



ATTACHMENTS – PART ONE

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Schedule 7 Election of mayor by councillors

(Clause 394)

Part 1 Preliminary**1 Returning officer**

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:
ballot has its normal meaning of secret ballot.
open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting**4 Application of Part**

This Part applies if the election proceeds by ordinary ballot or by open voting.

Schedule 7 Local Government (General) Regulation 2005

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.

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Historical version for 1.3.2013 to 30.6.2013 (generated on 18.07.2013 at 16:21)

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- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.

- (3) An informal ballot-paper must be rejected at the count.

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, *absolute majority*, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to

Schedule 7 Local Government (General) Regulation 2005

prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

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Blayney Shire Council

Policy Register

Policy No

Policy Title Community Infrastructure Projects
Policy

Officer Responsible Director Corporate Services

Last Review Date 16/09/2016

Objective

1. To assist organisations and community groups with the construction of new assets or renewal of community assets on Council owned or controlled land.

Blayney Shire Council



Community Infrastructure Projects Policy

1. Introduction

It would be helpful for community and sporting groups if Council introduced a policy for dealing with the application of funds received by organisations and community groups towards the construction of new asset or renewal of community assets on Council owned or controlled land. The policy will not cover routine maintenance of assets and amenities that are the responsibility of the community or sporting group. In view of the administrative time and costs involved only eligible projects with a total cost exceeding \$2,000 GST exclusive will be considered under the policy. This policy will permit the burden of the goods and services tax (GST) to be carried and claimed by Council if strict conditions are met.

Council will give preference to projects that are in accord with the priorities established under the Integrated Planning and Reporting Process.

This policy will cease to operate if there are changes to the GST that prevent Council from carrying out the steps required under the policy.

2. Purpose

To establish a policy to assist organisations and/or community groups to build/renew their facilities located on Council owned or controlled land and who are not registered to pay GST. Effectively this assists sporting and community groups in funding asset renewals or new assets by allowing the GST to be claimed resulting in greater funding being available for the project.

3. Policy

Scope of Project

All project proposals will need to be formally submitted to Council for consideration and adoption. The project will need to demonstrate a community benefit for current and future generations. The proposal must also contain:

- Contact details of all organisation's Project Manager with authorisation details from the organisation to act on the organisation's behalf.
- A budget and a timeline for the completion of the project.
- Sources of funds expected to be used for the project together with the related break up of those funds.

To be eligible under the policy, Council needs to be satisfied that applicant organisation must have the financial capacity to repay the costs that will be incurred by Council on its behalf under this policy. Council reserves the right to request payment in advance for goods and or services from the applicant organisation which seeks treatment under this policy.

Purchase Orders

- All purchase orders are to be made out in advance of supply (no confirmation orders permitted) and approved by Council.

- All purchases are to be made with persons or organisations with a registered ABN.
- Applicants are required to comply with Council's Procurement of Goods and Services Policy.

Invoices

All invoices to be made out in the name of Blayney Shire Council. Council payments will be made within 30 days following approval for payment from the organisation's Project Manager.

Council will generally invoice the applicant organisation for the amount due under the policy at the end of the project. Council reserves the right to make progress claims upon the applicant organisation if the project size warrants that procedure. This will be discussed at the time the application is lodged with Council.

4. Responsibility

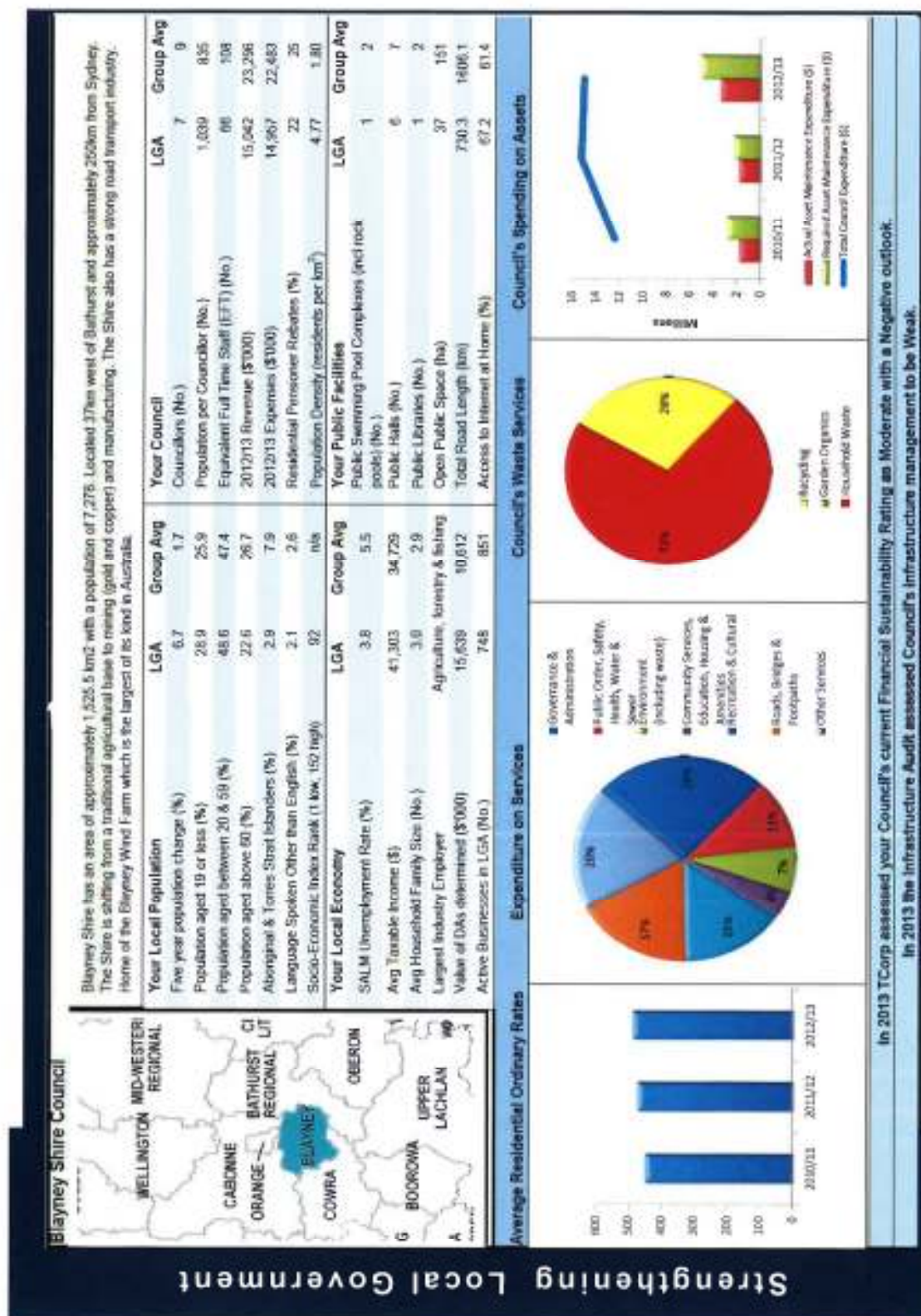
Council's Financial Section has the responsibility of processing the claims of organisations and community groups under this policy. This includes ordering, establishment of job numbers, processing and payment of invoices and collection of monies due under the policy.

5. Related Documentation

Local Government (General) Regulation 2005
A New Tax System (Goods and Services Tax) Act (1999)
Blayney Shire Council Procurement of Goods and Services Policy

End of Policy

Adopted:		Minute:
Last Reviewed:		
Next Reviewed:	16/09/2014	



Contacting Council	Your Council's Finances	LGA	Group Avg	Your Council's Services	LGA	Group Avg
91 Adelaide Street Blayney NSW 2799 Postal Address: PO Box 62, Blayney NSW 2799 Phone: 02 6368 2104 Fax: 02 6368 3290 Email: council@blayney.nsw.gov.au Web: www.blayney.nsw.gov.au	Avg Ordinary Residential Rate (\$) Avg Ordinary Business Rate (\$) Avg Ordinary Farmland Rate (\$) Avg Ordinary Mining Rate (\$) Total Land Value / Total Rate Revenue (\$) Typical Residential Water and Sewer Bill (including usage) (\$) Avg Domestic Waste Charge (\$) Own Source Revenue (%) (TCorp Benchmark 60%) Grants & Contributions Revenue (%) Operating Performance Ratio (%) (TCorp Benchmark -4.0%) Unrestricted Current Ratio Outstanding Rates & Annual Charges (%) Debt Service Cover Ratio (TCorp Benchmark >0.0) Cash Expense Cover Ratio (Mfing) (TCorp Benchmark > 3 mins)	485.95 960.63 2,332.87 326,000.00 127.04 479 272.33 59 36 -11.8 6.9 6.6 13.0 12.0	516.92 1,196.95 2,257.70 89,571.08 179.29 1,067 270.75 49 44 8.8 5.1 9.2 26.5 6.3	Governance & Administration Expenditure per capita (\$) Environmental Expenditure (including waste) per capita Water & Sewer Services Expenditure per capita (\$) Community Services, Education, Housing, Amenities Expenditure per capita (\$) Recreational & Culture Expenditure per capita (\$)* Public Order, Safety & Health Expenditure per capita (\$) Other Services Expenditure per capita (\$) Library Services Expenditure per capita (\$) Library Circulation per capita (Items) Domestic waste not going to land fill (%) Development Applications (mean gross days) Development Applications determined (No.) Companion Animals microchipped (No.) Companion Animals microchipped and registered (%)	508.11 142.80 145.00 87.55 320.37 83.29 407.50 18.55 2 23 56 130 4,500 29	416.68 218.44 377.40 319.06 279.50 142.68 414.94 45.73 5 31 58 88 3,107 53
				Your Council's Community Leadership		
				Development Applications determined by Councils (%) Audited Financial Reports submitted by due date (Y/N) Code of Conduct Complaints (No.) Complaints investigated requiring action (No.) Cost of dealing with Code of Conduct Complaints (\$) Population per EFT Staff (No.)	3 Y 0 0 0 0 110	
				Development Applications determined by Councils (%) Audited Financial Reports submitted by due date (Y/N) Code of Conduct Complaints (No.) Complaints investigated requiring action (No.) Cost of dealing with Code of Conduct Complaints (\$) Population per EFT Staff (No.)	5 nil 1 0 2,417 71	
				Your Council's Assets		
				Roads, Bridges and Footpath expenditure per capita (\$) Building & Infrastructure Renewal Ratio (%) Infrastructure Backlog Ratio (%) (TCorp Benchmark <20%) Road Length per 1000 capita (metre) Asset Maintenance Ratio (TCorp Benchmark <1.0)	367.05 70.9 13.0 100.4 0.7	
				Comparative Information on NSW Local Government Measuring Local Government Performance 2013-14 	Office of Local Government Performance 2013-14	

Appendix 4 - TCorp Benchmarks

Indicator	Quantitative Measure	Definition	Benchmarks
Operating Performance Ratio	Measures a councils ability to contain operating expenditure within operating revenue	Operating revenue* (excluding capital grants and contributions less operating expenses)/ Operating revenue* (excluding capital grants and contributions)	> -4.0%
Own Source Operating Revenue Ratio	Measures the level of a council's fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions	Rates, utilities and charges/total operating revenue* (inclusive of capital grants and contributions)	> 60%
Unrestricted Current Ratio	This ratio is specific to local government and is designed to assess the adequacy of working capital and the ability to satisfy obligations in the short term for unrestricted activities of council	Current assets less all external restrictions/current liabilities less specific purpose liabilities	>1.5
Infrastructure Backlog Ratio	This ratio shows what proportion the backlog is against total value of a councils infrastructure	Estimated cost to bring assets to a satisfactory condition/total infrastructure assets	< 20%
Asset Maintenance Ratio	Compares actual versus required annual asset maintenance	Asset renewals/depreciation of building and infrastructure assets	>100%
Cash Expense Cover Ratio	This liquidity ratio indicates the number of months a council can continue to paying for its immediate expenses without additional cash inflow	Current year's cash and cash equivalents/ Total expenses less depreciation and interest costs multiplied by 12	> 3 mths
Building and Infrastructure Renewals Ratio	Compares the proportion spent on infrastructure asset renewals and the assets deterioration	Asset renewals/Depreciation of building and infrastructure assets	> 100%

Indicator	Quantitative Measure	Definition	Benchmarks
Outstanding Rates & Annual Charges	To assess the impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts	Outstanding rates and annual charges, interest and extra charges less provision for doubtful debts rates and annual charges, interest and extra charges / Rates and annual charges levied for the year, interest and extra charges and rates and annual charges levied for the year, interest and extra charges for the previous year less provision for doubtful debts rates and annual charges, interest and extra charges and provision for doubtful debts rates and annual charges, interest and extra charges for the previous year.	< 5.0% - Metropolitan/ Regional <10% - Rural
Debt Service Cover Ratio	The available of operating cash to service debt including interest, principal and lease payments	Operating results* before interest and depreciation / Principal repayments (from the statement of cash flows) plus borrowing interest costs (from the income statement)	> 2

* Operating revenue and operating results excludes valuation increments and decrements.



Blayney Shire Council

Policy Register

Policy No 1A

Policy Title

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

Officer Responsible

Director Corporate Services

Last Review Date

18/09/2014

Objectives

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

Policy Statement

Blayney Shire Council



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

1. OBJECTIVE OF POLICY

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

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

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

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

2. STATUS OF THE POLICY

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

3. PAYMENT OF EXPENSES

3.1. CONFERENCES AND SEMINARS

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

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

3.1.1. Registration Fees

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

3.1.2. Accommodation

Payment of accommodation costs on the following basis:

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

3.1.3. Car Parking Fees

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

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

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

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

3.2. TRAINING AND PROFESSIONAL DEVELOPMENT

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

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

3.3. REIMBURSEMENT AND RECONCILIATION OF EXPENSES

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

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

3.4. CLAIM FORM

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

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

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

3.5. PAYMENTS IN ADVANCE

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

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

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

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

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

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

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

3.7. INCIDENTAL EXPENSES

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

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

3.8. INSURANCE

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

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

Council shall meet any excess applicable under a policy for:

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

3.9. LEGAL EXPENSES

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

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

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

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

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

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

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

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

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

3.10. CARER'S PROVISIONS

3.10.1. Carer's Expenses

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

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

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

3.10.2. Expenses and Facilities for Councillors with Disabilities

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

4. CONSIDERATION OF SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

4.1. GENERAL TRAVEL ARRANGEMENTS

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

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

4.2. LOCAL TRAVEL ARRANGEMENTS AND EXPENSES

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

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

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

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

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

Councillors are encouraged to pool vehicles where practicable.

4.3. NON-LOCAL AND OTHER TRAVEL ARRANGEMENTS AND EXPENSES

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

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

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

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

4.4. TRAVELLING EXPENSES PER KILOMETRE RATE

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

4.5. OTHER EXPENSES

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

5. PROVISION OF FACILITIES

5.1. GENERAL PRINCIPLES

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

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

5.2. TELEPHONE LINE

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

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

5.3. TECHNOLOGY EQUIPMENT

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

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

5.4. APPAREL

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

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

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

5.5. OTHER FACILITIES

Councillors are to receive the benefit of:

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

5.6. RETURN OF FACILITIES

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

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

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

5.7. SECRETARIAL SUPPORT

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

BLAYNEY SHIRE COUNCIL COUNCILLOR'S EXPENSES CLAIM FORM

11

ATTACHMENT B – TRAVEL AUTHORITY

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

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

Name of Councillor: _____

Purpose of Travel: _____

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

Location: _____

Venue: _____

Mode of Transport: (please circle)

Air Council Vehicle Councillor Vehicle Hire Vehicle

Accommodation (if required):

Single Room: _____ Double Room: _____ Other: _____

Motel preference: _____

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

SIGNATURE: _____ **DATE:** _____

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

Office Use Only

Council meeting date: _____ Minute No.: _____

Transport: _____ Order No.: _____

Motel: _____ Order No.: _____

	Date	Minute No.
First Adopted:	20/9/1999	592
Last Reviewed:	13/08/2001	388
	12/02/2007	7
	14/05/2007	07/094
	12/05/2008	08/105
	29/09/2008	08/231
	08/02/2010	1002/010
	09/05/2011	1105/007
	12/09/2011	1109/022
	10/12/2012	1212/005
	09/09/2013	1309/009
	16/09/2014	
Next Review:	13/07/2015	

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT										
Op Ref.		TASK		MEASURE		Op Ref.		TASK		MEASURE		DIRECTOR		ONGOING		COMPLETED		COMMENT	
STRATEGIC DIRECTION 1- GROW THE WEALTH OF THE SHIRE																			
1.1	1.1.1	Maintain and strengthen partnerships with organisations responsible for natural resource management	Attendance at meetings	1.1.1.a	Ongoing liaison and support and participating local CMA's and Landcare groups.	Meetings attended. Partnership activities undertaken.	DPES								X		Ongoing attendance at meetings during period.		
				1.1.1.b	Ongoing liaison, support and participation in CENTROC.	Meetings and on-going initiatives undertaken.	DPES								X		Ongoing attendance at meetings during period.		
	1.1.2	Promote sustainable development and protection of our natural resources through the planning system.	Review of LEP and Council	1.1.2.a	Actively support local CMA's and Landcare Groups.	Meetings and activities undertaken.	DPES								X		Ongoing attendance at meetings and activities undertaken during period.		
					1.1.2.b	Disseminate information to the community as it becomes available	Information disseminated to the public	DPES							X		Ongoing availability of information disseminated during period.		
	1.1.3	Ensure planning activities support long term sustainability of agricultural sector.	Support by agricultural sector/landcare groups for planning scheme		BLEP 2011 and DCP maintained in accordance with statutory requirements and any Council adopted studies.	Ongoing maintenance and review of BLEP 2011 and DCP.	DPES							X			BLEP 2012 now in place. DCP now nearing completion of first draft to detail Blayney Shire specific requirements.		
				1.1.3.a	Provide technical advice/planning advice to sector as required.	Provision of advice as requested.	DPES							X			Advice continually provided as requested.		
		Explore and promote opportunities for Agriculture value adding industries.	Production of a economic development strategy in 2013. Establishment of new industries.		Seek funding opportunities for production of economic development strategy	Grant application lodged.	DCS								X		Application lodged and funding for 'Economic Revival' Plan approved for \$85,000. Contract finalised and signed by Dept. EOI Document to be released publicly for response. Appointment of Consultant thereafter.		
	1.1.4				1.1.4.a														

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

DELIVERY PLAN				OPERATIONAL PLAN				4TH QUARTER REPORT			
COMMUNITY		TASK		MEASURE	Op Ref	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
1.2	1.2.1	Manage the development of mining as it develops in the Shire in order to preserve sustainable industrial diversity into the future.	Industry meeting. Policy development.			Encourage and support cooperation of mining industry in relation to the environment and addressing mining impacts; and review Council's land planning with the provision of information regarding industry growth and future land requirements and other industry information.	Meetings and interaction undertaken.	DPES	X		On-going meetings with current and prospective mining company/s expected to be undertaken in the future.
	1.2.1.a					Address issues in Council's response to any proposed mining activities in Blayney Shire.	Provision of assistance as required.	DPES	X		Assistance provided as required/requested during period.
	1.2.2	Improve transport linkages across the Local Government Area to support the mining industry.	Development of work plan.			Provide for the upgrade of road linkages supporting the Cadia Valley district.	Projects completed within budgetary constraints.	DIS	X		Forest Reefs Road (Ch. 6.90 - 8.75) preparatory works commenced, with project to be reprogrammed. Routine maintenance completed.
	1.2.2.a					Advocate the upgrading of the Blayney - Demondrille Railway to support the transport of bulk materials to/from the Blayney Local Government Area.	Meetings and interaction undertaken.	GMA, DIS	X		Transport for NSW issued Tender for reopening of rail lines. All required meetings attended during period. Tender assessment anticipated Q1 2014/15.
	1.2.2.b					Actively lobby all levels of government for support for the Cadia Valley Operation and future mining projects.	Representations and contact made by Council.	DIS, DPES	X		Council officers continue to attend Consultative Committee meetings. Representations and contact made on opportunities available. Attendance at Cadia East Official Opening, and tour conducted in conjunction with Councilors.
	1.2.2.c										

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY				DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT		
Csp Ref.		Task		Measure		Op Ref.	Task	Measure	Director	ONGOING	COMPLETED	COMMENT
1.3	1.3.1		Build meaningful relationships between the mining industry and community.	Established communication channels. Attendance at meetings. Working relationships and cooperation. Mutual projects.		1.2.3	Participate in the Association of Mine Related Council's meetings.	Attendance at meetings.	GM	X		Association meetings attended.
	1.2.3.a											
	1.2.3.b						Participate in Individual Mine Community Consultative Committee Meetings.	Attendance at meetings. Communication of meeting outcomes to Council.	DPES			On-going attendance at Community Consultative Cttee meetings during period.
	1.2.3.c						Actively contribute to Cadia Mine Communities initiatives.	Provide information to community groups, as appropriate.	DPES			Community groups provided with information when requested / necessary.
	1.3.1.a						Develop and market tourism products	Participation in marketing campaigns.	DCS			Part of Orange region promotion. New brochure concept to market Orange Region.
							Identify new and developing products and commercial opportunities.	Work with state agencies to develop opportunities.	DCS	X		Identifying and reviewing <u>all</u> Blayney Shire tourism events with a view to better coordination and optimisation (where possible). Working with Central NSW Tourism on subsequent product development/promotion. A public 'Event Coordination' workshop held during May to develop event strategy.

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT		
Op Ref.	Task	MEASURE	Op Ref.	Task	MEASURE	Task	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
				Implement the tourism/visitor strategy for Blayney Shire that increases visitation and length of stay and yield.				DCS	X		Communication distribution list established, tourism directory being expanded in order to improve communication of events/programs. Ongoing - Newsletters, information bulletins distributed on a regular basis.
			1.3.1.c	Engage with tourism and business groups to build relationships and develop 1.3.2.a concept.				DCS	X		Village committee meetings attended and major event meetings held. Dialogue ongoing.
1.4	1.4.1	Brand developed		Develop a structure to effectively support and grow tourism and local business.	Structure in place. Productive meetings.			DCS			Identification and development of a 'Blayney' brand undertaken within budget constraints. Draft brand image and marketing concept finalised for approval.
				Work with the community and organisations within the region to develop a recognised brand for the Blayney Shire.				DCS	X		Discussions held with local State and Federal members as to bridge, road and other funding. Lobbying and applications submitted for future funding opportunities.
1.5	1.5.1			Advocate for increased funding for transportation assets through Federal and State programs	Representations made to relevant agencies			GM, DIS	X		Council officers attended PEG meeting in March.
								DIS	X		Updated information provided to public during period

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT		
Op Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT		
1.6	Seek opportunities to build a vibrant local retail and business sector.	Cooperative projects. Opportunities identified and followed up.		Seek partners and funding for project development.	Partners and Funding sought.	DCS		X	Funding obtained. Town Centre Revital Plan is a key element of upcoming consultancy and will complement brand identification and marketing strategy for Blayney Shire.		
			1.6.1.a						(retail) business attraction and growth in weekend visitation.		
1.6.2	Build and retain relationships with government bodies and NGOs to assist small business	Productive relationships. Number of activities.		Engage with small business assistance government bodies and develop concept.	Meetings held	DCS		X	Ongoing dialogue with Office of Small Business, Dept of Industry and Investment and RDA regarding business attraction and development. Meeting with RDA re: Business Investment on 30/7/14. Business Investment information added to Council website.		
			1.6.2.a								
1.6.3	Support and encourage the establishment or expansion of local businesses	New businesses. Empowered local business.		Develop promotional package with shire information on business development.	No. of enquiries.	DCS		X	Information on Council website expanded. Major thrust will follow completion of the Economic Planning consultancy. A number of approaches accommodated.		
			1.6.3.a								
1.6.4	Develop an environment that will attract technology or internet based industry to come to Blayney.	Establishment of technology industries and technologies.				DCS			Planned for future years. To be incorporated in Planning Review forming part of consultancy work. NBN Fixed Wireless technology being rolled-out in Shire Villages [not Blayney township] Operational in 12 months time (April 2015).		

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014										
COMMUNITY			DELIVERY PLAN		OPERATIONAL PLAN			4TH QUARTER REPORT		
TASK		Op Ref.	TASK		Op Ref.	TASK		DIRECTOR	COMPLETED	COMMENT
TASK		Op Ref.	TASK		Op Ref.	TASK		DIRECTOR	COMPLETED	COMMENT
STRATEGIC DIRECTION 2- A CENTRE FOR SPORTS AND CULTURE										
2.1	2.1.1	Encourage development of a calendar of sport and cultural events.	Information provided on web site and updated by sporting groups.	2.1.1.a	Website development to accommodate calendar maintenance by groups.	Website upgrade.	DCS	X	Decision to be taken re: development of a dedicated Sports website. Consultation required through Sports Council, Sports Tourism promotional plan to be developed.	
	2.1.2	Engage with key groups and organisations with a view to developing community partnerships for conducting activities and programs.	Participation of organisations.	2.1.2.a	Build relationships and meet with key organisations and groups.	Meetings held.	DCS	X	Working through Towns & Villages Committee.	
	2.1.3	Engage with the Shire youth to facilitate progress and activities across the Shire.	Youth activities held. Meetings of Youth Council.	2.1.3.a	Consultation through Youth Council meetings held in partnership with Blayney High School.	Attendance at meetings.	DCS	X	Consultation through High SRC on pertinent matters.School Review of future to be undertaken.	
				2.1.3.b	Youth activities held in Shire during Youth Week.	Grant submission and acquittal completed in accordance with requirements.	DCS	X	2014 Youth Week Application approved. Blayney Youth Week grant to be offered during 3rd Quarter.	
				2.1.3.b						Guide is being developed along with policy to assist communities. Risk assessments have been developed and trialled.
										See above. Trial at Cadia Open Day well covered and details being reviewed.

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY				DELIVERY PLAN				OPERATIONAL PLAN				4TH QUARTER REPORT			
Op Ref.		Task		Measure		Op Ref.		Task		Measure		Director		Ongoing	
Csp Ref.		Task		Measure		Op Ref.		Task		Measure		Director		Completed	
2.1.5		Encourage and facilitate an active and healthy community by developing accessible programs through CentrePoint and local sporting groups.		Develop programs and activities with the community. Maintain facilities in accordance with financial estimates.		2.1.5.a		Provide a broad range of quality sport and leisure opportunities for Shire residents.		Continued community promotion of healthy living.		DEES		X	Promotion of CentrePoint activities and facilities ongoing during period.
2.2	2.2.1	Encourage active participation in sport.		Participation in Regional Sport promotions.		2.2.1.a		Provide and maintain active and passive recreation facilities for the shire communities.		Maintenance to be provided as in accordance with Council's adopted Assets Management Plan.		DPS, DCS		X	Maintenance and Parks improvements undertaken per Parks and Gardens Facilities Assets management Plan and within resource constraints.
2.2.2		Establish and support a community based representative body for sporting groups.		Report written and council established		2.2.2.a		Participate in programs and maintain Council membership to Western Region Academy of Sport.		Membership renewed.		DCS		X	Membership renewed.
2.2.2						2.2.2.b		Continue partnership in Sport Award Program to encourage participation at representative level.		Sports awards issued.		DCS		X	Working with Radio 2BS to promote awards program. Sports Council also provided with material.
2.2.2						2.2.2.c		Establish Council and develop Terms of Reference/Constitution. For the collation of information to be used to develop Parks & Gardens Asset Management Plan.		Meetings conducted with strong attendance rates.		DIS		X	Meetings held on regular basis with sound attendance rates.
2.2.2						2.2.2.d		Provide funding for sporting group development projects.		Grant applications take up available funding.		DIS		X	Funding provided through Financial Assistance Program as and when applications received.
2.2.2						2.2.2.e		Develop relations with NSW Sport & Recreation and apply annually for grants to increase recreational activities in Bayview Shire.		Funding made available.		DIS		X	Funding provided through NSW Government programs for Napier Oval toilet block, KGO and Showground building improvements.

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT		
Csp Ref.	Op Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT	
2.3	2.3.1	Encourage participation and continue relationships with music organisations.	Scholarships awarded	2.3.1.a	Participate in programs and maintain Council's membership to Regional Music Programs.	Membership renewed.	DCS	X		Membership renewed.	
					2.3.1.b	Continue partnership in the Blayney Shire Music Scholarship program with regional partners	Music scholarships awarded.	DCS	X	Music Scholarships awarded during quarter.	
	2.3.2	Develop partnerships with other arts organisations to help deliver arts and cultural activities	Arts and cultural activities coordinated.	2.3.2.a	Actively support and promote the Arts Outwest division of NSW Ministry of the Arts.	Programs promoted in the Shire	DCS	X		Approaches made to and by Council. Art exhibitions held in November 2013 and March 2014.	
					Develop marketing and promotional information for website and distribution to promote use of the facility.	Marketing and promotional information developed	DCS	X	Council website populated with 'Community Centre' and available on-line.		
	2.3.3	Encourage the use of the Blayney Shire Community Centre as a facility for arts and culture.	Use of facility.	2.3.3.a	Maintain and operate Blayney Library	Maintain membership of Central West Libraries	DCS			Membership renewed and joint agreement signed.	

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014									
COMMUNITY			DELIVERY PLAN		OPERATIONAL PLAN				
Csp Ref.	Dp Ref.	TASK	MEASURE		Op Ref.	TASK	MEASURE	DIRECTOR	COMMENT
STRATEGIC DIRECTION 3: PRESERVE AND ENHANCE OUR HERITAGE AND RURAL LANDSCAPES									
3.1	3.1.1	Protect and enhance biodiversity, native, vegetation, river and soil health.	Developed strategies for protection	3.1.1.a	Assess all DA's with appropriate regard to the minimisation and mitigation of loss or harm to native vegetation.	Proper regard given to native vegetation in DA Assessment / Determination.	DPES	X	Applied to all applications assessed/determined during period
				3.1.1.b	Engage with CMAA's and landcare group to promote value of retention of native vegetation	Attendance at meetings and availability of information.	DPES	X	Ongoing attendance at meetings and available information considered during period
				3.1.1.c	Mapping and calculate area of remnant native vegetation in Blayney Shire	In consultation with Centroc identify remaining native cover mapped in BLERP 2011.	DPES	X	Future project to be done when funding and provider available
	3.1.2	Facilitate the delivery of more planting on Council owned and controlled land.	Compliance with strategy	3.1.2.a	Identify suitable planting areas	Areas identified and mapped.	DIS	X	Locations identified in village enhancement programs.
				3.1.2.b	Complete Roadside Vegetation Management Plan (RVMP)	Completed RVMP	DIS	X	Project finalised. Plan utilised for future funding opportunities.
3.2	3.2.1	Adopt and implement the Draft Integrated Water Cycle Management Plan.	Implementation of agreed activities and tasks	3.2.1.a	Prepare a report for Council consideration to adopt WCM Plan	WCM Plan adopted	DIS	X	Council continues to await NSW Office of Water approval.
		Enhance the community's understanding of biodiversity issues and work towards positive behavioural change	Research resourced and made available.	3.2.2.a	Actively participate in local and regional catchment management groups to increase sharing of knowledge and participate in catchment wide projects and programs	Number of meetings attended	DPES	X	Meetings attended during period
3.3	3.3.1	Pursue recognition of heritage items in draft LEP 2011.	Information to public advice	3.3.1.a	Implement heritage matters adopted in the BLERP 2011	Implement BLERP 2011	DPES	X	BLERP 2012 now in place and heritage continually being addressed..

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014										
COMMUNITY			DELIVERY PLAN		OPERATIONAL PLAN			4TH QUARTER REPORT		
Csp Ref.	Dp Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
				3.3.1.b	Review and promote Heritage Grants program	Promotion of Heritage Grants program	DEES	X	X	Ongoing review and promotion during period
				3.3.1.c	Provide quality functional and accessible heritage advice	Heritage Advisor service available	DEES	X	X	Ongoing service provided monthly
		Identify items of natural heritage in Blayney Shire.	Information to public Heritage advice	3.3.2.a	Source funding for natural heritage research and identification	Apply for grants, as appropriate.	DEES	X	X	Grant applications to be made when money available and appropriate
				3.3.2.b	Promote advantages of heritage listing and availability of funding/grants through Heritage branch and Council.	Public information made available. Number of local grants made.	DEES	X	X	Local grants during period reported to Council. Public information made available in Council foyer and on website
		Pursue sustainable land use practices based on the protection and restoration of natural resources, innovative land use policies and government and community partnerships.	Develop partnerships with relevant organisations.		Regularly attend and participate in local Catchment Management Authority meetings/workshops	Maintain regular contact with CMA	DEES	X	X	CMA meetings attended and ongoing contact maintained during period
3.4	3.4.1			3.4.1.a	Loose with and support local Bushcare and Landcare groups.	Maintain regular contact with local Landcare groups.	DEES	X	X	Established Iris with local Landcare group.
				3.4.1.c	Investigate/review best practice in local government related to sustainable land use practices for urban and rural areas.	Review information as available.	DEES	X	X	New information reviewed as it becomes available and used in Blayney Shire Council where appropriate

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014										
COMMUNITY			DELIVERY PLAN		OPERATIONAL PLAN			4TH QUARTER REPORT		
Csp Ref.	Dp Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 4: DEVELOP AND MAINTAIN SHIRE INFRASTRUCTURE										
4.1	4.1.1	Manage Local Road Network to agreed service levels.	Performance budget/time/quality. Meeting service levels. Customer request system.	4.1.1.a	Sealed roads are provided to meet the needs of road users within financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Construction undertaken, as per budget. Reseal program, as per budget. Record customer issues and monitor response times.	DIS	X		Routine inspections and maintenance undertaken within budget limitations. Reseal program completed with some exceptions. Heavy Patching works associated with flood damage program completed.
				4.1.1.b	Unsealed roads are maintained in accordance with Council's Asset Management Plan and financial constraints.	Asset inspections undertaken in accordance with Assets Management Plan. Gravel re-sheeting program undertaken, as per budget. Length of road maintained (e.g. Graded, patched, table drains) for each classification. Record customer issues and monitor response times.	DIS	X		Maintenance and Gravel re-sheeting programs undertaken.
				4.1.1.c	Bridges and major culverts are maintained in accordance with Council's Assets Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Record customer issues and monitor response times.	DIS	X		Newbridge Rd and Garland Rd bridge replacements completed. Structural inspections undertaken with load limits imposed on Feltimer Rd over Coombing Creek, and Gallymont Rd over Feltimer Creek. Bypass constructed on Gallymont Rd to ensure heavy vehicle access.

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014									
COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT
Csp Ref.	Op Ref.	Task	Measure	Op Ref.	Task	Measure	Director	Ongoing	Completed
4.1.2	4.1.2	Manage Regional and State Road Network to agreed service levels.	Service levels provided in accordance with State Government funding.	4.1.2.a	Sealed roads are maintained in accordance with Council's Assets Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program designed and implemented in line with financial constraints. Record customer issues and monitor response times.	DIS	X	Patching program ongoing. Council continues to address customer complaints in reactive manner due to limited resources.
		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerbs and gutters, bus stops etc.	Performance budget/time/quality. Meeting service levels. Customer request system.		Footpaths and cycle ways are provided to meet the needs of pedestrians within financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program designed and implemented in line with financial constraints. Construction program completed as per budget constraints. Record customer issues and monitor response times.	DIS	X	Program adjusted in consultation with RMS. Shared path pram ramp installed in Binswood Street.
4.1.3				4.1.3.a					

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014									
COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT
Csp Ref.	Dp Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED
					Kerb and gutter is provided in accordance with Council's Assets Management Plan.	Asset inspections undertaken in accordance with Asset Management Plan Construction program designed and implemented in line with financial constraints.	DIS	X	Council continues to address customer complaints in reactive manner due to limited resources.
				4.1.3.b					
					Parking areas provided in accordance with Council's Assets Management Plan.	Asset inspections undertaken in accordance with Asset Management Plan.	DIS	X	Blayney Shire Community Centre carpark rescaled and line marked.
				4.1.3.c					
					Bus facilities are provided for new residential and rural residential estates, in accordance with Council's Section 94 Plans.	Conditions applied to Development Applications.	DIS	X	Further facilities subject to request and investigation.
				4.1.3.d					

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014									
COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT
Csp Ref.	Dp Ref.	Task	Measure	Op Ref.	Task	Measure	Director	Ongoing	Completed
					Traffic facilities are provided, in accordance with Council's Asset Management Plan, to enhance road safety.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program developed in line with financial constraints. Record customer issues and monitor response times.	DIS	X	Council continues to address customer complaints in reactive manner due to limited resources.
				4.1.3.e	Street lighting is provided to meet the needs of road users and reduce Council's costs.	Compliance within Australian Standards is maximised as funding permits.	DIS	X	Essential Energy continues to undertake street lighting maintenance program.
				4.1.3.f	Street cleaning is undertaken, as required.	Street cleaning program is developed and implemented.	DIS	X	Street cleaning undertaken subject to demand.
				4.1.3.g	Ensure compliance with legislation pertaining to operation of gravel pits.	Asset inspections carried out. Performance reports developed to identify legislative requirements.	DIS	X	Injury surveys completed on quarterly basis.
4.1.4		Source road making materials in environmentally responsible manner.	Regulatory compliance	4.1.4.a	Manage contractors engaged in the processing of road making materials to ensure legislative compliance	Review Contractors and performance	DIS	X	Contractors plant inspected as required for individual projects.
				4.1.4.b	Road making materials stocks are maintained at a level to ensure timely supply for works.	Stockpile levels are monitored on a regular basis. Road making materials availability is linked to works program.	DIS	X	Crushing operations undertaken to support project demand. Increased levels resulting from increased roadwork demands.
				4.1.4.c					

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT		
Csp Ref.	Dp Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT	
				4.1.4.d	Closed gravel pits are rehabilitated	Pit Management Plans are developed	D15	X		Plans not commenced due to resourcing constraints.	
				4.1.4.e	Road making supplies are sought to ensure future needs are met	New road making supply sources are identified.	D15	X		Project not commenced.	
		Implement the Blayney Shire Council Asset Management Plan	Quantity and quality of information allocated	4.1.5.a	Data for the Asset Management Plan is collected in a timely manner	Information recorded in the asset management database. Asset Management Plan is maintained and up to date.	D15		X	Condition assessment of footpaths completed, other assets based upon resourcing ability.	
	4.1.5			4.1.5.b	Programs are developed in accordance with Road Asset Management Plan principles	Works programs are developed utilising data and principles from the Roads Asset Management Plan	D15		X	Councillor Roads Tour undertaken (April). Road inspections undertaken on regular basis. Works priorities and principles reviewed as part of Asset Management review.	
		Seek additional grant funding for construction and maintenance of roads and associated facilities	Applications submitted and Grant funds received.	4.1.5.b	Applications are prepared and submitted for funding under the NSW Government's REPAIR Program on a yearly basis	Applications are submitted in full and on time	D15		X	Application for Hobbys Yards Rd (Ch. 9.8 - 10.9km from Trunkley Creek) submitted and approved.	
	4.1.6			4.1.6.a	Applications are prepared and submitted for funding under Government programs as they arise	Applications are submitted in full, and on time.	D15		X	Blackspot funding applied for and successful for Forest Reefs Road, and Newbridge Road.	
				4.1.6.b	Representations are made through the local State and Federal Members of Parliament for assistance to obtain additional funding for significant projects	Details of representations made are recorded including outcomes	D15		X	Engagement with NSW and Australian Government Local Members of Parliament seeking further funding undertaken. Specific request made for Forestry operations damage to Neville Road.	
				4.1.6.c							

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY				DELIVERY PLAN				OPERATIONAL PLAN				4TH QUARTER REPORT			
Csp Ref.		Op Ref.		MEASURE		TASK		TASK		MEASURE		DIRECTOR		Ongoing	
Op Ref.		Op Ref.		MEASURE		TASK		TASK		MEASURE		DIRECTOR		Ongoing	
Op Ref.		Op Ref.		MEASURE		TASK		TASK		MEASURE		DIRECTOR		Ongoing	
	4.1.7	Plan for future transport and road infrastructure to service future needs		Projects are 'shovel ready'		Road network and supporting facilities are analysed to identify opportunities for development		Projects identified for further investigation		DIS		X		Bridge and waterway crossing program adopted by Council March 2014.	
						4.1.7.a		Projects are scoped and designed to a 'job ready' state for when funding opportunities arise.		A suite of suitable projects have documentation prepared.		DIS		X	
	4.1.8	Investigate opportunities for stormwater harvesting and reuse		Projects identified and implemented. Successful grant applications.		4.1.7.b				DIS, DPES				2013/14 capital program documentation completed. 2014/15 capital program design underway, including negotiation with affected landholders.	
	4.1.9	Apply the principles of Water Sensitive Urban Design (WSUD) to stormwater management		Completion of WSUD policy. Investigate grant funding.						DIS, DPES				Planned for future years.	
	4.1.10	Prepare Stormwater Management Plans		Completion of Plans		Prepare and implement stormwater strategic management plan to reduce impacts of stormwater quality and quantity on the local environment.		Millthorpe Stormwater Strategic Management Plan completed.		DIS, DPES		X		Tender brief for Millthorpe Stormwater Management Plan commenced.	
	4.1.11	Maintain cemeteries in accordance with the community's needs and expectations		Compliance with regulations. Maintain records.		4.1.10.a		Maintain Cemetery Records in accordance with adopted procedures		Cemetery records up to date. Burial permits and approvals for monumental work issued.		DPES		X	
						4.1.11.a		Cemetery Management Plan developed		Draft Cemetery Management Plan adopted. Consultation conducted.		DPES		X	
						4.1.11.b		Maintain cemeteries within available funding levels		Record customer issues and monitor response times		DPES		X	
						4.1.11.c									

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY				DELIVERY PLAN				OPERATIONAL PLAN				4TH QUARTER REPORT			
Op Ref.		Task		Measure		Op Ref.		Task		Measure		Director		Ongoing	
Op Ref.		Task		Measure		Op Ref.		Task		Measure		Director		Completed	
4.1	4.1.12	Identify surplus Council owned assets for possible sale to be invested in infrastructure reserve.		Assets identified for sale		4.1.12.a		Undertake review of Council assets to identify those surplus to requirements		Review commenced		DPES, DIS		X	Continued review of assets
						4.1.12.b		Proceeds from sale of surplus Council assets restricted for future infrastructure purpose (i.e. Infrastructure Reserve)		Funds transferred		DCS		X	Surplus land identified and reported to Council. No asset sales during year.
	4.1.13	Maintain and improve Council owned building assets		Implementation of Building maintenance program		4.1.13.a		Complete buildings asset management plan		Asset Management Plan available for review.		DPES		X	Completed and adopted by Council. Ongoing. Plan now part of IP&R Plan documents.
4.2	4.2.1	Maintain the availability and quality of water for use in rural areas		Water availability and quality. Operational bores.		4.2.1.a		Manage the water supply bores in rural locations to provide a secure 'non potable' supply of water to the Shire		Maintain bore licenses and comply with conditions.		DIS		X	Licences renewed as required. Village bores secured with new key system.
						4.2.1.b		Meet with Central Tablelands Water representatives on a regular basis		Meetings attended		DIS		X	Meetings undertaken to discuss CWUA.
						4.2.1.c		Participate in Central Water Utilities Alliance		Meetings attended.		DIS		X	Regular teleconference meetings for sewer strategic business plan (SBP) development. Draft SBP on public exhibition. Community newsletter and mailouts provided.
4.2.2	4.2.2	Ensure Sewerage Treatment Plant are able to meet needs of the Blayney Shire		Maintain to licensing standards		4.2.2.a		Manage treatment plant to effectively treat raw sewage		Ensure compliance with licence requirements.		DIS		X	Licence review completed with NSW EPA.
						4.2.2.b		Implement CEEP2 Aeration pond upgrade (Subject to successful grant application)		Project implemented.		DIS		X	CEEP2 Project completed. Operational tuning for enhanced energy outcomes to be refined.

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

DELIVERY PLAN				OPERATIONAL PLAN				4TH QUARTER REPORT			
COMMUNITY		TASK		MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
Csp Ref.	Op Ref.	TASK		MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
4.2.3		Provide an effective and safe Sewerage Collection Network for Blayney Shire	Achieve network maintenance		4.2.3.a	Maintain the network of collection mains and manholes	Number of overflows. Annual replacement program implemented. Provide a level of service for connections including attending to chokes and overflows. Problem sewer mains identified and remedial works undertaken.	DIS	X		CEEP2 (Control) project to be refined to reduce inflows. Chokes attended as and when they occur.
					4.2.3.b	Monitor and maintain pump stations to provide efficient conveyance of sewage	Number of overflows annually	DIS	X		Pump stations operating per normal. Network telemetry upgrade underway as part of CEEP2 project. Anticipate works to be completed Q1 2014/15
					4.2.3.c	Provide treated effluent to Cadia Valley Operations	Compliance with agreement.	DIS	X		Treated effluent transferred subject to demand.
					4.2.3.d	Update the 'Developer Servicing Plan' in relation to sewer services.	Consultation undertaken and Plan updated	DIS	X		Revised scenarios being considered as part of NSW Public Works engagement.
					4.2.3.e	Review Best Practice Compliance	Review undertaken to identify compliance gaps and development of action plan	DIS	X		Council sewerage infrastructure continues to be operated in accordance with Best Practice requirements.
4.2.4		Ensure that the disposal of liquid waste in rural areas is carried out in a healthy manner without negative environmental impact.	SMF's (sewerage management facilities) reviewed.		4.2.4.a	Review and update Council's Sewer Management Facilities Procedure	Review and update of procedure completed.	DEES	X		Review and update being done by Environmental Officer

This in Page No. 46 of the Attachments Paper of the Ordinary Meeting of the Blayney Shire Council held on 16 September 2014

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY				DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT		
Csp Ref.	Op Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	Ongoing	Completed	Comment		
	5.2.2	Provide for the implementation of projects, identified in Council's Pedestrian and Access Mobility, Bike Plan to improve community health and fitness	Meetings attended	5.2.2.a	Develop annual implementation plan of priority pedestrian/cycling projects	Plan is developed annually. PAMP is used to identify remaining priority projects.	DIS	X		Implementation plan developed in consultation with RMS, subject to funding. PAMP to be revised.		
				5.2.2.b	Implement the annual pedestrian cycling projects plan.	Projects compliant with RMS funding guidelines to maximise funding potential	DIS	X		Funding approved for Carcoar Street (Charles - Stillingfleet St) Shared path project.		
				5.2.2.c	Participate in Blayney Shire Access Committee	Attendance at Access Committee Meetings	DCS		X	Committee meetings held.		
				5.2.2.d	Council ensures that adequate access is provided to all buildings and public spaces, as required by legislation.	Street-side access issues identified are assessed and included in future works programs where warranted.	DIS, DPES	X		Access issues, where applicable, addressed in all applications lodged with Council. Applications considered via Access Committee		
5.3	5.3.1	Implement programs to build community skills with computer technology, and community participation and social inclusion amongst older Australians.	Internet access available to community. Program participation.		Provide support for the provision of information and communication technologies in the Shire	Information provided on Council's website and Blayney Library. Internet access available at library. Identify opportunities within villages for internet call or public access. Promote Seniors Broadband program.	DCS	X		Information on website. Internet access available at Library. Promotion of Seniors Kiosk ongoing.		
5.4	5.4.1	Develop and implement a community engagement process and policy	Informed communities	5.4.1.a	Utilise electronic survey processes, social and print media to promote, research and engage with the community.	Undertake community surveys. Issued press releases. Respond to community issues and needs in future delivery plans.	DCS	X		Engagement ongoing. Press releases; community newsletter; electronic media updates; and advertising undertaken.		

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014									
COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT
Csp Ref.	Dp Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED
	5.4.2	Develop and implement plans for villages and township	Plans are implemented	5.4.2.a	Plans developed – implementation on-going as funds become available	Plans are implemented	DEES	X	Plans developed and being discussed with local communities. Actions implemented when finances and staff available
	5.4.3	Encourage volunteerism within the Community	Promotion undertaken	5.4.3.a	Develop promotional campaign material	Promotion on Council website and Newsletters.	DCS	X	Dedicated section added to website and promoted via flyers and newsletters (printed and on-line).
				5.4.3.b	Develop database of community organisations and contacts in Shire	Information accessible.	DCS	X	Community Directory created and available on-line with 'search' facility. Proposed for further enhancement with targeted promotion to review, correct and add information.

This in Page No. 49 of the Attachments Paper of the Ordinary Meeting of the Blayney Shire Council held on 16 September 2014

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014									
COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT
Csp Ref.	Op Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED
6.3	6.3.1	Provide a framework for the efficient and effective administration of Council.	Assess Council's position against Better Practice Review.	6.3.1.a	Implement internal audit program.	Business process reviews undertaken.	DCS	X	Audit committee meetings undertaken during quarter. Business process review deferred to 2013/14.
				6.3.1.b	Review of policies every 4 years.	25% of policies reviewed.	DCS	X	Policies reviewed as required during quarter.
				6.3.1.c	Undertake a Better Practice Review of Council activities	Review commenced	DCS	X	Better practice review template refined for commencement in July 2013. Ongoing.
				6.3.1.d	Provide training for Councillors and staff	Identified Training programs for Councillors and staff	GM	X	Training ongoing.
	6.3.2	Maintain a stable and secure financial structure for Council.	Report financial outcomes as required by legislation.	6.3.2.a	Review ten year financial plan	Plan reviewed.	DCS	X	2014/15 - 2023/24 Financial Plan adopted February 2014.
					Review and report on Council's budget performance	Quarterly Budget review to Council.	DCS	X	Quarterly review of Operational plan undertaken reported quarterly per legislative requirements.
				6.3.2.b	Council's annual statements completed per statutory requirements.	Audited statements lodged with DLG within statutory timeframe.	DCS	X	2012/13 Audited statements lodged with Division of Local Government 16/09/2013.
				6.3.2.c			GM	X	Council has reviewed all documents and made submissions to relevant organisations. Future submissions to review panel documents ongoing.
	6.3.3	Support actions for the sustainable future of local government.	Review Destination 2036 outcomes and actions to improve local government.		Promote activities that reduce the volume of greenhouse gases emitted into the atmosphere.	Attend regional organisation meetings and provide information on Council's website.	DEES	X	Meetings attended during period and info placed on website when available and of interest to community
	6.3.4	Develop strategies that respond to the impact of climate change on the community.	Supply of community information.	6.3.4.a					

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014

COMMUNITY			DELIVERY PLAN				OPERATIONAL PLAN				4TH QUARTER REPORT			
Op Ref.	Task	MEASURE	Op Ref.	Task	MEASURE	Op Ref.	Task	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT		
6.4	Provide support for emergency management in Blayney Shire in accordance with SEEMA Act	Emergencies responded to.				6.4.1.a	Provide executive support to the Local Emergency Operations controller and the Local Emergency Management Committee	LEMO organises and attends meetings. ERM reviewed. Displan reviewed. Exercises conducted with support of Council. The EOC is maintained in a state of readiness.	DIS (LEMO)	X		LEMC meetings conducted on quarterly basis. Council officers attended EM Planning Workshop in February (Sydney) and hosted (Blayney) Pilot Workshop in June.		
						6.4.1.b	Support the operation of the SES	Plant and equipment funded. Provide accommodation and support for SES unit.	DIS (LEMO)	X		Council continues to provide facilities and support. Fleet transferred to SES HQ		
6.4.2	Undertake regulatory responsibilities for environmental health and animal control.	Regulatory responsibilities are met				6.4.2.a	Provide the statutory animal control services	Animal control services provided.	DEES	X		On-going animal control services provided during period		
6.4.3	Educate communities on road and pedestrian safety	Programs delivered				6.4.3.a	Work with state and regional organisations in the retention of a Road Safety Officer	Provide financial support for the employment of the Road Safety Officer	DIS	X		RSO position continues to develop programs and deliver safety initiatives to the Shire. RSO Program Funding Agreement confirmed for period 2014-2017		
						6.4.3.b	Assist in the development of the annual Road Safety Action Plan	Annual Plan Developed.	DIS	X		Delivery of Annual road safety action plan for 2013/14 completed, in conjunction with Bathurst Regional Council. Action plan for 2014/15 approved by RMTS.		
6.4.4	Review risk management of council operations.	Plan is implemented and risk managed.				6.4.4.a	Develop Enterprise Risk Management Plan	Plan completed.	GM	X		Risk Management plan being prepared with councils insurer. Future policies will include risk reviews		

4TH QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - JUNE 2014									
COMMUNITY			DELIVERY PLAN			OPERATIONAL PLAN			4TH QUARTER REPORT
Csp Ref.	Dp Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED
					Implement Risk Management Plan	Implementation commenced.	GM	X	
				6.4.4.b					
									Plan identified with council's insurer and implemented. Reviews undertaken at Centre Point, footpaths and walkways and work sites.



Blayney Shire Council

Policy Register

Policy No 4B

Policy Title	Investment Policy
Document/File No	A8-1
Officer Responsible	Manager Financial Services
Last Review Date	02/09/2014

Objectives

To outline Council's investment Strategy

Policy Statement

Blayney Shire Council



Investment Policy

Policy

1.1 Objectives

- (a) To undertake investment of surplus funds, maximising earnings from authorised investments, whilst ensuring the security of Council Funds.
- (b) To ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

1.2 Legislative Requirements

All investments are to be made in accordance with:

- (a) Local Government Act 1993;
- (b) Local Government Act 1993 – Order (of the Minister) dated 12 January 2011
- (c) Trustee Act 1925;
- (d) Local Government (General) Regulation 2005;
- (e) Local Government Code of Accounting Practice and Financial Reporting;
- (f) Australian Accounting Standards; and
- (g) Office of Local Government Circulars.

1.3 Delegation of Authority

Authorised Officer	Roles & Responsibilities
General Manager	Authority to invest surplus funds and authority to delegate this function in accordance with the councils adopted investment policy.
Director Corporate Services	Per Delegation
Manager Financial Services	Per Delegation
Assistant Accountant	Per Delegation

1.4 Authorised Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

Council shall only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

All investment instruments (excluding short term discount instruments) referred to above include principal and investment income (interest).

Transitional Arrangements

~~(i) Subject to paragraph (ii) nothing in this Order affects any investment made before the Ministerial Order dated 31 July 2008 which was made in compliance with the previous Ministerial Order dated 15 July 2005, and such investments are taken to be in compliance with this Order.~~

~~(ii) Paragraph (i) only applies to those investments made before the Ministerial Order dated 31 July 2008 and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.~~

1.5 Prudent Person Standard

The investments shall be managed with care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

1.6 Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

If engaged, independent advisors shall also be required to declare that they have no actual or perceived conflicts of interest.

1.7 Prohibited Investments

This Investment Policy prohibits any investment carried out for speculative purposes including:

- (a) Derivative based instruments;
- (b) Principal only investments or securities that provide potentially nil or negative cash flow;
- (c) Stand alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
- (d) The use of leveraging (borrowing to invest) of any investment.

1.8 Risk Management Guidelines

Investments are to comply with the following criteria:

- (a) Preservation of Capital - all reasonable measures are to be taken to prevent losses in portfolio value (considering the time value of money);
- (b) Institutional Diversification:
 - a. Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed.
 - ~~b. Direct investments shall not exceed \$500,000 with any one institution, at any one time.~~
 - b. All term deposit investments are to be made with authorised deposit taking institutions covered under the Australian Government Guarantee.
 - c. The maximum holding limit in each rating category and the target credit quality weighting for Council's total portfolio shall be:

Long Term Credit Rating (or Moody's, Fitch Equivalent)	Short Term Credit Rating	Maximum Holding
AAA – AA Category	A1+	100%
A Category	A1-A2	80%
BBB Category & Unrated ADI's	A2-A3	40%

- d. Exposure to individual counterparties/financial institutions will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below (excluding Council's cheque and at call accounts).

Individual Institution Limits		
Long Term Credit Rating (or Moody's, Fitch Equivalent)	Short Term Credit Rating	Maximum Holding
AAA Category	A1+	40%
AA Category	A1+	40%
A Category	A1-A2	30%
BBB Category & Unrated ADI's	A2-A3	20%

- (c) Maturity Risk - the investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Return to Maturity		
Portfolio % < 1 year	Min 40%	Max 100%
Portfolio % > 1 year	Min 0%	Max 60%
Portfolio % > 3 year	Min 0%	Max 30%
Portfolio % > 5 year	Min 0%	Max 20%

- (d) Market/Credit Risk - consideration shall be given to the risk that the fair value or the future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest on an investment;

- (e) Liquidity Risk -

- Matching investments with cash flow requirements.
- Ensure access is available within seven (7) days to at least \$1,000,000 or 10% of value of total investments, whichever is greater.

1.9 Performance Benchmarks

The performance of the investment portfolio shall be against the industry standard 11am Cash Rate for cash investments and BBSW 90 Day Swap Rate for direct investments.

1.10 Measurement

~~As Council continues to hold grandfathered investments such as Collateralised Debt Obligations (CDO's), the investment returns of the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio.~~

1.10 Reporting and Responsibilities of Council Officers

- (e) The Responsible Accounting Officer shall be responsible for reconciling the investment register on a monthly basis and ensuring sufficient records are maintained, including:
 - a. the source and amount of money invested;
 - b. particulars of the security or form of investment in which the money was invested;
 - c. the term of the investment, and
 - d. if appropriate, the rate of interest to be paid, and the amount of money earned, in respect of money invested.
- (f) A monthly report shall be provided to Council, detailing the investment portfolio in terms of performance, investment institution and amount of each investment.
- (g) The report should also detail each average return percentage against the performance benchmark rates.
- (h) For audit purposes, certificates must be obtained from financial institution confirming the amounts of investment held on the council's behalf at 30th June each year.
- (i) The documentary evidence must provide Council legal title to the investment.

1.11 Investment Advisor

Should council engage an investment advisor, the advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

1.12 Grandfathering provisions

This Policy shall only apply to investments made from the date of Council adoption onwards.

1.13 Review of Investment Policy

This policy shall be reviewed annually and any amendments, if necessary shall be approved by resolution of council.

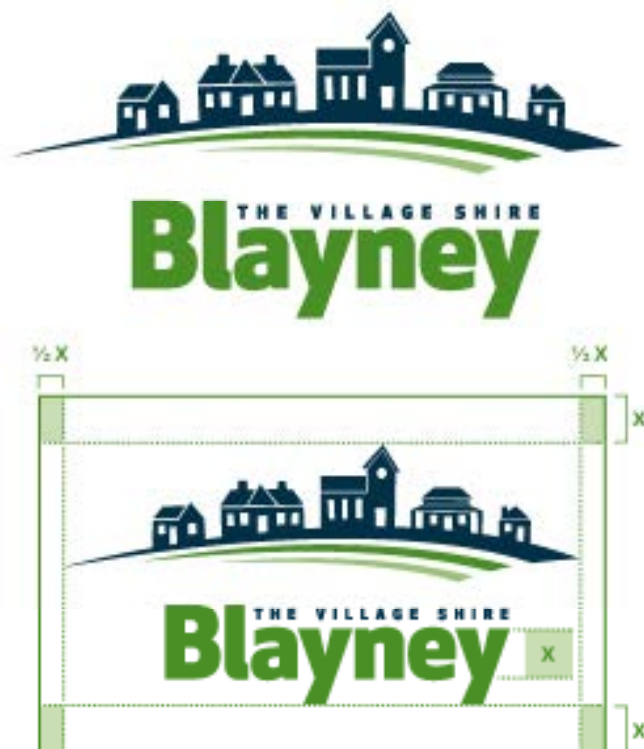
End of Policy

Adopted:	14/10/2003	123
Last Reviewed:	11/10/2005	280
	14/05/2007	07/094
	09/08/2010	1008/04
	14/03/2011	1103/010
	08/08/2011	1108/004
	14/11/2011	1111/011
	12/11/2012	1211/014
Next Review:	11/11/2013	

Style Guide 2014



Logo Usage



Logo Configuration

The 'Blayney - The Village Shire' logo should always be used in a horizontal configuration with all elements of wordmark & symbol included in its presentation.

Clear Space

Where boxed, reversed out of a solid brand colour (see below) or to maximise impact, a general guide for clear space has been given. This space is based upon the x-height unit of the wordmark.

Reversed Logo Usage

The 'Blayney - The Village Shire' logo should only be used reversed out of solid colours from the brand colour palette.

It should not be reversed out of any other colour or be overlaid directly upon photographs.

Instead, the logo should be presented upon white with the correct amount of clear space with a keyline of brand colour.



Colour Palette



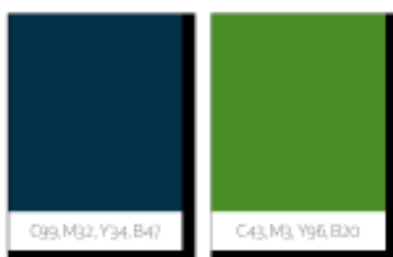
PMS Coated



PMS Un-Coated



CMYK Process Coated



CMYK Process Un-Coated

Print Colour

The "Blayney - The Village Shire" colour palette is taken from the Pantone Matching System (PMS) range of colour guides.

The colour breakdowns are selected to give the greatest consistency over a range of mediums for both speciality and standard CMYK four-colour process printing.

For materials other than print media, please use the PMS Coated colours shown for accurate colour matching.

Screen Colour

The "Blayney - The Village Shire" screen colour is for use in web or multimedia, and is specified using a standard RGB breakdown.



RGB Screen Colours

Type Usage



APEX NEW LIGHT

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

APEX NEW MEDIUM

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

APEX NEW HEAVY

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

ARIAL

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

ARIAL BOLD

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

Typeface

The Apex New typeface family is the primary "Blayney - The Village Shire" typeface.

It should be used for the majority of commercially printed material for body copy, subheads or headers in both uppercase & lowercase forms.

Alternatively, for internal usage and simple electronic media, the Arial typeface family can be used.

The Apex New typeface can be purchased from vllg.com.



Style Guide 2014



Logo Usage



Logo Configuration

The Blayney Shire Council logo should always be used in a horizontal configuration with all elements of wordmark & symbol included in its presentation.

Clear Space

Where boxed, reversed out of a solid brand colour (see below) or to maximise impact, a general guide for clear space has been given. This space is based upon the x-height unit of the wordmark.

Reversed Logo Usage

The Blayney Shire Council logo should only be used reversed out of solid colours from the brand colour palette.

It should not be reversed out of any other colour or be overlayed directly upon photographs.

Instead, the logo should be presented upon white with the correct amount of clear space with a keyline of brand colour.



Colour Palette



PMS Coated



PMS Un-Coated



CMYK Process Coated



CMYK Process Un-Coated

Print Colour

The Blayney Shire Council colour palette is taken from the Pantone Matching System (PMS) range of colour guides.

The colour breakdowns are selected to give the greatest consistency over a range of mediums for both speciality and standard CMYK four-colour process printing.

For materials other than print media, please use the PMS Coated colours shown for accurate colour matching.

Screen Colour

The Blayney Shire Council screen colour is for use in web or multimedia, and is specified using a standard RGB breakdown.



RGB Screen Colours

Type Usage



APEX NEW LIGHT

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

APEX NEW MEDIUM

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

APEX NEW HEAVY

abcdefghijklmnopqrstuvwxyz
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 1234567890

ARIAL

abcdefghijklmnopqrstuvwxyz
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ARIAL BOLD

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BLAYNEY SHIRE COUNCIL	29 AUG 2014	Doc. No.	Verified:	Disp. GA39:	Sent.
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Mr Mathew & Mrs Renae Folpp

36 Avonlee Lane

Blayney NSW 2799

E: matfolpp@yahoo.com.au

M: 0408984460 / 0438683405

Blayney Shire Council

Adelaide Street

Blayney NSW 2799

12th August 2014

To the General Manager

We, Mathew and Renae Folpp of 36 Avonlee Lane Blayney, are a young family who reside in the Blayney community. We both work locally, Renae works at Blayney High School and I work at Cadia. We have three young children, whom attend local schools and use local facilities. We care for and are active participants in our community.

We are writing to seek your support in our proposal to subdivide our land. Our property, 36 Avonlee Lane is 23 acres and we wish to subdivide it into a further one 8 acre lot or two 5 acre lots depending on demand and recommendations. Our intent is to sell the lifestyle blocks with building entitlement and power and leave our existing home on approximately 13 acres.

Although we are aware that it is zoned RU2 Rural Landscape which stipulates subdivision must be of minimum land size of 100 hectares we feel it would not impact on the aesthetic nature, economic productivity, environmental or social impact of the area.

We also feel that this zoning RU2 is not consistent with the existing allotment sizes within this area. Most of which are small rural holdings ranging from 5 acres. We feel that an additional 8 acre block or blocks of 5 acres would not be out of place, particularly as we are situated next to three 5 acre lots previously subdivided.

However, we have addressed the objectives of the LEP 2012 in support of the proposed subdivision.

- 1. To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.**

Our allotment size of 23 acres does not allow for primary industry production, so therefore the subdivision of our land would not compromise this objective.

2. To maintain the rural landscape character of the land.

The rural landscape character of the land would not be changed through the process of the subdivision.

3. To provide for a range of compatible land uses, including extensive agriculture.

Any land uses that could be sustained on our small acreage would not be affected by subdivision and could potentially be achieved on both allotments.

4. To encourage development that will not have an adverse impact on the environmental and scenic qualities of the existing landscape.

We are supporting this objective by providing an opportunity for a potential buyer to utilise this land without adverse impact on the environment. The proposed block is not viewed by any neighbour or road, it is situated at the end of a lane off the Guyong Road where there are no increased traffic issues, and it has existing power so there is no new infrastructure that would compromise the scenic qualities of the land.

We are aware that there is a current 5 acre subdivision on the Browns Creek Road. However we feel this location is not desirable for everyone seeking a small rural holding close to Blayney. Having spoken to local Real Estate Agents they support the need for more small acreages in this area. We have attached a letter from Jim Oates First National in support of the demand for increased numbers of lifestyle acreages within the Guyong Road area.

We feel our block would offer something different to existing small acreages available. The location is a major draw card for local residents whom work in Orange or Bathurst, with less commute time. It is only 2 minutes to the town centre and has school bus runs to all local schools. We feel our block might attract a buyer looking for closer proximity to Blayney, Orange and Bathurst, potentially bringing a new family to the community.

In conclusion we feel that this subdivision would offer someone the opportunity to live in close proximity to Blayney on a small acreage, while still being central to Orange and Bathurst. On our decision to subdivide we have looked closely at the impact on the surrounding area and community, and have found only positives for this subdivision. We hope that you consider our proposal thoroughly and support us.

Could you please inform us when this proposal will be taken to the next Council meeting as we would like to be in attendance?

Yours Sincerely,

Mathew and Renae Folpp



**first
national**
REAL ESTATE

Address
PO Box 40
37 Sale Street
Orange NSW 2800

Contact
P (02) 6362 6966
F (02) 6362 2760
E sales@williamsmachin.com.au
W williamsmachin.com.au

Williams Machin

23rd July 2014

To Whom It May Concern,

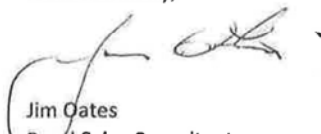
RE: 36 Avonlea lane, BLAYNEY NSW 2799

It is of my opinion that blocks of land of 5 to 10 acres (2 – 4 ha) in the Blayney / Millthorpe area are in demand.

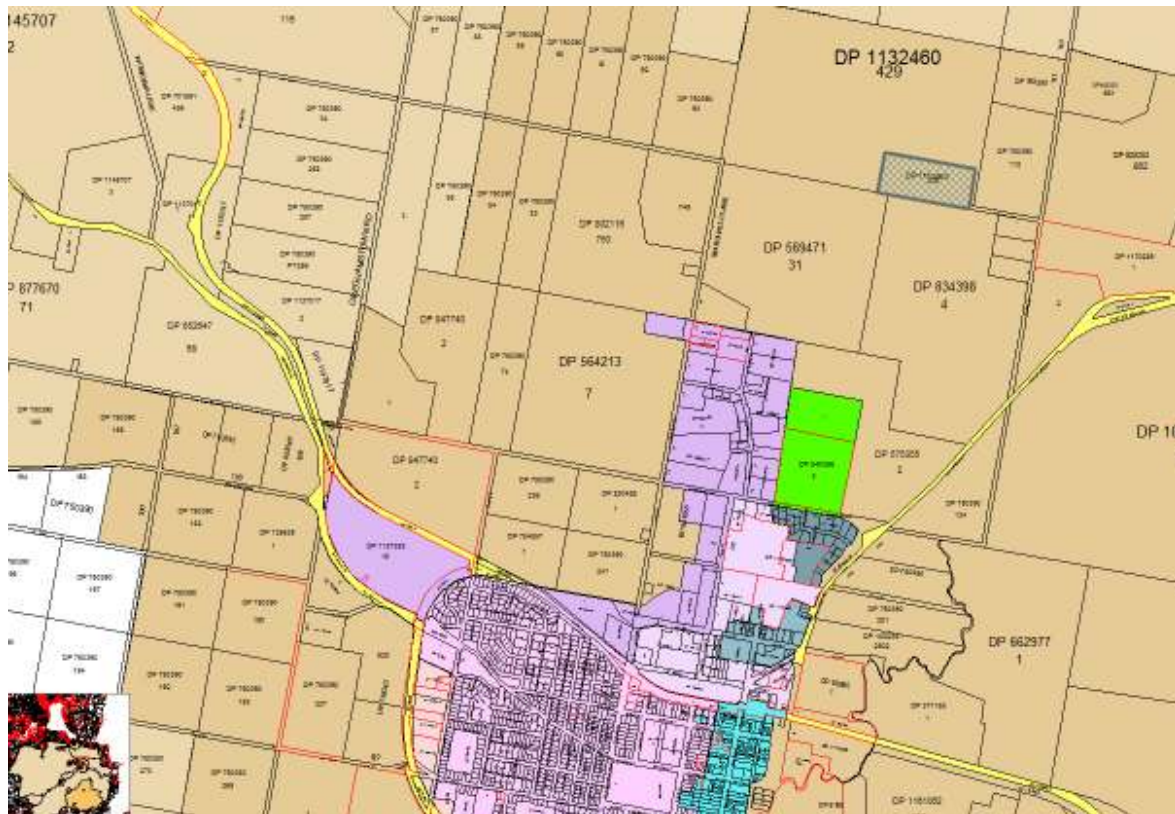
I work for Williams Machin First National in Orange and cover an area between Molong and Mandurama. I would receive 4 to 5 enquiries a week from prospective purchasers for small acreage blocks in this range. Many people are now seeking the rural / residential lifestyle. Blocks of this nature seem to be becoming harder and harder to find.

I have no doubt that blocks of this nature in this area would be in demand.

Yours Faithfully,

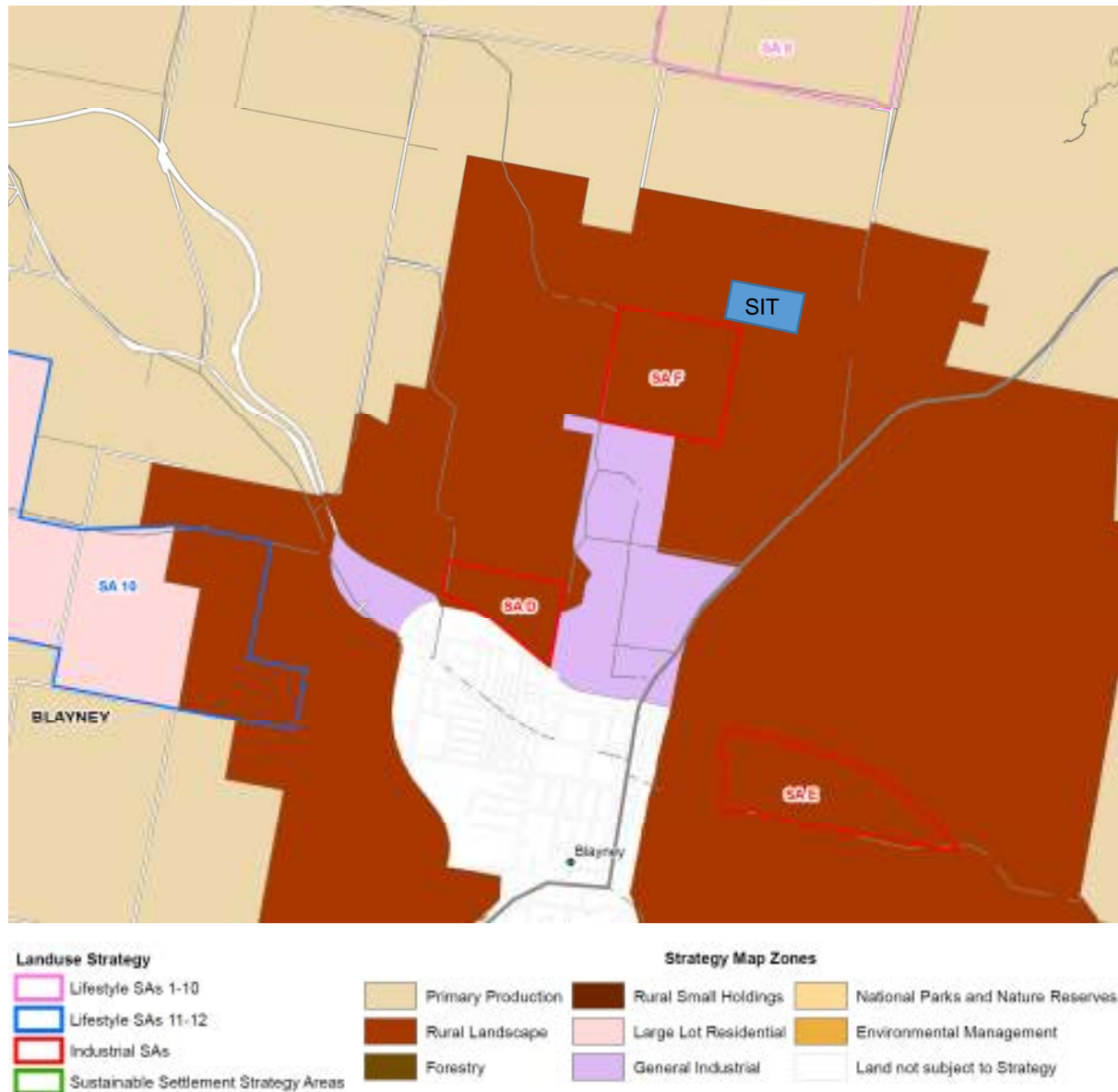

Jim Oates
Rural Sales Consultant
Williams Machin First National

Attachment 2



Map 1: 36 Avonlee Lane, Blayney is shown hatched blue, to the north of the Blayney township, just of the Guyong Road.

Attachment 3



Map 2: excerpt of figure 6.13 from the GHD (2008) Councils of Blayney, Cabonne and Orange City – Sub-Regional Rural and Industrial Land Use Strategy.

**MINUTES OF THE MEETING OF BLAYNEY SHIRE AUDIT COMMITTEE
HELD IN THE COMMUNITY CENTRE ON TUESDAY 30 JULY 2014**

The meeting commenced at 8:33 am.

1. Present

Cr. Scott Ferguson	(Councillor – voting)
Steve Kent	(Chair - Independent – voting)
Phil Burgett	(Independent – voting)
Jennie Robson	(Risk Officer)
Glenn Wilcox	(General Manager)
Anton Franze	(Director Corporate Services – secretariat)

2. Apologies

Mark Griffiths	(Grant Thornton Aust. – Internal Auditor)
John O'Malley	(Intentus Chartered Accountants)

3. Declarations of Interest

Nil.

4. Adoption of Previous Minutes

Recommendation: That the minutes for the previous Audit Committee meeting held on 7 March 2014 were true and accurate records of that meeting.

5. Matters arising from previous minutes

Update provided on Development Applications Review. Recommended that the ICAC Development Assessment Internal Audit Tool be completed then proceed on a review to test the veracity of the assessment.

6. Risk Management Update

- Update provided. Draft Continuous Improvement Pathway & Enterprise Risk Management Plan circularised. Discussion was held on the future direction on Reporting to Council and Progressing an Organisation-wide Risk Plan.
- It was recommended that Council consider conducting workshop(s) to further develop Council Risk Register rather than undertaking reviews. This will give Council a better awareness of its risks.
- It was also recommended that Council focus its Audit Committee budget to the Strategic Risk Initiatives Framework as identified in the adopted Continuous Improvement Pathway with a view to development of a comprehensive Risk Register. The focus on the framework will position Council well into the future and progress the Continuous Improvement Pathway.

7. Audit Committee KPI's and Self Assessment

The KPI's and feedback will be compiled and tabled for the next meeting. The General Manager expressed that the Audit Committee has not added value as a number of problems do not come to the committee. There is however an opportunity now for it to go forward and become more relevant. .

8. External Audit Management Letter and Responses

Information was noted. Draft purchasing procedure still yet to be finalised.

9. Major Developments since last meeting

Major developments since last meeting were discussed including General Manager resignation; Special Rate Variation approved and land revaluation for mining.

10. Status of Prior Report Recommendation's

A status of prior report recommendations was presented to the Audit Committee for review. Progress to date was noted.

10. Future Agenda Items

Review of Internal Audit Plan.

Meeting Dates

Next meeting is to be held 15 October 2014 at the Blayney Shire Community Centre. Future meeting dates will also be circularised.

There being no further business the meeting closed at 10.14 am.

MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING
HELD ON FRIDAY 15 AUGUST 2014
AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 10.00am

PRESENT

Cr Kevin Radburn (Chair), Jackie Barry (Roads and Maritime Services), Reg Rendall (Paul Toole Representative), Peter Foran (NSW Police), Iris Dorsett (Road Safety Officer), Grant Baker (Blayney Shire Council) and Geoff Paton (Blayney Shire Council).

APOLOGIES

Nil.

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held on Friday 20 June 2014 be confirmed to be a true and accurate record of that meeting. (Reg Rendall/Kevin Radburn)

TRAFFIC REGISTER

Update provided and information noted.

CORRESPONDENCE

Blayney to Bathurst (B2B) – Sunday 12 April 2015

- Correspondence noted and look forward to assess TMP/TCP (Kevin Radburn/Peter Foran).

Hobbys Yards Road – Driveways Near Tooheys Lane

RESOLVED:

- Council assess curve advisory signs and/or curve signs (and check site distance).
- Consider placing traffic counters (Jackie Barry/Peter Foran)

Parking – Victoria Street, Millthorpe

RESOLVED: That Council reply to this correspondence advising that the matter has been considered by the Local Traffic Committee whom refers them to previous correspondence on this issue (below);

- *“The Traffic Committee considered that such a change would constitute a risk for road users on Victoria Street given the proximity to the intersection of Park Street, and the geometry of Victoria Street. The proposed change also had the potential to create congestion at the intersection by removing the use of the informal left turn lane.”*

IGA Traffic Report**RESOLVED:** The LTC:

- Notes the withdrawal of the Traffic Management Plan (TMP) (submitted 29 July 2104).
- Reminds Council that the commitments made by Metcash to the LTC on 25 October 2013 have still not been addressed and recommend and Council advice Metcash that this is not acceptable and further, that current unloading operations still present and unacceptable risk to the public and are illegal.
- Also recommends that Council advises Metcash that it will consider the unloading operation within the existing dock if Metcash/IGA is able to demonstrate the workability of this solution. If this is workable it would require Metcash to provide a full compliant Traffic Control Plan (TCP) and accompanying TMP for consideration by the LTC.
- Requests that Metcash/IGA nominate a time and date (within the next 2 weeks) to provide a demonstration at a time convenient to Traffic Committee members (Reg Rendall/Jackie Barry).

Orange Road Traffic Issues

RESOLVED: That the LTC recommends Council writes to the proponent and advises that Council will refer their correspondence to the Roads and Maritime Services (RMS) for their consideration. Also Council and RMS have agreed to placing Traffic Counters in the area to assess speeding issues (Jackie Barry/Peter Foran).

Request for Speed Signs – Logging Trucks, Neville Road

RESOLVED: That the Traffic Committee advises that these signs cannot be placed on a public road (Jackie Barry/Reg Rendall).

B Double Access – Kurangia Road

RESOLVED: The LTC recommends Council approves the B-Double route, with the following conditions:

- Travel not be permitted 7:30-8:30am and 3:30-4:30pm School Days.
- A maximum speed of 80km/h applies (Kevin Radburn/Reg Rendall).

B Double Access – Hanson / Maria Street

RESOLVED: Traffic Committee recommends approval (Reg Rendall/Peter Foran).

Carcoar Cup Running Festival

RESOLVED: To approve the event subject to previous year's conditions and the addition of:

- The requirement to not place permanent markings on the road way, and
- Provision of a compliant certified Traffic Control Plan (Peter Foran/Kevin Radburn).

GENERAL BUSINESS**Line Marking – Hill Street, Blayney**

RESOLVED: The LTC recommends Council:

- Place 'No Stopping' zone along the full length of kerb fencing adjacent to the School Bus zone on Hill Street.
- Then place 'No Parking' (8am to 4pm, Monday to Friday) zone from western end of fence to 10M west of end of recent footpath extension, and
- Road Safety Officer provide information package to the school to use in their newsletter. (Peter Foran/Reg Rendall).

Signage and Speed Zone - Tallwood Road, North Lane and Wattersons Lane, Forest Reefs

RESOLVED: That the LTC recommend Council:

1. Advise that a Speed Zone Review is unlikely to result in a change in speed zone.
2. Erect 'B' size Priority Road/Minor Road intersection (W2-208) or (W2-1) accompanied by '200M' signs below 200M to north and 200M to south of the intersection.
3. Investigate/consult with property owner to remove some or all pine trees on North East corner of intersection (Jackie Barry/Reg Rendall).

INFORMAL MATTERS**Monthly Road Safety Report – June 2014**

Report was noted.

NEXT MEETING

The next meeting of the Blayney Shire Traffic Committee will be held on Friday 17 October 2014.

MEETING CLOSE

The meeting closed at 12.36pm.

MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE
MEETING HELD ON THURSDAY 21 AUGUST 2014
AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 5.46pm.

PRESENT

Jenny McMahon, Councillor Shane Oates, Sharon Kearney, Tom Williams and Mark Dicker

APOLOGIES

Iris Dorsett

CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting held on 8 May 2014 were confirmed to be a true and accurate record of that meeting (Sharon Kearney/Jenny McMahon).

BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

DISCLOSURES OF INTEREST

Nil.

GENERAL BUSINESS

Commonwealth Bank Review of DA69/2014

Council resolved not to grant land owners consent for the abovementioned application.

Access Maps

Councillor Shane Oates showed the first draft of access map developed to date. Some locations including; CentrePoint, Library and crossings were identified as areas that could be included.

RECOMMENDED: The access map for Blayney and Villages is continued to be developed (Tom Williams/Sharon Kearney).

Council Website

RECOMMENDED: That Council prepare a community services directory noting services in the region with acknowledgement of access (disability) services (Tom Williams/Sharon Kearney).

Disability Week – November 2014

The Committee discussed options for raising awareness of disability week.

RECOMMENDED: That Council promote disability within the media in particular the Blayney Chronicle (Jenny McMahon/Sharon Kearney).

NEW BUSINESS

- It was discussed if anyone had heard about an accessible ramp being installed at the Millthorpe Anglican Church.
- It was discussed if anyone knew if the Regional meetings were still taking place.
- Jenny McMahon is to obtain up to date information for a liberty swing that may be able to be installed within the LGA.
- **Heritage Park**
The Committee discussed car parking at Heritage Park.
RECOMMENDED: The Heritage Park requires the post and line marking to be moved further forward (Jenny McMahon/Sharon Kearney).
- **Adelaide Street paving**
The Committee discussed the general condition of Adelaide Street Blayney.
RECOMMENDED: Council investigate the condition of the paved footpaths for trip hazards within Adelaide Street Blayney. (Tom Williams/Jenny McMahon).

FUTURE AGENDA ITEMS

- Disability Week.
- Liberty Swing.

NEXT MEETING

The next meeting of the Access Advisory Committee will be held on Thursday 13 November 2014 commencing at 5.45pm.

MEETING CLOSE

The meeting closed at 6.37pm.

**MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM MEETING
HELD ON THURSDAY 21 AUGUST 2014 AT THE BLAYNEY SHIRE
COMMUNITY CENTRE**

Meeting commenced at 5.02pm.

PRESENT

Councillor Geoff Braddon, Kevin Radburn (Senior), Gerry Nolan, Graham Mendham and Mark Dicker.

APOLOGIES

Councillor Kevin Radburn and Candice Braddon.

CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 8 May 2014 were confirmed to be a true and accurate record of that meeting (Kevin Radburn Senior/Councillor Geoff Braddon)

DECLARATIONS OF INTEREST

Nil.

GENERAL BUSINESS

Draft Cemeteries Management Plan

- Review by General Manager and send to Council for approval.

Muslim Cemetery at Hobbys Yards Cemetery

- Check requirements and establish a section at Hobbys Yards and Blayney.
- Joe Brown had previously developed a drawing.

Rabbits at Blayney and Millthorpe

- Graves being undermined.
- Fumigation to be investigated.

Heritage Funding

Use heritage funding to fix major grave sites in cemetery.

Millthorpe Cemetery

- Vehicle access behind old church and cemetery being damaged by cars: review access needs and block off.

“Teasdale Park”

- Graham spoke advised he was having council look into any records of burials on his property “Teasdale Park”

Shaw Cemetery

- On the property "Mount Macquarie"
- Contains a plaque with all the names on it.
- Bathurst Church of England Diocese may have records
- Cemetery contains a Boer War memorial
- Funding options to undertake restoration works should be investigated.

NEXT MEETING

The next meeting of the Cemetery Forum will be held on Thursday 13 November 2014 commencing at 5.00pm.

MEETING CLOSE

The meeting closed at 5.35pm.

**MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD
ON THURSDAY 21 AUGUST, 2014 AT THE BLAYNEY COMMUNITY
CENTRE**

Meeting commenced 5.30pm.

PRESENT:

David Kingham (Chair, Blayney Council), Grant Baker (Blayney Council), Rosemary Reid (Senior Tennis), Cheryl Rutherford (Junior Tennis), Phil Nankivell (Show Society), Trevor Jones (Harness Club), Michael Tyrrell (Blayney Golf Club), Jodi Spencer (Central Western Dressage Group), Lisa Oborn (Blayney Junior Rugby League), Adam Hornby (Blayney Senior Rugby League) and Michael Truloff (Millthorpe Junior Cricket).

APOLOGIES:

Peter Wakem (Swimming Club), Rodney Corbett (Junior Soccer), Bryce Toohey (Rugby Union), Rachelle Ellem (Millthorpe Junior Soccer), Jeanne Truloff (Millthorpe Tennis) and Chris Smith (Heritage Country Schools).

MINUTES OF PREVIOUS MEETING (as circulated)

RESOLVED: That the minutes from the previous meeting be accepted (Trevor Jones/Phil Nankivell).

BUSINESS ARISING:

Nil.

CORRESPONDENCE:

As emailed.

REPORTS:

PRIORITY LISTING UPDATE

King George Oval:

- Council has submitted a grant application for funding an electronic scoreboard. Junior League already owns one.
RESOLVED: If funding for grant comes through a decision will be made to either accept grant or buy scoreboard from Junior League (Adam Hornby/Michael Tyrrell)
- Rugby Union Clubhouse not going ahead at this time but will stay on list as a low priority.
- Plastic Seating prices: \$50ea or \$100 flip top. Users can volunteer to remove wooden seating. This is to be highest priority at King George Oval.

Blayney Showground:

- Change rooms for soccer players.
- Updating hot water system.
- Drainage going ahead.

Redmond Oval:

- Kiosk upgrade main priority. Can the site be moved for safety reasons?

The current kiosk will be removed and new one erected. Most of the funding will be provided by users and proceeds from Millthorpe Garden Ramble.

Blayney Tennis Courts:

- Application for grant to replace courts 1 – 4 has been submitted. The cost for replacement is \$65,000.

Dakers Oval:

- Cricket Practice nets to be erected.
- Taps needed. Grant Baker to investigate water supply.
- Toilets to be on priority list for some time in the future.

Priority list to be updated for the next meeting.

GENERAL BUSINESS:**King George Oval:**

- Middle storage shed roller door has been replaced.
- Some pine trees need to be removed before any building repairs can be done.
- Home and away gulleys needed for trainers and reserves. Grant to meet with Senior and Junior League. Rugby League members are willing to meet costs and carry out work.
- Junior League fees are doubled when grounds are unfit for training. The suggestion was made and agreed to by Sports Council that fees include training at Centrepoint.
- Fields are waterlogged. Could this have something to do with irrigation on South East corner of Number 1 Oval?

Showground:

Trotting track fence upgrade is going ahead.

Napier Oval:

Toilet block tender has been accepted and will have a 10 week construction period.

Golf Club:

- This weekend (23 and 24 August) greens are being renovated.
- Junior comp will start in the Spring.

Equestrian Group:

- Championships to be held 27 and 28 September.
- Construction of new arena to go ahead during the summer. A meeting of interested parties will be held this weekend.

Sports Person of the Year Dinner:

Jim Newman would like to sponsor a Sports Person of the Year dinner with monthly awards. He would like three categories consisting of junior, senior

and masters. Sports Council would prefer the dinner to be held at either the Golf or Bowling Clubs.

A sub committee was selected comprising David Kingham, Michael Tyrrell, Lisa O'Born, Rosemary Reid, Cheryl Rutherford and Jodi Spencer. This will also include Mayor Scott Ferguson and Jim Newman.

NEXT MEETING

Thursday 20 November 2014.

Meeting closed at 7.15pm.

Priority List – Blayney Shire Sports Council 2014 (Updated August 2014)

Priorities have been determined by referenced user groups, those not prioritised have been subsequently added to the list.

Suggested Priority	Project	Est. Cost (\$)	Year	Status & Comments	Responsible User group(s)
Blayney Showground – Submission received on behalf of All Users					
4.	Covered equestrian arena & upgrade outdoor horse arena – Blayney Showground	\$321,689		60m x 21m (10 bays) Arena base and fencing, seating and electrical/audio systems. Remove existing arena.	Central Western Dressage Group, Carcoar and District Pony Club, Blayney A and P Society
9.	Stables – Blayney Showground	\$252,000		42m x 10.5m (6 bays) 24 stables (3.5m x 3.5m)	All Users
15.	Expanded storage facilities – Blayney Showground	\$24,376			All Users
5.	Security fencing upgrade – Blayney Showground	\$183,211		Entry statement	All Users
3.	Playing field irrigation – Blayney Showground	\$79,500		SR Funding App, Submitted – 2014 No.1 Field Only (Blayney Football Club)	Senior/Junior Football, Blayney A and P Society, Harness Racing Club
17.	Lighting (regional standard) – Blayney Showground	\$317,595		Includes allowance for substation upgrade	All Users
16.	Track fencing upgrade – Blayney Showground	\$65,884			A and P Society Harness Racing Club
10.	Carpark/internal traffic upgrades – Blayney Showground	\$461,880		Reconfigure internal roadway network, seal roads, formalise parking, and provide disabled parking.	All Users
6.	Upgrade/expand cattle pavilion & additional livestock yarding – Blayney Showground	\$177,301		20m x 20m (4 bays) Extension with slab	All Users
7.	Water supply/rainwater storage enhancement – Blayney Showground	\$62,582		Rainwater harvesting with increased storage capacity	All Users
11.	Upgrade Pavilion room for multi-purpose functions – Blayney Showground	\$76,500		Include all rooms to contemporary standard	All Users
8.	Covered seating & refurbishment of existing seating – Blayney Showground	\$96,700		Capacity 100 persons	All Users
1.	Showers (3x3), toilets and change rooms – Blayney Showground			Located near existing pavilion	All Users
2.	Old toilet block building refurbishment – Blayney Showground			Refurbishment to include toilets, showers and building to contemporary standards	All Users
12.	Pavilion bar security screen/roller doors – Blayney Showground				Blayney A and P Society, Harness Racing Club
13.	Concrete floor to tote area – Blayney Showground				Senior/Junior Football, Blayney A and P Society, Harness Racing Club
14.	New toilet building – Blayney Showground			Showers (3x3) added to existing toilet block	All Users
Stillingfleet Netball Facility					

ATTACHMENT NO: 2 - PRIORITY LIST
ITEM NO: 27

	New playing surface 3 netball courts – Blayney netball courts	\$127,200		Concrete base with acrylic playing surface	Netball Association
	Lighting – Blayney netball courts	\$77,274		3 court upgrade	Netball Association
King George Oval – Submission received from Blayney Senior Cricket					
4.	Lighting (competition standard) – King George Oval	\$163,356		No allowance for substation upgrade	Rugby League, Rugby Union, Junior League
	Clubhouse – King George Oval	\$336,000			Rugby Union
1.	Playing field irrigation upgrade – King George Oval	\$52,640		Upgrade/modify sprinklers, rainwater harvesting	Senior Cricket, Rugby League, Rugby Union, Junior League, Little Athletics
	Electronic scoreboard – King George Oval	\$15,000		CBP Funding App, Submitted – 2014 (Blayney Shire Council)	Senior Cricket, Rugby League, Rugby Union, Junior League
3.	Carpark/internal traffic upgrades – King George Oval	\$461,980		Reconfigure internal roadway network, seal roads, formalise parking, and provide disabled parking.	All Users
2.	Security fencing upgrade – King George Oval	\$63,590			All Users
	Playing field picket fence – King George Oval	\$92,653		Steel picket to western and southern field perimeters	All Users
	Substitutes bench/shelter – King George Oval				
Redmond Oval – Submission received on behalf of All Users					
2.	Playing field regrading – Redmond Oval			Includes spectator amphitheatre and drainage	All Users
2.	Playing field irrigation – Redmond Oval			Includes stormwater harvesting	All Users
1.	Kiosk upgrade – Redmond Oval			CBP Funding App, Submitted – 2014 (Millthorpe Garden Ramble Committee)	Senior/Junior Football, Junior Cricket, Village Committee
2.	Athletics facilities – Redmond Oval			Inc. 400m running track, long jump pit, shot put ring Subject to Playing Field Regrade	Millthorpe Public School
5.	Junior skatepark & walking/cycling tracks- Redmond Oval				All Users
3.	Carpark/internal traffic upgrades – Redmond Oval			Consider one-way traffic flow	All Users
4.	Security fencing upgrade – Redmond Oval				All Users
Blayney Tennis Courts – Submission received from Blayney Tennis Club					
1.	Upgrade tennis court playing surface – Blayney Tennis Club			CBP Funding App, Submitted – 2014 (Blayney Tennis Club)	Blayney Tennis Club
Dakers Oval					
	Practice Cricket Nets – Dakers Oval			Sports Council determined location at August 2014 meeting.	Blayney Senior Cricket
	New toilet building – Dakers Oval			Request by Sports Council at August 2014 meeting.	



WBC Alliance Report for Council meeting September 2014

(Prepared by the Executive Manager, WBC Alliance)

e- Planning Tools to be developed:

We are making good progress on these projects. Department of Planning have engaged specialist workflow analysis specialists who conducted workshops in Blayney and Cabonne on 19th and 20th August. Staff were very impressed with the way the outcomes from these workshops which was a workflow map of how CDC's are currently managed.

An additional benefit that will flow from this project is that we have agree to establish a User Group of Environmental services staff from Blayney, Cabonne and Gilgandra to improve the use and functionality of the Synergysoft system that they are currently using. This will provide opportunity to share practice and ideas. We are aiming to hold first meeting in September.

Fleet Management:

Cabonne are continuing with the implementation of the new fleet management system and will be conducting training in later September for users. Wellington will be also investigating this software for their use and there may be some opportunity to work together on this.

Service Delivery Review - Environmental Services:

As reported in August report we are conducting a review of environmental services to primarily address ongoing staff shortages. Since reporting last one of the councils is in negotiation with prospective applicants to fill some of their vacant positions. However, these would not likely be shared position which leaves the other council still with major staff capacity gaps.

We continue to work on solutions including re-introducing the alliance scholarship program and in-house cadetship or traineeship program.

WBC Executive Manager Report to September 2014 Council Meeting

Annual General Meeting of Alliance:

The AGM is to be held on 17th September from 10am in the Wellington Council Chambers. A new 2014/16 Delivery Plan will be presented. At this meeting the Chair and Secretariat roles will move from Blayney to Wellington for the next 12 months. All Councillors are welcome to attend. Please let me know if you intend participating by email to donna.galvin@cabonne.nsw.gov.au

Following this I will arrange to make presentation at the October council meetings to present the new Plan and update councillors on the work of the Alliance.

RECOMMENDATION

THAT the information be noted.