CORPORATE SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 9 JULY 2012

03)   **2012 ELECTION BUDGET ESTIMATES**
(Director Corporate Services)

RECOMMENDED:
1. That the report on the 2012 Election Budget Estimates be noted.

REPORT
Council is in receipt of an advice from the NSW Electoral Commission (NSWEC) on the estimated cost of the 2012 Local Government Elections. The estimated cost is $41,809 excluding GST.

The budget is based on the NSWEC Service Charter that reflects a number of issues raised in the Joint Standing Committee on Electoral matters Inquiry into the 2008 Elections including:
- Where possible counting of ballot papers in country and regional NSW;
- Revised staffing to polling places to ensure minimal likelihood of queues;
- Consideration of the impact of demand on pre-poll voting;
- Increasing of electors on the NSW roll as a result of the successful roll-out of SmartRoll activity;
- Introduction of an Office Manager (Substitute Returning Officer) to mitigate risk if Returning Officer is unable to perform his or her duties.

Costs not included in the budget estimate are:
- Staffing costs for any pre-poll location other than the Returning Officer's office. This will be additional depending on how this is undertaken.
- Cost of electoral roll maintenance. This cost is borne by the NSW Government and is in excess of $4.6m. No cost will be passed onto Council for this.
- Capital Assets primarily consisting of IT software systems. This cost is also borne by the NSW Government and no cost will be passed onto Council for this.
- Costs associated with operation of the Election Funding Authority will not be passed onto Council.

No advance payments will be required with invoicing anticipated to be finalised in January 2013 following receipt of all supplier invoices.

A copy of correspondence from the NSWEC encompassing detailed estimates and the Service Charter previously referenced is attached for information of Councillors.

BUDGET IMPLICATIONS
Council has provision of $50,000 in the 2012/13 budget for conduct of the 2012 election.

POLICY IMPLICATIONS
Nil effect.

Attachments
1   Correspondence from NSW Electoral Commission   17 Pages

04)   **REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2012**
   (Manager Financial Services)

RECOMMENDED:
1. That the report indicating Council's Investment position as at 30 June 2012 be received and noted.
2. That the certification of the Responsible Accounting Officer be noted and the report be adopted.

REPORT
This report provides details of Council's Investment Portfolio as at 30 June 2012.

Council's total investment and cash position as at 30 June 2012 is $8,177,746. Investments earned interest of $37,053 for the month of June 2012.

Council's monthly net return annualised for June of 5.65% outperformed the 90 day Bank Bill Swap Rate of 3.52%.
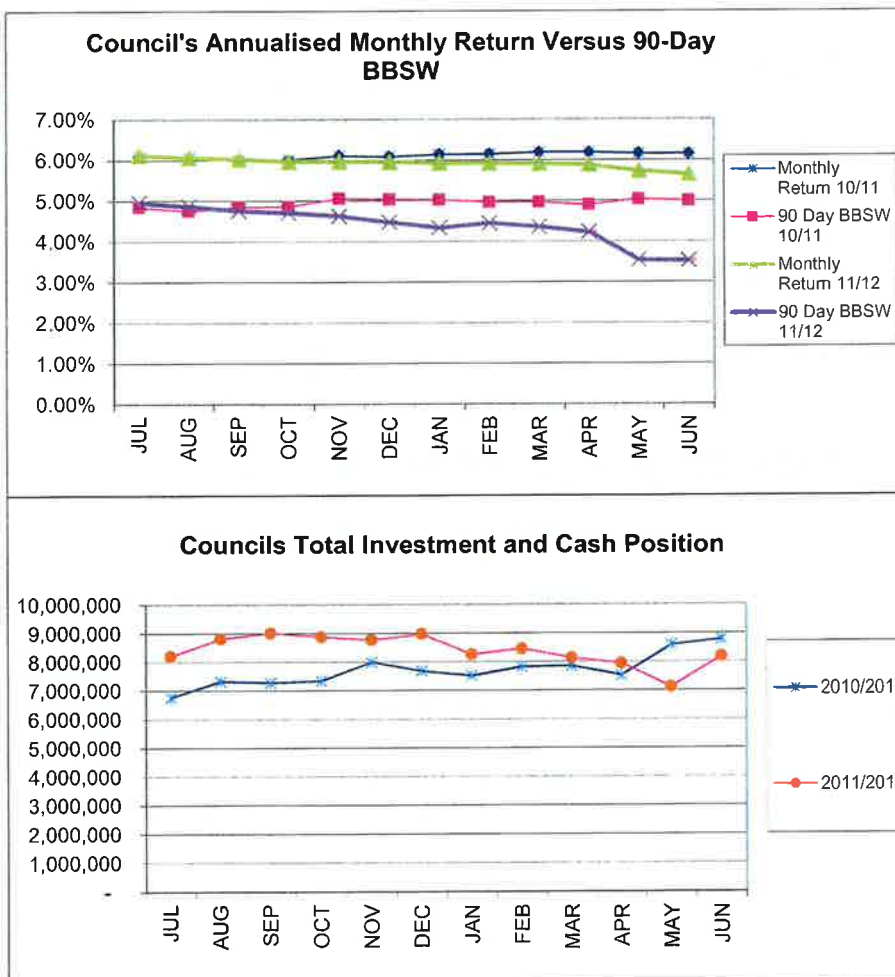
REGISTER OF INVESTMENTS AND CASH AS AT JUNE 2012

Institution	Maturity	Amount $	Monthly Net Return Annualised
Term Deposits			
Community CPS	31/07/2012	500,000.00	5.70%
Bankstown City Credit Union	4/09/2012	500,000.00	5.40%
Beirut Hellenic Bank Ltd	11/10/2012	500,000.00	5.95%
The Rock Building Society	12/09/2012	500,000.00	5.15%
ME Bank	17/07/2012	500,000.00	5.75%
Bank of Cyprus Australia	28/08/2012	500,000.00	5.20%
Bank of Queensland	10/07/2012	500,000.00	5.75%
Railways Credit Union	16/08/2012	500,000.00	5.81%
IMB	4/09/2012	500,000.00	5.10%
AMP	7/08/2012	500,000.00	6.00%
Suncorp Metway	21/08/2012	500,000.00	5.30%
ING	31/07/2012	500,000.00	5.96%
Peoples Choice	18/09/2012	500,000.00	5.18%
BankWest	25/09/2012	500,000.00	5.20%
Total		**7,000,000.00**	**5.53%**
Collateralised Debt Obligation (CDO's)			
ANZ Custodian (Kakadu, BBSW + 140	20/03/2014	500,000.00	5.83%
Total		**500,000.00**	**5.83%**
Total Investments		**7,500,000.00**	**5.55%**
Benchmark: BBSW 90 Day Index			3.52%
Commonwealth Bank - At Call Account		280.30	
Commonwealth Bank Balance		677,465.98	
TOTAL INVESTMENTS & CASH		**8,177,746.28**	

Summary of Investment movements - JUNE		
Financial Institution	Invst/(Recall) Amount $	Commentary
Term Deposits		
IMB Ltd	500,000.00	Term Deposit invested 05/06/2012
Bankstown City Credit Union	(507,354.79)	Term Deposit matured 05/06/2012
Bankstown City Credit Union	500,000.00	Term Deposit invested 05/06/2012
The Rock Building Society	(507,758.90)	Term Deposit matured 12/06/2012
The Rock Building Society	500,000.00	Term Deposit invested 13/06/2012
Peoples Choice Credit Union	500,000.00	Term Deposit invested 13/06/2012
Queensland Country Credit Union	(508,254.11)	Term Deposit matured 19/06/2012

Collateralised Debt Obligations (CDO's)
As per Council's Auditor recommendations the disclosure of the impact of market conditions on the value of the Collateralised Debt Obligations held is provided. It is estimated by ANZ Custodian Services that the market value of Kakadu is $83,850 as at 31 May 2012. It is anticipated that as the investment draws near to maturity the market value will increase. Council is also involved in ongoing legal action to minimise any losses.

Council's monthly net return annualised for June on the CDO is 5.83% outperforming the 90 day Bank Bill Swap Rate of 3.52%.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER
I, Chris Hodge, certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, the Local Government (General) Regulation 2005 and Council Policy.

BUDGET IMPLICATIONS
A good investment strategy optimises Council's return on investments.

POLICY IMPLICATIONS
Nil effect.

Attachments
Nil

05)   **WINE WEEK WINE MAKERS TABLE**
             (Director Corporate Services)

             RECOMMENDED:
             1.   That Council advise Brand Orange that funding for events
                  needs to be made via Council's Guidelines for Financial
                  Assistance Program and that this will be considered by
                  the community based committee as to meeting
                  compliance with Council's Operational and Delivery
                  program outcomes for the whole Shire.

REPORT

Council has received a request from Brand Orange to provide funding for the Millthorpe Wine Table event in October 2012 and have requested $5,000 to assist in meeting expenses plus donation of Council services. Council has already agreed to the closure of roads and costs to undertake this event in Millthorpe which will be included in Council's annual donations.

The request for additional funding for this event has not been included in Council's annual budget for 2012/2013. Council is considering the Financial Assistance Program guidelines at this meeting and due to the request being outside Council's budget consideration, Brand Orange would need to make application under this funding program, if approved by Council. The event and funding would then be assessed by the community panel and would need to identify how it would meet the objectives of the community based operations and delivery plans and how this benefits the shire generally.

BUDGET IMPLICATIONS

This request has not been included in Council's 2012/2013 budget and no funding is available except through the Financial Assistance Program.
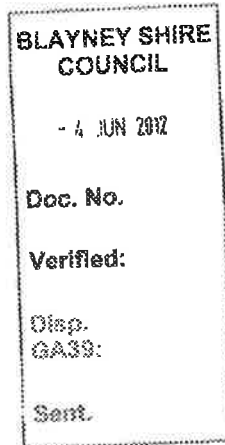
POLICY IMPLICATIONS

Applications for funding need to be made through the approved funding programs to ensure that Council complies with the objectives of the Community Strategic Planning process.

Attachments
1   Taste Orange   2 Pages

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F2012/194

31 May 2012

Mr Glenn Wilcox
General Manager
Blayney Shire Council
PO Box 61
BLAYNEY NSW 2799

BLAYNEY SHIRE
COUNCIL

- 4 JUN 2012

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Verified:

Disp.
GA39:

Sent.

electoral
commission nsw

Dear Mr Wilcox

Budget Estimates for September 2012 Local Government Elections

As you are aware I agreed to provide you with an estimate of the cost of the conduct of your election to be held on 8 September 2012. This estimate is included below and attached is a Council Budget Estimate Scope Summary detailing the deliverables within each line item of your budget estimate.

The New South Wales Electoral Commission (NSWEC) identifies all expenses for the conduct of the election and invoices these expenses on a dollar for dollar basis to the appropriate councils. There are some 19 major projects that go to making up the election programme and these have been calculated individually for each council.

The budget estimate is based on our Service Charter which was previously provided to all councils for comment. The Service Charter reflects a number of the issues that were raised in the Joint Standing Committee on Electoral Matters Inquiry into the 2008 Local Government Elections including:

- where possible, in country and regional NSW the count of ballot papers to be undertaken at the local level (Please note this comes at an increased cost compared to counts being done centrally in Sydney);
- revised staffing for polling places to ensure minimal likelihood of queues;
- consideration of the impact of increased demand on pre-poll voting;
- increasing the number of electors on the NSW roll (estimated to be about 500,000) as a result of the successful SmartRoll activity; and
- the introduction of an Office Manager (substitute Returning Officer) to mitigate the risk if the Returning Officer is unable to perform his or her duties.

I note that we have been working hard over the last three to four months in consulting with all councils on the establishment of regions (in rural and regional NSW); polling places; the location of the Returning Officer's office and office accommodation; and pre-poll voting locations. The Council Liaison Officers have been working with your council to obtain agreement on each of the above items.

Administration Fee
The NSW Treasury pricing policy requires a recoupment of some charges that the NSWEC incurs at head office for the conduct of Local Government elections. This is reflected in the Administration Fee. The Administration Fee has been independently

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assessed by PricewaterhouseCoopers and their report is available on our website www.elections.nsw.gov.au. I am pleased to advise that all depreciation charges have been removed from the Administration Fee. The removal of the depreciation charges has assisted in reducing the fee from $195 per hour (in 2008) to $175 per hour. The fee will be charged on a dollar per elector basis. Naturally, should a council after the close of nominations find they have an uncontested election or elections, the Administration Fee will be discounted.

Pre-poll Locations
The budget does not include staffing costs for any pre-poll location other than the Returning Officer's office.

In the coming weeks the Council Liaison Officers will contact those councils not hosting the Returning Officer, and those that have agreed to additional pre-poll location(s), to establish whether council will make their staff available or if they prefer the NSWEC to employ staff to issue pre-poll votes.

We believe that councils providing their own staff, trained by the Returning Officer, would be more cost effective than for the NSWEC to recruit staff to issue pre-poll votes at those locations.

Budget Estimate
The budget estimate for Blayney Shire Council is $41,809 plus GST. This estimate has, as mentioned above, been formed with the best available information at this time. The estimate does not include the cost of conducting any polls or referendums It is also based on all wards being contested (if the council is divided into wards); and all the infrastructure arrangements mentioned above.

If you have any questions on the budget estimate please direct your enquiries to your Council Liaison Officer in the first instance.

Cost of maintaining the NSW Electoral Roll and SmartRoll
As was the case in 2008, the NSWEC will not charge councils for any portion of the maintenance of the NSW electoral roll and the operation of SmartRoll. This cost is presently met by the Government for an annual charge in excess of $4.6M.

Capital Assets
As was the case in 2008, no charge is made to councils for the capital assets primarily consisting of IT software systems. All costs associated with the acquisition, maintenance and development of the NSWEC's computerised election systems are paid by the NSW Government and not charged to councils.

I note also that any costs associated with the operation of the Election Funding Authority are met by the Government and no charges are passed onto councils.

Advance Payment
In 2008 the NSWEC requested an advance payment towards the conduct of the elections. I advise that for 2012 no advance payment is required for the September 2012 elections. Final invoices will be issued when we are in receipt of all supplier invoices. This is expected to be by the end of January 2013 and payment will be required within 30 days.

Also enclosed with this letter is a copy of the Service Charter mentioned above.

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As mentioned, if you have any queries regarding the budget estimate please contact your Council Liaison Officer in the first instance.

Yours sincerely

Colin Barry
Electoral Commissioner

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commission NSW

2012 Council Elections Budget Estimate

Blayney Shire Council

Projects / Subprojects	Amount	
1 - Enrolment		
01.3 Printed Rolls	361.00	
Sub-total		361.00
2 - Council Liaison		
02.6 Consult Councils	14.00	
Sub-total		14.00
3 - Data Management		
03.1 EMS	153.00	
Sub-total		153.00
4 - Election Staffing		
04.1 PP Staffing	9,683.00	
04.2 OA Staffing	8,996.00	
04.3 OM Wages	2,503.00	
04.3 ROSO Wages	442.00	
04.4 RO Recruitment & Wages	3,097.00	
04.5 Training of All Election Officials	367.00	
04.6 Other Staffing Costs	819.00	
04.8 RO Office Administration Costs	445.00	
Sub-total		22,864.00
5 - Financial Services		
05.2 Payroll	388.00	
05.3 Payables	79.00	
05.4 EOI	305.00	
Sub-total		773.00
6 - Venue Procurement		
06.1 Polling Places	1,288.00	
06.2 RO Offices	3,202.00	
06.3 Additional Pre-poll Locations	500.00	
06.4 Declared Institutions	6.00	
06.5 RO Office Security	93.00	
Sub-total		5,089.00
7 - Voting		
07.1 Processing PVAs	101.00	
07.2 Processing PVPs	836.00	
Sub-total		937.00
8 - Counting and Results		
08.1 Agency Staff Costs		
08.2 Training of and Support to ROs	306.00	
Sub-total		306.00
10 - Logistics		
10.1 Office Material	382.00	
10.2 Cardboard Material	487.00	
10.3 Courier Service	860.00	
10.4 Hire Furniture	278.00	
10.5 Warehousing Services	206.00	
10.6 Systems, Processes & Administration	84.00	
10.7 Mail Distribution Services	77.00	
Sub-total		2,324.00
11 - Media, Communications & Advertising		
11.1 Equal Access to Democracy	87.00	
11.4 Elector Information Campaign – General	1,306.00	
11.6 Media Information Services	49.00	
11.6 Website and Education Services	31.00	
11.7 Forms, Manuals and Diaries	403.00	
Sub-total		1,876.00

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2012 Council Elections Budget Estimate

Blayney Shire Council

Project / Deliverable	Amount	
12 - IT Infrastructure & Application Support		
12.1 RO Equipment	406.00	
12.2 ESC	335.00	
12.3 HO & RW Infrastructure	393.00	
Sub-total		1,134.00
13 - Call Centres		
13.1 Elector Enquiry Centre	514.00	
Sub-total		514.00
14 - Ballot Paper Production, Allocation & Distribution		
14.1 Ballot Paper Production, Allocation & Distribution	1,121.00	
Sub-total		1,121.00
15 - Nominations & How-to-Vote		
15.1 Nominations & Registration of Electoral Material	6.00	
15.2 Candidate Information Seminars	77.00	
15.3 Candidate Enquiry Line	55.00	
Sub-total		138.00
16 - Event Operations Management		
16.1 Run Sheet	5.00	
16.2 Scenario Testing	9.00	
16.3 Sharepoint	9.00	
Sub-total		23.00
17 - External Reporting & Evaluation		
17.1 Devt surveys approach and tools	201.00	
17.2 Conduct analysis; write reports	131.00	
Sub-total		332.00
18 - Virtual Tally Room		
18.1 Software Dev & Support	295.00	
18.2 Testing	42.00	
Sub-total		337.00
19 - Town Hall		110.00
Admin Fee @ 85 cents per elector		3,282.00
TOTAL (excluding GST)		41,809.00
GST		4,180.90
TOTAL (including GST)		45,989.90
Estimated Number of Electors		5,049

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COUNCIL BUDGET ESTIMATES

SCOPE SUMMARIES

LGE 2012 PROGRAMME

PROJECT 01 – ENROLMENT

DELIVERABLES

Electronic Rolls	• EX39B Residential Roll File: Produce files
	• EX39B - Composite Roll File: Produce files for EMA etc
	• Election Period Supplementary Rolls: Produce files for EMA
Printed Rolls	• Roll Products - Client Councils: Produce the range of roll products – printed, electronic, candidates etc
Non-client Roll	• Produce printed products and candidates rolls
Non-resident Rolls	• Enrol successful applicants
City of Sydney Rolls	• Seek & enrol successful applicants
Print and Scan AR Contracts	• Renegotiate supplier contract
Post-Election Enrol on Day - New & Transfer QA	• Provide SOPs to allow election officials to assess, accept and record the votes of those provisional enrolments
LGE Non-voter Penalty Notices	• Excuses processes and sending of Penalty Notices
Street Lists	• Provision of On-Line and Printed Street lists

PROJECT 02 – COUNCIL LIAISON

DELIVERABLES

Council visits program	• Arrange a schedule of council visits
	• Determine details of matters to be discussed during visits
	• Determine the teams to undertake visits
	• Train teams and monitor progress
	• Provide letter to every council following visit
Service Level Document	• Develop a Service level document for Councils detailing services NSWEC will provide and areas where NSWEC is seeking input from Councils
Client Liaison Officer Position Description	• Develop and write a CLO position description
Recruit Client Liaison Officers	• Determine how many CLOs would be required and period of time they would need to act as CLOs
	• Determine availability of persons considered to have appropriate knowledge and skills to undertake CLO role
	• Determine need to recruit potential CLOs from outside the SEO eligibility pool
	• Probable need to conduct interviews to recruit CLOs
CLO Training	• Develop training in line with position description
Consult Councils on Service Levels	• Determine and document the range of services etc available to councils
	• Determine the best way to provide councils with this information and receive council responses

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LGE 2012 PROGRAM

DELIVERABLES

- Ascertain criteria for RO office accommodation
- Obtain list of potential polling places and pre poll offices and provide to councils to consider any potential changes
- Consult with councils regarding abolition of polling places and pre poll venues, venue changes and new appointments

Database of council service requirements	• Develop requirements for, and maintain a data base to store council data in relation to service requirements
Respond to Council enquiries on Polls and Referendums	• Develop a set of business rules around structure and content of polls and referendums to enable CLO's to deal effectively with Council enquiries
Contingency Planning	• Develop contingency plans to deal with risks identified that have high likelihood and major impact on project

PROJECT 03 – DATA MANAGEMENT

DELIVERABLES

EMS Enhancements	• Database to manage polling place venue procurement and reference data for polling venues for the event including 　- DI Venues; 　- RO Office & Pre-poll Offices; 　- Polling Place Review and vote projections by venue and type 　- manage election event creation and reference data for EMA • Interfaces to other reference data sources and provide data services to other services 　- Interface for loading data into EMA 　- Creation of election event data, including event IDs into EMA 　- Data export • Vote projection management tool • EOI/EMA Staffing 　- Manage staffing requirements by venue 　- Projection based on staffing model 　- Data exchange with EOI/EMA • Roll products requirements by venue

PROJECT 04 – ELECTION STAFFING

DELIVERABLES

PP Staffing	• Develop and Implement Polling Place Staffing Model • Manage staffing changes within EMS (after initial data load) • Polling Places staff costs
OA Staffing	• Develop Returning Office Staffing Model • OA staff costs
ROSO Wages	• ROSO staff costs
RO Recruitment & Wages	• Develop Regional Returning Officer Model • Recruit ROs (incl travel, postage & printing costs)

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Current Status Estimate Volume Information

For 2012 Programme

DELIVERABLES

	• RO staff costs (incl allowances & oncosts)
Training of All Election Officials	• Develop on-line training package
	• Develop and delivery RO face-to-face training
	• Training costs (incl Venue hire, travel, catering, ROSOs assisting at F2F, printing & stationary, Moodle licencing etc)
ROSO Support Centre	• Recruit ROSOs
	• Engage 1 x Admin Assistant & 2 Receptionists to assist in operation of the centre (incl staff costs, meals & accommodation)
Performance Assessments Reports and Surveys	• Provide training to Senior Election Officials (SEOs) required to complete performance assessment reports
	• Develop performance assessment reports
	• Update BigRedSky
RO Office Administration Costs	• RO expenses & mileage
Post Election Surveys	• Feedback Surveys
	• Wage costs for survey analysis

PROJECT 05 – FINANCIAL SERVICES

DELIVERABLES

Budgets	• Provide a project management tool in order to enable project owners to manage their budgets
	• Identify possible performance measures for the projects and any associated risks
	• Distribute to councils budget estimates and final invoicing
	• Financial Performance reporting
Payroll	• Requirements
	– Resources, services and systems
	– Analysing and gathering of past practices and engagements
	– Pay rates determination
	• Procurement
	– Hiring extra staff to assist in processing a higher than normal volume of payments in a timely manner
	• Development
	– Procedures processes and service levels
	– Training users in procedures and processes
	– Test procedures and processes
	– Call centre requirements
Payables	• Requirements
	– Resources, services and systems
	• Procurement
	– Hiring extra staff to assist in processing a higher than normal volume of payments in a timely manner
	• Development
	– Procedures processes and service level
	– Testing to verify that resources, and systems are working

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Council Model Estimates Team Supplement

LGE 2012 Programme

DELIVERABLES

		- Training any personnel
EOI	•	EOI Helpdesk
	•	EMA Helpdesk (Support Desk)
IVR	•	Management of messages and timing of messages onto IVR
Rental Bonds	•	Processing of bond payments and refunds and lease payments for RO Offices and polling venues
Nomination Refunds	•	Processing of nomination refunds

PROJECT 06 – VENUE PROCUREMENT

DELIVERABLES

Polling Place Review & Procurement	•	Selection & procurement of polling place venues
	•	Projection of votes for PPs
RO Office Accommodation	•	Selection & Procurement of RO Offices
	•	Projection of pre-poll votes
Additional Pre-poll Locations	•	Selection & procurement of additional Pre-poll locations
Declared Institutions	•	Selection of DIs
RO Office Security		
Vote Projections		

PROJECT 07 – VOTING

DELIVERABLES

Processing PVAs	•	Postal Vote Centre (PVC)
		- Training (develop Training Plan, prepare training material, conduct training)
		- Manage PVC
Processing PVPs	•	Postal Vote Centre (PVC)
		- Training (develop Training Plan, prepare training material, conduct training)
		- Manage PVC
Declaration Voting Process Strategy	•	Enrolment on the Day Voting Procedures
	•	Postal Voting Procedures
EMA Voting Module	•	Define requirements
	•	Solution Design
	•	User Acceptance Testing
SOPs	•	Document procedures for:
		- Pre-poll Voting
		- DI Voting
		- Election Day Voting
		- Processing of Postal Vote Applications
		- Fulfilment of Postal Vote Declaration (PVD) Packs
		- Scrutiny of declaration vote envelopes (including Postal Vote Declarations)

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Council Branch Business Support Structures

UGE 2012 PT. Newsletter

DELIVERABLES

	- Support Documentation (for Call Centres, Help Desk etc)
Forms	• Design:
	- Declaration vote envelopes (incl PVD)
	- Summary Cards
	- Miscellaneous forms supporting voting processes

PROJECT 08 – COUNTING & RESULTS

DELIVERABLES
Agency Staff Costs

Training of and Support to ROs	• Develop and deliver training for ROs conducting their own counts
	• Develop and deliver training for staff employed at Regional Count Centres and Riverwood Count Centre
Equipment & Materials	• Documenting furniture and equipment requirements for RO Offices and Count Centres for Logistics to procure and deliver
	• Procurement of Regional Count Centre locations (if required)
EMA Results Module	• Identify changes required to results module of EMA and test same
	• Development of business requirements and UAT testing of amendments to results module of EMA
PRCC System	• Identify changes required to PRCC system and test same
	• Development of business requirements and UAT testing of PRCC
SOPs & Forms	• Develop procedures, manuals and forms for ROs and PPMs
	• Develop procedures, manuals and forms for Count Centre(s)
Results Team	• Management of results on election night and post election night including reconciliation management
	• Provision of progressive results reports to Senior Management from election night to declaration of poll
VTR interface	• Review of XML requirements for VTR align with EMA Results data fields
Nomination Refunds	• Identification of nomination refunds to be processed by Project 05 - Financial Services

PROJECT 09 – ELECTION PROCEDURES DOCUMENTATION

DELIVERABLES

Election Manual (SOPs)	• Compile all SOPs into an Election Manual, including glossary, table of contents and index
	• Co-ordinate with Project Owner/Managers to identify quantities
	• Co-ordinate with Project Owner/Managers to identify delivery / publication methods

PROJECT 10 – LOGISTICS

DELIVERABLES

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LGE 2012 Programme 4

DELIVERABLES

Office Material	*	The procurement of stationery required for the election.
Cardboard Material	*	The procurement of cardboard required for the election.
Courier Service	*	The commissioning and decommissioning strategy for election venues.
	*	Delivery of Rolls contained in an electronic/digital format.
	*	Delivery of cardboard materials to polling places
	*	Collection of Ballot Papers, Certified Lists and cardboard materials
	*	Delivery of Rolls to scanning contractor
Hire Furniture	*	The provision of hire furniture for Returning Officers and Count Centres.
Warehousing Services	*	The provision of secure high quality transport and warehousing services including the disposal of electoral materials
Systems, Processes & Administration	*	Procurement Manager engagement
	*	SOPs & forms updated
Mail Distribution Services	*	Mailing and distribution services outlined in 2008

PROJECT 11 – MEDIA, COMMUNICATIONS & ADVERTISING

DELIVERABLES

Equal Access to Democracy – Electors with Disabilities	*	LGE Information Brochure
	*	Election Newsletters X 3 (enrolment; early voting; voting on election day)
	*	Easy Read Guides
	*	Inclusion of disability awareness information in RO & EO manuals and training
	*	Data & information to Performance Measurement for inclusion in report on LGE 2012
Equal Access to Democracy – CALD Electors	*	LGE Information Brochure
	*	LG. 453 - Multilingual Voter's Guide
	*	LG.454 - Multilingual Poster
	*	Election Newsletters X 3 (enrolment; early voting; voting on election day)
	*	Inclusion of cultural awareness information in RO and EO manuals and training
	*	Data and information to Performance Measurement for inclusion in report on LGE2012
Equal Access to Democracy – Aboriginal and Torres Strait Islander Electors	*	LGE Information Brochure
	*	Election Newsletters X 3 (enrolment; early voting; voting on election day)
	*	Inclusion of cultural awareness information in RO & EO manuals and training
	*	Data & information to Performance Measurement for inclusion in report on LGE 2012
Elector Information Campaign – General	*	Determining requirements for agreed communication strategy
	*	Creation of content (message) schedule

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Council Budget Estimates Showe Summaries

LGE 2012 Programme

DELIVERABLES

	• Creation of response matrix and response protocols
	• Posting of messages
	• Moderation of Facebook and Twitter accounts
	• Answering questions
	• Monitoring of social media
	• Reporting
Media Information Services	• Monitor the media before, during and after the elections
	• Answer media enquiries
	• Proactively manage issues through the media
	• Provide interviews to media outlets
	• Create and deliver media releases to support the various phases of the elections
Website and Education Services	• The website management team will work with other parts of the NSWEC to develop the parameters for the various websites that will be provided to the NSW public.
	• Management of the NSWEC office and event website
	• Initial set up of RO Homepage
	• Governance of other sub-sites commissioned especially for the LGE2012
Forms, Manuals and Diaries	• Design and manage implementation of a corporate style for all required Election items taking into account readability and accessibility issues within standard design. Ensuring a consistent approach to the design and presentation of NSWEC produced materials, as well as compliance with high standards of quality, and relevant policies, procedures, legislation and regulations.
	• Plan, prepare and implement procedures to ensure quality design of the NSWEC's corporate publications, instructional manuals and forms for use at Local Government elections.
	• Plan, prepare and implement procedures to ensure the accurate and timely printing of NSWEC Local Government election printed material.
	• Review and modify template styles used for election manuals and forms (using established design templates, unless there are compelling business reasons for change) to ensure alignment with NSWEC standards and relevant policies, procedures, legislation and regulations.
	• Assist in the development of specifications for and selection of key print service providers including the evaluation of tenders and submissions, to ensure that NSWEC printing standards and requirements are met within strict timeframes.
	• Provide ad hoc design and print services to support the success of the Local Government election.
	• Assist with the design and development of print materials for publication on the NSWEC website having regard to electors with a visual impairment, to ensure they are user friendly and consistent with the NSWEC's corporate image and design styles and standards.

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Council Bundle Business Score Standards

LGE 2012 Programme

DELIVERABLES

- Provide information and advice to the Director on matters relating to the design and production of NSWEC and election materials, to ensure they are kept fully informed.
- Comply with NSWEC information security guidelines, precedents and mechanisms and play an active role in protecting the information assets and intellectual property of the organisation.
- Risk reduction steps - Design and Print has internal checking processes that include project owner signing of on final artwork and then sign of on printer proof prior to printing.

Statutory Advertising
- creation of Statutory messages comprising:
  - Nominations
  - Result of uncontested election (if required)
  - Candidates and polling places
  - Results
- In addition statutory advertising, unlike 'State-wide Elector Information Messages' includes:
  - Development of the text templates for the statutory messages
  - Design of the systems to allow templates to be populated from the information in the shared database
  - Creation of final text of advertisements using the above system
  - Training of ROs in the placement of advertising
  - Distribution of text and instructions to Returning officers at the relevant time
  - Assist ROs, where required, to place advertisements

PROJECT 12 – IT INFRASTRUCTURE

DELIVERABLES

RO Equipment
- Provision and configuration of all IT equipment comprising Regional/RO office count centres
- Provision and configuration of all IT and telecoms equipment comprising RO offices
- Configuration of all iRoll and netbook equipment for use in polling places and pre-poll offices

EEC
- Provision and configuration of all equipment comprising the EEC

HO & RW Infrastructure
- Provision and configuration of all equipment comprising all non EEC Call centre equipment and telecoms connections
- Provision and configuration of all IT equipment comprising Central Postal Voting processing centre
- Provision and configuration of all IT equipment comprising Central count centre
- Provision and configuration of all IT equipment used in RO training
- Provision and configuration of all IT equipment comprising servers and communications equipment to support the Virtual Tally Room, EMA and all other business systems used at the LGE.
- Provision and configuration of all IT equipment comprising Dec

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Council Tender Consultations Subscribers

LGE 2012 Production

DELIVERABLES

		vote scanning processing centre post LGE
	*	Provision and configuration of all IT equipment (to server level excluding configuration of operating system and above) needed to support the office website (excluding all tasks performed by Squiz)
Technical Support	*	Provision of second and third level support for all IT equipment and standard desktop environment
	*	Test Disaster Recovery of agreed options as time and resources allow
	*	Review of SOPs related to the distribution, configuration and support of all IT equipment and standard desktop environment.
Identification of Postcodes affiliated with Client Councils	*	Requirement from Project 13 - Elector Enquiry Centre

PROJECT 13 – ELECTION ENQUIRY CENTRE

DELIVERABLES

Election Enquiry Centre	*	CMS (Contact Management System) requirements
	*	Staffing the EEC
	*	Framemaker 9 (eGloo consultant)
	*	Call presentation & fulfilment

PROJECT 14 – BALLOT PAPER PRODUCTIONS, ALLOCATION & DISTRIBUTION

DELIVERABLES

Ballot Paper Production, Allocation & Distribution	*	Conduct tendering process and procure supplier
	*	From Nominations data, supply data for ballot paper production
	*	Deliver system for proofing of ballot papers
	*	Develop projection model for allocation of ballot papers by polling venue.
	*	Develop logistics model and delivery schedule
	*	Develop production schedule
	*	Postal voting – support centralised processing of PVA
	*	Develop ballot paper product specifications including design, layout, dimensions and paper specifications
	*	RO and polling venue packing lists
Account of Ballot Paper Tools	*	Develop Account of Ballot Paper tool(s)
Braille Ballot Papers	*	Braille ballot paper including the logistics, production, processes, and system support

PROJECT 15 – NOMINATIONS & HOW TO VOTE

DELIVERABLES

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Current Status / Influences & cell Subsidery

LGE 2012 Programme

DELIVERABLES

Registration of How-to-Vote	« Identify any legislative changes for nominations and registered electoral material
	♦ Train RO's and selected NSWEC staff for procedures relating to registration of electoral material during the election period
Candidate Information Seminars	● Train selected NSWEC staff in delivery of candidate seminars
Candidate Enquiry Line	♦ Arrange for expert internal NSWEC staff for candidate call centre and train staff
Candidates Module EMA	● Identify any changes required to EMA nominations module and test same
SOPs & Forms	● Identify changes to forms associated with the nomination process and registration of electoral material
	● Determine and confirm procedures for checking and monitoring the registering of electoral material
	● Document process for ballot paper draw
	● Prepare SOPS for project items
Training	♦ Train NSWEC staff, RO and ROSO's in the nomination process
	● Provide training requirements to Project 04 - Election Staffing includes activities to be undertaken at "Face to Face Training"
Candidates Website	● NSWEC website requirements for candidates and group nominations, candidate website, examples of HTV on website, candidate seminar information on website
	- Develop candidate content for website and liaise with Corporate Communications to load

PROJECT 16 – EVENT OPERATIONS MANAGEMENT

DELIVERABLES

Run Sheet	● LGE2012 election event run sheet
	● Decision making authority documentation (roles and responsibilities document similar to the SGE2011 4C document)
	● Staff trained in use of run sheet and documentation
	● Publishing of documentation (ie; election event run sheet, roles and responsibilities document etc)
Scenario Testing	● Co-ordinated Contingency plans fully tested

PROJECT 17 – EXTERNAL REPORTING & EVALUATION

DELIVERABLES

Devt surveys approach and tools	● Surveys of stakeholders (electors, general managers, candidates and political parties, media representatives and staff)
Conduct analysis; write reports	● Report to the NSW Parliament Joint Standing Committee on Electoral Matters review of the NSWEC's conduct of the LGE2012
	● Reports to councils who use the NSWEC to conduct their elections
	● Progress reports to Premier and Minister for Local Government on

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COUNCIL BUDGET ESTIMATE / SCOPE SUMMARIES

LGE 2012 PRE-PLANNING

DELIVERABLES

preparation for elections

PROJECT 18 – VIRTUAL TALLY ROOM (VTR)

DELIVERABLES

Software Dev & Support	●	Develop Screen layouts & navigation for VTR
	–	Review 2008 LGE VTR
	–	Design VTR website
	●	Develop VTR Prototype
	–	Review proposed EMA XML data feed specification
	–	Review proposed PRCC XML data feed specification
	–	Revise Status Code table
	–	Procurement of contractor to develop VTR
	–	Management of contractor developing VTR
	–	Prepare screen design addressing changes in results data provided and requested improvements in presentation
	●	Finalise Hardware configuration & deployment
	–	Identify business requirements for DR plan.
	–	Approve Hardware Configuration Plan
	–	Approve Disaster Recovery Plan
	●	Development of excel workbooks to support the DoP for Mayoral elections
Testing	●	Fully test VTR system
	–	Functional Testing of VTR system components (independent of EMA and PRCC)
	–	Integration testing from EMA and PRCC
	–	Load Testing
	–	- Trial of final configuration

PROJECT 19 – SYDNEY TOWN HALL

DELIVERABLES

Non client Councils	●	Engage with non-client councils who wish to use the STH facility
Leasing	●	Lease STH premises
	●	Process Lease payments
Development of SOP specific to STH	●	Preparation of the following manuals
	–	Managers Manual
	–	Election Official and DVIO Operations Manual
	–	Election Official Count Manual
Staffing	●	Recruit staff for operation of STH
	●	Obtain appointment letters from non-client and client ROs and the EC
Ballot Papers and Resourcing	●	Estimate BP and other resource quantities for STH
	●	Obtain all BP needed at STH
	●	Obtain other resources for STH

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COUNCIL BUDGET ESTIMATES SCOPE SUMMARIES

LGE 2012 PROGRAMME

DELIVERABLES		
Software Dev & Testing	•	Develop Functional Specification
	•	Develop system
	•	Test system
	•	Configure system
Pre-poll setup and movement between locations	•	Setup and equipment in Marconi Room
	•	Move Equipment from Marconi Room to Lower Town Hall
Vote Issuing Operations	•	Operate STH
	-	Conduct Pre-poll operations
	-	Conduct Polling Place operations
Vote Counting Operations	•	Count votes at STH
	-	Conduct Pre-poll counts on Sunday and election night
	-	Conduct Polling Place count on election night and enter results for client councils into EMA and phone non-client council results

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taste orange

27 June 2012

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

Dear Mr Wilcox,

On behalf of the Orange Region Vigneron's Association (ORVA) and its 2012 Wine Week Committee we acknowledge receipt of your letter of approval and support for the inaugural Wine Maker's Table event to be held in Millthorpe on Monday 21 October 2012.
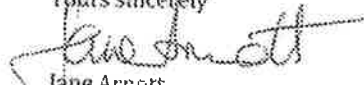
As previously stated, the Wine Maker's Table, we believe will be a positive new addition to the event program and gives us the opportunity to showcase the village of Millthorpe: its historic buildings, wine and food businesses and shopping. Additionally, we anticipate a positive flow on effect of neighbouring villages and an increase in visitation to the Blayney Shire.

The planning and logistics of running this event are significant, particularly in the first year when so much is 'an unknown factor'. Due to wet weather planning restrictions, we are limiting this year's event to 150 patrons. This will result in a reasonably high price per person – as the costs for hire, food, operational and regulatory procedures, staff, entertainment and promotion are significant.

In order to keep the ticket cost realistic and appealing, (as it is critical that we achieve our desired number) we are seeking further support from Blayney Shire Council.
In addition to the in-kind support for event applications, traffic management, street closures and post event cleaning, we would like to request an additional cash sponsorship to take the total to $5,000 for the event.

Taste Orange, the ORVA Wine Week committee and the Millthorpe Village and Business Committee are very excited about collaborating to stage this event and we look forward to your response at your earliest convenience. *(see enclosed letter of support)*

Yours sincerely

Jane Arnott
Projects Officer
Taste Orange

Millthorpe Village Committee Inc.
ABN 82 825 501 153

PO Box 101
Millthorpe NSW 2798

25 June 2012

MILLTHORPE
HERITAGE WITH STYLE

General Manager
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

Re: Winemakers Table Event ~ Pym Street Millthorpe

Dear Glenn,

As you would be aware Taste Orange and the Wine Week committee are proposing an event in Millthorpe on Monday 22 October as part of Wine Week 2012. Taste Orange and Wine Week encompass and promote wine and food producers in Orange and the surrounding villages of Blayney and Cabonne Shires.

The Millthorpe Village Committee has met with Taste Orange and the Wine Week committee to discuss the proposed event. The event will be a Winemakers Table with a number of wineries represented accompanied by a sit down dinner in Pym Street Millthorpe. It is proposed to hold the event on the street and sidewalks of Pym Street between Victoria and Blake Sts.

The Millthorpe Village and Business Committees fully support the proposed event. This event will further promote Millthorpe heritage, food and wine as key tourism attractions for the village and build on the brand, marketing and promotion of Millthorpe established over recent years.

Yours faithfully,

Randall Edwards

Vice President
Millthorpe Village Committee

President
Millthorpe Business Committee