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**Blayney Shire Council****Policy Register****Policy Number 7S**

<b>Title</b>	Mobile Device Usage Policy
<b>Officer Responsible</b>	Information Technology Systems Administrator
<b>Last Review Date</b>	13/10/2014

**Objective**

Establish guidelines to identify those staff who will be granted access to the use of a Council mobile telephone

Provide parameters for the use of corporate Mobile Devices used for access to Blayney Shire Council's corporate systems such as email/calendars, internet browsing and mobile applications used for Council related business.

**Blayney Shire Council****Mobile Device Usage Policy**

## **Policy for the provision, usage and payment of mobile telephones**

### **Purpose**

The purpose of this policy is to:

- Establish guidelines to identify those staff who will be granted access to the use of a Council mobile telephone;
- Identify the "standard" of mobile phone that will be issued to those who have been granted access to the use of a Council mobile telephone;
- Define the permitted use of Council's mobile telephones; and,
- Outline the procedures for payment and reimbursement of mobile telephone accounts.

### **Policy**

#### **1 Provision of Council's Mobile Telephones and Accessories**

##### **1.1 Entitlement**

Entitlement to a Council Mobile Telephone may be based upon the following criteria:

- Where the use of a mobile telephone is a requirement of a position within Council, eg: positions which involve significant travel away from the office on behalf of the Council in fulfilling normal working requirements, and there is a need to be in regular contact with work related persons.
- Where the position involves regular after hours and/or call-out duties, and there is a need for a mobile telephone.
- Any other positions as approved by the General Manager.

##### **1.2 Approval**

The provision of any Council mobile telephone is subject to the approval of the General Manager or relevant Director.

##### **1.3 Ownership**

The mobile telephones and associated accessories that have been issued by Council will at all times remain in the ownership of Council.

##### **1.4 Care, Safety and Maintenance of Mobile Telephones and Accessories**

Mobile telephones and accessories are to be maintained in a reasonable condition. It is the responsibility of the approved user to ensure that the mobile telephone and accessories are kept in good working order, not exposed to water, solvents or any other material which is likely to cause damage to the equipment.

~~Mobile telephones must be kept in a secure / safe location at all times and must never be left unattended (eg. left unattended in cars).~~

~~If a mobile telephone is stolen or lost the approved user must report the theft or loss immediately to Council's Manager Financial Services, and to Council's mobile service provider.~~

~~The approved user will be responsible for all calls made until the mobile telephone is reported stolen or lost as required above.~~

## **~~2. Standard of Mobile Telephones~~**

### **~~2.1 Mobile Telephone Standard~~**

~~The standard of mobile telephone issued to an approved user will be determined by the following criteria:~~

- ~~➤ The mobile telephone required must facilitate the employee in carrying out their duties whilst away from the office;~~
- ~~➤ The mobile telephone must have the minimum capabilities equivalent to that of Council's current mobile telephone fleet~~

~~The standard of mobile telephone issued to the approved user is subject to the approval of the General Manager.~~

## **~~3 Permitted Use of Mobile Telephones~~**

### **~~3.1 Mobile Phone Agreement~~**

~~Approved users will be required to sign the agreement at the end of this Policy acknowledging:~~

- ~~➤ They have received and read this Policy;~~
- ~~➤ They will comply with the requirements of this Policy;~~
- ~~➤ The mobile telephone and accessories serial numbers allocated to them;~~
- ~~➤ Accepting responsibility for the equipment;~~
- ~~➤ Acknowledging their requirement to reimburse Council for all private and personal calls;~~
- ~~➤ Acknowledging that the equipment will be returned upon termination of the relationship with Council.~~

~~Should the approved user not comply with any clause of this agreement or policy, Council reserves the right to revoke the approved users' entitlement to a Council mobile telephone and associated accessories.~~

~~A copy of this signed agreement will be retained on file within Council's records system.~~

### **~~3.2 Use of Mobile Telephones~~**

~~To minimise telephone costs, approved users must utilise Council's standard desktop telephone hardware and not use mobile telephones whilst within the Council's premises.~~

~~The approved user shall not lend the mobile telephone to any other employee of Council, nor to any person who is not an employee of Council without the prior approval of the General Manager.~~

~~The approved user must abide by all Federal, State and Local laws and regulations when using a Council mobile telephone including those that apply to use of mobile telephones in motor vehicles.~~

~~Approved users must ensure their mobile telephone is in operation during business hours.~~

~~The approved user must ensure that the mobile phone is used in accordance with Council's "Safe Work Method Statement" on mobile phone usage.~~

### **~~3.3 Private or Personal Use of Mobile Telephones~~**

~~The approved user shall be permitted to use the allocated mobile telephone for private and personal purposes. However, it should be noted that the approved user will be responsible for the payment of all costs associated with usage of a private or personal nature.~~

~~For the purpose of this policy, private or personal usage will include (but are not limited to):~~

- ~~➤ These calls (incl. SMS, PXT, etc.) made during the standard business hours of the approved user that are not relevant to the approved user fulfilling their obligations to Council; and,~~
- ~~➤ All calls (incl. SMS, PXT, etc.) made outside of the standard business hours of the approved user (unless authorised by the 'Approved User's' Director or Manager as being a business related call).~~
- ~~➤ The downloading of personalised ring-tones and images.~~

## **~~4 Payment and Reimbursement Procedures~~**

### **~~4.1 Payment of Council's Monthly Mobile Telephone Account~~**

~~Upon receipt of Council's monthly mobile telephone account, Council will be responsible for making the necessary payments to the service provider within the payment terms as stated on the invoice.~~

~~A copy of each individual mobile telephone account will be distributed to each respective approved user for payment of private or personal usage.~~

### **~~4.2 Costs to be borne by Council~~**

~~Council will be responsible for the payment of costs associated with:~~

- ~~➤ Monthly access charges, and~~
- ~~➤ Business related usage.~~

### **~~4.3 Costs to be borne by the Approved User~~**

~~The approved user will be required to pay charges for the usage which falls within the definition of "private or personal use" (as defined in 3.3 above).~~

#### **4.4 — Treatment of Credits, Rebates, Discounts and Allowances**

~~At present, Council receives a "26% Volume Discount" on call & usage charges. Whilst Council continues to receive this discount, the approved user is permitted to deduct 26% from the user & call charges for their private and personal calls, prior to reimbursing Council. Should any other credits, rebates, discounts or allowances arise on an individual mobile telephone account, these amounts will only be offset against the costs borne by Council.~~

#### **4.5 — Payment by the Approved User**

~~The approved user is required to make the necessary payments to Council for private or personal phone charges within 14 days of receiving a copy of their mobile telephone account, or when the accumulated value of their private or personal phone charges exceed \$20.00 (which ever occurs later).~~

~~Prior to the approved user making any payments, the approved user's Manager, Director, or General Manager is required to authorise the account. This authorisation is acknowledging that all private or personal charges incurred by the approved user have been identified.~~

~~Once authorised, the approved user is required to make the necessary payments to Council's cashier, crediting the job number quoted on the invoice. Once the payment has been made a copy of the receipt and mobile telephone account is to be forwarded to Council's Revenue Officer.~~

#### **4.6 — Review by Manager Financial Services**

~~Council's Manager Financial Services will perform audits on a random basis on individual mobile telephone accounts to ensure that this policy is being adhered too. Council reserves to right to recover any amounts due to Council through the approved user making incorrect assessments of private or personal mobile telephone charges.~~

~~Any inconsistencies, of a possible fraudulent nature, detected by the Manager Financial Services will be immediately reported to the General Manager.~~

### **5 — Review**

~~This "Mobile Telephone Policy" will be reviewed on an annual basis, or earlier should an issue arise which materially affects / alters the intent of this policy.~~

~~The General Manager reserves the right to vary this Policy at 24 hours notice.~~

**EMPLOYEE ACKNOWLEDGEMENT**

I ..... (The "Approved User")  
acknowledge the following:

1. That I have received and read a copy of Council's "Mobile Telephone Policy";
2. That I have been granted use of Council mobile telephone in accordance with Council's Mobile Telephone Policy;
3. That I will comply with the requirements of this Policy;
4. That I accept responsibility for the equipment granted to me;
5. That I will reimburse Council for all private and personal calls made on the Council mobile telephone;
6. That the mobile telephone and associated equipment must be returned upon my termination from Council's employ, my leaving my current position or at the direction of the General Manager and/or my Director.
7. The mobile telephone number and serial numbers of the equipment allocated to me are:
  - a) mobile telephone number .....
  - b) mobile telephone serial number .....

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
"Approved User" \_\_\_\_\_

**Purpose**

To provide Councillors and staff, referred hereon as "Users", with guidelines regarding the appropriate use of their Council supplied mobile device.

To provide users with mobile devices for use and to assist them in the performance of their duties.

To ensure that users are accessible, facilitate timeliness of responses to Council's customers and to enhance communications.

To facilitate the effective management and administration of costs of business calls relating to the Council's mobile device resources.

To encourage the standard for acceptable use of mobile device resources in the conduct of its business to safeguard users, protect Council assets and ensure compliance with appropriate legislation.

**Definition**

A "Mobile Device" for the purposes of this policy will be any device that is reliant on a carrier Mobile Network for the purpose of transmission of voice and/or data traffic.

Mobile Devices include but shall not be limited to: Mobile Phones, Smart Phones, Laptops and Tablet devices.

**Eligibility**

A user will be eligible to have a mobile device if it is deemed necessary to their position, for example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work. All mobile devices are provided at the discretion of the department director or General Manager or in the case of Councillors, the Payment of Expenses and Provision of Facilities policy. Any current employee who requires a replacement mobile device will need to fill in the Mobile Device Application Form on Council's Intranet and then forwarded to their manager and director for approval.

**Use**

While mobile devices are approved on the basis of business benefits and usage, reasonable personal use of devices is acceptable but users must adhere to the following usage terms:

- The conditions of the Email and Internet Policy must be adhered to.
- The conditions of the Blayney Shire Council's Code of Conduct policy must be adhered to.
- The private usage of devices during business hours must not interfere with the employee's work performance or detract from the employee doing their normal duties.
- Monthly usage details will be accessible to the Information Technology (IT) and Finance sections for cost management: IT are entitled to query excessive usage costs for mobile devices.
- Loss or theft of the mobile device must be immediately reported to IT. A loan device (if available) will be issued until a permanent replacement is organized.
- Information stored on the mobile device is not backed up by Council systems, it is the responsibility of the user to backup personal data and to ensure that Council information is stored on council approved systems for security and backup. Council takes no responsibility for the loss of personal data.
- All mobile devices come with a Telstra 1GB data plane which has been deemed more than sufficient for Council use. If the usage is being exceeded for legitimate business use than an increase in data allowance will be considered.

**Private Use**

From time to time personal use of a device may be made, while on Council business, however private usage should be kept to a minimum. If it is found that a user is using his/her mobile device for personal use resulting in charges to Council, they must reimburse council for any charges for personal use made.

The approved user is required to make the necessary payments to Council for private or personal use e.g. phone charges or downloads, within 14 days of receiving a copy of their mobile telephone account, or when the accumulated value of their private or personal phone charges exceed \$20.00 (whichever occurs later).



Council receives fully itemised records for all mobile phone devices. Council recognises the users' general rights of privacy, but Council reserves the right to monitor use of mobile devices where it is reasonably justified and/or there are legitimate reasons for doing so. Where Council has concerns, this matter will be referred to the relevant Director.

Mobile Devices fitted with location tracking software and remote wipe/remote lock capability will be enabled. The disabling of such features by users may result in disciplinary action.

### **Hands Free Operation**

The use of mobile devices whilst driving is unlawful. If justified, a blue tooth facility or 'hands free' kit may be installed in a council vehicle. This must be authorised by the relevant Director and installation must be organised through the Council Depot.

It is an offence (driving without due care) to use mobile devices whilst operating a motor vehicle and the incursion of any penalties and fines will be solely at the user's cost

### **Responsibility of Users**

Users accept full responsibility for using their Council mobile device in an honest, ethical, safe and legal manner and with regard to the rights and sensitivities of other people. Use must be in accordance with Council policies and all relevant federal and state legislation.

Staff are required to:

- Take good care of the mobile device
- Take all reasonable precautions to ensure that the device is not damaged, lost or stolen. Keep mobile devices clean, and in a serviceable condition to the best of their ability, and
- Report all irregularities in the operation of the mobile device immediately to the department director or general manager.

There are some standard procedures that the user should implement as part of their day-to-day operational use of the mobile device:

- Activate the keypad lock to avoid accidental use of the device
- Mobile devices must not be left in open view in unlocked or unattended vehicles.
- Damaged devices should be returned to the IT Department who will arrange for any repairs to be carried out.

### **Lost or Stolen Devices**

- Must be reported to the General Manager or appropriate Director immediately and an outgoing service bar requested.
- Must be reported to the IT Department immediately after discovering the loss of the mobile device (business hours) or first thing the next business day if discovered after hours
- Will be remotely locked and wiped clean of all data if the device can be tracked.

Subject to the circumstances in which the mobile device was lost or damaged, Council will be responsible for replacing the device unless carelessness on the part of the user can be shown as the cause of the loss or damage. In circumstances where it has been shown that the user's carelessness contributed to the loss or damage of the device then the user may be required to contribute to the replacement cost.

#### **Installation of Applications on Mobile Devices**

Council currently has accounts for mobile applications devices. IT currently holds the passwords for these accounts. If the user of mobile device requires an application to be installed on the device it must be undertaken by IT and be for business purposes. Justification must also be provided in an email to the IT Systems Administrator why the application is required. If the application will incur a cost then this will be discussed with the user's director.

#### **Termination of Employment / Conclusion of Term**

On termination of employment or conclusion of term of Council (resignation or where not re-elected), the user must return the mobile device to IT including associated any battery chargers or other accessories supplied by the Council for use with the mobile device.

The mobile device is to be issued to an employee where it is deemed necessary to their job position. When an employee subsequently changes job position within Council, authorisation by the relevant director must occur for the mobile device to remain with the employee. Approval will only be given in this circumstance where the use of the mobile device is deemed a necessary requirement of the employees new job position. If approval is not given the mobile device is to be returned to IT.

#### **Related Policies**

Policy 1B: Council Code of Conduct

Policy 1D: Communication between Councillors and Staff

Policy 11B: Records Management

#### **Legislative Context**

Local Government Act 1993

Local Government (General) Regulations 2005

Workplace Surveillance Act 2005 No 47

Workplace Surveillance Regulation 2012

<b>Adopted:</b>	<b>Date:18/06/2007</b>	<b>Minute:07/129</b>
<b>Lasted Reviewed:</b>	<b>Date:</b>	<b>Minute:</b>
<b>Next Reviewed:</b>	<b>Date:</b>	

**Blayney Shire Council****Policy Register****Policy Number****Title**

Social Media Policy

**Officer Responsible**

Director Corporate Services

**Last Review Date**

13/10/2014

**Objective**

To provide the parameters for the use of social media, where it forms part of the employee's professional responsibilities; inform councillors and employees of their responsibilities, when using social media in a personal capacity and to manage risks associated with council's use of these tools.

**Blayney Shire Council****Social Media Policy**

**PURPOSE**

To provide guidance to employees and councillors of Blayney Shire Council, also referred hereon as users, about engaging in social media. All users are responsible for being aware of the policy and understanding their responsibilities around using social media in their professional and personal usage.

**DEFINITION**

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks.

Social media may include (although is not limited to):

- social networking sites (eg: Facebook, Twitter)
- video and photo sharing websites (eg: Flickr, Youtube)
- blogs, including corporate blogs and personal blogs
- wikis and online collaborations (eg: Wikipedia)
- forums, discussion boards and groups (eg: Google and Yahoo groups)
- podcasting

**PROFESSIONAL USE OF SOCIAL MEDIA****Becoming authorised to comment**

- To be authorised to comment or be an authorised spokesperson, employees must have the explicit approval of the General Manager.
- To be authorised to comment or be an authorised spokesperson Councillors will be guided by Council's Media Spokesperson Policy.

**RULES OF ENGAGEMENT****Authorised representatives must:**

- Disclose that they are a councillor / employee / contractor of the council, and use only their own identity, unless authorised to use an approved official account
- Disclose and comment only on information classified as public domain information
- Ensure that all content published is accurate and not misleading and complies with all relevant council policies and other relevant requirements
- Ensure comments are respectful of the community in which they are interacting online
- Adhere to the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

**Authorised representatives must not:**

- Post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist,

infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful

- Use or disclose any confidential or secure information
- Comment or post any material that might otherwise cause damage to council's reputation or bring it into disrepute.

#### **PERSONAL USE OF SOCIAL MEDIA**

This policy does not discourage nor unduly limit councillors or employees using social media for personal expression or other on-line activities in their personal life.

Users should be aware of and understand the potential risks and damage to council that can occur, either directly or indirectly from their personal use of social media and should comply with this policy to ensure that the risk is minimised.

Users are personally responsible for content published in their personal capacity on any form of social media platform. When in doubt, councillors or employees can seek guidance from council on how to comply with the following obligations.

#### **To avoid breaching this policy councillors and employees must:**

- Only disclose and discuss publicly available information
- Ensure that all content published is accurate and not misleading and complies with all relevant council policies
- Expressly state that stated views are personal and are not representative of council
- Behave politely and respectfully
- Adhere to the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

#### **Councillors and employees must not:**

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- Imply that they are authorised to speak as a representative of council, nor give the impression that the views expressed are those of council
- Use their council email address or logos or insignia that may give the impression of official support or endorsement of their personal comment
- Use or disclose any confidential information or personal information obtained in their capacity as an employee or contractor of council
- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employee or contractor of council

- Comment or post any material that might otherwise cause damage to council's reputation or bring it into disrepute.

#### **Reasonable and unreasonable personal use**

- When accessing social media via the council's Internet, employees must do so in accordance with the council's Email and Internet Policy, which requires employees to use these resources 'reasonably', in a manner that does not interfere with work, and is not inappropriate or excessively accessed.
- Usage is acceptable during break times
- Council resources should not be used to access or post any material that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, racist, sexist, intimidating, defamatory or otherwise inappropriate or unlawful.
- Employees should not use council's Internet and computer resources to provide comments to journalists, politicians and lobby groups other than as authorised in the course of their official duties.
- It is not acceptable to spend time using social media that is not related to your work unless it occurs in your own time (for example during meal breaks) or at times acceptable to your manager.

#### **Related Policies**

Policy 1B: Council Code of Conduct

Policy 1D: Communication between Councillors and Staff

Policy 2B: Media Spokesperson Policy

Policy 11B: Records Management

#### **Legislative Context**

Local Government Act 1993

Local Government (General) Regulations 2005

State Records Act 1998 No 17

State Records Regulations 2010

Privacy and Personal Information Protection Act 1998 (NSW)

Privacy and Personal Information Protection Regulation 2005

<b>Adopted:</b>	<b>Date:</b>	<b>Minute:</b>
<b>Last Reviewed:</b>	<b>Date:</b>	<b>Minute:</b>
<b>Next Review:</b>		

**Blayney Shire Council****Policy Register****Policy Number 8A**

<b>Title</b>	Email and Internet Usage Policy
<b>Officer Responsible</b>	Information Technology Systems Administrator
<b>Last Review Date</b>	13/10/2014

**Objective**

To provide parameters for the acceptable use of Blayney Shire Council's corporate systems for email/calendars and internet browsing.

~~Council's email provides a convenient and efficient means of communicating internally with Staff and externally with other Council's organisations and individuals. Email that provides evidence of Council's business activities shall be incorporated into the records system.~~

~~Council's internet provides a convenient and efficient means of accessing business resources that can improve Council's productivity.~~

**Blayney Shire Council****Mobile Device Usage Policy**

**Guidelines for the use of Email & Internet**

1. Both email and internet are very important electronic business tools that form an integral part of Council's records system.
2. All Staff that have access to email and internet have a responsibility to maintain the integrity of the records system.
3. Use of email and internet by Staff, is authorised and encourages where such use is appropriate for business purposes and supports the goals and objectives of Council.
4. Email and internet will be incorporated into the records system if it provides evidence of Council's business activities.
5. Email and internet that becomes Council's records, must be retained in accordance with the approved retention periods listed in the General Disposal Schedule issued by State Records.
6. Access to email and internet is limited to Staff, who have been given a user identification and password. Staff must not give their password to another Staff member or member of the public and must not access other Staff member's email or internet, without appropriate authority.
7. Staff will not access Council's email and internet via any other facility other than that approved by Council.
8. Email and internet are part of Council's computer network and all information processed, transmitted or stored in the system is the property of Council.
9. Email and internet must not include any material or information which is offensive, racist or discriminatory. Such behaviour is unacceptable and will result in disciplinary action.
10. Email and internet that is retained as Council's records are accessible to the public under Freedom of Information and Privacy legislation.
11. Council's policy on Equal Employment Opportunity and Code of Conduct for Staff and Councillors, apply to email and internet.
12. At any time and without prior notice, Council management reserves the right to monitor email, personal file directories and other information stored in Council's computer system. The monitoring assures compliance with internal policies, supports the performance of internal investigations and assists with the system management, system maintenance and document management systems.
13. Staff aware of the misuse of email and internet have the responsibility to report it to their Supervisor, Director or General Manager.



- ~~14. Staff that have access to email and internet will receive a copy of this policy statement and procedures and adhere to the provisions. Council reserves the right to withdraw access.~~

## **PROTOCOLS FOR USE OF COUNCIL RESOURCES FOR INTERNET AND EMAIL**

### **Access**

Access to the use of Council resources for internet and email shall be made available to all councillors, staff, and authorised persons (referred hereon as users) who require such access to support the carrying out of official duties and who have access to a device that is connected to the Council network.

Access to individual mailboxes / email addresses shall normally be restricted to the individual and the system administrator user, however, broader access to a mailbox / email address may be organised when such access adds value to the business function and is authorised by the General Manager. Users who are absent due to leave can organise delegated access to their mailbox/email address prior to commencing on that leave. With the authority of the General Manager or Director, such delegated access should be controlled and limited to one person, unless the General Manager or Director instructs there to be more.

### **Acceptable Usage**

The following uses are acceptable and encouraged:

1. Investigations, research and support of vendor's products. This may include the retrieval and distribution of information, technical material, support documentation or promotional material that may assist users in their daily operations. This includes Social media sites Facebook and Twitter.
2. Peer group communications including retrieval and distribution of electronic messages, documentation, contributing or participation in group forums.
3. Use of network resources for personal or academic reasons during the Users' own time. Personal use does not extend to any activities that may provide personal commercial gain or interfere with other users work for the Council.

### **Unacceptable Usage**

The following uses are unacceptable:

1. Conducting activities such as unsolicited distribution of advertising material.
2. Using the network for conducting personal business transactions.
3. Creating, transmitting or knowingly activating a computer virus.
4. Creating or distributing chain letters, personal advertising etc. to individuals or lists of individuals so as to cause a nuisance or congest the Council's network.

5. Using an account owned by another user who is authorised for Internet access to gain unauthorised access to the internet.
6. Allowing unauthorised users to access the internet or email using your login I.D.
7. Personal use of the network for obtaining illegally distributed or unlicensed software including Bit torrent downloads.
8. Sending or requesting messages or documents that are inconsistent with Council's policies.
9. Using the internet to access store or distribute pornographic, racist, sexist, inflammatory or otherwise offensive material.
10. Misrepresenting the Council or uses that are considered malicious or unethical.
11. Performing excessive, unauthorised downloads from the internet.
12. Uses that may violate any Federal or State laws such as copyright infringement.
13. Emails between Councillors and Staff unless authorised by the General Manager
14. Emails that interferes with the ability by others to conduct Council business
15. Users will not reveal or publicise confidential material.

**Rules for use of Email**

1. Email should be treated with the same significance as Council signed letter.
2. User email, that provides evidence of Council's business activities, shall be registered, together with any attachments, in the corporate record keeping system.
3. Email is a business tool. Users must make sure that email is brief, concise and business related and is kept in the system only as long as required.
4. Email should not be assumed to be secure and viewing by third parties may occur. Users should be aware of potential risks involved in sending confidential or sensitive information.
5. Email may continue to exist after it has been deleted. Deletion eliminates the email or file name from the Email Server but the information still exists in the back up system until it has been overwritten which is currently held for 3 weeks.
6. Users should have an 'Auto Signature' at the bottom of each message in the following format. Contact Information Technology section (IT) to be shown how to do this if unsure.

Example as follows;

Regards,

{Name}

{Title}

**Blayney Shire Council**

PO Box 62 Blayney NSW 2799

P - (02) 6368 2104 | F - (02) 6368 3290 | W - [blayney.nsw.gov.au](http://blayney.nsw.gov.au)

7. Users should not forward someone else's email, without prior permission of the original sender, if it is considered sensitive.
8. Users that receive email incorrectly sent should inform the sender promptly and delete the email.
9. Email is admissible as evidence in court and users must use good judgement and think carefully about the contents.
10. Users should follow email etiquette. Keep the message polite and don't write in upper case as this is considered as "shouting". Only send information that is of value to the receiver and don't make it High Priority unless it is truly urgent.
11. Email is subject to the full range of laws applying to other communications, including copyright, breach of confidence, defamation, privacy, contempt of court, harassment and criminal laws.
12. Users are to be conscious that attachments may contain viruses, which may affect the integrity of Council's computer network. Council has installed the necessary anti-virus software on the net to detect any viruses, but Users are to remain aware that new viruses may go undetected. Accordingly, any suspicious emails received should not be opened and immediately reported to IT for the appropriate action to be taken.

#### **Rules for the use of Internet**

1. Internet use will be for Council business purposes. Personal use of the Internet is acceptable but should be limited to break times and not contravene any point in "Unacceptable Usage"
2. Users will not upload, download or transmit commercial software or copyrighted materials, without the authority of the owner of the software or material.
3. Council reserves the right to implement internet filtering software to ban access to sites that are considered inappropriate.
4. Users may solicit mail on a particular topic by subscribing to a mailing list from which they can also unsubscribe at any time.

#### **Monitoring**

Council reserves the right to monitor all internet access and email messages received by and contained within Council's computer system(s) and will do so to support

- System maintenance
- System management
- Document management
- Investigate illegal use or wrong doing
- Support council's policies
- Support legal requirements
- For any other business purpose.

Monitoring shall be undertaken by the Information Technology section. Any use deemed excessive or inappropriate will escalate to the person's manager or General Manager.

The Information Technology section or other users should report misuse to their Director or to the General Manager for appropriate action within Council's standard conditions of employment, HR guidelines and policies.

Any disciplinary action taken will be in accordance with the guidelines set out in Council's Performance Management, Code of Conduct and Disciplinary policy.

#### **Ethics/Personal Use**

The internet and email system has been developed to support Council's business function and enhance communication. The Council will allow reasonable personal use and users are encouraged to use good judgment and integrity when they do so.

#### **Related Policies**

Policy 1B: Council Code of Conduct

Policy 1D: Communication between Councillors and Staff

Policy 11B: Records Management

#### **Legislative Context**

Local Government Act 1993

Local Government (General) Regulations 2005

State Records Act 1998 No 17

State Records Regulations 2010

Privacy and Personal Information Protection Act 1998 (NSW)

Privacy and Personal Information Protection Regulation 2005

Government Information (Public Access) Act 2009 No 52

Government Information (Public Access) Regulation 2009

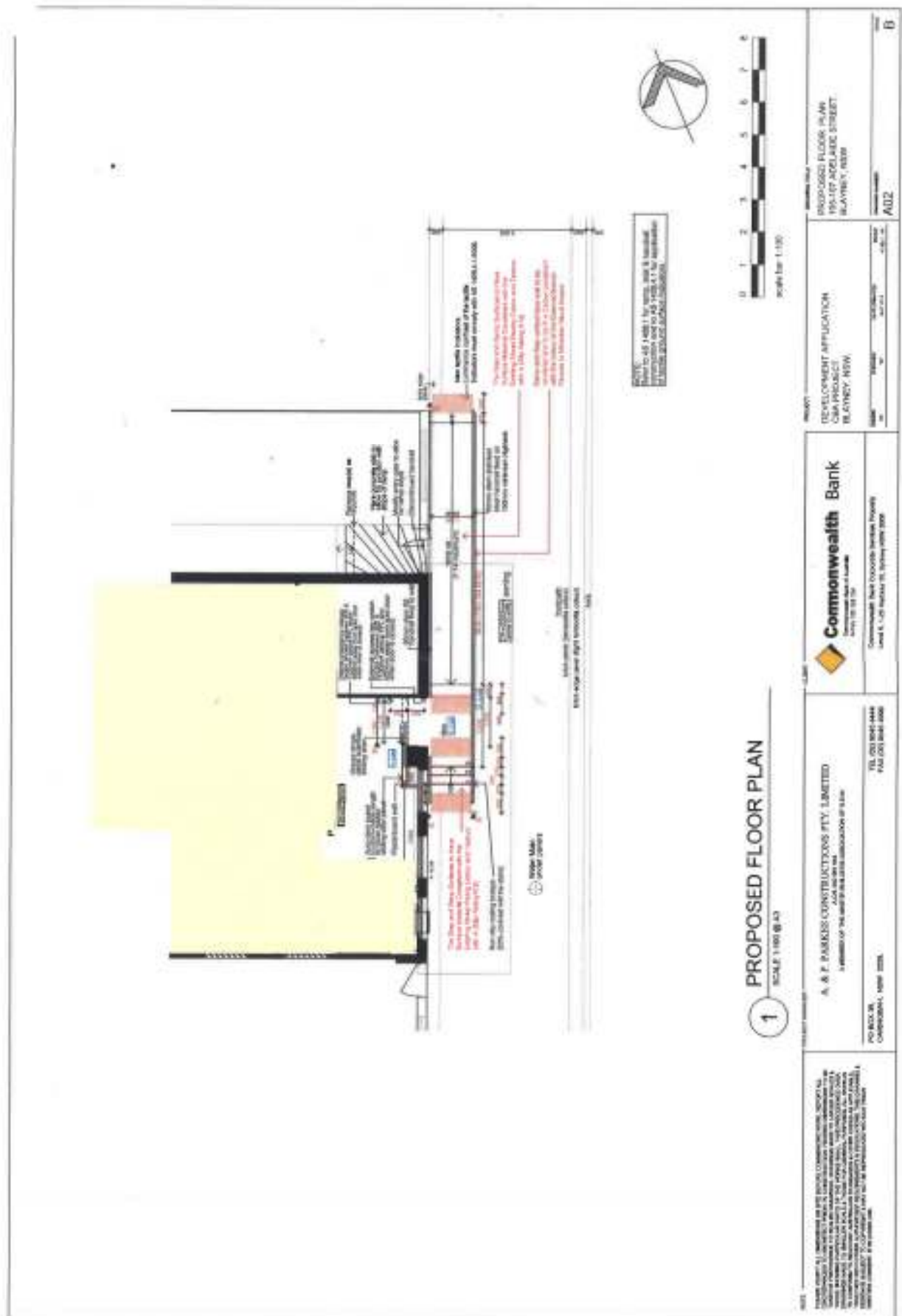
Workplace Surveillance Act 2005 No 47

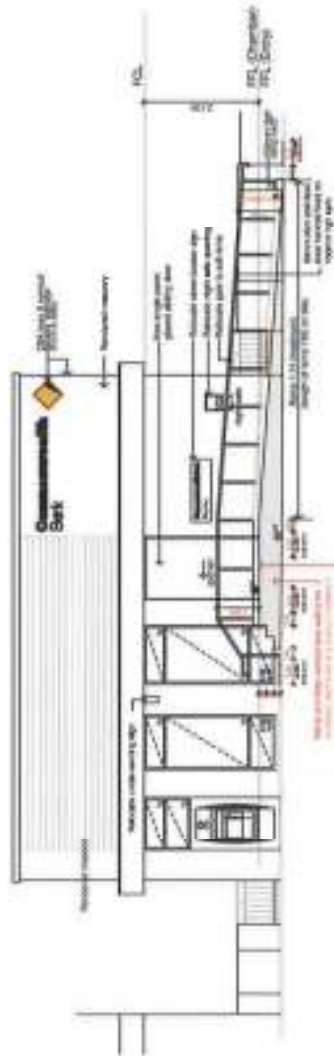
Workplace Surveillance Regulation 2012

<b>Adopted:</b>	<b>Date: 11/02/2002</b>	<b>Minute:636</b>
<b>Last Reviewed:</b>	<b>Date: 14/05/2007</b>	<b>Minute:07/094</b>
<b>Repealed:</b>	<b>12/11/2012</b>	<b>1211/014</b>
<b>Adopted:</b>		
<b>Next Review:</b>		

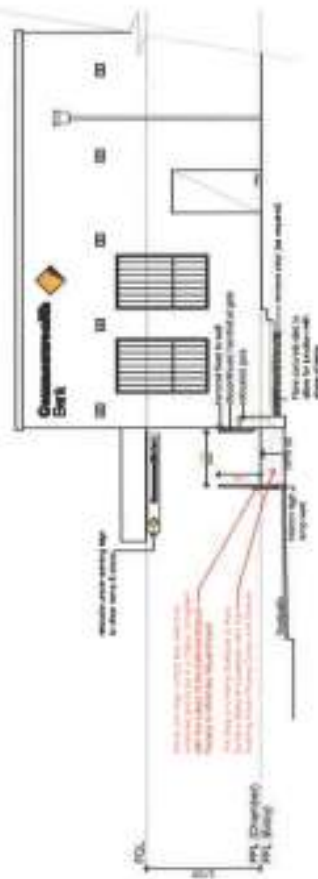
Service	Tenderer
1. GUARDRAIL	AUSTRALIAN CONSTRUCTION PRODUCTS
	EURO CIVIL PTY LTD
	SAFE DIRECTION PTY LTD
	INGAL CIVIL PRODUCTS (VALMONT) INDUSTRIAL GALVANISE CORP
2. DRAINAGE PRODUCTS	BRUNO ALTIN & CO PTY LTD
	ROCLA PIPELINE PRODUCTS
3. WATER TREATMENT CHEMICALS	OMEGA CHEMICALS
4. BITUMENOUS PRODUCTS	DOWNER EDI WORKS PTY LTD
5. ROAD STABILISATION	DENRITH PTY LTD T/AS DIVALL'S EARTHMOVING & BULK HAULAGE
	STABILFIX PTY LTD
	DOWNER EDI WORKS PTY LTD
	CENTRAL WEST CIVIL PTY. LTD.
6. GRAVEL CRUSHING	COMPLETE CRUSING SERVICES PTY LTD
	DENRITH PTY LTD T/AS DIVALL'S EARTHMOVING & BULK HAULAGE
	CZL GROUP PTY LTD
	CALVANI CRUSHING PTY LTD
7. ASPHALT SERVICES	DOWNER EDI WORKS PTY LTD
8. LINE MARKING	COMPLETE LINEMARKING SERVICES PTY LTD
9. METAL FABRICATION	METROWELDING PYT LIMITED
	HUNTLEY RURAL WELDING & FENCING PTY LTD
	MONETT MITCHELL INVESTMENTS PTY LTD T/AS SRD WELDING & MAINTENANCE
	J-WELD METAL FABRICATION
	PJL GROUP PTY LTD
10. CONCRETE WORKS	BENINGTON PTY LTD
	SHUMACK ENGINEERING (NSW) PTY LTD
	POONINDIE P/L T/AS TED WILSON & SONS & LASER ELECTRICAL ORANGE
	PAUL BONANNO T/AS CPB EXCAVATIONS
11. FENCING	HUNTLEY RURAL WELDING & FENCING PTY LTD
	PJL GROUP PTY LTD
12. CULVERTS, PIPES & HEADWALLS	BENINGTON PTY LTD
	SHUMACK ENGINEERING (NSW) PTY LTD
	LOCKINDA PTY LTD T/AS THE LOCKINDA TRUST
	POONINDIE P/L T/AS TED WILSON & SONS & LASER ELECTRICAL ORANGE
	MELUSINE ENGINEERING PTY LTD
	PAUL BONANNO T/AS CPB EXCAVATIONS
13. WATER OR SEWER MAINS	CENTRAL WEST CIVIL PTY. LTD.
	LOCKINDA PTY LTD T/AS THE LOCKINDA TRUST
	POONINDIE P/L T/AS TED WILSON & SONS & LASER ELECTRICAL ORANGE
	MELUSINE ENGINEERING PTY LTD
14. TREE REMOVAL	THE TREE SURGEON
	GARRY LIVINGSTONE TREE SERVICE
	AGILE ARBOR PTY LTD
15. DEMOLITION	SHARPE BROS. (AUST) PTY LTD
	PAUL BONANNO T/AS CPB EXCAVATIONS
16. ELECTRICAL	THOMPSON POWER PTY LTD
	ROLFE'S MOLONG P/L
	SELECT TRADE GROUP
	RCR HADEN PTY LTD
	POONINDIE P/L T/AS TED WILSON & SONS & LASER ELECTRICAL ORANGE
17. PLUMBING	SELECT TRADE GROUP
18. LOCKSMITH	Nil Submissions
19. PAINTING	Nil Submissions
20. MECHANICAL	MOLONG TYRE & MECHANICAL
	SELECT TRADE GROUP
	PJL GROUP PTY LTD
21. ENG. GEOTECH. CONS.	BARNSON PTY LTD
	GEOLYSE PTY LTD
	MELUSINE ENGINEERING PTY LTD

22. TYRES	TELESCOPE TYRES & BATTERIES
	BRIDGESTONE SELECT ORANGE
	MO LONG TYRE & MECHANICAL
	TRYE POWER BLAYNEY
	TYRES 4 U PTY LTD
23. PLANT HIRE	SHERRIN RENTALS PTY LTD
	ROLLERS AUSTRALIA PTY LTD
	PREMAIR SERVICES P/L
	AQUA-ASSETS PTY LIMITED
	PORTER EXCAVATIONS PTY LTD
	HADLOW EARTHMOVING
	SHARPE BROS. (AUST) PTY LTD
	COMPLETE CRUSING SERVICES PTY LTD
	COLEMANS EARTHMOVING
	P & R EARTHMOVING
	CONNOLLY SAND PTY LTD
	CONPLANT PTY LTD
	LOCKINDA PTY LTD T/AS THE LOCKINDA TRUST
	POONINDIE P/L T/AS TED WILSON & SONS & LASER ELECTRICAL ORANGE
	TOWNSEND'S GRADER & EARTHMOVING SERVICES
	MAX HIRE PTY LTD
	UNIVERSAL MOBILE TOWER HIRE
	CALVANI CRUSHING PTY LTD
	EARTH PLANT HIRE PTY LTD
	PAUL BONANNO T/AS CPB EXCAVATIONS
	CENTRAL WEST CIVIL PTY. LTD.





FRONT ELEVATION SCALE 1/8" = 1'-0"



**SIDE ELEVATION** SCALE 1/8" = 1'-0"

[illegible]



## STATEMENT OF ENVIRONMENTAL EFFECTS

### PROPOSED DEVELOPMENT

Alterations to existing bank branch including construction of a new external disabled access ramp, tactile indicators, new automatic shop front door and relocation of existing under awning and wall signs.

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### SUBJECT PREMISES

105 Adelaide Street, BLAYNEY NSW 2799  
Lot 6 DP 171735

And

Council footpath directly in front of 105 Adelaide St, Blayney

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### OWNER

Commonwealth Bank of Australia

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### COUNCIL

Blayney Shire Council

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### DATE

14 July 2014

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**1.0****EXECUTIVE SUMMARY**

As the bank branch has been operating in its current layout since 1931, the Development Application aims to improve and modernise main entry access by proposing the construction of a new external entry ramp and stairs to the footpath area in front of the site, and associated works.

The original bank building is built up to the front property boundary. The existing entry involves a step up to the main entrance door, then several more steps up to an internal entry involving a 90 degree turn through another entry door.

The Development Application seeks to improve and modernise the main entry access to the bank for the benefit of disabled persons, persons who are less mobile and persons in general. The proposed work is being undertaken voluntarily by the Commonwealth Bank of Australia (**the Bank**) as alterations to the main entrance would otherwise not be considered.

The Bank has carefully considered implications and impacts of the proposal, in particular, impacts relating to the use of Blayney Shire Council's (**Council**) footpath where the access ramp is proposed. In order to mitigate any impacts, if approval is issued by Council, the Bank will accept the following as conditions of development consent:

1. a condition that requires the removal of the access ramp on the cessation of use of the premises as a retail bank branch; and
2. a condition requiring the Bank to enter into a deed with Council whereby the Bank will indemnify Council against any loss or damage to property or any loss sustained from any death or personal injury caused or contributed to by the installation and operation of the ramp.

The Bank has considered the impact of the proposed ramp on the streetscape character of the Blayney Heritage Conservation Area and has endeavoured to address all concerns raised by Council's planning staff prior to the application being made. The Bank is prepared to discuss and incorporate any reasonable suggestions by Council's planning staff or councillors to maximise the potential for the proposed works to be sympathetic to the character of the existing streetscape, through use of colours, materials and finishes, without compromising the mandatory requirements of the relevant Australian Standards. These include the use of Tactile Ground Surface Indicators and a slip resistance surface.

The Bank has considered several alternative disability access options prior to making the application. However, each alternative has been determined as either prohibitive as a result of security concerns, discriminative where multiple entrances are provided, or cost prohibitive where an attempt is made to accommodate the location of the ramp or lift access within the property boundary (due to siting of the building on the front boundary and existing branch layout).

As a result, the Bank believes that the proposed location of the access ramp on the Council footpath is the only viable solution in achieving its aims of providing better main entry access to the community.

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## STATEMENT OF ENVIRONMENTAL EFFECTS

(Lot 6 DP 171735) 105 Adelaide St, Blayney



Photo 2: Street view of subject site

## 3.0

## PROPOSED DEVELOPMENT

## Building Works

The proposed development comprises:

## External Works-

- Construction of a new external entry ramp and stairs to the area in front of the site (on Council's footpath);
- Installation of tactile indicators at both ends of the access ramp structure;
- Replacement of shopfront door with a glazed automatic entry door;
- Relocation of existing under awning sign to another part of the awning; and
- Relocation of existing street locator sign (wall sign).

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## STATEMENT OF ENVIRONMENTAL EFFECTS

(Lot 6 DP 171735) 106 Adelaide St, Blayney

- State Environmental Planning Policy (Major Development) 2005
- State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007
- State Environmental Planning Policy (State and Regional Development) 2011
- State Environmental Planning Policy (Rural Lands) 2008

Consideration has been given to the abovementioned policies. No additional requirements have been identified which impact on the proposed development.

## 4.2

## LOCAL ENVIRONMENTAL PLANS

The following Local Environmental Plans apply to the proposed development:

- Blayney Local Environmental Plan 2012 – refer to section 4.2.1 below.

## 4.2.1

## BLAYNEY LEP 2012

Consideration of the LEP has been made with relevant clauses addressed below:

**CLAUSE 2 - LAND USE**

The subject site is zoned **B2 – Local Centre** under Blayney Local Environmental Plan 2012.

The **Land Use Table** referenced in Clause 2 of the LEP provides:

**Objectives of zone**

- To provide a range of retail, business, entertainment and community uses that serve the needs of people who live in, work in and visit the local area.
- To encourage employment opportunities in accessible locations.
- To maximise public transport patronage and encourage walking and cycling.
- To preserve Adelaide Street as the retail and commercial centre of the Town of Blayney to support the needs of Blayney.

**Permitted with consent**

Boarding houses; Child care centres; *Commercial premises*; Community facilities; Educational establishments; Entertainment facilities; Function centres; Information and education facilities; Light industries; Medical centres; Passenger transport facilities; Recreation facilities (indoor); Registered clubs; Respite day care centres; Restricted premises; Roads; Service stations; Shop top housing; Tourist and visitor accommodation; Any other development not specified in item 2 or 4

A bank branch is considered to be a *business premises* and is therefore a permissible use subject to development consent.

The proposal is considered to be consistent with the zone objectives as the proposed development will compliment and is compatible with existing mixed uses within the locality, will enhance services offered to local people, particularly provision of services to disabled persons, and reinforces objectives specifically aimed at preservation of commercial uses on Adelaide Street, Blayney.

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## STATEMENT OF ENVIRONMENTAL EFFECTS

(Lot 6 DP 171735) 105 Adelaide St, Blayney

The proposed works are to be carried out upon the existing building and infrastructure and will have no additional adverse impact on the local and/or regional air and water quality.

It is therefore considered that the proposal will have no adverse impacts on the natural environment.

**Built Environment**

The proposed works will affect the built environment in that the siting of the disabled access ramp will be external to the building and on Council's footpath which forms part of the Blayney Street road reserve. However, the reduction of pedestrian area to the public is not significant and would not be detrimental to the overall function of the public footpath area. Further, waste generated during the 'works phase' will not compromise or affect neighbouring properties.

In the event that the Bank ceases to use the premises as a retail bank branch, the Bank is willing to remove the access ramp from the Council footpath. If approval is issued by Council, the Bank is willing to accept a condition of development consent requiring the removal of the access ramp upon cessation of the use of the premises as a retail bank branch.

**Economic Impact**

It is considered that the proposal will have no adverse economic impact.

**Social Impact**

It is considered that the proposal will enhance social impacts in that the proposed access ramp will provide commercial services (banking) to disabled persons who would currently be unable to access the branch. In order to address the impact of the proposed access ramp on the Council footpath, tactile indicators will be installed to providing adequate warning to visually impaired persons.

Further, the Bank is willing to enter into a deed whereby the Bank would indemnify Council against any loss or damage to property or any loss sustained from any death or personal injury caused or contributed to by the installation and operation of the proposed ramp. The Bank has provided similar indemnification to other Councils in NSW and other States for proposals similar in nature.

**4.5****SUBMISSIONS**

It is expected that surrounding neighbours will be notified in accordance with Council's Notification Policy.

Should objections be received it is hoped Council will enable mediation to occur in order to resolve any issues.

**4.6****PUBLIC INTEREST**

The proposal will have no adverse impact upon the built environment and is consistent with the established building. In this regard, the proposed ramp is not considered to be contrary to the public interest.

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**MINUTES OF THE BLAYNEY SHIRE TOWNS AND VILLAGES  
COMMITTEE MEETING  
HELD ON THURSDAY 11 SEPTEMBER 2014  
AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.01pm

**PRESENT**

Judy Belecky, Kerry Adams, Sally Ryan; Alvaro Marques, Loretta Kervin, Cecily Waters, Cathy Griffiths, Wayne Moore, Elizabeth Russ, and Anton Franze.

**APOLOGIES**

**RECOMMENDED:** That the apologies received from Narelle Riley and Cr Allan Ewin be accepted. (Judy Belecky / Wayne Moore)

**CONFIRMATION OF MINUTES**

**RECOMMENDED:** The minutes of the previous meeting held on 26 June 2014 were confirmed to be a true and accurate record of that meeting (Cathy Griffiths / Wayne Moore).

**MATTERS ARISING**

Nil.

**DECLARATIONS OF INTEREST**

Nil.

**2015 WWI TROOP TRAIN RE-ENACTMENT**

A written report was provided by Cr. Ewin as follows:

*In regard to the Cooee March 2015, I have spoken with Cooee March organiser Mr Brian Bywater of Gilgranda, Brian tells me that the March is scheduled to commence in Gilgranda on 17th October, 2015 and arrive at Martin Place ,Sydney , at 11am 11/11 / 2015. The March is planned to travel through Blayney, and intended to stay overnight. They would hope that we can promote community participation as much as possible and invite RSL Sub Branch members, to march along with the Cooee Marchers on entering and leaving towns and communities. Gilgandra Cooee March Committee have a meeting with authorities on September 23rd. after which Brian suggested that he would email me with outcomes in regard to their travelling schedule and road restrictions etc.*

Wayne Moore advised that he is pursuing some leads with the Australian Rail Historical Society (AHRs). It was agreed this item will remain a future agenda item.

**VILLAGE PLANS UPDATE**

Discussion held on draft procedure for progressing items included in plan and reporting being drafted with a view to programming proposed activities. Council will also be working towards community reporting on progress made on plans.

**GENERAL BUSINESS**

- Blayney Town committee is seeking to incorporate.
- Events strategy focus on "Farmers' Market". Looking at Centrepoint or Carrington Park as proposed location.
- Blayney Shire Logo goes to Council for endorsement and formal public exhibition as part of its Branding Strategy.

**FUTURE AGENDA ITEMS**

- Village Plans
- Troop train re-enactment: 2015 WWI Troop Train Re-enactment

**NEXT MEETING**

The next meeting of the Blayney Shire Towns and Villages Committee will be held on Thursday 11 December 2014 commencing at 6.00pm.

**MEETING CLOSE**

The meeting closed at 6.47pm.