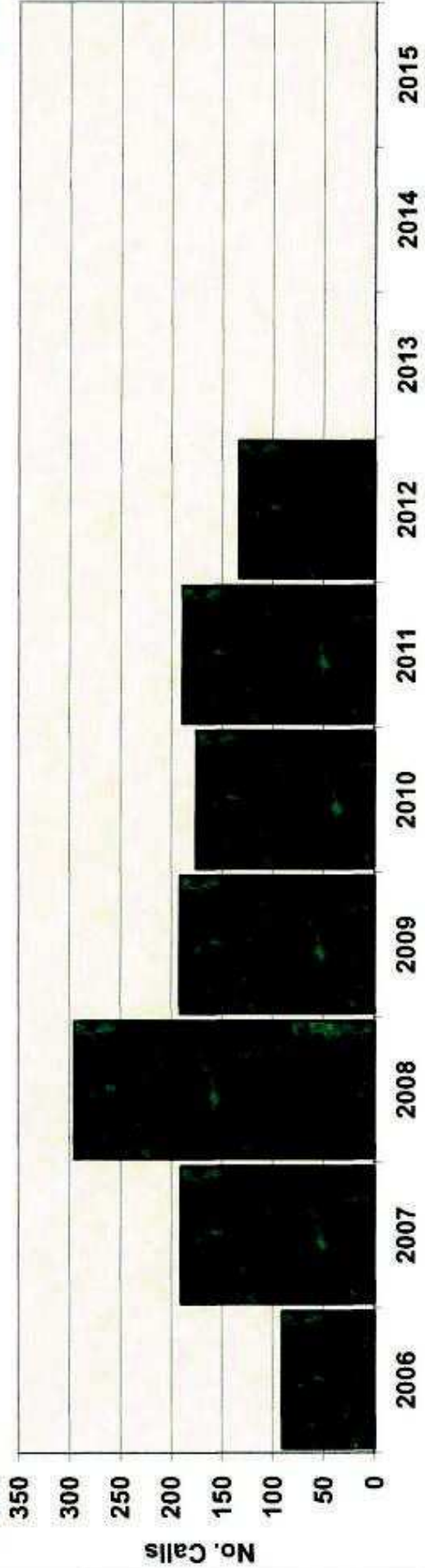
	BLAYNEY		CABONNE		FORBES		ORANGE		PARKES		UNKNOWN		TOTAL
	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	
2006	91	1.34%	621	9.14%	382	5.62%	4445	65.40%	1043	15.35%	214	3.15%	6796
2007	191	3.91%	383	7.84%	211	4.32%	3007	61.54%	820	16.78%	274	5.61%	4886
2008	296	5.85%	266	5.26%	151	2.98%	3361	66.44%	714	14.11%	271	5.36%	5059
2009	192	4.06%	262	5.54%	198	4.19%	3108	65.76%	584	12.36%	382	8.08%	4726
2010	176	3.71%	225	4.74%	128	2.70%	3226	68.03%	636	13.41%	351	7.40%	4742
2011	189	3.43%	288	5.23%	180	3.27%	3779	68.65%	772	14.02%	297	5.40%	5505
2012	134	3.50%	223	5.83%	126	3.29%	2521	65.91%	536	14.01%	285	7.45%	3825
2013		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
2014		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
2015		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
TOTAL	1269	3.57%	2268	6.38%	1376	3.87%	23447	65.98%	5105	14.36%	2074	5.84%	35539

Calls by Day of the Week

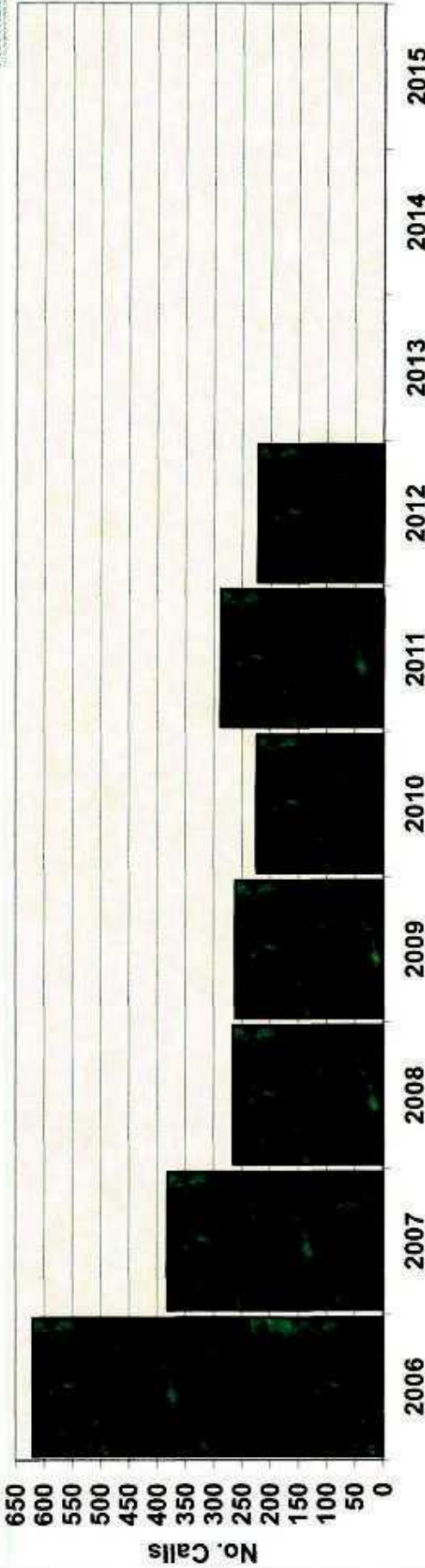
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEKEND		TOTAL
	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	
2006	1405	20.67%	1329	19.56%	1341	19.73%	1349	19.85%	1231	18.11%	141	2.08%	6796
2007	1060	21.69%	1044	21.37%	1002	20.51%	952	19.48%	742	15.19%	86	1.76%	4886
2008	1021	20.18%	1081	21.37%	1025	20.26%	864	17.08%	974	19.25%	94	1.86%	5059
2009	994	21.03%	996	21.07%	953	20.17%	864	18.28%	843	17.84%	76	1.61%	4726
2010	987	20.81%	969	20.43%	963	20.31%	908	19.15%	822	17.33%	93	1.96%	4742
2011	1118	20.31%	1137	20.65%	1053	19.13%	965	17.53%	1096	19.91%	136	2.47%	5505
2012	777	20.31%	806	21.07%	752	19.66%	667	17.44%	712	18.61%	111	2.90%	3825
2013		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
2014		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
2015		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
TOTAL	7362	20.72%	7362	20.72%	7089	19.95%	6569	18.48%	6420	18.06%	737	2.07%	35539



BLAYNEY SHIRE COUNCIL - Yearly Call Centre Report

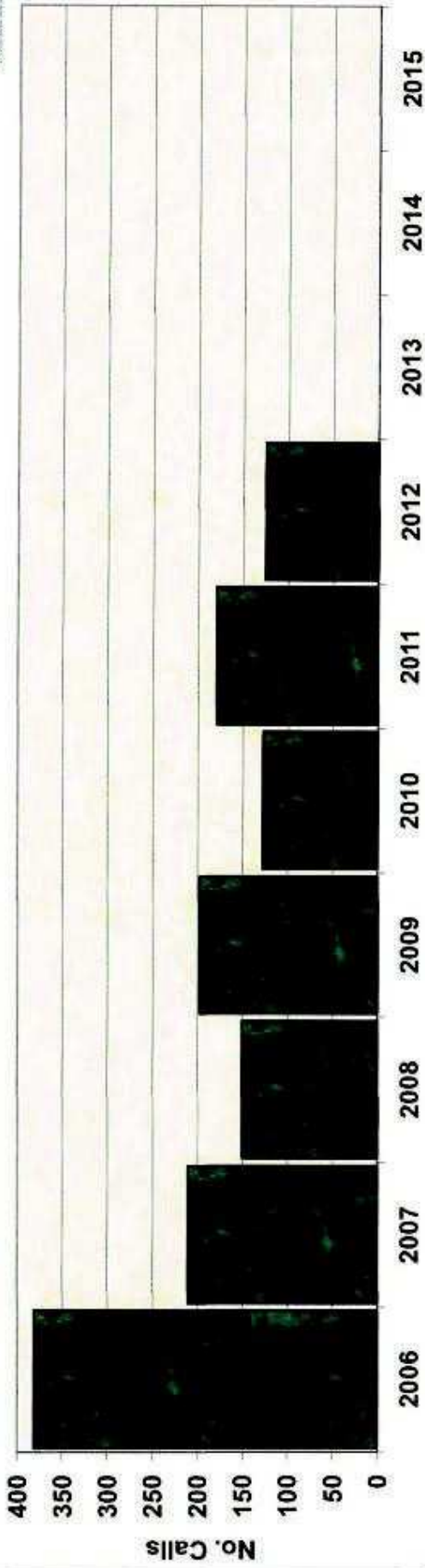


CABONNE COUNCIL - Yearly Call Centre Report

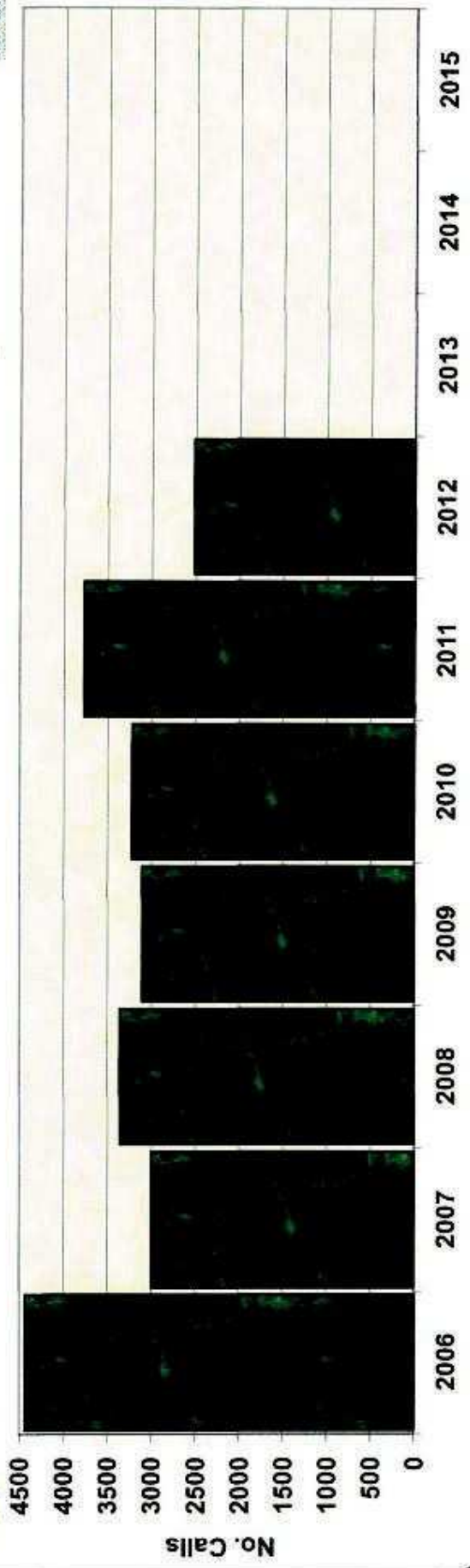




FORBES SHIRE COUNCIL - Yearly Call Centre Report

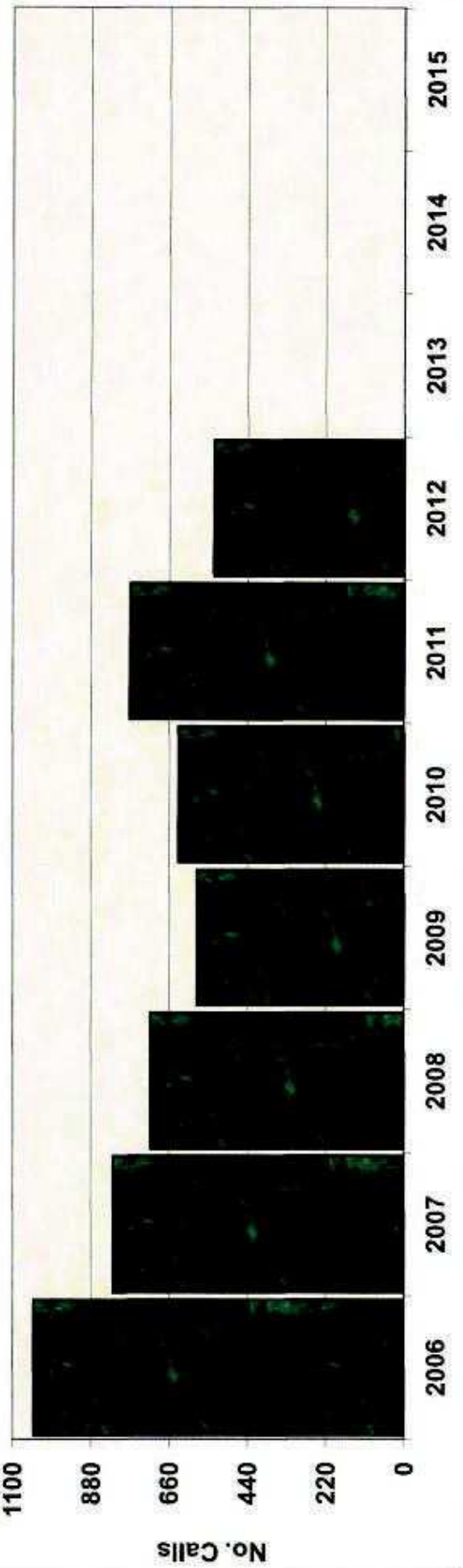


ORANGE CITY COUNCIL - Yearly Call Centre Report

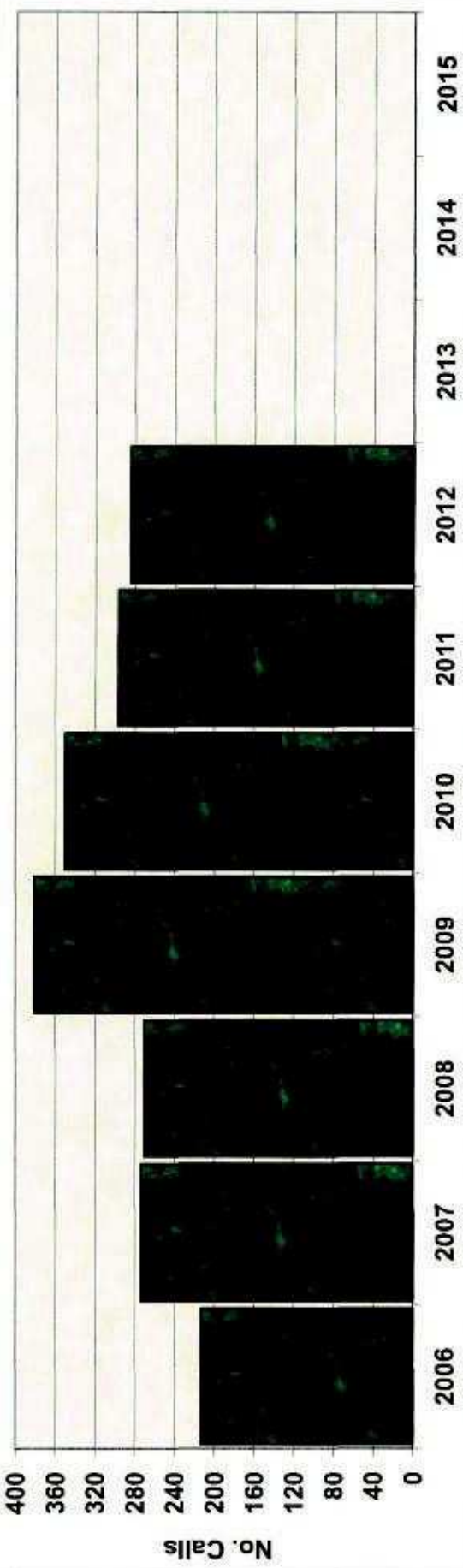




PARKES SHIRE COUNCIL - Yearly Call Centre Report



UNKNOWN - Yearly Call Centre Report





JR RICHARDS & SONS NETWASTE CALL CENTRE



Calls by Council Telephone Exchanges

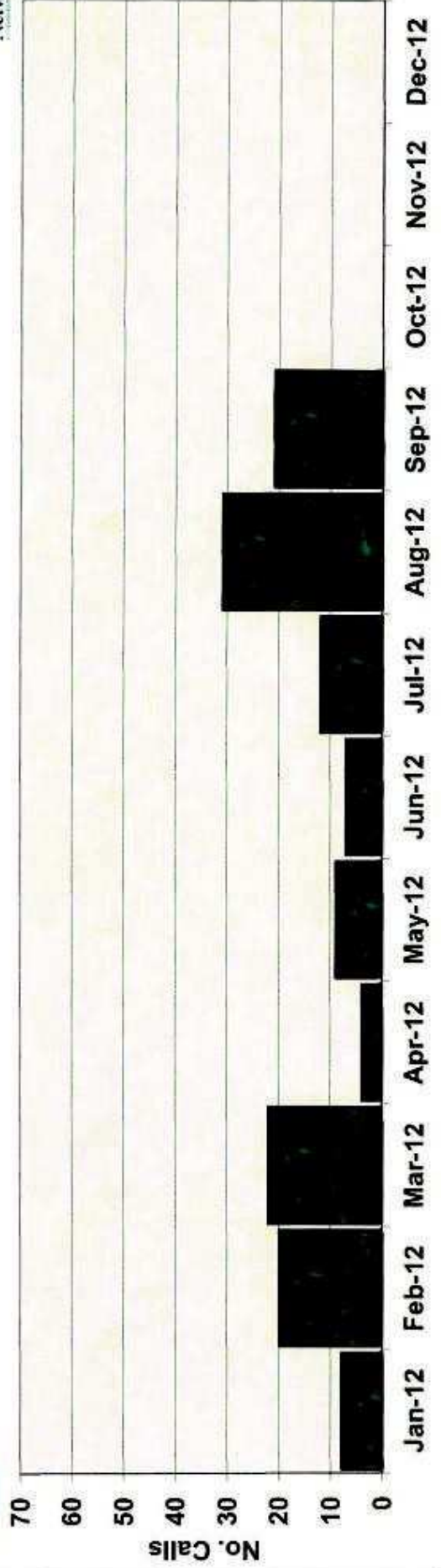
	BLAYNEY		CABONNE		FORBES		ORANGE		PARKES		UNKNOWN		TOTAL
	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	
Jan-12	8	1.69%	27	5.70%	12	2.53%	336	70.89%	68	14.35%	23	4.85%	474
Feb-12	20	5.21%	32	8.33%	10	2.60%	238	61.98%	63	16.41%	21	5.47%	384
Mar-12	22	4.24%	37	7.13%	20	3.85%	337	64.93%	59	11.37%	44	8.48%	519
Apr-12	4	0.88%	29	6.36%	10	2.19%	329	72.15%	56	12.28%	28	6.14%	456
May-12	9	1.90%	20	4.22%	12	2.53%	367	77.43%	33	6.96%	33	6.96%	474
Jun-12	7	1.75%	17	4.24%	11	2.74%	259	64.59%	62	15.46%	45	11.22%	401
Jul-12	12	3.82%	13	4.14%	14	4.46%	191	60.83%	53	16.88%	31	9.87%	314
Aug-12	31	7.43%	33	7.91%	18	4.32%	241	57.79%	61	14.63%	33	7.91%	417
Sep-12	21	5.44%	15	3.89%	19	4.92%	223	57.77%	81	20.98%	27	6.99%	386
Oct-12		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
Nov-12		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
Dec-12		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
TOTAL	134	3.50%	223	5.83%	126	3.29%	2521	65.91%	536	14.01%	285	7.45%	3825

Calls by Day of the Week

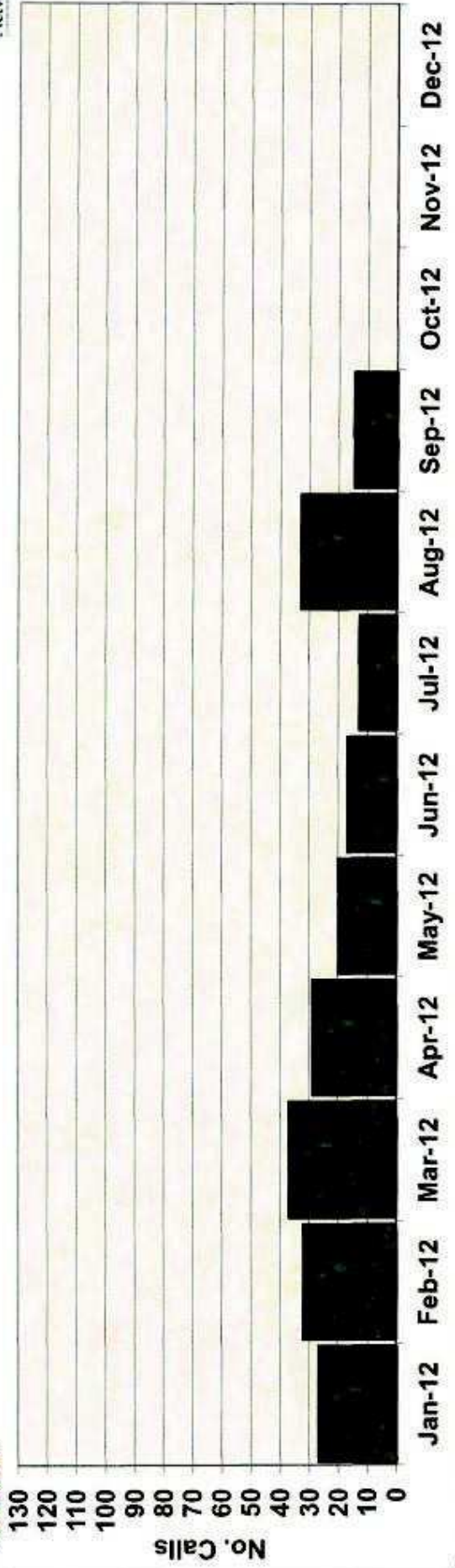
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEKEND		TOTAL
	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	No. Calls	%	
Jan-12	88	18.57%	103	21.73%	95	20.04%	63	13.29%	113	23.84%	12	2.53%	474
Feb-12	73	19.01%	94	24.48%	76	19.79%	61	15.89%	74	19.27%	6	1.56%	384
Mar-12	87	16.76%	102	19.65%	106	20.42%	98	18.88%	106	20.42%	20	3.85%	519
Apr-12	86	18.86%	101	22.15%	74	16.23%	114	25.00%	70	15.35%	11	2.41%	456
May-12	116	24.47%	96	20.25%	80	16.88%	84	17.72%	71	14.98%	27	5.70%	474
Jun-12	67	16.71%	99	24.69%	81	20.20%	66	16.46%	79	19.70%	9	2.24%	401
Jul-12	59	18.79%	66	21.02%	63	20.06%	54	17.20%	62	19.75%	10	3.18%	314
Aug-12	109	26.14%	71	17.03%	87	20.86%	68	16.31%	73	17.51%	9	2.16%	417
Sep-12	92	23.83%	74	19.17%	90	23.32%	59	15.28%	64	16.58%	7	1.81%	386
Oct-12		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
Nov-12		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
Dec-12		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0
TOTAL	777	20.31%	806	21.07%	752	19.66%	667	17.44%	712	18.61%	111	2.90%	3825



BLAYNEY SHIRE COUNCIL - 2012 Call Centre Report

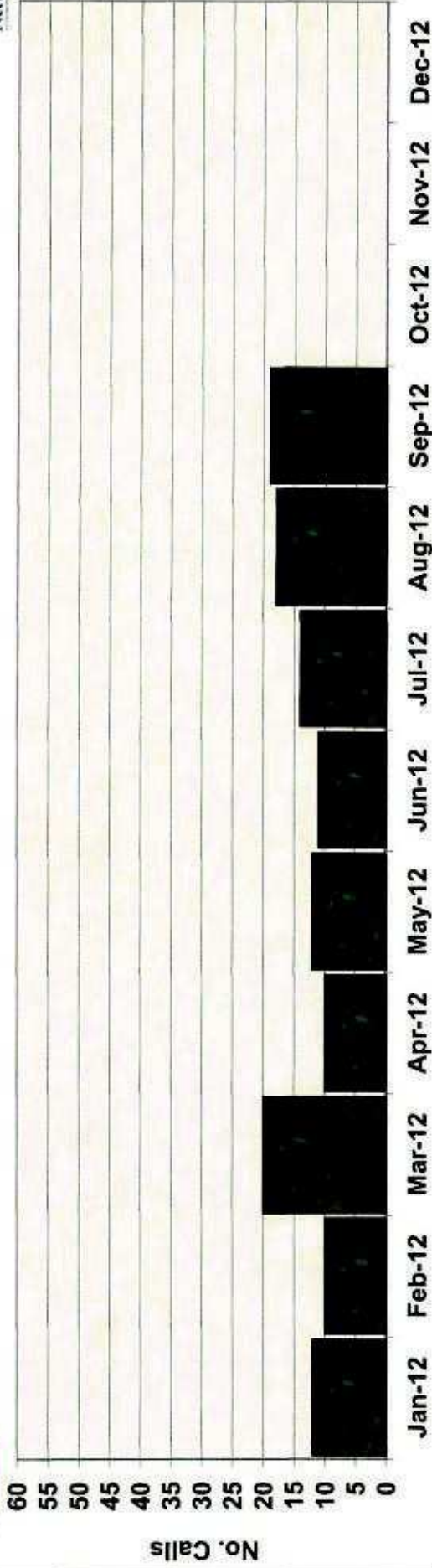


CABONNE COUNCIL - 2012 Call Centre Report

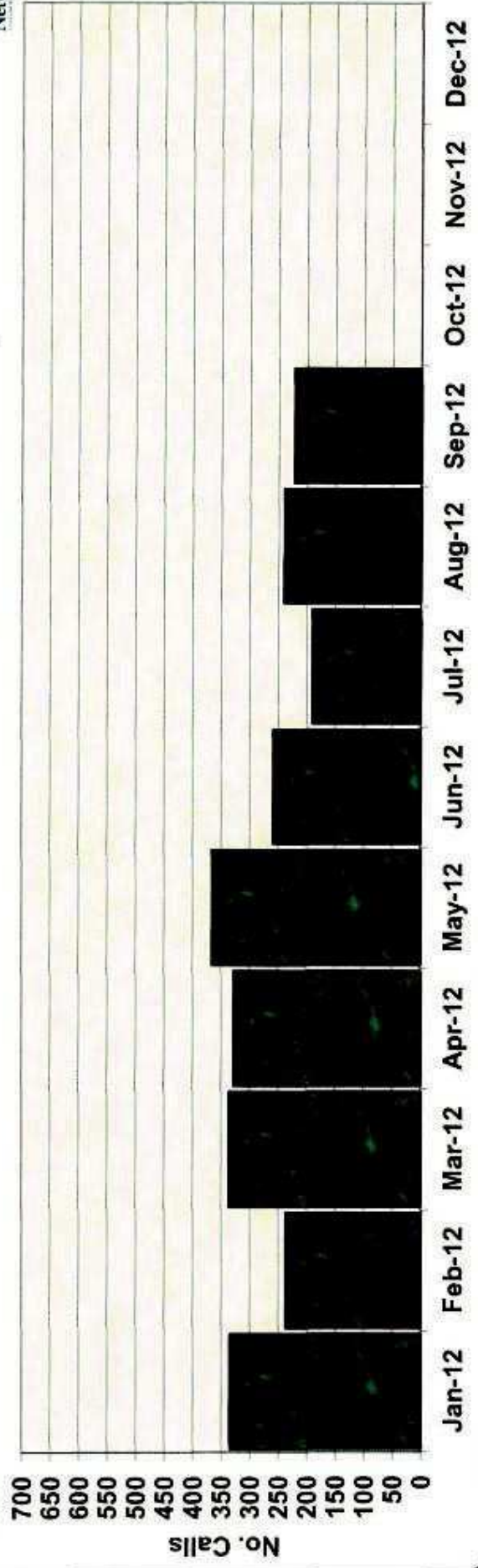




FORBES SHIRE COUNCIL - 2012 Call Centre Report

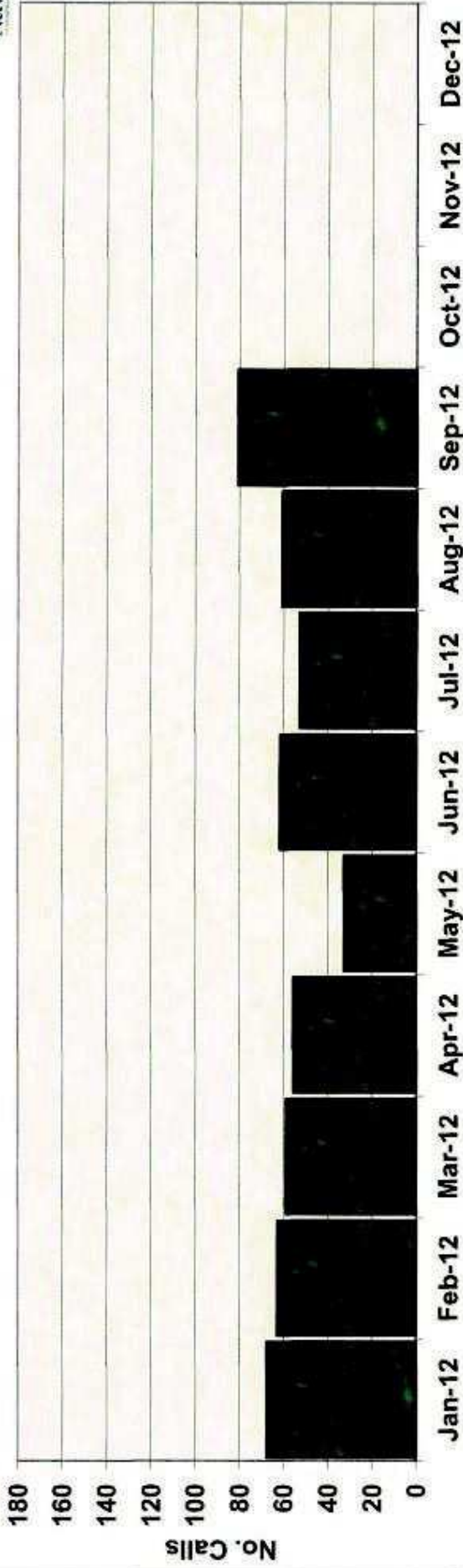


ORANGE CITY COUNCIL - 2012 Call Centre Report

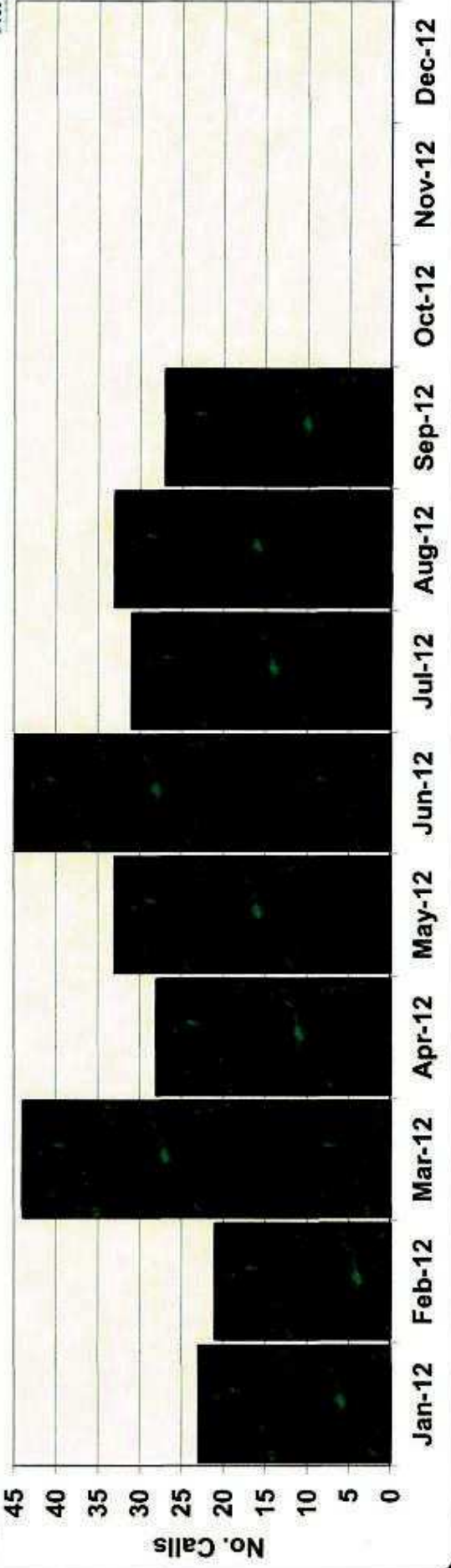




PARKES SHIRE COUNCIL - 2012 Call Centre Report



UNKNOWN - 2012 Call Centre Report



JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MGB REPAIRS 30/06/12 to 27/07/12

Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	KPI Met Y/N (72hrs)
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JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MGB's REPLACED 30/06/12 to 27/07/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Old Bin No.	New Bin No.	KPI Met Y/N (72hrs)
			<u>Split</u>							
1196-06000-6		00011	SOMERS PLACE	BLAYNEY	WASTE	26-Jun-12	29-Jun-12	204660	W036750	Y
			<u>Stolen</u>							
1225-50600-3		00006	TORRENS STREET	BLAYNEY	RECYCLING	06-Jul-12	11-Jul-12	200999	R011291	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

RECYCLING MGB CONTAMINATION 30/06/12 to 27/07/12

Unit No.	House No.	Street	Town	Comment	Date	Tagged	Collected
<u>REASON:</u>		<u>Other</u>					
	00016	PALMER STREET	BLAYNEY	RUG	26-Jul-12	TRUE	TRUE
<u>REASON:</u>		<u>Over Full</u>					
	00013	KINGHAM STREET	MILLTHORPE	TOO HEAVY DIRT	25-Jul-12	TRUE	FALSE
<u>REASON:</u>		<u>Plastic Bags</u>					
	00035	ADELAIDE LANE	BLAYNEY		20-Jul-12	TRUE	TRUE
	00062	CARCOAR STREET	BLAYNEY		20-Jul-12	TRUE	TRUE
	00007	COOPER STREET	BLAYNEY		26-Jul-12	TRUE	TRUE
	00007	FRAPE STREET	BLAYNEY		26-Jul-12	TRUE	TRUE
	00142	GUYONG ROAD	BLAYNEY		19-Jul-12	TRUE	TRUE
	00302	GUYONG ROAD	BLAYNEY		19-Jul-12	TRUE	TRUE
	00003	OLDHAM PLACE	BLAYNEY		06-Jul-12	TRUE	TRUE
	00022	OSMAN STREET	BLAYNEY		06-Jul-12	TRUE	TRUE
	017	PIGGOTT PLACE	BLAYNEY	WHITE PLASTIC BAGS	26-Jul-12	TRUE	TRUE
	020	PIGGOTT PLACE	BLAYNEY		26-Jul-12	TRUE	TRUE
	00037	PLUMB STREET	BLAYNEY		26-Jul-12	TRUE	TRUE
	00017	STILLINGFLEET STREET	BLAYNEY	BLACK BAGS	06-Jul-12	TRUE	TRUE
	00031	STILLINGFLEET STREET	BLAYNEY		06-Jul-12	TRUE	TRUE
	00027	BULB FARM LANE	FOREST REEFS		18-Jul-12	TRUE	TRUE
	00760	TALLWOOD ROAD	FOREST REEFS		18-Jul-12	TRUE	TRUE
	00083	CLOVER RIDGE ROAD	MILLTHORPE		18-Jul-12	TRUE	TRUE
	00003	HAWKE STREET	MILLTHORPE		04-Jul-12	TRUE	TRUE
	00009	PILCHER STREET	MILLTHORPE		04-Jul-12	TRUE	TRUE
	00014	WILLIAM STREET	MILLTHORPE		04-Jul-12	TRUE	TRUE

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

WASTE MGB CONTAMINATION 30/06/12 to 27/07/12

Unit No.	House No.	Street	Town	Comment	Date	Tagged	Collected
<u>REASON:</u>	<u>Over Full</u>						
	00002	TORRENS STREET	BLAYNEY	TOO HEAVY	26-Jul-12	TRUE	FALSE

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

NEW SERVICES 30/06/12 to 27/07/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Bin No.	KPI Met Y/N (72hrs)
2429-30000-3		3165	HOBBYS YARD ROAD	BLAYNEY	RECYCLING	27-Jul-12	27-Jul-12	R205484	Y
2429-30000-3		3165	HOBBYS YARD ROAD	BLAYNEY	WASTE	27-Jul-12	27-Jul-12	W033893	Y
415-12108-6		014	LOVEJOY AVENUE	BLAYNEY	RECYCLING	12-Jul-12	17-Jul-12	R214587	Y
415-12108-6		014	LOVEJOY AVENUE	BLAYNEY	WASTE	12-Jul-12	17-Jul-12	W037374	Y
1977-3000-1		151	GARLAND ROAD	LYNDHURST	RECYCLING	26-Jun-12	29-Jun-12	R033384	Y
1977-3000-1		151	GARLAND ROAD	LYNDHURST	WASTE	26-Jun-12	29-Jun-12	W037223	Y
1713-31100-7		016	GEORGE STREET	MILLTHORPE	RECYCLING	29-Jun-12	04-Jul-12	R200842	Y
1713-31100-7		016	GEORGE STREET	MILLTHORPE	WASTE	29-Jun-12	04-Jul-12	W030073	Y
1536-11160-0		030	STABBACK STREET	MILLTHORPE	RECYCLING	29-Jun-12	04-Jul-12	R033564	Y
1536-11160-0		030	STABBACK STREET	MILLTHORPE	WASTE	29-Jun-12	04-Jul-12	W037247	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

REMOVED SERVICES 30/06/12 to 27/07/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Bin No.	KPI Met Y/N (72hrs)
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JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MISSED BINS 30/06/12 to 27/07/12

Assess No.	Unit No.	House No.	Street	Town	Request Date	Completed Date	KPI Met Y/N (24hrs)
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JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MGB REPAIRS 28/07/12 to 31/08/12

Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	KPI Met Y/N (72 hours)
<u>REASON:</u>	<u>Lid</u>						
	00571	TALLWOOD ROAD	FOREST REEFS	RECYCLING	20-Aug-12	22-Aug-12	Y
<u>REASON:</u>	<u>Lid Pins</u>						
	00991	BROWNS CREEK ROAD	BLAYNEY	RECYCLING	23-Aug-12	28-Aug-12	Y
	00991	BROWNS CREEK ROAD	BLAYNEY	WASTE	23-Aug-12	28-Aug-12	Y
	00571	TALLWOOD ROAD	FOREST REEFS	RECYCLING	20-Aug-12	22-Aug-12	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MGB's REPLACED 28/07/12 to 31/08/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Old Bin No.	New Bin No.	KPI Met Y/N (72hrs)
<u>REASON:</u>										
2711-10000-4		00609	NEVILLE ROAD	BLAYNEY	WASTE	16-Aug-12	21-Aug-12	W33945	W037495	Y
2711-20000-2		00629	NEVILLE ROAD	BLAYNEY	WASTE	16-Aug-12	21-Aug-12	W33946	W037676	Y
162-20000-0		00052	NIXONS LANE	FOREST REEFS	RECYCLING	15-Aug-12	20-Aug-12	200363	R033547	Y
<u>REASON:</u>										
743-00000-2		00039	CHURCH STREET	BLAYNEY	RECYCLING	08-Aug-12	10-Aug-12	200026	R033673	Y
743-00000-2		00039	CHURCH STREET	BLAYNEY	WASTE	08-Aug-12	10-Aug-12	202962	W037536	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

RECYCLING MGB CONTAMINATION 28/07/12 to 31/08/12

Unit No.	House No.	Street	Town	Comment	Date	Tagged	Collected
REASON:		<u>Plastic Bags</u>					
	00018	BINSTEAD STREET	BLAYNEY		30-Aug-12	TRUE	TRUE
	00023	BURTON STREET	BLAYNEY		30-Aug-12	TRUE	TRUE
	00070	CARCOAR STREET	BLAYNEY	AND CLEAR PLASTIC	30-Aug-12	TRUE	TRUE
	00040	BELUBULA WAY	MANDURAMA	BLACK PLASTIC BAGS	31-Jul-12	TRUE	TRUE

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

WASTE MGB CONTAMINATION 28/07/12 to 31/08/12

Unit No.	House No.	Street	Town	Comment	Tagged	Collected
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JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

NEW SERVICES 28/07/12 to 31/08/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Bin No.	KPI Met Y/N (72hrs)
2699-21000-7		120	MOORILDA ROAD	BARRY	RECYCLING	26-Jul-12	31-Jul-12	R033690	Y
2699-21000-7		120	MOORILDA ROAD	BARRY	WASTE	26-Jul-12	31-Jul-12	W037375	Y
742-00000-3		00041	CHURCH STREET	BLAYNEY	RECYCLING	23-Aug-12	28-Aug-12	R033649	Y
742-00000-3		00041	CHURCH STREET	BLAYNEY	RECYCLING	23-Aug-12	28-Aug-12	R033650	Y
742-00000-3		00041	CHURCH STREET	BLAYNEY	RECYCLING	23-Aug-12	28-Aug-12	R033651	Y
742-00000-3		00041	CHURCH STREET	BLAYNEY	WASTE	23-Aug-12	28-Aug-12	W037644	Y
742-00000-3		00041	CHURCH STREET	BLAYNEY	WASTE	23-Aug-12	28-Aug-12	W037645	Y
742-00000-3		00041	CHURCH STREET	BLAYNEY	WASTE	23-Aug-12	28-Aug-12	W037646	Y
415-12113-6		004	LOVEJOY AVENUE	BLAYNEY	RECYCLING	24-Jul-12	27-Jul-12	R033678	Y
415-12113-6		004	LOVEJOY AVENUE	BLAYNEY	WASTE	24-Jul-12	27-Jul-12	W037435	Y
415-12111-0		008	LOVEJOY AVENUE	BLAYNEY	RECYCLING	31-Jul-12	03-Aug-12	R033668	Y
415-12111-0		008	LOVEJOY AVENUE	BLAYNEY	WASTE	31-Jul-12	03-Aug-12	W037569	Y
415-12110-2		010	LOVEJOY AVENUE	BLAYNEY	RECYCLING	03-Aug-12	08-Aug-12	R033666	Y
415-12110-2		010	LOVEJOY AVENUE	BLAYNEY	WASTE	03-Aug-12	08-Aug-12	W037534	Y
1156-11800-0		009	PIGGOTT PLACE	BLAYNEY	RECYCLING	27-Jul-12	01-Aug-12	R033681	Y
1156-11800-0		009	PIGGOTT PLACE	BLAYNEY	WASTE	27-Jul-12	01-Aug-12	W037425	Y
627-51200-7		022	RADBURN STREET	BLAYNEY	RECYCLING	01-Aug-12	06-Aug-12	R033503	Y
627-51200-7		022	RADBURN STREET	BLAYNEY	WASTE	01-Aug-12	06-Aug-12	W037530	Y
298-02200-5		039	OVINGTON LANE	FOREST REEFS	RECYCLING	20-Aug-12	22-Aug-12	R033663	Y
298-02200-5		039	OVINGTON LANE	FOREST REEFS	WASTE	20-Aug-12	22-Aug-12	W037497	Y
2019-00032-8		058	BELUBULA WAY	MANDURAMA	RECYCLING	21-Aug-12	24-Aug-12	R033546	Y
2019-00032-8		058	BELUBULA WAY	MANDURAMA	WASTE	21-Aug-12	24-Aug-12	W037507	Y
1536-11030-5		031	UNWIN STREET	MILLTHORPE	RECYCLING	20-Aug-12	23-Aug-12	R033550	Y
1536-11030-5		031	UNWIN STREET	MILLTHORPE	WASTE	20-Aug-12	23-Aug-12	W037493	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

REMOVED SERVICES 28/07/12 to 31/08/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Bin No.	KPI Met Y/N (72hrs)
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JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MISSED BINS 28/07/12 to 31/08/12

Assess No.	Unit No.	House No.	Street	Town	Request Date	Completed Date	KPI Met Y/N (24hrs)
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JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MGB REPAIRS 01/09/12 to 28/09/12

Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	KPI Met Y/N (72 hours)
<u>REASON:</u>	<u>Lid</u>						
	00029	PARK STREET	MILLTHORPE	WASTE	21-Sep-12	26-Sep-12	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MGB's REPLACED 01/09/12 to 28/09/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Old Bin No.	New Bin No.	KPI Met Y/N (72hrs)
<u>REASON:</u>		<u>Burnt</u>								
1332-00000-7		05240	MID WESTERN HIGHWAY	CARCOAR	WASTE	21-Aug-12	24-Sep-12	W032514	W037925	Y
<u>REASON:</u>		<u>Stolen</u>								
573-00000-7		00062	ADELAIDE STREET	BLAYNEY	WASTE	07-Sep-12	12-Sep-12	203309	W037951	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

RECYCLING MGB CONTAMINATION 01/09/12 to 28/09/12

Unit No.	House No.	Street	Town	Comment	Date	Tagged	Collected
<u>REASON:</u>		<u>Contamination</u>					
	00003	OLDHAM PLACE	BLAYNEY	NAPPIES	28-Sep-12	TRUE	TRUE
<u>REASON:</u>		<u>Green Waste</u>					
	00015	PLUMB STREET	BLAYNEY		06-Sep-12	TRUE	TRUE
	00052	PEACH STREET	MANDURAMA		11-Sep-12	TRUE	TRUE
<u>REASON:</u>		<u>Other</u>					
	00024	CARCOAR STREET	BLAYNEY	TOWELS, BLANKETS & PILLOWS	28-Sep-12	TRUE	TRUE
	00008	TUMULLA PLACE	BLAYNEY	LEAVES	07-Sep-12	TRUE	TRUE
<u>REASON:</u>		<u>Overflow</u>					
	00005	TERRAGONG STREET	BLAYNEY	TOO HEAVY	07-Sep-12	TRUE	TRUE
<u>REASON:</u>		<u>Plastic Bags</u>					
	00010	EUROKA PLACE	BLAYNEY	AND FOOD WASTE	07-Sep-12	TRUE	TRUE
	00021	MEDWAY STREET	BLAYNEY	AND GREEN WASTE	07-Sep-12	TRUE	TRUE
	04312	MID WESTERN HIGHWAY	BLAYNEY		11-Sep-12	TRUE	TRUE
	00036	MOUNT ERROL STREET	BLAYNEY		07-Sep-12	TRUE	TRUE
	00015	MT McDONALD ROAD	LYNDHURST		11-Sep-12	TRUE	TRUE
	00023	TERMINUS STREET	LYNDHURST		11-Sep-12	TRUE	TRUE

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

WASTE MGB CONTAMINATION 01/09/12 to 28/09/12

Unit No.	House No.	Street	Town	Comment	Date	Tagged	Collected
<u>REASON:</u>	<u>Other</u>						
	00059	MARSHALLS LANE	BLAYNEY	FULL OF WOOD FROM BEE HIVES	06-Sep-12	TRUE	FALSE
<u>REASON:</u>	<u>Over Full</u>						
	00019	MOUNT ERROL STREET	BLAYNEY	TOO HEAVY	28-Sep-12	TRUE	FALSE

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

NEW SERVICES 01/09/12 to 28/09/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Bin No.	KPI Met Y/N (72hrs)
415-12123-5		016	LOVEJOY AVENUE	BLAYNEY	RECYCLING	04-Sep-12	07-Sep-12	R034059	Y
415-12123-5		016	LOVEJOY AVENUE	BLAYNEY	WASTE	04-Sep-12	07-Sep-12	W037650	Y
415-12118-5		005	MEEK STREET	BLAYNEY	RECYCLING	13-Sep-12	18-Sep-12	R0300693	Y
415-12118-5		005	MEEK STREET	BLAYNEY	WASTE	13-Sep-12	18-Sep-12	W037952	Y
415-12119-3		007	MEEK STREET	BLAYNEY	RECYCLING	13-Sep-12	18-Sep-12	R033668	Y
415-12119-3		007	MEEK STREET	BLAYNEY	WASTE	13-Sep-12	18-Sep-12	W037569	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

REMOVED SERVICES 01/09/12 to 28/09/12

Assess No.	Unit No.	House No.	Street	Town	Bin Type	Request Date	Completed Date	Bin No.	KPI Met Y/N (72hrs)
415-12111-0		008	LOVEJOY AVENUE	BLAYNEY	RECYCLING	26-Sep-12	26-Sep-12	R033668	Y
415-12111-0		008	LOVEJOY AVENUE	BLAYNEY	WASTE	26-Sep-12	26-Sep-12	W037569	Y

JR RICHARDS & SONS - MONTHLY REPORT

Blayney Shire Council

MISSED BINS 01/09/12 to 28/09/12

Assess No.	Unit No.	House No.	Street	Town	Request Date	Completed Date	KPI Met Y/N (24hrs)
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BLAYNEY BULKY WASTE CLEAN UP FIGURES - August 2012

WEIGHT IN TONNES - ESTIMATE

DATE	DUMP LOADS	LOAD 1	LOAD 2	LOAD 3	LOAD 4	LOAD 5	LOAD 6	TOTAL TONNES
6/08/2012	2	4.00	4.00					8.00
7/08/2012	2	4.00	4.00					8.00
8/08/2012	2	4.00	4.00					8.00
9/08/2012	1	4.00						4.00
9/08/2012	1	4.00						4.00
TOTAL	8.00							32.00

WEIGHT IN TONNES - ESTIMATE

DATE	DUMP LOADS	LOAD 1	LOAD 2	LOAD 3	LOAD 4	LOAD 5	LOAD 6	TOTAL TONNES
13/08/2012	1	4.00						4.00
14/08/2012	1	4.00						4.00
15/08/2012	1	2.00						2.00
15/08/2012	1	4.00						4.00
TOTAL	4.00							14.00

WEIGHT IN TONNES - ESTIMATE

DATE	DUMP LOADS	LOAD 1	LOAD 2	LOAD 3	LOAD 4	LOAD 5	LOAD 6	TOTAL TONNES
20/08/2012	1	1.00						1.00
TOTAL	1.00							1.00

CLEAN-UP TOTAL 13.00

CLEAN-UP TOTAL 47.00

* Weights are estimates only, based on a full load weighing 4 tonnes.

MONTHLY HEALTH, SAFETY & ENVIRONMENTAL REPORT

NETWASTE

Period: July, August and September 2012

Injuries:

There was one minor injury during the period being a small laceration to the forehead of a MRF employee. The employee was cleaning around conveyors when he hit his head on a some structural steel. The injury only required first aid treatment and employee resumed duties.

Vehicle Damage:

Nil vehicle damage incidents reported for the period.

Environmental:

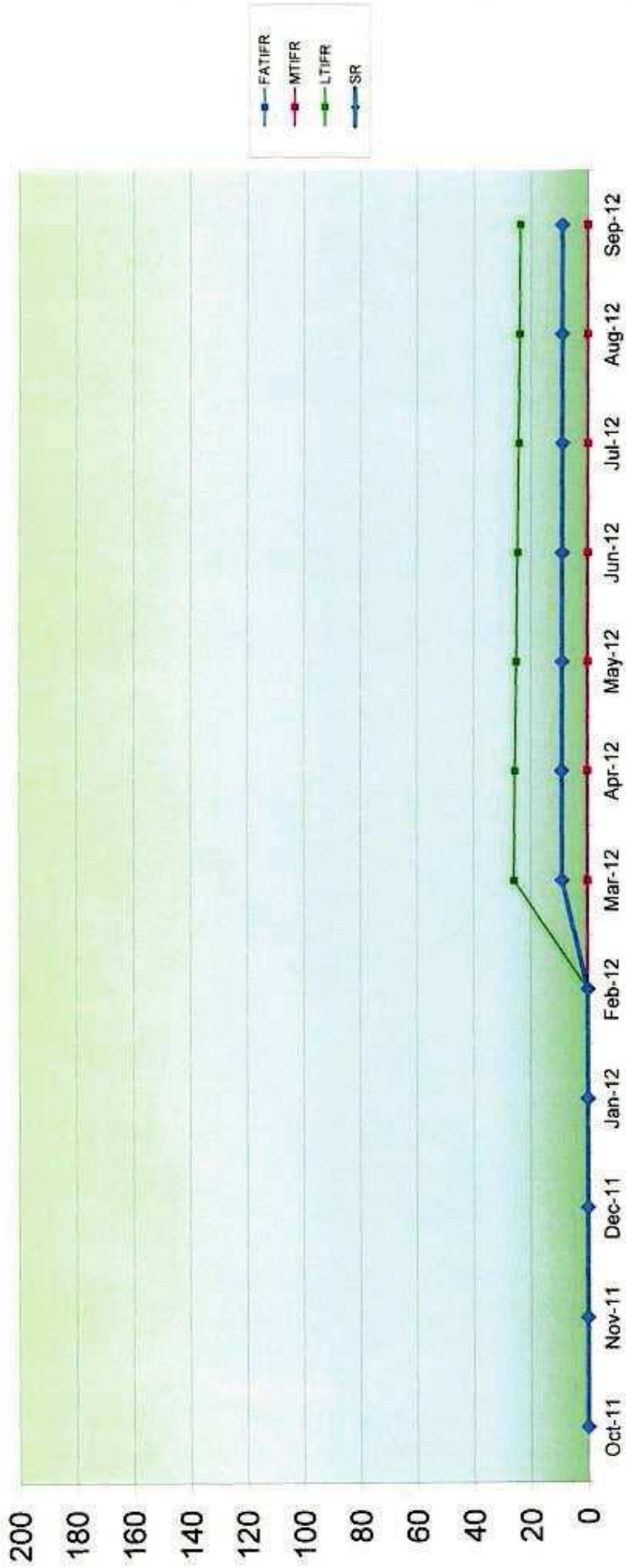
Nil environmental incidents reported for the period.

Monthly Site meetings:

Monthly safety & environmental meetings have been conducted with all depots.

Nil outstanding issues.

Netwaste 12 MONTH ROLLING



First Aid Treatment Injury (an injury requiring basic onsite first aid treatment only) **Frequency Rate**= is the number of first aid treated injuries / number of man-hours work x 1,000,000 man hours
Medical Treatment Injury (an injury requiring off site medical treatment, doctor or hospital) **Frequency Rate** = is the number of medically treated injuries / number of man-hours work x 1,000,000 man hours
Lost Time Injury (an injury preventing the worker from returning to work for one shift or more) **Frequency Rate** = is the number of lost time injuries / number of man-hours work x 1,000,000 man hours
Severity Rate (a calculation that gives an average number of days lost per LTI) = is the number of lost work days / by the number of recordable incidents
 Reference : AS NZS 1885 1-1990 Workplace Injury Disease Recording



NetWaste Education Plan Update October 2012

The current status and timeframes of initiatives outlined in the Waste Education Plan 2012 are listed in Table 1.

Table 1: Status of approved initiatives in the Waste Education Plan 2012

Initiative	Details	Timeframe
MAYORAL COLUMNS	<ul style="list-style-type: none"> January-September are complete 	Ongoing
SCHOOL OUTREACH	<ul style="list-style-type: none"> First school week is completed (20th-24th Feb) Second week completed (18th-22nd June) Third week completed (13th -17th Aug) 	Next week: 22 nd -26 th Oct12
ABC RADIO SEGMENT	<ul style="list-style-type: none"> Continuing 	Ongoing
NEWSLETTERS	<ul style="list-style-type: none"> First Newsletter: Love Food, Hate Waste completed for both Community and Schools Second Newsletter: Waste to Art (draft completed) 	October

School Outreach Program

Schools and community groups visited so far this year total:

- Students/community members: **2256**
- Presentations: **90**

See Table 2 below for Presentation details



Table 2. School and Community Presentation details for 2012

Date	School/Group	Students	Sessions	Lessons
20.2.12	St Mary's Orange	60	2	Rubbish = Resource
22.2.12	St Stannies	85	4	Waste and RRC
23.2.12	St Mary's Orange	240	8	Whoops, Litter and Rubbish=Resource
May	Forbes North PS	30	1	Waste Tours: Waste 2 Art
May	St Laurence PS	30	1	Waste Tours: Waste 2 Art
May	Bejerabong PS	30	1	Waste Tours: Waste 2 Art
13.6.12	Orange Christian School	60	2	Rubbish = Resource
18.6.12	Orange East PS	220	9	Whoops, Worm Power, Caught on Composting
19.6.12	Parkes PS	96	3	Make Your Own Sun Oven, Litter Litter
20.6.12	Orange PS	300	13	Whoops
21.6.12	Orange PS	175	6	Worm Power, Caught on Composting, Rubbish= Resource
22.6.12	Peak Hill PS	65	4	Litter, Litter
22.6.12	Calare PS Orange	75	3	Rethink, It's Not Just About Recycling
25.7.12	All Day Livestock exchange	120	6	Compost
2.08.2012	CSU students	40	1	Waste Workshop
13.8.12	Frundle PS	50	2	Caught on Composting
14.8.12	Calare PS Orange	75	3	Caught on Composting
15.8.12	Forbes PS	125	5	Rethink, It's Not Just About Recycling and Rubbish = Resource
16.8.12	Parkes Christian School	65	4	Worm Power, Whoops and Caught on Composting
17.8.12	St Lawrence's Forbes	300	11	Rethink, Whoops, Stuck on Stuff
12.9.12	Kinross	15	1	RRC Tour
TOTAL		2256	90	

Business Waste Education Program

The Business Waste Education Program has completed the first and second Business Outreach Weeks this year during the 26th -30th March and the 23rd -27th July. Table 3 illustrates the status of current initiatives.

Table 3: Business Program Overview

Business	Program Initiative	Actions Required	Timeframe	Status
Ascott Gardens	Case Study	<ul style="list-style-type: none"> Initiate case study: 	July	Completed
	Recycling boxes	<ul style="list-style-type: none"> Order and distribution of additional boxes Meeting date/time in July week re: <ul style="list-style-type: none"> Follow up re cost savings of removing 2 recycling bins Ask who we would contact re expanding the program to other Uniting Care Offices/locations in Orange Follow up paper ordering records since Jan12 	July	Completed
	Contact Margaret	<ul style="list-style-type: none"> Draft newsletter with E-waste focus 	July	In progress
Kinross	E Waste Newsletter	<ul style="list-style-type: none"> Contact Margaret re follow up bin visual audit 	October	Contacted Joe twice but no return called received
	Follow up visual audit	<ul style="list-style-type: none"> Contact Joe Domelly re status of recycling action plan 	October	In progress
Child Care	Cudal	<ul style="list-style-type: none"> Action Plan to be discussed as all surveys have been returned Offered compost workshop on November 15 and have emailed Worm colour me, Worm2drawweirle, worm farming poster, recycling poster and poster template. Prepare Action plan and take along on this day Also take resource CD Take ABC booklet also 	October November 15	Surveys collated /In progress
	Canowindra	<ul style="list-style-type: none"> Call re survey status and action plan meeting 	November	In progress

	Cunnock	<ul style="list-style-type: none"> Call re Prelim meeting to introduce program 	July	Completed
	PECC	<ul style="list-style-type: none"> Call re survey status and action plan meeting 	November	In progress
	Trinity	<ul style="list-style-type: none"> Call re survey status and action plan meeting 	November	In progress
	Yarrawong	<ul style="list-style-type: none"> Call re survey status and action plan meeting 	November	In progress
	Good Start learning Forbes (ex ABC) York St Forbes	<ul style="list-style-type: none"> Call re Prelim meeting to introduce program 	July	Completed
	Molong Pre School Riddle St Molong	<ul style="list-style-type: none"> Call re program status 	November	
	Yeoval Preschool - King St Yeoval	<ul style="list-style-type: none"> Organised meeting with staff - Caught on Composting October 24 Collated surveys Action Plan development 	November	In Progress
	Childcare CID	<ul style="list-style-type: none"> CD to be finalized Posters to be finalized 	July	Completed
	Spring St Child Care Centre	<ul style="list-style-type: none"> Initial visit with Director (council facility) 	July	Completed
	Forbes Learning Ladder	<ul style="list-style-type: none"> Workshops planned as part of October School Ed Week 	October 23	
	Case Study	<ul style="list-style-type: none"> Initiate Case Study 	October 26	In progress
Country Club Caravan Parks		<ul style="list-style-type: none"> To discuss: <ul style="list-style-type: none"> Resturvey visitors Visual audit walk through Bokashi Bin follow up Hand over new yellow bin lids for recycling bins Check with Merle and Derek re any other Caravan Parks that may be interested in the program 	July	In progress
	Meeting		October	In progress
	Spoke to Derek and emailed Merle on 28/09/12 re follow up surveys	<ul style="list-style-type: none"> Visit with surveys and complete another visual audit 	October 25	
			October	In progress



Spicer Caravan Park	Initial Visit	<ul style="list-style-type: none"> • Discuss Ed Program • Complete Visual Audit 	July 26	In progress
Apex Riverside Caravan Park Forbes	Initial Contact to plan initial visit	<ul style="list-style-type: none"> • Contact Kristy Hartwig kristy.ha@forbes.nsw.gov.au • Call Kylie when returns from holidays in October. Frank retiring interviews should be complete by approx. October 18 • Spoke with existing Mgr Frank and he finishes up on November. Interviews for new mgr held October 18. Better to speak with them once new Mgr on board. • Contact to try and move program along with any additional support/workshops • Surveys distributed but none returned to date • Waiting on response 	<p>August</p> <p>Initial contact made 28/09/12</p> <p>November</p> <p>July</p> <p>Contact made 27/09/12</p>	<p><i>N progress</i></p> <p><i>N progress/N reply</i></p> <p><i>In progress</i></p> <p><i>In progress</i></p>
Jemalong	Follow up			
ELF	Survey			
Forbes Pre School	Initial contact emailed and left message on machine. referred by Catherine Guise from Lach CMA 27/09/12			

Child Care Waste Management Assistance Program

The Child Care Waste Management Assistance Program is increasing in popularity with eleven centres/preschools having expressed an interest in and/or are participating in the program.

All centres are at various stages within the program.

The centres that are in participating include:

- Canowindra Preschool Kindergarten Inc
- Parkes Early Childhood Centre
- Trinity Preschool, Orange



- Yarrawong Preschool Orange
- Cudal Community Child Care
- Cumnock Child Care
- Forbes ABC
- Molong Preschool
- Forbes Preschool
- Spring St Child Care Centre
- Yeoval Preschool

The centres are being provided with support including:

- assistance in a baseline visual waste audit
- staff and parent surveys
- assistance to develop a Waste Minimisation Action Plan
- staff skills development
- presentations to children
- Sharing of NetWaste resources
- Resource CD including: signs, graphics, waste words, action plan template for reporting requirements, visual audit data sheet, equipment check list, evaluation suggestions

Table 4 below lists all visits to date to introduce the program, undertake staff skills development, deliver presentations and setup worm farms or compost bins.

Table 4: Child Care Centre Visits

Date	Centre/Group	Children Staff	Sessions	Lessons
20/10/2011	Hills St CCCentre	1	1	Introduce Program
21/10/2011	Trinity Preschool	1	1	Introduce Program
18/10/2011	Yarrowong CCCentre	1	1	Introduce Program
22/10/2011	Cudal CCCentre	20	4	Introduce Program Worm farm Story Time x 2
22/10/2011	Canowindra CCCentre	30	2	Introduce Program Worm farm
9/11/2011	Parkes Early Childhood Centre	32	3	Introduce Program Recycling Story Time
13/02/2012	Yarrowong	8	2	Staff Presentation on program. Skills development: worm farming and composting
20/02/2012	Cudal Community Children's Centre	5	2	Staff Presentation on program Skills development : Recycling
23/02/2012	Trinity Pre School	10	2	Staff Presentation on program. Skills development: worm farming and composting
26/03/2012	Parkes Early Childhood Centre	20	3	Staff Presentation on program. Skills development: worm farming and composting
26/03/2012	Trinity Pre School	80	2	Worm Power Workshops with kids (set up existing worm farms)
28/03/2012	Canowindra Child Care	5	2	Staff Presentation on program Skills development : Recycling
23/07/2012	Cummock Village Preschool	2	1	Introduce the program
23/07/2012	Good Start Learning Forbes	10	1	Initial information and Recycling skills development
24/07/2012	Molong Preschool	1	1	Introduce the program
27/07/2012	Yeoval Preschool	1	1	Introduce the Program
TOTAL		142	17	