

**MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING**  
**HELD IN THE COUNCIL CHAMBERS,**  
**ON 12 NOVEMBER 2012, COMMENCING AT 6.00 PM**

Present: Crs S Ferguson (Mayor), A Ewin, D Kingham, S Oates, K Radburn and D Somerville.

General Manager (Mr G Wilcox), Director Corporate Services (Mr A Franze), Director Infrastructure Services (Mr G Baker), Director Planning and Environmental Services (Mr L Rodwell) and Administrative Officer (Miss L Fuller).

**ACKNOWLEDGEMENT OF COUNTRY**

**RECORDING OF MEETING STATEMENT**

**APOLOGIES**

**1211/001 RESOLVED:**

1. That an apology, tendered on behalf of Cr G Braddon OAM, be received. (Radburn/Ewin)

**CONFIRMATION OF MINUTES**

**1211/002 RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 5 November 2012, being minute numbers 1210/001 to 1210/037 be confirmed. (Ewin/Somerville)

**MAYORAL MINUTE**

**1211/003 RESOLVED:**

That Council write to Australia Post expressing its disappointment of the closure of the Lyndhurst Post Office.

**1211/004 RESOLVED:**

That the General Manager undertakes a full review into the structure and workforce strategy of Blayney Shire Council.

**CORPORATE SERVICES REPORTS**

**RAIL BRANCH LINES**

**1211/005 RESOLVED:**

1. That Council delegate authority to the General Manager and Mayor to take action on behalf of Council (excluding financial commitments above budget estimates) in relation to the continuing rail re-opening project. (Somerville/Ewin)

**COUNCIL CHRISTMAS SHUTDOWN**

**1211/006 RESOLVED:**

1. That the report detailing the Council Christmas Shutdown be

received and noted. (Ewin/Oates)

**PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS POLICY**

**1211/007 RESOLVED:**

1. That the payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy be placed on public exhibition for a period of at least 28 days. (Radburn/Kingham)

**REPORT OF COUNCIL INVESTMENTS AS AT 30 OCTOBER 2012**

**1211/008 RESOLVED:**

1. That Council report indicating Council's investment position as at 30 October 2012 be received and noted.
2. That the certification of the Responsible Accounting Officer be noted and the report be adopted. (Kingham/Somervaille)

**QUARTERLY PERFORMANCE REPORT - SEPTEMBER 2012**

**1211/009 RESOLVED:**

1. That the Quarterly Review of Council's 2012/2013 Operational Plan including budget review as at 30 September 2012 be noted and the additional votes of expenditure adopted. (Radburn/Ewin)

**BLAYNEY SHIRE COUNCIL CEMETERY FORUM**

**1211/010 RESOLVED:**

1. That Council confirm the nomination of Councillors Braddon and Radburn as representatives to the Blayney Shire Council Cemetery Forum. (Radburn/Ewin)

**APPOINTMENT OF COMMUNITY MEMBERS TO COMMITTEES**

**1211/011 RESOLVED:**

1. That Council appoint a panel of Councillors, being the Mayor, Deputy Mayor and Councillor Oates, with delegation to appoint community representatives to Committees. (Kingham/Ewin)

**REVIEW OF DELEGATIONS REGISTER**

**1211/012 RESOLVED:**

1. That the Council's Register of Delegations, as amended, be adopted. (Radburn/Oates)

**INVESTMENT POLICY AND STRATEGY**

**1211/013 RESOLVED:**

1. That the report on Investment Policy and Strategy be noted. (Ewin/Radburn)

**REVIEW OF COUNCIL POLICY REGISTER**

1211/014

**RESOLVED:**

1. That Council endorse the amendments to the Policy Register as outlined in Table 1: Policies not changed or repealed.
2. That Council amended policies as outlined in Table 2: Amended Policies be placed on public exhibition for a period of at least 28 days. (Radburn/Ewin)

**Table 1: Policies not changed or repealed**

No.	Policy Name	Comment
1B	Code of Conduct	No changes. Under Review by DLG
1C	Code of Meeting Practice	No changes.
1D	Communication between Councillors & Staff	No changes.
2A	Public Notice Format	Repeal. Part of Code of Meeting Practice.
2B	Media Spokesperson Policy	No changes.
2C	Complaints Management Policy	No changes.
2E	Gifts and Benefits Policy	No changes.
2F	Fraud Control Policy	No changes.

No.	Policy Name	Comment
2G	Access to Information Policy	No changes.
2H	Statement of Business Ethics	Repeal.
3A	Responsible Accounting Officer	No changes.
3B	Writing off debts	No changes.
3C	Issuing Receipts	Repeal. Operational matter – procedure.
3D	Asset Registration	Repeal. Operational matter – procedure.
3F	Warrant of Accounts	Repeal. Information available via Information Access request.
3G	Purchase of Goods & Services Policy	No changes. Under review for Council consideration early 2013.
4A	Reserve Funds (interest on investments)	Repeal. Operational matter – procedure.
4B	Investment Policy	No changes.
5A	Writing off Rates & Charges	No changes.
5B	End of Year Write off of rates interest	Repeal. Operational matter – procedure.
5C	Categorisation of land as Farmland for rating purposes	No changes.
5D	Rates and Debtors Recovery Policy	Repeal. Operational matter – procedure.
5E	Pensioner and Hardship Policy	No changes.
6A	Insurance Contributions to Community Organisations	Repeal. Covered by Financial Assistance Program.
6B	Public Liability Insurance – Community Celebrations	Repeal. Covered by Financial Assistance Program.
6C	Package for Doctors Incentives for Retention Attraction	For Review.

7A	Recruitment Procedures	Repeal. Operational matter – procedure.
7B	Pre-Employment Medical Assessment	Repeal. Operational matter – procedure.
7C	Interview Expenses	Repeal. Operational matter – procedure.
7D	Relocation Expenses	Repeal. Operational matter – procedure.
7E	Child Protection Policy and Procedure	Repeal. Operational matter – procedure.
7F	Equal Employment Opportunity Management Plan	Repeal. Operational matter – procedure.
7G	Protective Clothing & Equipment Policy for Outdoor Workers	Repeal. Operational matter – procedure.
7H	Supply of uniform for administrative and technical staff	Repeal. Operational matter – procedure.
7I	Leave Entitlements and reports	Repeal. Operational matter – procedure.
7J	Sick Leave	Repeal. Operational matter – procedure.
<b>No.</b>	<b>Policy Name</b>	<b>Comment</b>
7K	Special Leave	Repeal. Operational matter – procedure.
7L	Employee Development Policy	Repeal. Operational matter – procedure.
7M	Recognition of Service of Council Employees	Repeal. Operational matter – procedure.
7N	Secondary Employment Policy and Procedure	Repeal. Operational matter – procedure.
7O	Return to Work Policy	Repeal. Operational matter – procedure.
7P	Grievance Handling Policy and Procedure	Repeal. Operational matter – procedure.
7Q	Working Alone Policy	Repeal. Operational matter – procedure.
7R	Loss of Licence Policy & Procedure	Repeal. Operational matter – procedure.
7S	Mobile Telephone Policy	Repeal. Operational matter – procedure.
7T	Payment of Higher Duties Policy	Repeal. Operational matter – procedure.
8A	Email and Internet Policy	Repeal. Operational matter – procedure.
9A	Occupational Health and Safety Policy	Repeal. Operational matter – procedure.
9B	Drug and Alcohol Policy	Repeal. Operational matter – procedure.
9C	Smoke Free Workplace Policy	Repeal. Operational matter – procedure.
9D	Chemical Incidents	Repeal.
9E	Hazardous Waste Incident	Repeal.
9F	Emergency Procedures	Repeal. Operational matter – procedure.
9G	Event Management Policy	No changes. Under review for Council consideration early 2013.
9H	Disaster Recovery Plan	Under review for Council consideration early 2013.
10A	Community Centre – Conditions of Hire & use	No changes. Revised policy to be tabled

11A	Acknowledgment of Correspondence	Repeal. Operational matter – procedure.
11C	Privacy Management Plan	No change.
12A	Inala Units – Conditions of Occupancy	Repeal. Commercially managed.
13A	Tender Procedures	Repeal. Operational matter – procedure.
14A	Dog Numbers in Urban Areas	Repeal. Covered by Companion Animals Act.
14B	Keeping of Horses	Repeal. Covered by Local Government Act.
15A	Building Alignment	Repeal. In new SEPP to support BLEP 2012.
15B	Tank Water Storage for new buildings	Repeal. – BASIX requirement.
18A	On-site Disposal of effluent	Repeal – Guideline referenced in DCP.
<b>No.</b>	<b>Policy Name</b>	<b>Comment</b>
18B	On-site sewage management plan	Repeal – Guideline referenced in DCP.
19A	Development Consent Notification	Repeal – Guideline referenced in DCP.
19B	Use of Metal Cladding on Buildings	Repeal – Guideline referenced in DCP.
19C	Use of Footpaths	No changes.
19D	Occupations of Caravans Policy	Repeal. Covered by Local Government Act.
19E	Community Land Management Plan	No changes.
19F	Rural Property Access	Repeal – Guideline referenced in DCP.
19G	Subdivision – Proposed for Footpaths	Repeal – Guideline referenced in DCP.
19H	Sheds in the 1(c) Rural Small Holdings Zone	Repeal – Guideline referenced in DCP.
19I	Erosion and Sediment Control Policy	Repeal – Guideline referenced in DCP.
19J	Flood Study Requirements for Development	Repeal – LEP.
19K	Garage & carport and domestic sheds in villages or urban zones	Repeal – Guideline referenced in DCP.
19L	Onsite during dwelling construction	Repeal.
19M	Planning Agreement	Repeal – Covered in EP&A Act – voluntary agreement.
19N	Inspection of sites subject to Business Paper Reports	Repeal – covered in Policy 1B.
19O	Unapproved Display of Signage Policy	Repeal – Covered in EP&A Act.
19P	Skate Park Code of Conduct	Repeal.
19Q	Enforcement Policy	No changes.
19R	Temporary & Mobile Food Stalls Policy	No changes.
20A	Cemetery Policy	Repeal – guideline. To be addressed in Cemeteries Management Plan.
21A	Incinerator Burning Off	Repeal – covered in Protection of the Environment Operations Act.
22A	Stormwater Management Plan	Repeal.
22B	Asset Management Policy	No changes.
23A	Motor Vehicles – ABS Braking and airbags	Repeal – fleet management procedure.
23B	Air Conditioning	Repeal – fleet management procedure.

23C	Purchase of Motor Vehicles & Plant	Repeal – fleet management procedure.
23D	Motor Vehicle Replacements	Repeal – fleet management procedure.
23E	Plant and Equipment Use	Repeal – fleet management procedure.
23F	Plant Account Financial Operation	Repeal – procedure.
24A	Private Works Policy	Repeal – procedure.
25B	Roadside Timber Removal	Repeal.
25C	Temporary road closures	Repeal – traffic management.
25D	Gutter Crossing	Repeal.
25E	Rural Road Maintenance Strategy	Repeal – procedure.
25F	Road & Street Names	For Review
25G	Gravel Royalties	Repeal.
25H	Footpath Risk Management	Repeal – Footpath Asset Management Plan.
25I	Grazing of Stock on Council Owned Reserves	Repeal – procedure in conjunction.
<b>No.</b>	<b>Policy Name</b>	<b>Comment</b>
25J	Pesticide Notification Plan	Repeal – procedure.
25L	Street Tree Policy	No changes.
26A	Use of Council sporting fields and associated facilities	Repeal – procedure.
26B	Playground Equipment Risk Management	Repeal – Asset management Plan.
26C	Memorials on Council Reserves Policy	Repeal – procedure.
27A	Acceptance of Septic Tank and Pan Waste to the Sewerage System	Repeal – incorporated into 27B: Liquid Trade Waste Policy.
27B	Liquid Trade Waste Policy	No changes.
28A	Vandalism Policy	No changes.

**Table 2: Amended policies**

<b>No.</b>	<b>Policy Name</b>	<b>Comment</b>
2D	Internal Reporting Policy	Name change: Protected Disclosures – Internal Reporting Policy. No other changes.
3E	Interest – Private Works	Change – interest applicable beyond 30 days not 60 days
4C	Corporate Card Policy	Name change: Corporate Credit Card and procedural attachments removed.
11B	Records Management Policy	Reviewed and updated.
18C	Waste Collection Policy	Reviewed and updated.

## **ENGINEERING SERVICES REPORTS**

### **MILLTHORPE SKATEPARK**

1211/014

#### **RESOLVED:**

1. That Council defer this item. (Ewin/Kingham)  
(NOTE: This item was deferred to allow discussion with Central Tablelands Water for the installation of a drink bottle filling facility)

**NATURAL DISASTER WORKS UPDATE****1211/015 RESOLVED:**

1. That the report on the progress of the works under the Natural Disaster Relief and Recovery Arrangements be received and noted. (Kingham/Somerville)

**BLAYNEY FLOOD STUDY AND MANGEMENT STUDY****1211/016 RESOLVED:**

1. That Council
  - a. Note the establishment of the Blayney Floodplain Risk Management Committee,
  - b. Nominate Councillor Radburn, the Director Infrastructure Services, and Director Planning and Environmental Services as Council's delegates to the Floodplain Risk Management Committee, and
  - c. That Expressions of Interest be sought from the Town of Blayney community to fill the community delegate position. (Radburn/Ewin)

**STATE INFRASTRUCTURE STRATEGY - LOCAL WATER UTILITIES****1211/017 RESOLVED:**

1. That the report on the State Infrastructure Strategy as it relates to Local Water Utilities be received and noted. (Oates/Radburn)

**NSW LIVESTOCK LOADING SCHEME****1211/018 RESOLVED:**

1. That the report on the NSW Livestock Loading Scheme be noted; and
2. That Council will be required to undertake bridge load limit assessments to advise of load limit restrictions. (Kingham/Somerville)

**COUNCIL AS A WATER CARTER****1211/019 RESOLVED:**

1. That Council discontinue the undertaking of water deliveries to the community, directing customer requests for water to suitably qualified and accredited contractors. (Radburn/Somerville)

**BLAYNEY TO BATHURST CYCLO SPORTIF COMMITTEE****1211/020 RESOLVED:**

1. That Council confirm the nomination of Councillor Oates, and the Economic Development Officer as alternate, on the Blayney to Bathurst Cyclo Sportif Committee. (Kingham/Ewin)

**ENVIRONMENTAL SERVICES REPORTS****JOINT REGIONAL PLANNING PANEL AND RECENT NSW GOVERNMENT CHANGES**

1211/021

**RESOLVED:**

1. That Council receive the report for information.
2. That Council endorse Heather Nicholls, Director of Environmental Services at Cabonne Shire Council, as one Blayney Shire Council member of the Western Joint Regional Planning Panel.
3. That Council nominate Councillor Somerville to be a member on the Western Joint Regional Planning Panel. (Radburn/Oates)

**DEPARTMENT OF PLANNING AND INFRASTRUCTURE DELEGATION OF PLAN MAKING DECISIONS**

1211/022

**RESOLVED:**

1. That Council note the report and the contents of the attached Planning Circular PS 12-006, issued 29.10.2012, that Council and accept the delegation of the following plan making powers:
  - (a) to make – and determine not to make – an LEP under section 59(2), and (3) of the EP&A Act
  - (b) to defer inclusion of certain matters in an LEP under section 59(3) and
  - (c) to identify which matters must be considered and which stages of the plan-making process must be carried out again prior to resubmission (section 59(4) if the council defers the proposal or if a matter is deferred from the LEP; (Radburn/Oates)

**COMMITTEE REPORTS****MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ON FRIDAY 24 AUGUST 2012**

1211/023

**RESOLVED:**

1. That the recommendations of the Blayney Traffic Committee meeting held on 24 August 2012 be adopted. (Radburn/Ewin)

**MINUTES OF THE LACHLAN REGIONAL TRANSPORT COMMITTEE MEETING HELD ON SATURDAY 11 AUGUST 2012**

1211/024

**RESOLVED:**

1. That the Minutes of the Lachlan Regional Transport Committee meeting held on 11 August 2012 be received and noted. (Oates/Somerville)

There being no further business, the meeting concluded at 7.50pm.



The Minute Numbers 1211/001 to 1211022 were confirmed on 10 December 2012 and are a full and accurate record of proceedings of the Ordinary Meeting held on 12 November 2012.

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Cr S Ferguson  
**MAYOR**

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Mr GA Wilcox  
**GENERAL MANAGER**