



12 July 2016

Dear Councillor,

Your attendance is requested at an Ordinary Council Meeting of the Blayney Shire Council to be held in the Chambers, Blayney Shire Community Centre on Monday, 18 July 2016 at 6.00 pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Recording of Meeting Statement
- (3) Apologies for non-attendance
- (4) Disclosures of Interest
- (5) Public Forum
- (6) Mayoral Minute
- (7) Notices of Motion
- (8) Confirmation of Minutes - Ordinary Council Meeting held on 20.06.16
- (9) Matters arising from Minutes
- (10) Reports of Staff
  - (a) Executive Services
  - (b) Corporate Services
  - (c) Infrastructure Services
  - (d) Planning and Environmental Services
- (11) Delegates Reports
- (12) Questions from Councillors
- (13) Closed Meeting

Yours faithfully

Rebecca Ryan  
**General Manager**

**5.30pm – Sustainable Collections Project – Orange City Council**

## Meeting Calendar 2016

### July

<b>Time</b>	<b>Date</b>	<b>Meeting</b>	<b>Location</b>
6.30pm	4 July 2016	Cultural Centre Working Group	Community Centre
6.00 pm	18 July 2016	Council Meeting	Community Centre
9.00am	20 July 2016	Audit Committee	Community Centre

### August

<b>Time</b>	<b>Date</b>	<b>Meeting</b>	<b>Location</b>
6.30pm	1 August 2016	Culture Centre Working Group Meeting	Community Centre
5.00pm	11 August 2016	Cemetery Forum	Community Centre
6.00pm	11 August 2016	Access Committee Meeting	Community Centre
6.00 pm	15 August 2016	Council Meeting	Community Centre
4.00pm	16 August 2016	Local Emergency Management Meeting	Community Centre
5.30pm	18 August 2016	Sports Council	Community Centre
10.00am	19 August 2016	Traffic Committee	Community Centre

### September

<b>Time</b>	<b>Date</b>	<b>Meeting</b>	<b>Location</b>
6.30pm	5 September 2016	Culture Centre Working Group Meeting	Community Centre
6.00 pm	15 September 2016	Towns and Village Committee Meeting	Community Centre
6.00 pm	19 September 2016	Council Meeting	Community Centre
5.30pm	21 September 2016	Financial Assistance Committee Meeting	Community Centre

**INDEX OF REPORTS OF THE BLAYNEY SHIRE COUNCIL MEETING**  
**HELD ON MONDAY 18 JULY 2016**

<b>CONFIRMATION OF MINUTES</b> .....	<b>1</b>
01) Minutes of the Previous Meeting Held Monday 20 June 2016.....	1
<b>EXECUTIVE SERVICES</b> .....	<b>10</b>
02) Council Resolution Report.....	10
03) WBC Strategic Alliance .....	13
04) Mining Related Councils Voluntary Planning Agreements.....	17
05) Report On Contractual Conditions Of Senior Staff .....	22
06) Risk, Work Health and Safety Quarterly Report .....	23
07) Regional Tourism Organisation Reform .....	27
08) Minutes of the Blayney Shire Towns and Villages Committee Meeting held 16 June 2016.....	31
09) Minutes of the Blayney Shire Cultural Centre Working Group Meeting held 4 July 2016 .....	35
<b>CORPORATE SERVICES</b> .....	<b>38</b>
10) Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy .....	38
11) Review Of Agency Information Guide.....	54
12) Sustainable Museum Collections Program.....	68
13) Compliance And Reporting Activities.....	74
14) Inala Units Update .....	76
15) Report Of Council Investments As At 30 June 2016.....	78
16) Amendment To 2016/17 Section 94 Contributions .....	83
<b>INFRASTRUCTURE SERVICES</b> .....	<b>85</b>
17) Director Infrastructure Services Monthly Report.....	85
18) Purchase of Backhoe Loader .....	88
19) Purchase of Scoreboard from Blayney Junior Rugby League .....	91
20) Minutes of the Blayney Traffic Committee Meeting Held On Friday 17 June 2016.....	94
<b>CONFIDENTIAL MEETING REPORTS</b> .....	<b>99</b>
21) Legal Matter, 13-17 Selwyn Street Barry .....	99
22) EOI Lease Cafe Visitor Information Centre Blayney .....	99

**01) MINUTES OF THE PREVIOUS MEETING HELD MONDAY 20 JUNE 2016****Department:** Executive Services**Author:** Acting EA to GM**CSP Link:** 6.3 A well-run Council organisation.**File No:** GO.ME.3**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 20 June 2016, being minute numbers 1606/001 to 1606/023 be confirmed.

**MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING  
HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY  
CENTRE, ON 20 JUNE 2016, COMMENCING AT 6.00 PM**

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

General Manager (Mrs R Ryan), Director Corporate Services (Mr A Franze), Director Infrastructure Services (Mr G Baker), Director Planning & Environmental Services (Mr M Dicker), Acting Executive Assistant to the General Manager (Ms S Hibbert)

**ACKNOWLEDGEMENT OF COUNTRY****RECORDING OF MEETING STATEMENT****APOLOGIES**

NIL

**WELCOME**

The Mayor welcomed special guests to Blayney Shire Council; Ms Kathy Morris (Manager Integrated Planning, Central Coast Council) and Miss Molly Satterthwaite (CSU Work Placement Student).

**DISCLOSURES OF INTEREST**

The General Manager reported the following Disclosure of Interest forms had been submitted:

<b>Councillor /Staff</b>	<b>Interest</b>	<b>Item</b>	<b>Pg</b>	<b>Report</b>	<b>Reason</b>
Cr Radburn	Pecuniary	17	76	Neville Landfill Closure	Owns property that adjoins the Neville landfill site

**PUBLIC FORUM**

Mr Colin Newham – Agenda Item No. 17 – Neville Landfill Closure

Mrs Judy Belecky – Agenda Item No. 17 – Neville Landfill Closure

**CONFIRMATION OF MINUTES**

**MINUTES OF THE PREVIOUS MEETING HELD ON MONDAY  
16 MAY 2016**

**1606/001**

**RESOLVED**

That the Minutes of the Ordinary Council Meeting held on 16 May 2016, being minute numbers 1605/001 to 1605/019 be confirmed.

(Kingham/Braddon)

**CARRIED**

**MATTERS ARISING FROM THE MINUTES**

NIL

**EXECUTIVE SERVICES REPORTS**

**VILLAGE ENHANCEMENT PLAN - DEVELOPMENT  
COORDINATOR PROPOSAL**

**1606/002**

**RESOLVED**

That Council approve the implementation of the Blayney Shire Development Coordinator program, under section 356 of the Local Government Act, from the Village Enhancement Plan budget, subject to the Town and Village Associations each being in agreement to the funding offer and signing of the Memorandum of Understanding.

(Oates/Somervaille)

**CARRIED**

**CORPORATE SERVICES REPORTS**

**REPORT OF COUNCIL INVESTMENTS AS AT 31 MAY 2016**

**1606/003**

**RESOLVED**

1. That the report indicating Council's investment position as at 31 May 2016 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

(Somervaille/Braddon)

**CARRIED**

**WRITE-OFF OF BAD DEBT**

**1606/004**

**RESOLVED**

That Council approve the write-off of irrecoverable sundry debtor in the amount of \$6,091.56 for the following debtor:

D70690 – Aussie Martial Arts Academy (L.Carr & T.Hunt)  
\$6,091.56

(Radburn/Braddon)

**CARRIED**

**ADOPTION OF 2016/17 OPERATIONAL PLAN AND 2016/17 - 2019/20 DELIVERY PROGRAM**

**1606/005**

**RESOLVED**

1. That in accordance with Sections 402-406 of the Local Government Act 1993, 2016/17 Operational Plan be adopted by Council;
2. That Council adopt the Revenue Policy for 2016/17, as outlined in the 2016/17 Operational Plan;
3. That Council adopt the Statement of Rating Structure and their respective short names as contained in the Operational Plan 2016/17 and make the Ordinary Rate and charges, including domestic waste management charges and sewer charges, pursuant to section 494 and 496 of the Local Government Act 1993 detailed in the tables below;

<b>Rating Structure 2016/2017</b>				
<b>Category &amp; sub category</b>	<b>Base rate</b>	<b>Ad valorem rate</b>	<b>Rate yield</b>	<b>% Total Rating Income</b>
<b>Residential</b>				
Ordinary Rate	\$200	0.00329843	\$651,267	7.68%
Sub Category:				
Blayney	\$250	0.0060702	\$837,366	9.88%
Millthorpe	\$250	0.0041383	\$245,573	2.90%
Carcoar	\$200	0.00849537	\$48,772	0.58%
<b>Business</b>				
Ordinary Rate	\$250	0.00673414	\$63,377	0.75%
Sub Category:				
Blayney, Millthorpe & Carcoar	\$250	0.00978549	\$261,360	3.08%
<b>Farmland</b>				
Ordinary Rate	\$325	0.00408172	\$2,112,236	24.91%
<b>Mining</b>				
Ordinary Rate	\$925	0.04314774	\$14,905	0.18%

Gold and Copper	\$925	0.055977	\$4,243,982	50.05%
			<b>\$8,478,838</b>	<b>100%</b>

<b>Sewer Charges - Residential</b>				
	Access Charge	No of Properties	Total Yield	
Connected	\$560	1551	\$868,560	
Vacant/Unmetered	\$288	126	\$36,288	
<b>Sewer Charges Non - Residential</b>				
	Annual Charge (Prior to SDF Factor)	No of Properties	Quarter Charge before SDF applied	Min. quarterly amount charged
20mm Water Service	\$464	160	\$116	\$140
25mm Water Service	\$716	21	\$179	\$140
32mm Water Service	\$1,176	18	\$294	\$140
40mm Water Service	\$1,836	11	\$459	\$140
50mm Water Service	\$2,868	24	\$717	\$140
80mm Water Service	\$7,340	1	\$1,835	
100mm Water Service	\$11,470	6	\$2,868	
150mm Water Service	\$25,808	2	\$6,452	
Vacant/Unmetered	\$288	46		
<b>Domestic Waste Management</b>				
	Annual Charge	No. of Properties		
Domestic Waste Management Charge	\$400	2112		
Domestic Waste Management Charge – Vacant Land	\$50	304		
Domestic Waste Management Charge – Rural Areas	\$400	343		
<b>Non-Domestic Waste Management</b>				
Non-Domestic Waste Management Charge	\$440	268		
<b>Extra Services</b>				
Additional Garbage Charge – per bin	\$230	85		
Additional Recycling Charge – per bin	\$210	31		

4. That Council acknowledge the removal of the Blayney Shire Community Centre special rate variation from the base rate applied to all rateable properties. A \$75 reduction to the base rate of all categories has been effected.

5. That the Community Financial Assistance Program under Local Government Act section 356 be adopted.
6. That the amendment to the Village Enhancement Program to incorporate the Development Coordinator Proposal to financially assist others under Local Government Act section 356 be adopted.
7. That the Office of Local Government be advised of Council's adopted 2016/17 Operational Plan and 2016/17 – 2019/20 Delivery Program within 28 days of adoption by Council;
8. That the submissions on the 2016/17 Operational Plan and 2016/17 – 2019/20 Delivery Program be noted.

(Kingham/Radburn)

**CARRIED**

**2016/2017 COUNCILLOR AND MAYORAL REMUNERATIONS**  
**RESOLVED**

**1606/006**

That in accordance with the 2016 Determination from the Local Government Remuneration Tribunal, the Councillor annual fee be increased by 2.5% to \$11,010 and the additional Mayoral annual fee be increased by 2.5% to \$24,030 for the 2016/2017 financial year effective from 1 July 2016.

(Radburn/Oates)

**CARRIED**

**DRAFT ASBESTOS MANAGEMENT POLICY**  
**RESOLVED**

**1606/007**

That the draft Asbestos Management policy be placed on public exhibition for a period not less than 28 days.

(Oates/Ewin)

**CARRIED**

**LGNSW - REQUEST FOR ASSISTANCE WITH LEGAL COSTS: BATHURST REGIONAL COUNCIL**  
**RESOLVED**

**1606/008**

That Council contribute \$552.41 to LGNSW representing Blayney Shire Councils' share of legal costs incurred.

(Radburn/Somervaille)

**CARRIED**

**REQUEST TO EXTEND CONCESSIONAL LIQUID TRADE WASTE ARRANGEMENT - 119 ADELAIDE STREET**  
**RESOLVED**

**1606/009**

That Council approve the request by the property owner of 119 Adelaide Street to apply the Category 2 'with approval' to enable construction of new premises and relocation of the business with installed liquid trade waste pre-treatment solution until the end of 2016/17.

(Radburn/Braddon)

**CARRIED**



**INFRASTRUCTURE SERVICES REPORTS****CENTROC - REGIONAL SUPPLY AND DELIVERY OF BULK FUEL**

1606/010

**RESOLVED**

1. That Council accept and sign contracts with the following providers for the Supply and Delivery of Bulk Fuel:
  - Ocwen Energy t/a Lowes Petroleum
  - Oilsplus Holdings Australia
  - Park Pty Ltd
  - United Petroleum.
2. That Council recommends to Centroc that the 0.15% Centroc Contract Management Fee is replaced by an upfront Contract Management Fee that is determined by a transparent and accountable basis.

(Ewin/Oates)

**CARRIED****PERFORMANCE OF COUNCIL'S SEWERAGE BUSINESS**

1606/011

**RESOLVED**

That the summary of the results of the 2014/15 Blayney Shire Council Triple Bottom Line (TBL) Performance Report as published by the DPI Water be noted.

(Braddon/Ewin)

**CARRIED****DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT**

1606/012

**RESOLVED**

That the Director of Infrastructure Services Monthly report for June 2016 be received and noted.

(Ewin/Braddon)

**CARRIED****IPWEA ROADS CONGRESS - CONGRESS COMMUNIQUE**

1606/013

**RESOLVED**

That Council adopt the outcomes of the IPWEA Roads Congress Communique, in accordance with the Director of Infrastructure Services report.

(Ewin/Oates)

**CARRIED****BLAYNEY SHIRE ACTIVE MOVEMENT STRATEGY**

1606/014

**RESOLVED**

That Council adopt the Blayney Shire Active Movement Strategy.

(Braddon/Oates)

**CARRIED**

**MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL  
MEETING HELD ON THURSDAY 19 MAY 2016**

- 1606/015** **RESOLVED**
1. That the Minutes of the Blayney Sports Council Meeting, held on Thursday 19 May 2016 be received and noted.
  2. That Council accept the Blayney Junior Rugby League's offer for the scoreboard with a view to it being utilised at the Blayney Showground.
  3. The Sports Council directs all user groups of King George Oval to utilise playing facilities in accordance with their licence agreements.
  4. That the Project Priority List for 2016, be adopted.  
(Kingham/Radburn)
- CARRIED**

**PLANNING AND ENVIRONMENTAL SERVICES REPORTS**

- 1606/016** **DRAFT CENTRAL WEST AND ORANA REGIONAL PLAN**  
**RESOLVED**
- That Council endorses the enclosed submission on the Draft Central West and Orana Regional Plan and a copy is forwarded to the NSW Department of Planning and Environment for consideration in preparation of the final plan.  
(Somervaille/Oates)
- CARRIED**

**Cr Kevin Radburn left the meeting, the time being 06:56 PM**

- 1606/017** **NEVILLE LANDFILL CLOSURE**  
**RESOLVED**
1. That Council proceed to close Neville Landfill,
  2. That Sunday 3 July 2016 is the final day Neville Landfill can be used as an Operational Waste Facility,
  3. That Council establish a Community Recycling Station within the village of Neville.
- (Oates/Somervaille)
- CARRIED**

**Cr Kevin Radburn returned to the meeting, the time being 07:05 pm**

- 1606/018** **LOCAL HERITAGE ASSISTANCE FUND 2015-2016**  
**RESOLVED**
- That the report on the Local Heritage Assistance Fund for the 2015/2016 period be received  
(Braddon/Somervaille)
- CARRIED**

**MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM  
MEETING HELD ON THURSDAY 12 MAY 2016 BLAYNEY  
SHIRE COMMUNITY CENTRE**

1606/019

**RESOLVED**

1. That Minutes of the Blayney Shire Cemetery Forum Meeting, held on 12 May 2016, be received and noted.
2. That Council construct an appropriately sized public niche wall at the Newbridge Cemetery.

(Radburn/Ewin)

**CARRIED**

**CLOSED MEETING**

1606/020

**RESOLVED**

That the meeting now be closed to the public in accordance with Section 10A of the Local Government Act, 1993 for consideration of the following matters:

**LEGAL MATTER**

*This matter is considered to be confidential under Section 10A(2) (g) of the Local Government Act, as it deals with advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

**EOI 3/2016 - SALE OF INDUSTRIAL LAND BY COUNCIL**

*This matter is considered to be confidential under Section 10A(2) (di) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

(Ewin/Oates)

**CARRIED**

**CONFIDENTIAL MEETING REPORTS**

1606/021

**LEGAL MATTER**

**RESOLVED**

That Council endorse the General Manager's agreement made to settle this matter.

(Braddon/Somerville)

**CARRIED**

**EOI 3/2016 - SALE OF INDUSTRIAL LAND BY COUNCIL**

**1606/022**

**RESOLVED**

1. That Council decline offers by N & K Collins for sale lots 4, 6, 7 and 9.
2. That the General Manager be delegated authority to negotiate sale prices with parties that have lodged offers and decline offers outside a pre-determined reserve price for land offered for sale with a view to Council approval prior to any sale.
3. That remaining land unsold and any surplus land in the vicinity of the Blayney Industrial area, including 1 Maria Street, be offered for sale through an ongoing Expression of Interest for Sale of Industrial Land.

(Braddon/Radburn)

**CARRIED**

**1606/023**

**RESOLVED**

That as consideration of the matters referred to in the closed meeting has been concluded, the meeting now be opened to the public.

(Braddon/Oates)

**CARRIED**

**AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR ANNOUNCED THE OUTCOMES OF RESOLUTION NUMBERS 1606/021 to 1606/022.**

There being no further business, the meeting concluded at 7.21pm

The Minute Numbers 1606/001 to 1606/023 were confirmed on 18 July 2016 and are a full and accurate record of proceedings of the Ordinary Meeting held on 20 June 2016.

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Cr S Ferguson  
**MAYOR**

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Mrs R Ryan  
**GENERAL MANAGER**

**02) COUNCIL RESOLUTION REPORT****Department:** Executive Services**Author:** General Manager**CSP Link:** 6.3 A well-run Council organisation.**File No:** GO.ME.1**Recommendation:**

That Council notes the Resolution Report from March 2016 to June 2016.

**Reason for Report:**

The General Manager is responsible for ensuring that Council's policies, decisions and priorities are implemented in a timely and efficient manner, consistent with the goals and objectives of Council. The General Manager provides the management oversight in relation to all information progressing from appropriate staff to Council for consideration via the Business Paper.

After a Council meeting, each resolution is allocated to the General Manager or responsible officer to action in accordance with the intent of the Council decision. Directors then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis.

Council have requested a Resolution Report on a quarterly basis.

**Report:**

This Council Resolution Report includes Council Resolutions up until the June 2016 Council Meeting.

Council currently has 5 resolutions 'in progress'.

A note in the status section has been completed by the relevant responsible officer with a reason if available.

<b>Meeting</b>	<b>Resolution Number</b>	<b>Subject</b>
Ordinary Council Meeting 21 March 2016	1603/017	Planning Proposal: Rural and Large Lot Residential Lands
<b>RESOLVED</b>		
1. That Council forward a Planning Proposal to the Minister for Planning and Environment requesting a Gateway Determination to amend the Blayney Local Environmental Plan 2012 (BLEP 2012) by:		
a) Transferring all land which is shown as "Deferred Matter" in BLEP 2012 (land is zoned 1(c) Rural Small Holdings under the Blayney Local Environmental Plan 1998) in the vicinity of Forest Reefs Road, Millthorpe to R5 Large Lot Residential under the Blayney Local		

- Environmental Plan 2012 with a Minimum Lot Size of 2 Hectares.
- b) Transferring all land which is shown as “Deferred Matter” in BLEP 2012 (land is zoned 1(c) Rural Small Holdings under the Blayney Local Environmental Plan 1998) in the vicinity of Browns Creek Road Blayney to R5 Large Lot Residential under the Blayney Local Environmental Plan 2012 with a Minimum Lot Size of 20 Hectares.
  - c) Extending the period of time specified in Clause 4.2A (4) of the Blayney Local Environmental Plan 2012 from 3 to 5 years,
  - d) Incorporating a new standard instrument boundary adjustment clause to permit simple boundary adjustments in rural areas on lots below the minimum lot size and/or greater than 10% variations in lot size.
  - e) Amending Clause 4.2A (3)(c) to add the words ‘under an environmental planning instrument’ before the words ‘before this Plan’, and,
2. If points 1a) and 1b) are adopted, to revoke Blayney Local Environmental Plan 1998.
- (Oates/Radburn)  
**CARRIED**

**Status**

08 Jul 2016 - 9:47 AM - Jade Scanlan

Public Exhibition Completed, Report being prepared for August Meeting.

06 Apr 2016 - 11:34 AM - Jade Scanlan

In Progress - with DoPE for Gateway Determination

Meeting	Resolution Number	Subject
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Ordinary Council Meeting 20 June 2016 <b>RESOLVED</b>	1606/002	Village Enhancement Plan - Development Coordinator Proposal That Council approve the implementation of the Blayney Shire Development Coordinator program, under section 356 of the Local Government Act, from the Village Enhancement Plan budget, subject to the Town and Village Associations each being in agreement to the funding offer and signing of the Memorandum of Understanding. <p style="text-align: right;">(Oates/Somerville) <b>CARRIED</b></p>
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**Status**

11 Jul 2016 - 10:06 AM - Sonia Hibbert

In progress – Launch and information meeting held 14 July 2016 with Town and Village Associations

Meeting	Resolution Number	Subject
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Ordinary Council Meeting 20 June 2016 <b>RESOLVED</b>	1606/007	Draft Asbestos Management Policy That the draft Asbestos Management policy be placed on public exhibition for a period not less than 28 days.
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(Oates/Ewin) <b>CARRIED</b>		
<p><b>Status</b>  <i>08 Jul 2016 - 3:01 PM - Anton Franze</i>                  Policy placed on exhibition on website and counter. Awaiting finalisation of exhibition period for further report to Council.</p>		
Meeting	Resolution Number	Subject
Ordinary Council Meeting 20 June 2016	1606/017	Neville Landfill Closure
<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. That Council proceed to close Neville Landfill,</li> <li>2. That Sunday 3 July 2016 is the final day Neville Landfill can be used as an Operational Waste Facility,</li> <li>3. That Council establish a Community Recycling Station within the village of Neville.</li> </ol>		
(Oates/Somerville) <b>CARRIED</b>		
<p><b>Status</b>  <i>08 Jul 2016 - 9:50 AM - Jade Scanlan</i>                  In Progress</p>		
Meeting	Resolution Number	Subject
Ordinary Council Meeting 20 June 2016	1606/019	Minutes of The Blayney Shire Cemetery Forum Meeting Held on Thursday 12 May 2016 Blayney Shire Community Centre
<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. That Minutes of the Blayney Shire Cemetery Forum Meeting, held on 12 May 2016, be received and noted.</li> <li>2. That Council construct an appropriately sized public niche wall at the Newbridge Cemetery.</li> </ol>		
(Radburn/Ewin) <b>CARRIED</b>		
<p><b>Status</b>  <i>08 Jul 2016 - 9:49 AM - Jade Scanlan</i>                  In Progress</p>		

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**03) WBC STRATEGIC ALLIANCE****Department:** Executive Services**Author:** Acting EA to GM**CSP Link:** 6.2 Meaningful communication between the Shires communities and Council.**File No:** CM.ME.3

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**Recommendation:**

1. That the minutes of the WBC Alliance Board Meeting, held Monday 22 June 2016, be received.
2. That Council endorse and adopt the following recommendations from the WBC Alliance Board;
  - Blayney and Cabonne Councils will be responsible for 40% each and Central Tablelands Water 20% of the ongoing costs (inclusive of all on-costs) of the WBC Alliance effective for the operational year 2016/17 commencing 1 July 2016.
  - In the event that Blayney and Cabonne cease to exist and are merged into a new council area that any potential future costs regarding redundancy of the WBC Executive Manager be covered 50/50 by Blayney and Cabonne.
  - In the event that Blayney and Cabonne cease to exist as individual entities the WBC Alliance will be terminated as at the date of proclamation pursuant to Clause (L) of the WBC Strategic Alliance Agreement dated 29 August 2003 notwithstanding the absence of requisite notice.

**Reason for Report:**

For Council to consider the minutes and recommendations of the recent WBC Alliance Board meeting held on 22 June 2016. The minutes are enclosed for Council information at the end of this report.

The WBC Alliance Board seek the approval of the recommended funding arrangements for 2016/17 and should the merger proposal proceed, by each of the affected member Councils.

**Report:**

In December 2015 Wellington Council formally withdrew from the WBC Alliance. At that time the WBC Board agreed, that with the withdrawal of Wellington Council as a financial member of the WBC Alliance, that Cabonne, Blayney and Central Tablelands Water split the additional cost of \$29,963 for the period 1 January 2016 – 30 June 2106 equally on a one third each basis and that this be by special agreement for this period only.



It was resolved that the future funding of the WBC Alliance be revisited in 2016 pending the outcomes of the State Government reform process.

At the most recent meeting of the WBC Alliance Board held on 22 June 2016 the operational funding of the Alliance was further discussed and it was recommended that;

- Blayney and Cabonne Councils will be responsible for 40% each and Central Tablelands Water 20% of the ongoing costs (inclusive of all on-costs) of the WBC Alliance effective for the operational year 2016/17 commencing 1 July 2016.

**Issues:**

The matter of the merger proposal as approved in principle by the NSW Government, between Blayney Shire, Cabonne and Orange City Councils was also an agenda item at this meeting. In the scenario of the merger proceeding, the WBC Alliance will cease to exist at the date of proclamation.

On this matter the WBC Alliance recommended that;

- In the event that Blayney and Cabonne cease to exist and are merged into a new council area that any potential future costs regarding redundancy of the WBC Executive Manager be covered 50/50 by Blayney and Cabonne.
- In the event that Blayney and Cabonne cease to exist as individual entities the WBC Alliance will be terminated as at the date of proclamation pursuant to Clause (L) of the WBC Strategic Alliance Agreement dated 29 August 2003 notwithstanding the absence of requisite notice.

**Budget Implications:**

Blayney Shire Council has adopted the Operational Plan 2016/17 which includes a budget allocation of \$112,243 for the WBC Alliance. This is adequate for the recommended sharing of 40% of expenses for the financial year.

The Executive Manager of the WBC Alliance is an employee of Cabonne Council, and therefore protected under the provisions of the NSW Local Government Award (2012). All associated employee costs, including any potential redundancy payment will become the responsibility of the new entity.

**Enclosures (following report)**

1 Minutes of the WBC Board Meeting

2 Pages

**Attachments (separate document)**

Nil



**MINUTES of the WBC BOARD MEETING**

**Held on WEDNESDAY 22 JUNE 2016**

**At CABONNE COUNCIL MOLONG**

**MEETING OPEN:**

The Chair Clr Scott Ferguson opened the meeting at 10.00am

**PRESENT:**

Clr Ian Gosper (Mayor Cabonne), Andrew Hopkins (General Manager Cabonne), Clr Scott Ferguson (Mayor Blayney), Rebecca Ryan (General Manager Blayney), Clr David Somerville (Chair Central Tablelands Water) and Gavin Rhodes (General Manager Central Tablelands Water).

Clr MacSmith arrived at the meeting from 11am.

**ATTENDING:**

Donna Galvin (WBC Executive Manager)

**APOLOGIES:**

RESOLVED THAT the apologies on behalf of Clr Allan Ewin and Clr Ian Walker are accepted.

(Gosper/Somerville)

**CONFIRMATION OF MINUTES:**

RESOLVED that the Minutes of the WBC Board Meeting of 2 December 2015 be accepted as a true and accurate record.

(Somerville/Rhodes)

**WBC EXECUTIVE MANAGER'S REPORT:**

RESOLVED that the report be received and noted for information.

(Hopkins/Rhodes)

**WBC ALLIANCE OPERATION AND FUNDING:**

RESOLVED that:

1. Blayney Shire and Cabonne Councils will be responsible for 40% each and Central Tablelands Water 20% of the ongoing costs (inclusive of all on-costs) of the WBC Alliance operations effective for 2016/17 commencing 1 July 2016.
2. In the event that Blayney and Cabonne cease to exist and are merged into a new council area that any potential future costs regarding redundancy of the WBC Executive Manager be covered 50/50 by Blayney and Cabonne.

(Gosper/Ferguson)

**COUNCIL UPDATES:**

General discussion was held from each council and the current court action regarding the proposed merger of Blayney, Cabonne and Blayney.

RESOLVED that:

- That a reference be provided to the WBC Executive Manager
- In the event that Blayney and Cabonne cease to exist as individual entities the WBC Alliance will be terminated as at the date of proclamation pursuant to Clause (L) of the WBC Strategic Alliance Agreement dated 29 August 2003 notwithstanding the absence of requisite notice.

(Somerville/MacSmith)

**NEXT BOARD MEETING:**

To be confirmed

**MEETING CLOSE:**

There being no further business, the meeting was declared closed at 12:10 pm.

**04) MINING RELATED COUNCILS VOLUNTARY PLANNING AGREEMENTS**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 1.2 A thriving mining industry that supports and works well with the community.

**File No:** ED.ME.2

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**Recommendation:**

That Council endorse the Association of Mining Related Councils Memorandum of Understanding (Negotiating Voluntary Planning Agreements for NSW Mining Development) and Voluntary Planning Agreement Negotiation Process V7.0 documents.

**Reason for Report:**

To seek Council endorsement for the Association of Mining Related Councils (ARMC) recommendation for the following draft documents recommended by the Board of the ARMC;

1. Memorandum of Understanding – Negotiating Voluntary Planning Agreements for NSW Mining Development; and
2. Voluntary Planning Agreement Negotiation Process V7.0

**Report:**

The Association of Mining Related Councils (ARMC), of which Blayney Shire Council is a participating member has requested member council's consideration to endorse the organisation's actions in developing a Memorandum of Understanding (MOU) and a timeline to allow further negotiations with the NSW Minerals Council to continue in relation to Voluntary Planning Agreements (VPAs).

Copies of the documents referred to above are enclosed for Council information at the end of this report.

**Background:**

The ARMC has been concerned for some time about the status and function of VPAs relating to addressing the mining developments upon local communities. VPAs form part of the planning process and as such the Minister for Planning, and representatives of the Department of Planning and Environment have addressed the association meeting.

Arising from the ARMC lobbying, discussions were then entered into with the NSW Minerals Council to negotiate a preferred framework for future VPA negotiations.

In November 2015, the AMRC resolved to enter discussions with the NSW Minerals Council to determine if there was opportunity to develop a closer working relationship on behalf of both organisations, particularly in relation to VPAs and the related contribution methodology. VPAs for some member councils in past years had become expensive and time consuming matters to negotiate when new mining ventures were proposed within a local government area.

**Issues:**

The AMRC appointed an advisory panel of 3 councillors and 2 general managers as members; and appointed a consultant to the panel to assist with its negotiations.

The panel has over the past 6 months has developed a draft Memorandum of Understanding (MOU) with NSW Minerals Council to a point whereby the ARMC has resolved to proceed with signing the MOU. In addition, the AMRC has also successfully negotiated with the NSW Minerals Council a timeline document that sets out an acceptable framework and methodology for negotiations of a VPA. The aim is to develop an acceptable model for negotiating contributions to local social and physical infrastructure, particularly roads.

The ARMC is seeking Council endorsement of the actions to date to assist member councils with this matter. As per the resolution of the AMRC at its meeting of 13 May 2016 it is the intention of the AMRC to authorise the chairperson to sign the MOU if there is positive agreement in returned written responses by a majority of member councils by no later than 22 July 2016

**Budget Implications:**

Nil

**Enclosures (following report)**

- |   |                               |         |
|---|-------------------------------|---------|
| 1 | Memorandum of Understanding   | 2 Pages |
| 2 | Draft VPA Negotiation Process | 1 Page  |

**Attachments (separate document)**

Nil

# Memorandum of Understanding

## Negotiating Voluntary Planning Agreements for NSW Mining Development

### Preamble

This memorandum of understanding documents an agreement of the parties to work collaboratively to develop a mutually acceptable framework for the negotiation of voluntary planning agreements (**VPA**) for Mining Development in New South Wales.

In the past, negotiation of VPAs by mining proponents and local governments has been characterised by a lack of a robust, transparent process which in turn has sometimes generated uncertainty, delay, distrust and ad hoc and variable outcomes. The parties to this agreement share a belief that the process by which VPAs are negotiated can be improved to the mutual benefit of all parties involved. It is therefore the intention of the parties to work together collaboratively and in good faith to see if a better process can be agreed upon.

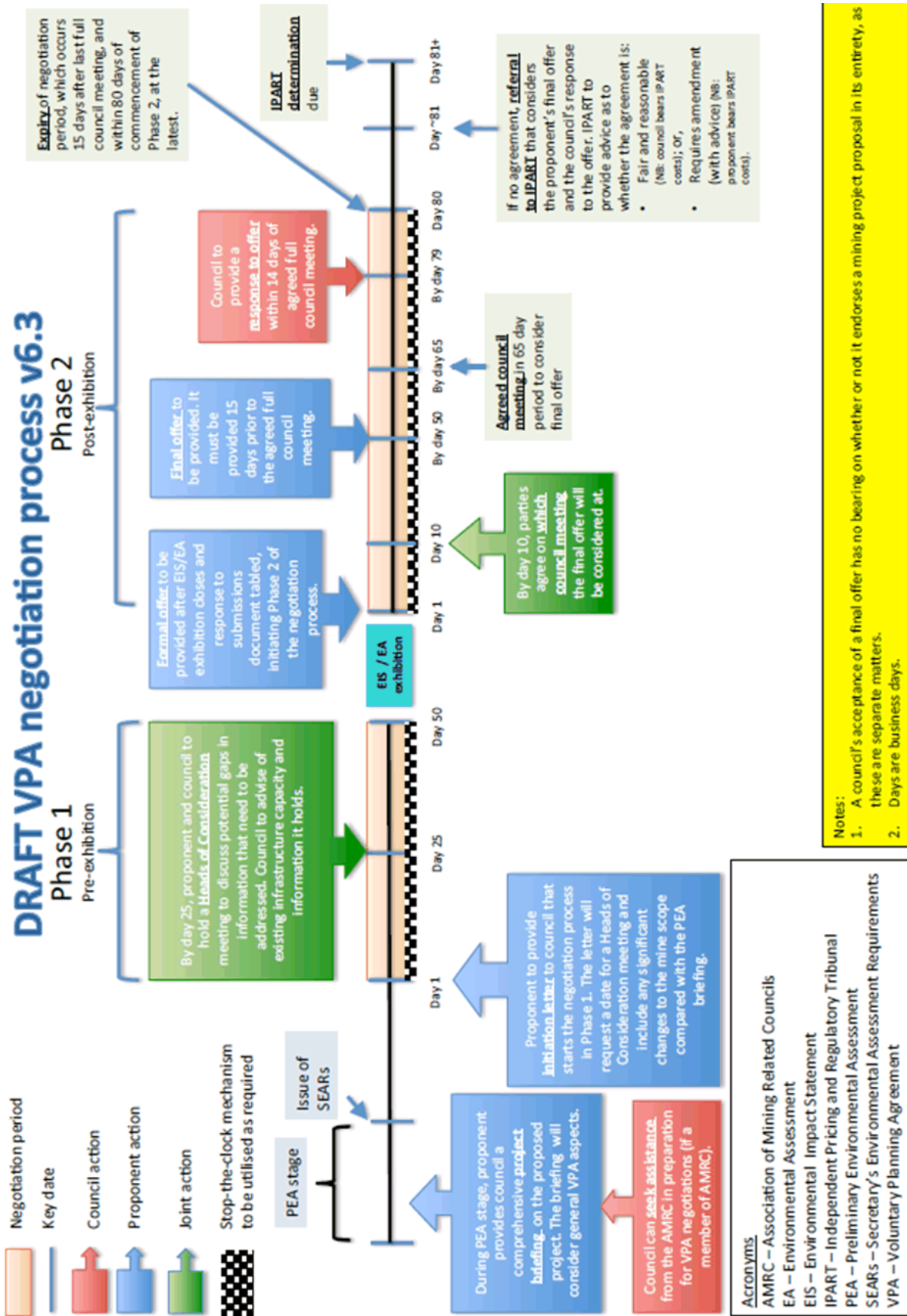
Nothing in this MoU obliges either Party to enter a final agreement regarding a framework for VPA negotiations nor about any of the component parts (e.g economic impacts calculator and road contribution calculator) of the framework.

<b>Date</b>	X April 2016 (to be inserted upon execution)
<b>NSWMC</b>	<b>NSW Minerals Council</b> on behalf of its members.
<b>AMRC</b>	<b>Association of Mining Related Councils</b> on behalf of its member Councils.
<b>Parties</b>	Together the NSWMC and AMRC.
<b>Additional parties</b>	[Insert any other non AMRC councils that agree to this memorandum of understanding]
<b>Voluntary Planning Agreement Negotiation Framework</b>	<p>The Parties agree to:</p> <ul style="list-style-type: none"> <li>(a) work collaboratively and constructively to establish an agreed framework for the negotiation of VPAs for <i>Mining Development</i><sup>1</sup> in NSW;</li> <li>(b) seek to develop a framework which is mutually beneficial to, and better addresses the interests of the Parties' members;</li> <li>(c) approach and undertake negotiations in good faith;</li> <li>(d) establish respective VPA working groups that: <ul style="list-style-type: none"> <li>(i) shall meet on a regular basis;</li> <li>(ii) will be adequately resourced; and</li> <li>(iii) authorise the respective secretariats to take steps to progress the negotiations out of session.</li> </ul> </li> </ul>

<sup>1</sup> For the purposes of this agreement, '**Mining Development**' means a mining related project which is of a scale or nature that will have an impact on infrastructure demands within the relevant Local Government Area (**LGA**) and:

- (a) for which development consent is being sought for State Significant Development under Part 4 of the Environmental Planning and Assessment Act 1979 (NSW) (**EP&A Act**); or
- (b) an application has been made for the modification of a development consent in respect of a State Significant Development; or
- (c) an application has been made for the modification of a transitional Part 3A project pursuant to section 75W of the EP&A Act.







**05) REPORT ON CONTRACTUAL CONDITIONS OF SENIOR STAFF**

**Department:** Executive Services

**Author:** Director Corporate Services

**CSP Link:** 6.1 Good governance across our communities.

**File No:** PE.PA.3

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**Recommendation:**

That the Council receive and note the report on the contractual conditions of senior staff in accordance with section 339 of the Local Government Act, 1993.

**Reason for Report:**

As per s339 of the NSW Local Government Act (1993) the General Manager must, at least once annually, report to Council on the contractual conditions of senior staff.

**Report:**

The position of General Manager is the only senior staff position in Blayney Shire Council organisational structure; as determined by the role and total remuneration package (s332 and s334). The Total Remuneration Package (TRP) includes a cash component, superannuation and other non-cash benefits such as a vehicle including any payable Fringe Benefits Tax (FBT).

The following disclosure is furnished for the 2015/16 reporting period:

The General Manager was appointed for a contract term of 5 years commencing 3 November 2014. The total remuneration package applicable is \$194,750. An after tax contribution of \$60.75 per week is offset against any FBT payable in relation to the private use of the vehicle for which Council pays.

**Issues:**

Nil

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**06) RISK, WORK HEALTH AND SAFETY QUARTERLY REPORT**

**Department:** Executive Services

**Author:** Risk Officer

**CSP Link:** 6.3 A well-run Council organisation.

**File No:** GO.ME.1

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**Recommendation:**

That the Risk, Work Health and Safety Report for the quarter April to June 2016 be noted and received.

**Reason for Report:**

To update Council on Risk, Work Health and Safety activities and performance for the period April to June 2016.

**Report:****Consultation**

- Health and Safety Committee met in May and WHS is discussed at weekly departmental meetings.
- Risk Management and WHS are included in the agenda for weekly MANEX meetings.
- All staff are encouraged to participate in risk management, health and safety and report any concerns to their representatives, supervisor or Risk Officer.

**Health Monitoring**

Flu immunisations were offered to staff and 55 participated in the program during April 2016.

**Specific WHS Hazards**

An overarching Asbestos Register and Blayney Shire Council Asbestos Management Plan for all Council Buildings was developed after building inspections in February and may be accessed by all staff via the Council Intranet.

A draft Asbestos Management Policy and Management Plan was developed which includes buildings and infrastructure with asbestos containing material, asbestos contaminated sites and naturally occurring asbestos in the Local Government Area. Mapping of potential for occurrence of naturally occurring asbestos has been added as a layer on Council Intramaps and is available to all staff.

Electrical test and tagging has been completed by a licenced electrician and authorised staff members and equipment registers and testing log has been developed to conform with Electrical Equipment – Inspection, Test and Tag Procedure.

Planned Emergency Evacuations drills were completed at both the Depot and Council Administration Building during this quarter.

### **Workers Compensation**

During the quarter there has been no Lost Time Incidents (LTI).

There are no open Premium Impacting Claims as 30 June 2016.

	2014-15	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016
Claims	3	2	3	0	0
Lost Time Incident	2	1	2	0	0
Days lost	18	2	4	0	0

### **Notifications of Injuries/Incidents/Hazards**

	2014-15	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016
Injury	15	2	3	5	5
Incident	17	3	6	7	14
Hazard	16	2	2	2	8

### **Training**

The RMS approved Workers on Foot training was delivered to 25 works staff in June.

2 employees completed Working at Heights training in April.

The Ranger and relief Ranger attended Dangerous Dog Handling Training in Oberon on the 29 June.

The Ranger also completed Certificate IV WHS in June.

### **SafeWork NSW**

SafeWork NSW continue to provide support and advice to Council as part of the 2016 alliance.

### **Contractors**

Contractors have been working on numerous projects during this period. Projects have included work at Redmond Oval, Blayney Showground, King George Oval, the Sewer Network and the Cottage.

Staff conducted site inductions with contractors. These inductions included hazard identification and implementing control measures.

**Risk / WHS Inspections**

Council staff conducted Risk, Health and Safety inspections at project worksites. Risk and WHS inspections are an opportunity to monitor and audit health and safety documentation, work process, hazard identification and risk controls.

**Volunteers**

No site specific inductions occurred this quarter.

**WHS Awareness**

The updated employee handbook was finalised by Human Resources in December. Presentations of the handbook and a Health and Safety awareness package were delivered to 42 staff members during May. All new staff complete the safety awareness training.

**Business Continuity Plan (BCP)**

Business Continuity Management Interruption Response Analysis was conducted by Echelon on 30 March with the report finalised in April. An action plan has been developed from the audit. The current draft document and action plan will be reviewed by MANEX in July.

**StateWide Mutual RMAP-CIP**

Verification of the 2015/16 Risk Management Action Plan (RMAP) submitted to StateWide Mutual as part of Council's commitment to Continuous Improvement Pathway (CIP) was undertaken in June. StateWide Board may make available a discretionary bonus to participating members depending on the outcome of this annual verification.

Results of the verification should be available in late August.

**StateCover – Member discounts and incentives**

All members will receive a mutual performance rebate of 10% of Council's actual 2015/16 base tariff premium. The rebate is estimated at \$15,100 and will be paid in two equal instalments during quarters two and four of the 2016/17 financial year.

All members will receive a 5% up-front discount on the 16/17 claims performance adjusted renewal premium.

The additional WHS incentive of 0.3% of wages is designed to support members address their injury prevention responsibilities. The criteria for this incentive is to complete the annual StateCover WHS self-audit and participate in an audit verification if applicable.

For StateCover members subject to amalgamation, a one-off payment to assist with merging of Return to Work and WHS systems to support the safety and wellbeing of Council employees during this period, is available. This payment will be allocated on the basis of 0.3% of the merged entities actual wages for 2015/16 with confirmed commitment that the funds will be directed to its intended purpose.

**Issues:**

Nil

**Budget Implications:**

Council's Workers Compensation fourth quarter payment (1/04/2016 – 30/06/2016) was \$28,084.

The Statecover Mutual Performance Rebate for 2016 will be forwarded to Council in 2 payments, December 2016 and June 2017 to a total of \$15,099.79.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**07) REGIONAL TOURISM ORGANISATION REFORM**

**Department:** Executive Services

**Author:** Community Development and Tourism Projects Officer

**CSP Link:** 2.3 Blayney Shire - a centre for arts, performance and entertainment.

**File No:** CR.RP.4

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**Recommendation:**

That Council note the information and report on the NSW Government Regional Tourism Organisation reform.

**Reason for Report:**

To provide Council with an update on the reforms to NSW Tourism and Regional Tourism Organisations.

**Report:**

On 6 July 2016, the NSW Government announced reforms to NSW tourism that will invest \$43 million over 4 years in a major overhaul in the way regional and rural areas attract visitors, including the creation of 6 new Destination Networks throughout NSW.

Destination Networks will replace the current Regional Tourism Organisation (RTO) structure including Central NSW Tourism where Blayney Shire Council was a funding partner.

The new Destination Networks will be well-resourced for the state with the aim of attracting even more visitors for short-breaks, regional business events and international touring programs.

Destination NSW will also be working with each of the Destination Networks to market each region, showcasing the diverse range of destinations and experiences Regional NSW has to offer to potential visitors across NSW, Australia and to the world.

The NSW Government is also strengthening our regional focus within Destination NSW to include a new Regional Tourism Division and establishing a new Regional Conferencing Unit.

**Issues:**

Currently, the Board of Destination NSW, the State Government's tourism and major events agency is seeking applicants for positions of Chair and Board Members of the 6 Destination Networks.

Expressions of Interest are invited from relevant skills-based professionals with expertise in Leadership/ Management, tourism/marketing/ publicity/ community and/or local government participation, regional service delivery, stakeholder management, legal/audit, financial management, assets management, research management, working youth Aboriginal groups and communities. Councillors are encouraged to consider making application to the new Board at [dnsw.com.au/dns-applications](http://dnsw.com.au/dns-applications).

While Central NSW Tourism is a good model for well-run and operated RTO's with measurable success and an active membership base, these reforms will also affect the RTO's structure and how it operates.

As the reforms and restructure will roll out over the coming months, Central NSW Tourism Chair, Councillors, Norm Mann and Acting Executive Officer, Ms Lisa Ditchfield have advised via email that the current funding contributed from Blayney Shire Council, \$5,000 per annum for the "unearth Central NSW" campaign will continue for 12 months.

Central NSW Tourism local government organisation members including Blayney Shire Council and tourism operator member activities will now be part of a much bigger and broader Destination Network encompassing all of Country & Outback NSW. A map is enclosed after this report, showing the new destination network.

Both Central NSW Tourism and CENTROC have expressed concerns regarding the size of the new Country & Outback Region as it stands in the new RTO structure. How this region will work logistically, strategically and from a branding perspective, given the diversity of area, the communities within it and the distinct product on offer needs to be addressed. Clarification of the financial model that sits behind this region and how the new level of tourism investment will be distributed on an equitable manner, is being sought.

Central NSW Tourism has been approached by CENTROC to help them address Tourism Spend Figures for the region as they prepare to meet with Destination NSW and the Minister to discuss the RTO restructure. Blayney Shire Council will provide this information and table any further concerns. Central NSW Tourism Board will meet with Destination NSW as soon as possible in July.

**Budget Implications:**

Council is currently a member of Central NSW Tourism, which was the former RTO. At this stage the budget implications or changes to membership contributions are unknown and to be established.

**Enclosures (following report)**

1 Map of New Destination Networks

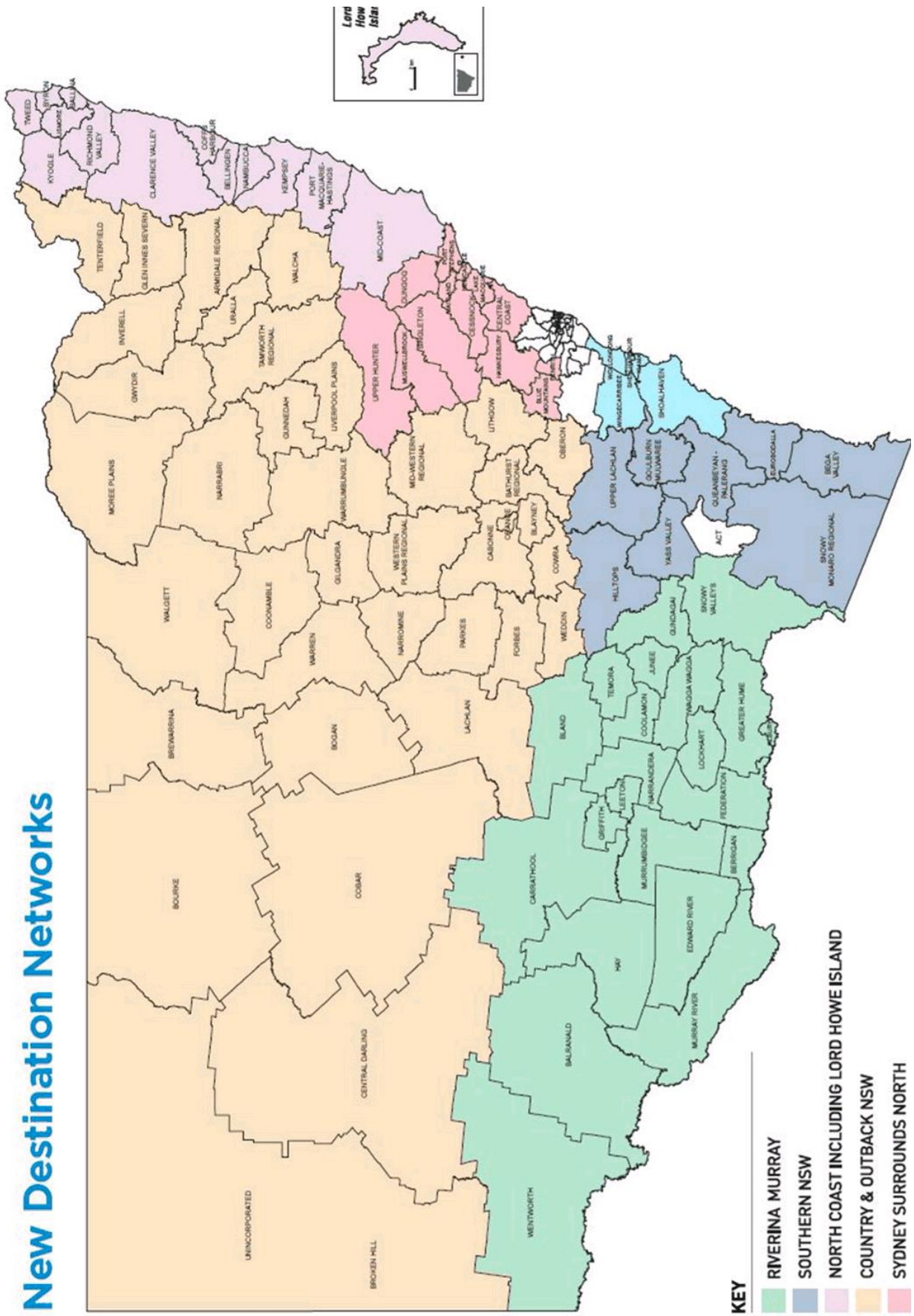
1 Page

**Attachments (separate document)**

Nil



# New Destination Networks



**08) MINUTES OF THE BLAYNEY SHIRE TOWNS AND VILLAGES COMMITTEE MEETING HELD 16 JUNE 2016**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 5.4 Capable, self sufficient communities engaged in decision making about issues that affect them.

**File No:** GO.ME.1

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**Recommendation:**

That the minutes of the Towns and Villages Committee Meeting, held Thursday 16 June 2016, be received.

**MINUTES OF THE TOWNS AND VILLAGES COMMITTEE MEETING HELD ON THURSDAY 16 JUNE 2016 AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.00 pm.

**PRESENT**

Cr Shane Oates (Chair), Rebecca Ryan (General Manager), Kerry Cook, Evan Lee, Vicki Pulling, Kerry Adams, Loretta Kervin, Elizabeth Russ, Lesley Morris, Bruce Gordon, Tamara Miller

**APOLOGIES**

Alvaro Marques, Wayne Moore, Judy Belecky, Cr Kevin Radburn, Cr Allan Ewin, Richard Bloomfield

**DISCLOSURES OF INTEREST**

Nil

**MINUTES FROM PREVIOUS MEETING – 31 MARCH 2016**

Recommended that the minutes from the previous Towns and Villages Committee meeting held on 31 March 2016 be adopted.

(Elizabeth Russ, Loretta Kervin)

**BUSINESS ARISING**

- Localities Signage
- Sign to Barry

**EVENTS**

- Winter Wonderland
  - Saturday 16 July 2016 – Family Movie Night
- Garage Sale Trail
  - Saturday 22 October 2016 – National Event, Promoting recycling trash & treasure

**VILLAGE FLYERS**

- Carcoar design finalised

**BLAYNEY SHIRE ENTRY BILLBOARDS**

- Billboards to be replaced with Welcome to Wiradjuri Country message, to be launched during NAIDOC Week
- Banner Poles installed at Millthorpe, local community groups encouraged to utilise them to promote events. Important that design is approved by Council to ensure vibrant, easy to read and sells message. Collaboration and cross promotion of events at strategic locations (Millthorpe entry, Blayney Highway entrances) will be supported and an expectation of use.

**TOWN AND VILLAGE COMMUNITY PLANS**

- Review underway with each Town and Village as all completed.

**VILLAGE ENHANCEMENT PLAN PROJECTS UPDATE**

- General Manager presented project and budget update, working with the individual Village and Town Associations to prioritise these projects

**DEVELOPMENT CO-ORDINATOR PROPOSAL**

- To be presented to Council for consideration at June Council meeting.

**DELEGATES REPORTS****Millthorpe**

- Garden Ramble – 1<sup>st</sup> Weekend November
- Garbage bins have caused some conversation and questions, which are being addressed in consultation with business owners
- Millfest in December after successful event in 2016
- Entrance sign wall being designed
- Sesquicentenary in 2017 – planning underway

**Tallwood**

- Hall repainting project
- Forest Reefs – campfire cook off last weekend very successful

**Hobbys Yards**

- Hay bale at Hobbys Yards has reached nationwide publicity on Gardening Australia Facebook page
- Water tank connection to toilets completed
- 75<sup>th</sup> year Hobbys Yards Hall Anniversary Dinner very successful with 70 guests and was well supported. Opportunity to research local history – great community event

**Barry**

- Vandalism at school is disappointing
- Progress Association AGM meeting next Tuesday night and unless a new committee willing to volunteer this may be the end of the Progress Association

**Kings Plains**

- Properties sold and on the market, so locals are welcoming new people arriving to district

**Blayney Town Association**

- Winter Wonderland
- Sports Awards sub-committee of BTA Sports Awards Dinner 29 October
- Successful Hay Bale Challenge - will be held again in 2017
- Blayney Railway Station – investigating the use of buildings for community project or pop up art gallery

**Lyndhurst**

- Camp ground remains very successful
- Dancing & exercise classes in the Hall and Craft group
- Café to be opened early July

**Carcoar**

- “Down to Earth” Gardening Show – May was very successful display of Organic sustainable gardening
- 25 June – supply your own talent night at the Hall supporting P&C
- Village notice board up

**Rural Communities**

- Dry March and April, however have had a good winter break in May
- Record Weaner sales at CTLX, prices remain very strong
- Farmers are feeding right through winter and looking after sheep and lambs in cold

**GENERAL BUSINESS**

- Retirement attraction of Blayney, Desperate shortage of town houses / villages
  - 2 bedroom
  - Smaller garden
  - Flat / level
  - No steps
  - Close to medical facilities
  - Garage
- Is there any way to encourage development of a Town House / Village / Units for the over 55 residential living
- B-Doubles parked outside Council Chambers – not obeying “No Parking” signage

**NEXT MEETING**

Next meeting will be held Thursday 15 September 2016.

**MEETING CLOSE**

There being no further business the meeting closed at 7.50 pm.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**09) MINUTES OF THE BLAYNEY SHIRE CULTURAL CENTRE WORKING GROUP MEETING HELD 4 JULY 2016**

**Department:** Executive Services

**Author:** Director Corporate Services

**CSP Link:** 5.4 Capable, self sufficient communities engaged in decision making about issues that affect them.

**File No:** ED.LI.2

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**Recommendation:**

That the minutes of the Cultural Centre Working Group Meeting, held Monday 4 July 2016, be received.

**MINUTES OF THE CULTURAL CENTRE WORKING GROUP MEETING HELD ON MONDAY 4 JULY 2016 AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.30pm.

**PRESENT**

Cr Scott Ferguson, Cr David Kingham, Anton Franze, Gwenda Stanbridge, Ian Tooke, Jan Richards, Loretta Kervin, Penny May, Tom Williams

**GUEST**

Nil

**APOLOGIES**

Rebecca Ryan, Margaret Paton, Elizabeth Russ, Betty Williams

Recommended that the apologies submitted on behalf of Rebecca Ryan, Margaret Paton, Elizabeth Russ and Betty Williams be accepted.

(Ian Tooke / Loretta Kervin)

**DISCLOSURES OF INTEREST**

Nil

**MINUTES FROM PREVIOUS MEETING – 2 MAY 2016**

Recommended that the minutes from the previous Cultural Centre Working Group Meeting held on 2 May 2016 be adopted.

(Jan Richards / Gwenda Stanbridge)

**BUSINESS ARISING**

- Land ownership details have been determined
- Architect engaged – David Scobie Architects Pty. Ltd.;
- Proposed stakeholder meeting to be conducted by architect on 18 July 2016, 4pm – subject to finalisation of work by architect. Invitation will be circularised to committee;
- Discussion held on floor plan (single level versus other options) and ‘footprint’ of proposed site;
- Traffic Committee in-principle approval for exit from car park by traffic from lane. Final approval will be subject to detail include in lodged development application.

**STAGE 1 UPDATE**

- Painting work ongoing, to be finalised in warmer weather;
- Toilets completed and will be opened to public later in week;
- Café / Coffee Shop Expression of Interest: Interest received in proposed café and report to be tabled to Council on matter;
- Funding allocated in 2016/17 Operational Plan for progression of stage 1 works in the Visitors Information Centre. There is also the possibility grant funding towards project however no determination on application yet.

**DESIGN BRIEF – PENNY MAY**

- Draft design brief tabled for discussion as a base document to build upon to help inform planning and design;
- Document seeks to incorporate Stage 2 development into Stage 1 design so as to maximise foundation work;
- Suggested that a Background / ‘Set the Scene’ section at start of document is necessary to give document context surrounding development;
- Penny May will be document gatekeeper and all additions are to be passed through via email or in writing for inclusion;
- Library section Jan Richards;
- Blayney Family & History Group Museum will be populated by Gwenda Stanbridge;
- SWOT analysis section not required for Library or V.I.C as these are the priorities for inclusion into project. SWOT analysis for other aspects of project will assist with the culling process if required;
- Feedback to Penny May before 18 July 2016 preferably.

**GENERAL BUSINESS**

- Jan Richards will be an apology for the next meeting scheduled 1 August 2016

**NEXT MEETING**

Next meeting will be held Monday 1 August 2016.

**MEETING CLOSE**

There being no further business the meeting closed at 7.40pm.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



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

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 6.3 A well-run Council organisation.

**File No:** GO.PO.1

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**Recommendation:**

That the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors policy be placed on public exhibition for a period of at least 28 days.

**Reason for Report:**

To review and place on exhibition the Council policy for the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors.

**Report:**

Council has a statutory obligation to adopt a policy concerning expenses and facilities on an annual basis pursuant to section 253 of the Local Government Act (1993). As part of this obligation Council must place it on public exhibition for 28 days prior to adoption and consider any submissions made within the time allowed and make any appropriate changes to the draft policy or amendment.

Upon adoption Council must submit its policy with any submissions to the Office of Local Government. Adoption must be within 5 months of the end of each year.

Council's Payment of Expenses and the Provision of Facilities to the Mayor and Councillors policy as proposed has no amendments.

The policy is within the guidelines outlined in the Office of Local Government Circular 09-36: *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW* and is consistent with many NSW Councils.

A copy of the current Payment of Expenses and the Provision of Facilities to the Mayor and Councillors policy is provided as an attachment to this business paper.

**Issues:**

There are no issues foreseen by the consideration of this report.

**Budget Implications:**

Nil

**Enclosures (following report)**

- 1 Payment of Expenses and the Provision of Facilities  
to the Mayor and Councillors Policy 14 Pages

**Attachments (separate document)**

Nil

**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** 18/07/2016

**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 Local Government NSW Annual 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:
    - Independent Commission Against Corruption
    - Office of the NSW Ombudsman
    - Office of Local Government, Department of Premier and Cabinet
    - NSW Police Force
    - Director of Public Prosecutions
    - Local Government Pecuniary Interest Tribunal
    - 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 1<sup>st</sup> 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.

#### **6. PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS**

##### **6.1. SECRETARIAL SUPPORT**

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

##### **6.2. CREDIT CARD**

- i) The Mayor will be provided with a Corporate Credit Card to facilitate payment of incidental expenses such as attendance at functions, accommodation, parking and entertainment in conjunction with discharging the functions of the Mayoral Office.
- ii) The credit card will have a limit of \$2,000 personally issued to the Mayor. The application form is to be signed by the Mayor.
- iii) The credit card is to be used for Council-related business expenditure only.
- iv) The credit card must not be used for obtaining cash advances.
- v) Upon completion of the Mayoral term, the credit card is to be returned to the General Manager on or prior to the date the term ceases.
- vi) Ongoing use of the credit card by the Mayor will be in accordance with and subject to any other policy relating to the use of such credit facilities adopted by Council from time to time.



**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: _____			
<b>Mode of Transport: (please circle)</b>			
Air	Council Vehicle	Councillor Vehicle	Hire Vehicle
<b>Accommodation (if required):</b>			
Single Room: _____ Double Room: _____ Other: _____			
Motel preference: _____			
Please provide other relevant details (e.g. special requirements): _____ _____			
<b>SIGNATURE:</b> _____		<b>DATE:</b> _____	
(Authority should be lodged with sufficient time for Council report for approval to be submitted.)			
<b>Office Use Only</b>			
Council meeting date: _____		Minute No.: _____	
Transport: _____		Order No.: _____	
Motel: _____		Order No.: _____	

	<b>Date</b>	<b>Minute No.</b>
<b>First Adopted:</b>	<b>20/9/1999</b>	<b>592</b>
<b>Last Reviewed:</b>	<b>13/08/2001</b>	<b>388</b>
	<b>12/02/2007</b>	<b>7</b>
	<b>14/05/2007</b>	<b>07/094</b>
	<b>12/05/2008</b>	<b>08/105</b>
	<b>29/09/2008</b>	<b>08/231</b>
	<b>08/02/2010</b>	<b>1002/010</b>
	<b>09/05/2011</b>	<b>1105/007</b>
	<b>12/09/2011</b>	<b>1109/022</b>
	<b>10/12/2012</b>	<b>1212/005</b>
	<b>09/09/2013</b>	<b>1309/009</b>
	<b>16/09/2014</b>	<b>1409/010</b>
	<b>14/09/2015</b>	<b>1509/006</b>
<b>Next Review:</b>	<b>17/07/2017</b>	



**11) REVIEW OF AGENCY INFORMATION GUIDE**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 6.3 A well-run Council organisation.

**File No:** IM.CO.3

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**Recommendation:**

That Council adopt the Agency Information Guide and Proactive Release Program for the ensuing 12 months and make it available through Council's website.

**Reason for Report:**

To review and adopt Council's Agency information Guide.

**Report:**

Council is required under Section 21 of the Government Information (Public Access) Act to adopt an Agency Information Guide.

Section 21 of the Government Information (Public Access) Act also prescribes that Council must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. Council last adopted this guide at its July 2015 meeting.

An "agency information guide" is a guide that:

- a) describes the structure and functions of the Council, and
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the Council affect members of the public, and
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the Council's policy and the exercise of the Council's functions, and
- d) identifies the various kinds of government information held by the Council, and
- e) identifies the kinds of government information held by the Council that the Council makes (or will make) publicly available, and
- f) specifies the manner in which the Council makes (or will make) government information publicly available, and
- g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

Council must make government information publicly available as provided by its agency information guide. This is done via Council's website.

**Issues:**

There are no issues foreseen by the consideration of this report.

**Budget Implications:**

Nil effect.

**Enclosures (following report)**

1 Blayney Shire Council Agency Information Guide 12 Pages

**Attachments (separate document)**

Nil

# BLAYNEY SHIRE COUNCIL



## AGENCY INFORMATION GUIDE

Prepared in accordance with the provisions of Section 20 of the  
Government Information (Public Access) Act 2009.

## **CONTENTS**

STRUCTURE AND FUNCTIONS OF COUNCIL .....	3
Introduction .....	3
Organisational Structure .....	4
Council Functions .....	5
HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC .....	6
HOW THE MEMBERS OF THE PUBLIC CAN PARTICIPATE IN COUNCIL'S POLICY DEVELOPMENT AND THE EXERCISE OF FUNCTIONS .....	7
INFORMATION HELD BY BLAYNEY SHIRE COUNCIL .....	8
1. Records .....	8
2. Policy Documents .....	8
3. General Information .....	8
HOW MEMBERS OF THE PUBLIC MAY ACCESS AND AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS .....	10
ACCESS TO INFORMATION BY THE COUNCIL .....	10
Open Access Information .....	11
Proactive Release of Information .....	11
Informal Access Requests .....	11
Formal Access Applications .....	11
PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER .....	11
OFFICE OF THE INFORMATION COMMISSIONER .....	12

## **STRUCTURE AND FUNCTIONS OF COUNCIL**

### **INTRODUCTION**

Blayney Shire Council is constituted under the Local Government Act 1993 and was proclaimed in August 1978.

The Council is an undivided area, with seven (7) Councillors. The Mayor is elected each year by the Councillors from among their numbers.

The roles of the Councillors, as members of the body corporate are:

- to direct and control the affairs of the Council in accordance with the Local Government Act and other applicable legislation;
- to participate in the optimum allocation of the Council's resources for the benefit of the area;
- to play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions;
- to review the performance of the Council and its delivery of services, management plans and revenue policies of the Council;
- The role of a Councillor is, as an elected person:
  - to represent the interests of the residents and ratepayers;
  - to provide leadership and guidance to the community;
  - to facilitate communication between the community and the Council.

The Mayor presides at meetings of the Council, carries out the civic and ceremonial functions of the office, exercises, in cases of necessity, the decision making functions of the body politic, between its meetings and performs any other functions that the Council determines.

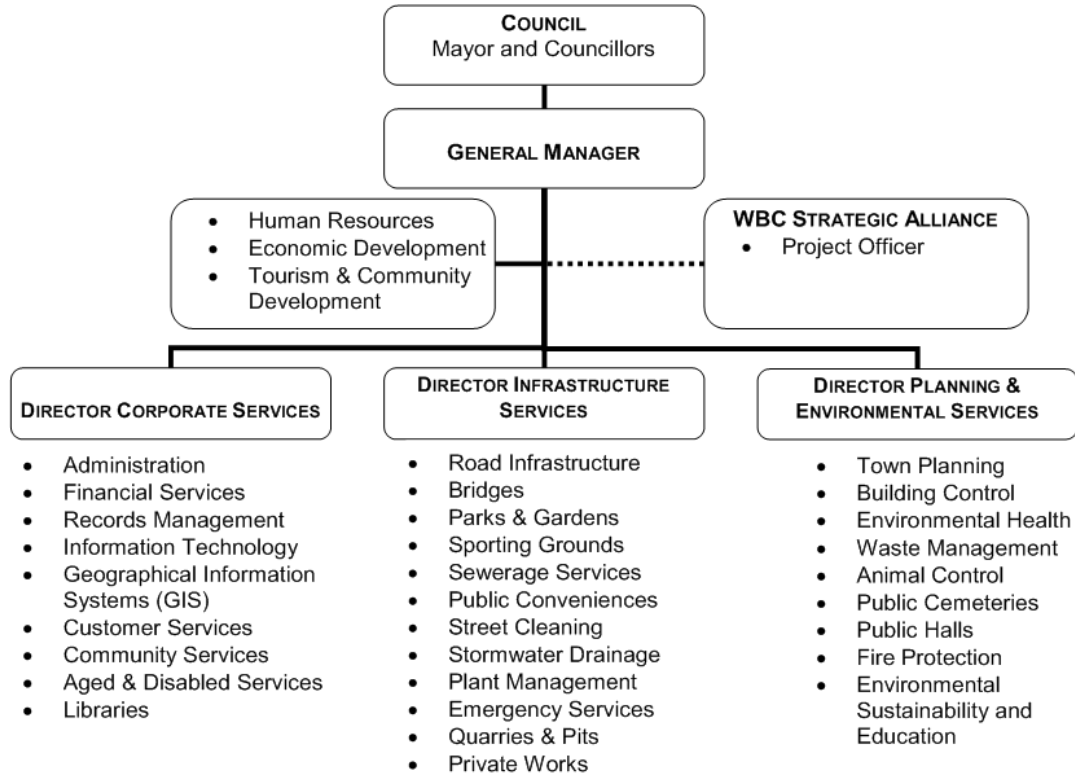
The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day to day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity Management Plan.

To assist the General Manager in the exercise of these functions, there are three Directorates of Council. These Directorates are Corporate Services, Planning and Environmental Services and Infrastructure Services. Each of these Directorates is headed by a Director.

**ORGANISATIONAL STRUCTURE**

The functional structure of the organisation is set out in the below diagram:

**MANAGEMENT STRUCTURE – BLAYNEY SHIRE COUNCIL**



**COUNCIL FUNCTIONS**

Council has functions conferred or imposed on it by the Local Government Act, 1993. These functions are:

<b>SERVICE FUNCTIONS</b>	<b>REGULATORY FUNCTIONS</b>	<b>ANCILLARY FUNCTIONS</b>	<b>REVENUE FUNCTIONS</b>	<b>ADMINISTRATIVE FUNCTIONS</b>	<b>ENFORCEMENT FUNCTIONS</b>
Including: * Provision of community health, recreation, education & information services * Environmental protection * Waste removal & disposal * Land & property, industry & tourism development & assistance * Civil Infrastructure Planning * Civil Infrastructure Maintenance & Construction	Including: * Approvals * Orders * Building Certificates	Including: * Resumption of land. * Powers of entry and inspection	Including: * Rates * Charges * Fees * Borrowings * Investments	Including: * Employment of staff * Management plans * Financial reporting * Annual reports	Including: * Proceedings for breaches of the Local Government Act & Regulations and other Acts & Regulations * Prosecution of offences * Recovery of rates and charges.

As well as the Local Government Act, Council has powers under a number of other Acts including:

- |  |   |
|--|---|
| <i>Coastal Protection Act 1979</i>                     | <i>Noxious Weeds Act 1993</i>                                 |
| <i>Community Land Development Act 1989</i>             | <i>Privacy &amp; Personal Information Protection Act 1998</i> |
| <i>Companion Animals Act 1998</i>                      | <i>Protection of the Environment Operations Act 1997</i>      |
| <i>Contaminated Land Management Act 1997</i>           | <i>Public Health Act 2010</i>                                 |
| <i>Conveyancing Act 1919</i>                           | <i>Recreation Vehicles Act 1983</i>                           |
| <i>Environmental Planning and Assessment Act 1979</i>  | <i>Roads Act 1993</i>   |
| <i>Fire Brigades Act 1989</i>                          | <i>State Emergency &amp; Rescue Management Act 1989</i>       |
| <i>Fluoridation of Public Water Supplies Act 1957</i>  | <i>State Emergency Service Act 1989</i>                       |
| <i>Food Act 2003</i>                                   | <i>Strata Schemes (Freehold Development) Act 1973</i>         |
| <i>Government Information (Public Access) Act 2009</i> | <i>Strata Schemes (Leasehold Development) Act 1986</i>        |
| <i>Heritage Act 1977</i>                               | <i>Strata Schemes Management Act 1996</i>                     |
| <i>Impounding Act 1993</i>                             | <i>Swimming Pools Act 1992</i>                                |
| <i>Library Act 1939</i>                                | <i>Unclaimed Money Act 1995</i>                               |

## **HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC**

As a service organisation, the majority of the activities of Blayney Shire Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

*Service functions* affect the public as Council provides services and facilities to the public. These include provision of human services such as child care services and libraries, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

*Regulatory functions* place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

*Ancillary functions* affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

*Revenue functions* affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

*Administrative functions* do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

*Enforcement functions* only affect those members of the public who are in breach of certain legislation. This includes matters such as the non payment of rates and charges and unregistered dogs.

*Community planning and development functions* affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Plan.
- Providing support to community and sporting organisations through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Australia Day Awards and Youth Week, as well as promoting events of others.



## **HOW THE MEMBERS OF THE PUBLIC CAN PARTICIPATE IN COUNCIL'S POLICY DEVELOPMENT AND THE EXERCISE OF FUNCTIONS**

Councils in New South Wales are elected every four years. The next elections are to be held in September 2016. For councils not subject to a merger proposal, ordinary elections will proceed on this date. However, an order to delay elections for those councils with a merger proposal before the Boundaries Commission was Gazetted on 15 April 2016. The order delays elections for a period of up to twelve months.

The date the Government is working towards for the elections for these Councils is March 2017. The exact date will be confirmed following the conclusion of the council boundary review process and consultation with the Electoral Commission.

At each election for Blayney Shire Council, voters elect seven Councillors for a four-year term. The Mayor is elected each year by the Councillors from among their numbers. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non residential roll. Voting is compulsory.

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

Members of the public are able to attend Council meetings (second Monday of each month – except January) in the Blayney Shire Community Centre - Council Chamber, 41 Church Street, Blayney.

The opportunity is offered to interested persons to address Council prior to meetings on any matters that are within its jurisdiction. A Public Forum Speaker Request Form must be completed and lodged before scheduled deadline of 4.30pm on the day of the Council meeting. Forms are available from Council's website link:

<http://www.blayney.nsw.gov.au/Your-Council/Council-Meetings-and-Committees/Public-Participation/Public-Participation>

Council also has the following Community Committees comprising and including members of the public:

- Blayney Shire Access Advisory Committee
- Blayney Shire Audit Committee
- Blayney Shire Council Australia Day Committee
- Blayney Shire Financial Assistance Committee
- Blayney Shire Sports Council
- Blayney Shire Towns & Villages Committee
- Cemetery Forum

Community Committee meeting times are promoted on Council's website. Invitations for membership of committees are called after Council elections every four (4) years and as committee vacancies arise. Notification of vacancies are publicised on Council's website and in the local newspaper. Members of the public interested in being involved with any community committee should contact Council in the first instance to enquire of any vacancies.

## **INFORMATION HELD BY BLAYNEY SHIRE COUNCIL**

Council holds a wide range of information, in both hard copy and electronic form in respect of the wide range of functions undertaken by it. That information is contained in:

1. Records – either Physical or electronic
2. Policy documents
3. General Information

### **1. RECORDS**

Prior to 1996 Council had a “hard copy” records system, with material being held as physical records. Since then, Council’s records have been maintained in electronic format, physical records being dispensed with, except for development/building/construction applications.

Council’s records are not available on the website however this information may be made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provisions of GIPA.

Members of the public who require an informal release or an access application can do so by contacting the Right to Information Officer at Council on telephone (02) 6368 2104.

### **2. POLICY DOCUMENTS**

Council’s policies are maintained in a policy register – access to which is available from Council’s website using the following link:

<http://www.blayney.nsw.gov.au/Your-Council/Council-Policies>

### **3. GENERAL INFORMATION**

The following list of general information held by Council has been divided into four sections as outlined by the Government Information (Public Access) Regulation 2009:-

1. Information about Council;
2. Plans and Policies;
3. Information about Development Applications;
4. Approvals, Orders and other Documents.

The Government Information (Public Access) Regulation 2009 requires that these documents held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents either on Council’s website (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

These documents are:

**1. Information about Council**

- The model code of conduct prescribed under section 440 (1) of the LGA
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Community Strategic Plan
- Delivery and Operational Plan including resourcing strategy documentation such as Workforce Plan; Long-term Financial Plan; and Asset Management Plans
- EEO Management Plan
- Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy
- Annual Reports of Bodies Exercising Functions Delegated by Council
- Any Codes referred to in the Local Government Act
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas and Business Papers for any meeting of Council or any Committee of Council
- Minutes of any meeting of Council or any Committee of Council
- Departmental Representative Reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters

**2. Plans and Policies**

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

**3. Information about Development Applications**

Development Applications and any associated documents received in relations to a proposed development:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports

- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information

**4. Approvals, Orders and Other Documents**

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

## **HOW MEMBERS OF THE PUBLIC MAY ACCESS AND AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS**

As far as practicable, Council documents will be accessible by members of the public during office hours.

Persons interested in obtaining access to documents or who wish to seek an amendment to the Council's records concerning their personal affairs, should contact a Customer Service Officer. If you experience difficulty in obtaining documents or information you should contact Council's Public Officer.

## **ACCESS TO INFORMATION HELD BY THE COUNCIL**

Blayney Shire Council is dedicated to good public decision making, transparency and accountability, and will provide access to information in accordance with the provisions of the GIPA Act.

Council has adopted a policy on access to information (Policy 2G: Access to Information), to facilitate public access to the information held by Council. This policy is publicly available from Council's policy register on Council's website using the following link:

<http://www.blayney.nsw.gov.au/Your-Council/Council-Policies>

In accordance with the GIPA Act, Council will make information available to the public in the following ways, unless there is an overriding public interest against disclosure of information:

**OPEN ACCESS INFORMATION**

Through the mandatory disclosure of open access information (see above, Information Held by Council) – where practicable, this information will be made available free of charge on Council's website. Where it is not practicable for Council to provide open access information on the website, the information will be made available free of charge in at least one other format.

To access information that is not currently available on Council's website, please contact Council's Right to Information Officer on (02) 6368 2104.

**PROACTIVE RELEASE OF INFORMATION**

Through the proactive release of as much information as possible – this information will be made available free of charge, or at the lowest reasonable cost.

**INFORMAL ACCESS REQUESTS**

In response to an informal request (without the need for a formal application, unless there are good reasons to require one) – this information will be made available free of charge, subject to any reasonable conditions that may be imposed by Council. Council may require a written record of an informal request to access information.

**FORMAL ACCESS APPLICATIONS**

In response to a formal access application (for information that Council does not provide proactively or informally) – application fees and processing charges apply as per the GIPA Act.

The GIPA Act sets out the procedure for making and dealing with formal access applications. An application for information that is not already available by other means must be made on the "Formal Access Application" form, which is available at the Council Chamber or on Council's website using the following link:

<http://www.blayney.nsw.gov.au/Your-Council/Access-to-Information>

A formal application is not a valid application unless it is accompanied by an application fee of \$30. The application fee counts as payment of the first hour of any processing charge that may be payable by the applicant. Processing charges for dealing with formal access applications are charged at a rate of \$30 per hour for each hour of processing time.

Enquiries regarding formal access applications should be made to Council's Right to Information Officer on (02) 6368 2104.

**PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER**

The Director Corporate Services has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council. The Director Corporate Services is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. Also, if you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Public Officer (Right to Information Officer) in the first instance.

Enquiries should be addressed as follows:

General Manager  
Blayney Shire Council  
PO Box 62  
BLAYNEY NSW 2799

Email: [council@blayney.nsw.gov.au](mailto:council@blayney.nsw.gov.au)

## INFORMATION AND PRIVACY COMMISSION

If you require any other advice or assistance about access to information you may contact the Information and Privacy Commission by telephone on 1800 472 679 (free call), in person at Level 11, 1 Castlereagh Street, Sydney 2000, in writing to GPO Box 7011 Sydney NSW 2001 or by email at [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au) . Further information may also be obtained from website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

<b>Adopted:</b>	<b>11/10/2010</b>	<b>Minute No. 1010/012</b>
<b>Date of Approval by IPC</b>	<b>09/12/2010</b>	
<b>Lasted Reviewed:</b>	<b>20/06/2011</b>	<b>1106/006</b>
	<b>10/12/2012</b>	<b>1212/003</b>
	<b>08/07/2013</b>	<b>1307/006</b>
	<b>14/07/2014</b>	<b>1407/006</b>
	<b>13/07/2015</b>	<b>1507/007</b>
	<b>18/07/2016</b>	
<b>Next Review:</b>	<b>17/07/2017</b>	

**12) SUSTAINABLE MUSEUM COLLECTIONS PROGRAM**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 2.1 Cultural and sporting events are coordinated and resourced.

**File No:** GS.LI.1

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**Recommendation:**

That Council continue its support of the Sustainable Collections Program through the commitment of \$15,000 in the 2016/17 budget on the basis that reports are furnished on project achievements to Council and community on a six monthly basis.

**Reason for Report:**

For Council to consider a request, to contribute \$15,000 towards the 2016/17 the Sustainable Collections Program.

**Report:**

Council has been active in its support of the Sustainable Collections project since inception and has received a request from Orange City Council on 16 June 2016 for a contribution of \$15,000 towards the 2016/17 program. It has been recognised as a means by which the community museum and history groups in the Shire are able to get professional support.

A progress report has been received on achievements prepared by the Orange City Council Museum and Heritage Coordinator that highlights the following achievements for museums in the Blayney Shire local government area in the 2015/16 year:

- Internet connection in Carcoar Hospital Museum
- Inspection of options for internet connection to the Carcoar Court House
- Opening of the Trevor Pascoe Pavilion
- Interpretation on Millthorpe Museum – pull up banner
- Farewell Dr Rowland Dinner as part of *Villages of the Heart*
- Assistance provided to Carcoar Historical Society on funding application for Stoke Stable
- Over 200 hours of Collection Officer work in Blayney Council museums working on uploading records to e-hive  
[http://www.centralnswmuseums.orangemuseum.com.au/ehive-search/?eHive\\_query=hospital](http://www.centralnswmuseums.orangemuseum.com.au/ehive-search/?eHive_query=hospital)
- Students from Orange have been involved in digital storytelling and working towards developing content on the villages of the region.

The report also highlights a number of aims for the 2016/17 period including the following:

- Commence a program to document the Viv Kable Collection at Blayney
- Celebrating the community cooks of Millthorpe

Council at its meeting held 10 March 2014 resolved to support the Sustainable Collections project with contributions of \$15,000 for the 2014/15 and 2015/16 years. The request for support for the project in the amount of \$15,000 for the 2016/17 year is recommended for approval.

**Issues:**

Nil

**Budget Implications:**

Council has no provision for this activity in its adopted 2016/17 Operational Plan. Funding of this project will require an additional vote of funds in the 2016/17 period. The Sustainable Collections Project has in the past been funded jointly by Arts NSW on the basis of individual contributions of \$15,000 by Orange, Cabonne and Blayney Councils.

**Enclosures (following report)**

- |   |   |         |
|---|---|---------|
| 1 | Progress report on Sustainable Collections Program 2016 | 4 Pages |
|---|---|---------|

**Attachments (separate document)**

Nil



D15/45316

F726

**REPORT TO** GENERAL MANAGERS  
CABONNE COUNCIL – JUNE 2016  
BLAYNEY COUNCIL – JUNE 2016

**FROM** ALISON RUSSELL – MUSEUM AND HERITAGE COORDINATOR

**DATE** 1 JUNE 2016

**ON** PROGRESS REPORT ON THE SUSTAINABLE COLLECTIONS PROGRAM 2016

F726

### Introduction

The Sustainable Collections Program has had a successful year working with museums and collections across the Blayney, Cabonne and Orange Council areas.

A key focus of the SCP over the past two years is the *Villages of the Heart* project, to document and interpret the stories and memories of villages in central NSW and promote the villages and their museums to visitors. Stage 1 of *Villages of the Heart* involved recording the memories of villages across the region. Stage 2 of *Villages of the Heart* involves a new regional partnership with Sydney Living Museums, with funding through Arts NSW with a grant of \$140,000. The SCP's *Villages of the Heart* was one of only two recipients for a regional partnership grant in NSW. This project has a special focus on the produce, food and culinary history in the region, linking museum stories and collections from villages across the region to food, wine and produce tourism. With SCP staff, Sydney Living Museum's colonial gastronomer Jacqui Newling, has been working with museums across the region on the reinterpretation of produce, food and domestic collections and developing public programs for each museum.

Stage 3 will be an exhibition titled *Paddock to Plate in 2017* delivering a major exhibition about food and food traditions and satellite displays in community museums about food and produce in each village.

Orange City Council's Museum and Heritage Support Officer has been working on the delivery of some of the Sustainable Collections Program priorities, particularly in the Blayney and Orange local government areas. Margot Jolly continues as the Sustainable Collections Project Officer, working mainly with museums in the Cabonne Council area.

### 2015

Key initiatives for the SCP have included:

- The SCP has secured \$45,000 from Arts NSW for 2015, on the basis of a \$15,000 contribution from each Council.
- Commissioned research on the Chinese history of the region with workshops by the consultant
- Commissioned Aboriginal Heritage study for Cabonne and Blayney Council areas
- discussions with staff to record the stories of refugees and newly arrived migrants
- Museums Open weekend where all museums in the district were open from 7-9 May 2015
- Research and consultation with local geologists for the education resources on gold mining
- Meetings with the Regional Museums Network
- Workshops on e-hive training to develop online access to collections and museums
- Upgrade of Central NSW Museum website to include greater focus on villages, museums and stories
- Training on the Australian Dress Register
- Workshop on conserving World War I collections
- Fact sheet on seven key steps for museums

- 2 -

- Conservation materials for all museums
- Presentation by Michael Huxley, Museums and Galleries NSW – 'Guess who's coming to the Museum'

#### **Cabonne Council**

- Funding for new interpretative panel on Senior Constable John Herbert in Canowindra
- Upgrade of Canowindra Historical Society logo
- Funding for interpretation of the Braveheart Wagon in Eugowra Museum
- Research and assistance on the Rabbito's Bike and saw milling panels in Eugowra Museum
- Eugowra Museum opened a new exhibition space
- Interpretation of the Packham Pear banner
- Cooking with Merle Parish promotion and production support
- Assistance provided to Molong Museum on funding application for Museum Kitchen and Entrance
- Funding provided to Molong Museum towards the restoration of the kitchen
- Over 200 hours of Collection Officer work in Cabonne Council museums working on uploading records to e-hive and restoration of the Molong Museum
- Molong High School has been involved in digital storytelling, working towards developing content on the villages of the region

#### **Blayney Council**

- Internet connection in Carcoar Hospital Museum
- Inspection of options for internet connection to the Carcoar Court House
- Opening of the Trevor Pascoe Pavilion
- Interpretation on Millthorpe Museum – pull up banner
- Farewell Dr Rowland Dinner as part of *Villages of the Heart*
- Assistance provided to Carcoar Historical Society on funding application for Stoke Stable
- Over 200 hours of Collection Officer work in Blayney Council museums working on uploading records to e-hive [http://www.centralnswmuseums.orangemuseum.com.au/ehive-search/?eHive\\_query=hospital](http://www.centralnswmuseums.orangemuseum.com.au/ehive-search/?eHive_query=hospital)
- Students from Orange have been involved in digital storytelling and working towards developing content on the villages of the region.

#### **Orange City Council**

- Working with volunteers and collections held by the Orange RSL and Bloomfield Hospital Collections
- 2 banners promoting Central NSW Museums developed
- Development design and printing of panels on World War I soldiers and nurses for the Orange Health Service Foyer
- Liz Edwards from Orange and District Historical Society visited Puki Arika Museum in New Zealand to learn about documentation and storage of photographic and negative collections.
- Funding towards Emmaville Cottage interpretation
- Orange and District Historical Society are undertaking an exemplary collection management program including reorganising storage space and a program to deaccession.

Regular meetings have been held with Regional Museum Network during 2015. The Network is also developing a Museums Open Day to co-inside with the National Trust Heritage Festival on 8 & 9 May 2015. This will be a culmination of all the museums working together to be open during this time. This event will be promoted through local visitors centre and websites. More information as the program develops will be available.

Work continued on documenting museum collections, with a focus on preparing collection records for listing online through the Central NSW Museums website.

- 3 -

**Next Stages 2016 - 2017**

2016 will continue to focus on public programs, community engagement, education and on-line access to significant collections.

The program will include:

- \$64,500 grant received from Arts NSW towards the Orange Regional Museum Program and the Sustainable Collections Project
- Continued work on the collections and museums, with a focus on promoting tourism and audience development
- Developing on-line access to significant objects and collections in museums and the region and photography of significant objects
- Improve internet access for museums that lack connections
- Work with young people on digital storytelling
- Research and development of education resources about gold history, linked to the curriculum
- Research and development of a thematic history for the exhibition *Paddock to Plate*
- Commissioned education resources for use in museums
- Devise education resources about Aboriginal History and culture linked to the curriculum
- Devise and develop education resources for *Villages of the Heart*
- Public art concept designs for each Council's local government areas
- Develop content for satellite exhibitions in regional museum for *Paddock to Plate* exhibition
- Assist museums to develop a series of public programs to engage new audiences
- Commence a program to document the Viv Kable Collection at Blayney
- Celebrating the community cooks of Millthorpe

Construction of the new Orange Regional Museum and Visitor Centre building was completed in early 2016. Throughout 2015, the museum worked with key stakeholders from the community and museums in the region on content development for ORM, underpinned by collection and research projects developed through the Sustainable Collections Program.

A design concept for the permanent exhibition was developed by Freeman Ryan Design. While this concept has not yet been funded, work proceeds on major temporary exhibitions for the museum; the opening exhibition around the theme of *Journeys to Orange*, to be followed by *Paddock to Plate* in late 2017.

A major success is the way the regional museums have embraced the opportunity to share their collections online through e-hive. The museums are more engaged and committed to sharing their collections online. More volunteers are attending the regional museum network meetings and associated workshops. Eighteen volunteers from 10 museums attended the WWI object conservation workshop; fifteen attended the E-hive workshop; 12 attended the Australian Dress Register workshop; 25 attended a workshop and lecture on the new research on the Chinese in Central NSW and 30 attended the highly informative presentation by Michael Huxley from MGNSW on his visitor research, 'Guess Who's Coming to the Museum'.

The SCP work has been impacted by the demands of the development of the Orange Regional Museum. It has been a huge task for one staff and a Museum Adviser to work on the first exhibition and the necessary operational planning, museum fitout and policy framework for the museum. In addition, the Museum Support Officer's role was reduced to a part-time position, at her request and while some additional clerical assistance was provided, this has affected progress and delivery times for some elements of the program. Research has been collated for the curriculum linked gold education kit for Wentworth Mine and ORM.

- 4 -

Completion of some elements of the program, such as the *Paddock to Plate* displays in each museum, have been pushed out to accommodate the need for more research and collection work and to tie in with ORM's temporary exhibition program. This exhibition is now scheduled for late 2017. Carcoar Historical Society are undertaking building repairs to Stoke Stable, assisted by a Building Improvement Grant from MGNSW. Molong Museum has restored and installed the kitchen display, whilst they continue to seek funding for the restoration of the buildings' entrance.

**RECOMMENDATIONS**

- 1 That consideration be given to allocating \$15,000 within Council's 2016/2017 budget to continue the Sustainable Collections Project.
- 2 That the Museum and Heritage Coordinator, Orange City Council be invited to speak on this report at a future Council briefing session at Cabonne and Blayney Councils.



Alison Russell  
**MUSEUM AND HERITAGE COORDINATOR**

**13) COMPLIANCE AND REPORTING ACTIVITIES****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 6.3 A well-run Council organisation.**File No:** IM.CO.3**Recommendation:**

That the report on Compliance and Reporting Activities for January to June 2016 be received.

**Reason for Report:**

For Council to be updated on compliance and reporting activities for the month of July 2016.

**Report:**

The Office of Local Government (OLG) issues all councils with a calendar of compliance and reporting activities annually. These activities are statutory obligation required under various pieces of legislation.

This report outlines activities undertaken during the period to June 2016:

Activity	Legislation	Due Date	Completion Date
Issue 3 <sup>rd</sup> Rates Instalment notices	L.G. Act s.562	31/01/2016	22/01/2016
Ledger balances prepared for 6 monthly inspection by Auditor	LGGR cl.228	31/01/2016	28/01/2016
Public Interest Disclosure (PID) report to NSW Ombudsman	PID Act s.6CA	31/01/2016	27/01/2016
Delivery Program progress report – December 2015	L.G. Act s.405	Six monthly	15/02/2016
Submission of Quarterly Budget Review Statement to Council (2 <sup>nd</sup> Quarter)	L.G. Regulation cl.203(1)	28/02/2016	15/02/2016
Issue 4 <sup>th</sup> Rates Instalment notices	L.G. Act s.562	30/04/2016	20/04/2016
Submission of Quarterly Budget Review Statement to Council (3 <sup>rd</sup> Quarter)	L.G. Regulation cl.203(1)	31/05/2016	15/03/2016
Local Infrastructure Renewal Scheme (LIRS) claim - Blayney Bridge Renewal Project (Feb. 2013)	LIRS Agreement cl. 4	16/05/2016	12/05/2016
Adoption of Operational Plan and update to Long Term Financial Plan	L.G. Act s.404	30/06/2016	20/06/2016

**Issues:**

Nil

**Budget Implications:**

Nil effect.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**14) INALA UNITS UPDATE****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 5.1 A diverse and sustainable population in our communities and villages.**File No:** PM.RP.6

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**Recommendation:**

1. That Council endorse removal of the registration on the land title of Inala Units, lot 221/DP593369 at 33 Park Street, Millthorpe noting it as being used as a retirement village.
2. That an investigation and report into the proposed sale of Inala Units including costs associated with bringing the asset to a saleable condition be brought to Council for further determination.

**Reason for Report:**

For Council to be provided an update on status of Inala Units, Millthorpe.

**Report:**

Council received a report at the November 2015 meeting on Inala Units, originally held by Council for provision of retirement village housing, outlining the legislative status of tenant administration amongst other matters.

Council has also received reports in the past on the poor demand for retirement village housing prompting the move by Council in 2012 to obtain approval to lease housing to the general community under the Residential Tenancies Act. At the time of the November 2015 report Council had 2 residents administered through Council under the Retirement Villages Act and 8 tenants administered through Council's property manager, Kennedy Real Estate, under the Residential Tenancies Act.

In the last month the "retirement village" residents have moved to supervised hostel care for health reasons and this marks the conclusion of Council's 35-year involvement in the provision of retirement village housing in the shire. These units will now be refurbished with a view to being let through Council's property manager.

This provides an opportunity for the registration on the land title of the property, noting it as being used as a retirement village, to be removed. This registration was a statutory requirement to provide financial protection to retirement village residents in the event of an operator (Council) becoming insolvent. As Inala Units are no longer for this purpose there is no statutory requirement for this registration.

The departure of retirement village residents also triggers the need for review of the future of this asset as it is no longer used for delivery of a community council service. It may also be argued that the provision of residential housing is better suited to private investment as Council does not have access to tax advantages and benefits of negative gearing associated with property investment. Council's Delivery Plan (DP 4.1.12) cites identification of surplus assets for possible sale and Council endorsement to this end is sought.

**Issues:**

Council's policy on Disposal of Assets, policy 3G, requires a Council resolution for the determination of a disposal methodology of Real property (land and buildings). This will be subject to a further report and a future consideration for Council.

**Budget Implications:**

Investigation will be required as to preliminary expenses required to bring the asset to a saleable condition and associated sale costs should Council resolve this way.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**15) REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2016**

**Department:** Corporate Services

**Author:** Acting CFO

**CSP Link:** 6.3 A well-run Council organisation.

**File No:** FM.IN.1

**Recommendation:**

1. That the report indicating Council’s investment position as at 30 June 2016 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

**Reason for Report:**

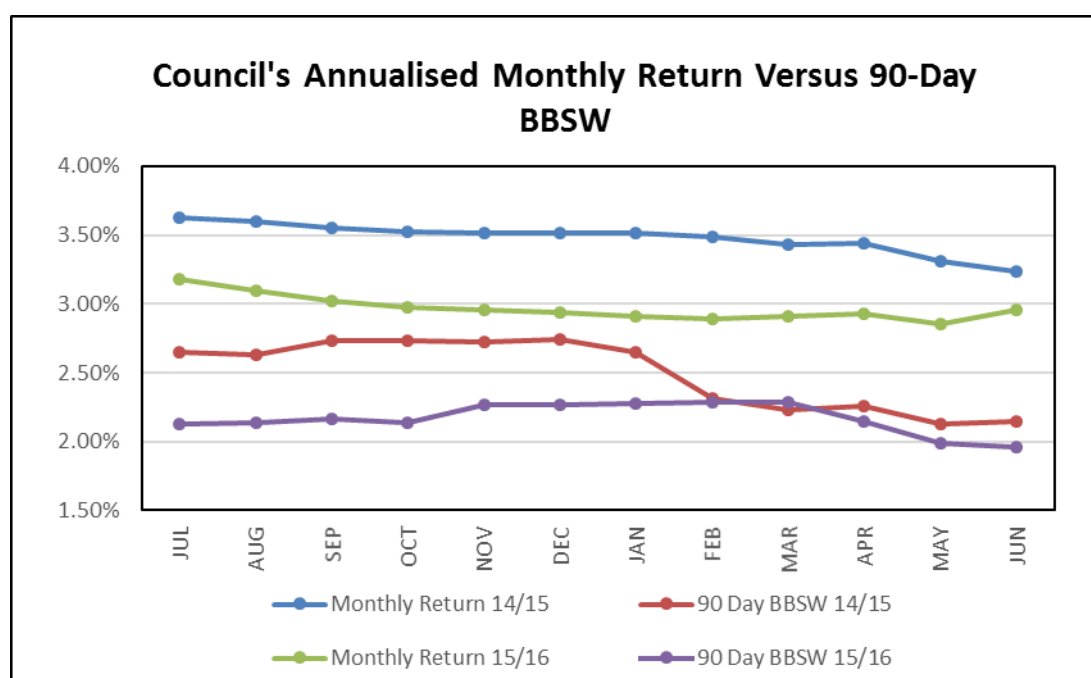
For Council to endorse the Report of Council Investments as at 30 June 2016.

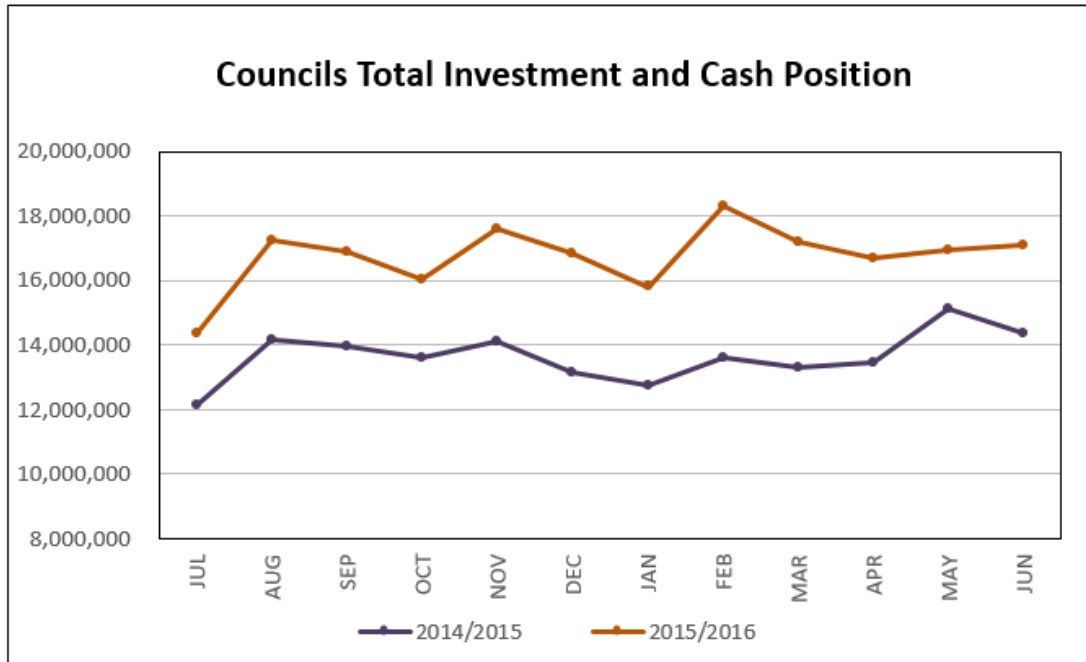
**Report:**

This report provides details of Council’s Investment Portfolio as at 30 June 2016.

Council’s total investment and cash position as at 30 June 2016 is \$17,086,719. Investments earned interest of \$38,917 for the month of June 2016.

Council’s monthly net return on Term Deposits annualised for June of 2.86% outperformed the 90 day Bank Bill Swap Rate of 1.965%.





<b>REGISTER OF INVESTMENTS AND CASH AS AT 30 JUNE 2016</b>				
<b>Institution</b>	<b>Rating</b>	<b>Maturity</b>	<b>Amount \$</b>	<b>Interest Rate</b>
AMP Bank	A1/A+	6/01/2017	500,000	2.850%
AMP Bank	A1/A+	9/05/2017	500,000	3.000%
AMP Bank	A1/A+	31/05/2017	500,000	3.000%
AMP Bank	A1/A+	15/06/2017	500,000	2.900%
AMP Bank	A1/A+	16/08/2016	500,000	2.900%
Auswide Bank Ltd	A2/BBB	7/03/2017	500,000	3.000%
Bank of Queensland	<b>A2/A-</b>	5/07/2016	500,000	3.050%
Bank of Queensland	<b>A2/A-</b>	26/07/2016	500,000	3.000%
Bank of Queensland	<b>A2/A-</b>	2/08/2016	500,000	3.050%
Bank of Queensland	<b>A2/A-</b>	15/08/2016	500,000	3.050%
Bankwest	A1+/AA-	12/07/2016	500,000	3.000%
Bankwest	A1+/AA-	2/08/2016	500,000	3.000%
Bankwest	A1+/AA-	4/10/2016	500,000	2.950%
Bankwest	A1+/AA-	11/10/2016	500,000	2.800%
Bankwest	A1+/AA-	29/11/2016	500,000	2.800%
Bankwest	A1+/AA-	14/02/2017	500,000	2.850%
Bendigo & Adelaide Bank	A2/A-	22/11/2016	500,000	2.800%
Bendigo & Adelaide Bank	A2/A-	13/06/2017	500,000	2.900%
IMB	A2/BBB	1/09/2016	500,000	2.800%
ING Bank	A2/A-	28/02/2017	500,000	3.100%
Macquarie Bank	A1/A	9/08/2016	500,000	2.800%
ME Bank	A2/BBB+	19/07/2016	500,000	2.950%
ME Bank	A2/BBB+	29/11/2016	500,000	2.900%
ME Bank	A2/BBB+	20/12/2016	500,000	3.000%
ME Bank	A2/BBB+	6/03/2017	500,000	3.070%
ME Bank	A2/BBB+	7/03/2017	500,000	3.070%
NAB	A1+/AA-	6/09/2016	500,000	3.120%
NAB	A1+/AA-	29/11/2016	500,000	2.920%
NAB	A1+/AA-	13/12/2016	500,000	2.940%
NAB	A1+/AA-	21/02/2017	500,000	3.130%
NAB	A1+/AA-	23/05/2017	500,000	2.890%
Westpac	A1+/AA-	6/12/2016	500,000	2.860%
<b>Total Investments</b>			<b>16,000,000</b>	<b>2.957%</b>
Benchmarks:				
	BBSW 90 Day Index			1.965%
	RBA Cash Rate			1.750%
Commonwealth Bank - At Call Account			500,000	1.650%
Commonwealth Bank Balance - General			586,719	1.600%
<b>TOTAL INVESTMENTS &amp; CASH</b>			<b>17,086,719</b>	

\* % Interest rates as at 30/06/2016

<b>Summary of Investment Movements – June</b>		
<b>Financial Institution</b>	<b>Invst/(Recall) Amount \$</b>	<b>Commentary</b>
Bankwest	(504,808.90)	Term Deposit Matured 14/06/2016
Bankwest	500,000.00	Term Deposit Reinvested 14/06/2016
Bendigo & Adelaide Bank	(514,406.16)	Term Deposit Matured 14/06/2016
Bendigo & Adelaide Bank	500,000.00	Term Deposit Reinvested 14/06/2016
AMP	500,000.00	Term Deposit New Investment 15/06/2016
NAB	500,000.00	Term Deposit New Investment 15/06/2016
CBA At Call Account	345,780.97	Transfer From General Account 24/06/2016
Westpac	(507,456.44)	Term Deposit Matured 28/06/2016
Bankwest	(504,808.90)	Term Deposit Matured 29/06/2016
Bankwest	500,000.00	Term Deposit Reinvested 29/06/2016
ME Bank	500,000.00	Term Deposit New Investment 30/06/2016

<b>Short Term Credit Rating*</b>	<b>Policy Maximum</b>	<b>Current Holding %</b>	<b>Current Holding \$</b>
A-1+	100%	38%	6,000,000
A-1	80%	19%	3,000,000
A-2	60%	44%	7,000,000
A-3	40%	0%	-
			16,000,000

\*Councils current investment portfolio contains only short term investments and has therefore been rated accordingly.

<b>Overall Portfolio Return to Maturity</b>			<b>Actual %</b>
Portfolio % < 1 Year	Min 40%	Max 100%	100%
Portfolio % > 1 Year	Min 0%	Max 60%	0%
Portfolio % > 3 Year	Min 0%	Max 30%	0%
Portfolio % > 5 Year	Min 0%	Max 20%	0%

<b>Individual Institution Limit</b>	<b>Rating</b>	<b>Policy Maximum</b>	<b>Actual Maximum</b>
AMP Bank	A1/A+	3,000,000	2,500,000
Auswide Bank Ltd	A2/BBB	3,000,000	500,000
Bank of Queensland	A2/A-	3,000,000	2,000,000
Bankwest	A1+/AA-	3,000,000	3,000,000
Bendigo & Adelaide Bank	A2/A-	3,000,000	1,000,000
IMB	A2/BBB	3,000,000	500,000
ING Bank	A2/A-	3,000,000	500,000
Macquarie Bank	A1/A	3,000,000	500,000
ME Bank	A2/BBB+	3,000,000	2,500,000
NAB	A1+/AA-	3,000,000	2,500,000
Westpac	A1+/AA-	3,000,000	500,000

<b><u>RESTRICTED CASH, CASH EQUIVALENTS &amp; INVESTMENTS</u></b>	
	<b>\$ 000's</b>
External Restrictions - Sewer	5,105
External Restrictions - Unexpended Grants*	1,480
External Restrictions - Other*	1,112
	<b>7,697</b>
Internal Cash Restrictions*	6,444
Unrestricted	2,946
	<b>9,390</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>17,087</b>

\* Restrictions represent balance as at 1 July 2015. Confirmations of these balances at 30 June 2016 will not be known until finalisation of the annual financial statements

#### CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I, Tiffaney Irlam, certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, the Local Government (General) Regulation 2005 and Council Policy.

#### **Issues:**

Nil

#### **Budget Implications:**

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

#### **Enclosures (following report)**

Nil

#### **Attachments (separate document)**

Nil

**16) AMENDMENT TO 2016/17 SECTION 94 CONTRIBUTIONS****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 6.3 A well-run Council organisation.**File No:** LP.PL.1**Recommendation:**

1. That Council approve the amended 2016/17 section 94 contributions for public exhibition for a period of not less than 28 days;

Title of Fee or Charge	2016/17 Amended Fee
<b>Section 94 Contributions</b>	
Residential accommodation development resulting in additional dwelling or lot	<b>\$5,976.00 per new dwelling or lot</b>
Heavy haulage developments:	
- Regional Sealed Road	<b>\$0.21 per ESA per km</b>
- Local Sealed Road	<b>\$0.35 per ESA per km</b>
- Local Gravel Road	<b>\$0.21 per ESA per km</b>
Note: ESA means Equivalent Standard Axles	

2. That should no submissions be received the section 94 contributions as amended be adopted.

**Reason for Report:**

For Council to consider amendment to 2016/17 section 94 contributions.

**Report:**

Council has been undertaking a review of Development Application processes using the Independent Commission Against Corruption Development Assessment Audit Tool. This assessment is in the stage of finalisation for reporting purposes and has revealed an anomaly with section 94 contributions in the 2016/17 Fees and Charges adoption with Council's Operational Plan.

The 2016/17 section 94 contributions as adopted are incorrect and were not factored on the indexation or fee base informed from the Blayney Local Infrastructure Contributions Plan (BLICP) 2013 adopted by Council. The 2015/16 contributions were found to be that adopted in the BLICP 2013.

Clause 2.17 of the BLICP provides that pursuant to clause 32(3) of the Environmental Planning and Assessment Regulation, Council may change s.94 contribution rates using the Consumer Price Index (All Group Index) for Sydney. The contributions proposed are outlined in the below table and vary slightly from those adopted.

<b>Title of Fee or Charge</b>	<b>2015/16 Fee</b>	<b>2016/17 Adopted Fee</b>	<b>2016/17 Amended Fee</b>
<b>Section 94 Contributions</b>			
Residential accommodation development resulting in additional dwelling or lot	<b>\$5,648.00 per new dwelling or lot</b>	<b>\$5,721.00 per new dwelling or lot</b>	<b>\$5,976.00 per new dwelling or lot</b>
Heavy haulage developments:			
- Regional Sealed Road	<b>\$0.20 per ESA per km</b>	<b>\$0.22 per ESA per km</b>	<b>\$0.21 per ESA per km</b>
- Local Sealed Road	<b>\$0.33 per ESA per km</b>	<b>\$0.36 per ESA per km</b>	<b>\$0.35 per ESA per km</b>
- Local Gravel Road	<b>\$0.20 per ESA per km</b>	<b>\$0.22 per ESA per km</b>	<b>\$0.21 per ESA per km</b>
Note: ESA means Equivalent Standard Axles			

Council has a statutory obligation under the Local Government Act section 610(F) to place the proposed contributions on public exhibition for a period of not less than 28 days. It is proposed that the new contributions be adopted in the event that no submissions are received.

**Issues:**

All developments determined will fall under the section 94 contributions currently adopted by Council until the new contributions are enacted.

**Budget Implications:**

The budget implications of this amendment are forecast to be negligible. In 2015/16 Council received \$23,943 in section 94 contributions.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**17) DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 4.1 Adequate provision of transport, roads, rail, information and communication technologies and community social assets.

**File No:** GO.ME.1

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**Recommendation:**

That the Director of Infrastructure Services Monthly report for July 2016 be received and noted.

**Reason for Report:**

To update Councillors on matters associated with shire infrastructure, its maintenance, operation, upgrade and construction.

**Report:**

**Topical Issues**

Centroc - Supply of Electricity Contract

Councillors may recall that at the ordinary meeting of Council on 21 March 2016, it resolved:

1. *That Council acknowledge that there are extenuating circumstances surrounding the procurement of electricity and as such Council should be excused from the tendering requirements under Section 55 of the Local Government Act 1993.*
2. *That Council engage Energy and Management Services to conduct the procurement process for electricity for the next rounds of small sites, large sites and street lighting contracts.*
3. *That Council delegate the authority to execute the contracts for the supply of electricity to the Mayor and General Manager.*

Expressions of Interest recently closed for small sites, with a total of 4 retailers submitting an offer. In accordance with current contract terms, large sites and street lighting will be undertaken next year.

Energy Management Services has undertaken an assessment of the offers and a full report provided to Council, with the recommendation being that Council sign contracts with Origin Energy for small sites beginning 1 January 2017 for a period of 3 years.

The highlights of the Origin offer included:

- 28% discount of Origins published rates
- Origin will ensure prompt transfer of sites by providing special meter reads at no additional cost to the Councils currently not with Origin



- 20% roll out provision
- uncapped roll in provision
- Origin agrees to the transfer of sites between members of the Council Groups as a result of the proposed Council amalgamation, without any additional cost to the Councils and on agreed terms and contract rates.

In accordance with the resolution, the General Manager has provided advice to Centroc accepting the Origin Energy offer.

### Assets

Council is required to conduct a full revaluation of each major asset class, at least every 5 years. Council's asset staff are nearing completion of the Revaluation of Recreational Assets in the Shire. This has involved the migration of the existing Parks and Gardens asset register into the AssetFinda Asset Management software, the identification, recording and condition assessment of over 900 individual assets, or asset groups and the calculation of the current replacement cost of each of these assets.

Council has also completed the annual condition and defect inspections of the entire 30km plus footpath / shared path network throughout the shire. Defects are identified and prioritised for renewal or maintenance works for the 2016/17 financial year.

### **Major Works**

Major road construction and notes on current works are as follows:

- Blayney Bridge Program – Council is awaiting the final Review of Environmental Factors for this program. Given the delays in receiving this information, it is now anticipated that the tender will be advertised in mid-August, with a report coming to the November Meeting to let the contract.
- Blister installation has commenced on the intersection of Church and Carcoar Streets funded jointly by Roads and Maritime Services and Council. This project will improve the safety of pedestrians crossing this intersection.
- Drainage works along Browns Creek Road are completed on time and ahead of budget. These works are a precursor to the funding that Council has in the 2016/17 financial year to strengthen the pavement along this road.
- Drainage works have commenced on Carcoar Road between Forest Reefs Road and Browns Creek Road in preparation of heavy patching in the 2016/17 financial year.

### **Major Contracts**

#### Redmond Oval Upgrade

- Budget \$700,000 (ex GST)
- Works on Redmond Oval have come to a complete stop due to wet weather. The wet weather has delayed works by nearly 6 weeks with further wet weather delays expected.

There are now implications with the oval being ready for the expected August opening. Council are beginning to notify the community through social media of delays to projects and impacts of the continual rain around the shire.

### **Building Maintenance Works**

- A Request for Quotation has been issued for the removal of asbestos from the Redmond Oval Rotunda, and for the demolition of the existing Canteen building.

### **Wastewater**

#### Investigation and Augmentation of Millthorpe Rising Main

- Budget \$267,719 (ex GST)
- Next stage of these works are to construct the service road and retaining wall. The blocks for the retaining wall have arrived and we are now waiting on some dry weather to enable this portion to begin.

### CCTV Camera

- Budget \$100,000 (ex GST)
- The procurement process has been undertaken for the purchase of a pipe Closed Circuit TV (CCTV) camera. Quotations were sought and demonstrations of individual units by shortlisted companies completed. A purchase order has been provided to the successful organization and we anticipate delivery and training to occur in the next month.
- The camera will enable assessment of the sewer pipework to identify condition and issues within the network. The same camera will also have potential to assess the storm water networks.

### **Recreation and Environment**

#### Street Bin Rollout

Council staff have installed approximately 50 new street bins throughout the Shire. Council now has a uniform standard across the Shire, and has increased total capacity. These bins will be collected as part of Council's Waste Collection Contract with JR Richards, reducing ongoing operational costs to Council.

#### **Issues:**

Nil

#### **Budget Implications:**

Nil

### **Enclosures (following report)**

Nil

### **Attachments (separate document)**

Nil

**18) PURCHASE OF BACKHOE LOADER**

**Department:** Infrastructure Services

**Author:** Manager Operations

**CSP Link:** 4.1 Adequate provision of transport, roads, rail, information and communication technologies and community social assets.

**File No:** PS.TE.1

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**Recommendation:**

1. That Council accept the quotation provided by JCB Construction Equipment Australia for the supply of 1 JCB 3CX Classic Backhoe for a net cost of \$132,500 (ex GST) and dispose of Council's Case 590SR Series 3 via trade-in.
2. That Council approve the vote of \$132,500 into the 2016/17 budget from the Plant Reserve

**Reason for Report:**

The replacement of Plant Number 60 – Case 590SR Series 3 backhoe in Council's fleet. The replacement of this item of plant is in accordance with Council's Plant Replacement Strategy.

**Report:****Executive Summary**

Blayney Shire Council undertook a Request for Quotation through *Local Government Procurement* (Vendor Panel) for the purchase of a new backhoe. This new backhoe will replace a Case 590SR series 3 backhoe.

Council is always seeking to provide plant within its fleet that will give better efficiencies through application and improved operator environments than that of any current item of plant being used. The operator enhancements provided by the backhoe of choice provided for safer environments both inside the cabin and outside on the worksite. The inclusion of a 1200mm tilting bucket will provide Council with a set of tools to now be more effective in its road maintenance program.

Local Government Act, Part 7 Tendering, Section 163 Application of Part, 1A (i) shows *Local Government Procurement* can be used as prescribed supplier for any Tender or Quotation, negating the need to go through the complete tendering process.

Suppliers were requested to submit prices for the supply of a Backhoe to Council's specification.

In total 8 submissions were received from the following suppliers:

- Earthmoving Equipment Australia (Case)
- On-Trac Ag Pty Ltd (New Holland)
- GMC Agencies Pty Ltd (MST)
- Hitachi Construction Equipment Sales Pty Ltd (John Deere)
- JCB Construction Equipment Australia (JCB)
- Komatsu Australia Pty Ltd (Komatsu)
- Semco Equipment Sales (Terex)
- Westrac Pty Ltd (Caterpillar)

### **Analysis of Quotes**

After an initial analysis of the submissions, 4 quotations were chosen to be further assessed by operators and workshop staff. These machines being; New Holland, MST, JCB and Komatsu. This then allowed for the full analysis of these Quotations to take place and be based on assessment of: the initial overall product comparison; whole of life cost (includes the quoted price); operator evaluation; workshop evaluation; capacity for application; and warranty, service and backup parts evaluation.

The 4 backhoes were all assessed locally in Orange, Bathurst and Blayney. From these “hands on” assessments the usability and safety features of each machine was studied and choices were made to score each machine as to their performance under working conditions. From these detailed assessments the JCB 3CX Classic was chosen.

The assessments highlighted its innovative operating platform and cabin build, ease of use, entry and exit, as clear winners over the competition. Further its safety features, easy and safe daily check points and workshop and daily serviceability offer high levels of operator safety, and efficient maintenance of this machine.

The results of the assessments on the best performing 4 quotations are detailed below:

<b>Assessment Criteria</b>	<b>New Holland B110B</b>	<b>MST 642 Deluxe</b>	<b>JCB 3CX Classic</b>	<b>Komatsu WBR97R-5E0</b>
<b>1. Whole of life cost 30%</b> Net tendered price plus maintenance costs	27.23	30	26.20	24.67
<b>2. Operator assessment 20%</b> Input on ergonomics and features and capacity to work	16.00	16.00	19.11	17.33
<b>3. Mechanical / Workshop Assessment 20%</b> Passive safety, serviceability, environmental	14.22	16.00	17.33	14.22
<b>4. Environmental impact 15%</b> Engine emissions and oil capacities etc.	14.38	13.91	13.70	14.16
<b>5. Warranty, service &amp; Parts availability 15%</b> Standard warranty, after sales service and parts	13.50	12.38	13.88	13.13
<b>TOTAL</b>	<b>85.3</b>	<b>88.7</b>	<b>90.2</b>	<b>83.5</b>

The assessment shows that the JCB 3CX Classic provides best value for Council.

**Issues:**

It is proposed to dispose of the existing backhoe (P60) via trade-in.

**Budget Implications:**

The replacement of the backhoe (plant no. 60) had a budget of \$127,061 in the 2015/16 financial year which is within the Plant Reserve. This funding plus \$5,439 will need to be voted into the 2016/17 budget from the Plant Reserve.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**19) PURCHASE OF SCOREBOARD FROM BLAYNEY JUNIOR RUGBY LEAGUE**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 2.1 Cultural and sporting events are coordinated and resourced.

**File No:** PR.ME.1

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**Recommendation:**

1. That Council endorse the purchase of the Blayney Junior Rugby League scoreboard for \$3,737; and
2. That an amendment in the first quarter budget review of \$8,737 be effected to accommodate the purchase and installation of the scoreboard at Blayney Showground.

**Reason for Report:**

For Council to endorse the purchase of the Blayney Junior League scoreboard for installation and use at the Blayney Showground.

**Report:**

Council at the June 2016 meeting requested a report on Council's purchase of scoreboard at King George Oval from Blayney Junior League, following the endorsement of a recommendation from the Blayney Shire Sports Council meeting minutes of 19 May 2016.

The purchase of the scoreboard will be facilitated through an offer from Blayney Junior League in lieu of a waiver of King George Oval charges for 3 seasons being 2016, 2017 and 2018, on recommendation being approved. The scoreboard was originally purchased by Blayney Junior Rugby League in 2010 for \$7,495. The sale price to Council of \$3,737 was determined on the basis of King George Oval charges applicable for the above seasons. (For the purpose of this calculation the 2017/18 fee has been assumed at the same level as 2016/17.)

As this is a transaction for Council for purchase of an asset the request for waiver has been construed as a request to apply the proceeds of the transaction to the debtor account of Blayney Junior Rugby League.

It is estimated that a further \$5,000 will be required for the installation of the scoreboard at Blayney Showground. The purchase and installation of this scoreboard will enhance the Blayney Showground for all users of the main ground.

**Issues:**

Nil.

**Budget Implications:**

Council has no provision in its 2016/17 Operational Plan for this project however funds can be allocated in the 2016/17 first quarter budget review for this purpose.

**Enclosures (following report)**

1 Blayney Junior Rugby League

1 Page

**Attachments (separate document)**

Nil



# Blayney Junior Rugby League

ABN: 81 727 006 228

29 March 2016

Rebecca Ryan  
General Manager  
Blayney Shire Council  
PO Box 62  
BLAYNEY NSW 2799

Dear Rebecca,

I am writing to submit a formal proposal to the Blayney Sports Council in relation to the Blayney Junior League scoreboard.

It is understood that prior to Council's purchase of new scoreboard for King George Oval, Blayney Council held discussions with Tony Burrell and Lisa Oborn regarding the purchase of the scoreboard currently owned by Blayney Junior League.

The discussions indicated that it was to be purchased by council for use at other locations, as it is no longer required at King George Oval due to the new scoreboard being installed.

The scoreboard was purchased by Blayney Junior League on 22/2/2010 for the amount of \$7,495.40.

In lieu of payment for the scoreboard, we propose that Council agree to waiver the hire fees for Blayney Junior League for the next three Financial Years (ie 2015/2016, 2016/2017 & 2017/2018)

Could you please provide written confirmation regarding the response to this proposal. Should you require any further information, please don't hesitate to contact me.

Kind regards,

*Helen Miskell*

Secretary  
Blayney Junior Rugby League

**Tony Burrell**  
President – Blayney JRL  
Ph: 0428 634 008  
anthony.burrell@essentialenergy.com.au

**Helen Miskell**  
Secretary – Blayney JRL  
Ph: 0410 650 474  
mmiskell@bigpond.net.au

**Justine Bevan**  
Treasurer – Blayney JRL  
Ph: 0402 291 278  
michaeljustine@bigpond.com



**20) MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ON FRIDAY 17 JUNE 2016**

**Department:** Infrastructure Services

**Author:** Manager Infrastructure

**CSP Link:** 4.1 Adequate provision of transport, roads, rail, information and communication technologies and community social assets.

**File No:** TT.ME.1

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**Recommendation:**

1. That Council accept the Minutes of the Blayney Traffic Committee Meeting held on Friday 17 June 2016.
2. That Council write to Bernardi's Marketplace advising that Council has observed they are not complying with their Traffic Control Plan and advise them of the liability issue associated with not complying.
3. That Council investigate the feasibility of developing a turn facility and bus stop on Bulb Farm Lane.
4. That Council arrange the grinding of the lip of the ramp in Henry Street alongside the Christ Church Retirement Village and review the need to remove the existing double lines to legalise parking either side of the existing ramp and edge lines be put either side of the ramp within current standards. Further, that the area not be formalised as a Disabled Parking space.
5. That RMS will inspect Spring Hill Road, Millthorpe for a speed zone review and will report to Council the outcome of the inspection with recommendations for Council to advise the proponent.
6. That Council provides in principal support to the Orange Cycle Club – Bicycle Races to be held on Saturday 5 and Saturday 19 November 2016 subject to the following conditions:

The Event Organiser is to comply with the following:

- a) That Council receive certified and signed Traffic Control Plans.
- b) Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.
- c) Approval is to be obtained from the Roads and Maritime Services Traffic Operations Manager.
- d) Approval is to be obtained from NSW Police.
- e) Council is to be provided with a copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's, Police & RMS interests, with the date and location of the event.
- f) The Event Organiser is to notify all Emergency Services of the event including Blayney Hospital.
- g) The Event Organiser is to notify all business proprietors and

- residents affected by the event at least 7 days prior to the event.
- h) The Event Organiser is to comply with the requirements of the “Guide to Traffic and Transport Management for Special Events” (Version 3.4), 2 August 2006, for a class 1 event.
  - i) The Event Organiser is to comply with the requirements of the “Guide for Bicycle Road Races” NSW 1 January 2004.
7. That Council provides support to the Alpine Classic 2016 Event to be held on Saturday 22 and Sunday 23 October 2016.
  8. That Council support the removal of the formal children’s crossing at St Joseph’s Catholic School and that Council replace the no parking sign with parallel parking on the Eastern side of Adelaide Street.
  9. That Council work with the Millthorpe Public School and RMS, Safety Around Schools Project Officer to progress the blistering of the school zone signs on the Western leg of Victoria Street. That Council also look into implementing Reverse Angle parking to the east of the proposed blisters.
  10. That Council investigate the Community Centre/Cultural Centre car park noting there are no fundamental objections but would require community consultation and investigation.
  11. That Council writes to the Millthorpe Village Committee in relation to the safety of the intersection at Victoria and Park Streets Millthorpe advising that the intersection meets the required stopping sight distance for a 50km/h zone.
  12. That Council:
    - a) Includes the replacement of the stairs in Park Street, Millthorpe with a grade compliant ramp in the Active Movement Strategy, and seek a funding contribution to complete the modification.
    - b) Task the Road Safety Officer undertake observations at the location to ascertain any need for a temporary extension of the No Stopping Zone to the south of the existing driveway layback adjacent to the existing stairs.
  13. That the LTC advises Council that they consider the current intersection arrangement at Marshall’s Lane, Blayney to be adequate and that it complies with the requirements for an 80Km/h zone.

**MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING  
HELD ON FRIDAY 17 JUNE 2016 AT COMMUNITY CENTRE CADIA ROOM**

Meeting commenced at 10.00am

**PRESENT**

Jackie Barry (Roads & Maritime Services), Reg Rendall (Paul Toole Representative), Cr Kevin Radburn (Chair), Geoff Paton (Blayney Shire Council), Ian Evans (Blayney Shire Council), Nikki Smith (Blayney Shire Council).

**APOLOGIES**

Iris Dorsett (Road Safety Officer).

**CONFIRMATION OF MINUTES**

**RESOLVED:** That the minutes of the previous Traffic Committee Meeting held on Friday, 19 February 2016 be confirmed to be a true and accurate record of that meeting. (Reg Rendall/Cr Kevin Radburn)

**TRAFFIC REGISTER****20160617:01 - IGA/Farm Lane**

**RECOMMENDED:** That Council write to Bernardi's Marketplace advising that Council has observed they are not complying with their Traffic Control Plan and advise them of the liability issue associated with not complying. (Reg Rendall/Jackie Barry)

**20160617:02 - Newman's Bus Service – Caution Bus Turning Sign (Spring Terrace Road)**

**RECOMMENDED:** That Council investigate the feasibility of developing a turn facility and bus stop on Bulb Farm Lane. (Reg Rendall/Cr Kevin Radburn)

**CORRESPONDENCE****20160617:03 – Christ Church Retirement Village – Disabled Parking Area**

**RECOMMENDED:** That Council arrange the grinding of the lip of the ramp in Henry Street alongside the Christ Church Retirement Village and review the need to remove the existing double lines to legalise parking either side of the existing ramp and edge lines be put either side of the ramp within current standards. Further, that the area not be formalised as a Disabled Parking space. (Jackie Barry/Reg Rendall)

**20160617:04 – Spring Hill Road, Millthorpe – Speed Zone Review**

**RECOMMENDED:** That RMS will inspect Spring Hill Road, Millthorpe for a speed zone review and will report to Council the outcome of the inspection with recommendations for Council to advise the proponent. (Reg Rendall/Cr Kevin Radburn)

**20160617:05 – Orange Cycle Club – Bicycle Races 5 & 19 November 2016**

Council to seek feedback from NSW Police and if supported, recommend the following:

**RECOMMENDED:** That Council provides in principal support to the Orange Cycle Club – Bicycle Races to be held on Saturday 5 and Saturday 19 November 2016 subject to the following conditions:

The Event Organiser is to comply with the following:

- a. That Council receive certified and signed Traffic Control Plans.
- b. Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.

- c. Approval is to be obtained from the Roads and Maritime Services Traffic Operations Manager.
- d. Approval is to be obtained from NSW Police.
- e. Council is to be provided with a copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's, Police & RMS interests, with the date and location of the event.
- f. The Event Organiser is to notify all Emergency Services of the event including Blayney Hospital.
- g. The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
- h. The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (Version 3.4), 2 August 2006, for a class 1 event.
- i. The Event Organiser is to comply with the requirements of the "Guide for Bicycle Road Races" NSW 1 January 2004.  
(Cr Kevin Radburn/Jackie Barry)

**20160617:06 – Alpine Classic 2016 – 22 & 23 October 2016**

**RECOMMENDED:** That Council provides support to the Alpine Classic 2016 Event to be held on Saturday 22 and Sunday 23 October 2016. (Cr Kevin Radburn/Reg Rendall)

**GENERAL BUSINESS****20160617:07 – St Joseph's Catholic School – Removal of Crossing**

**RECOMMENDED:** That Council support the removal of the formal children's crossing at St Joseph's Catholic School and that Council replace the no parking sign with parallel parking on the Eastern side of Adelaide Street. (Reg Rendall/Jackie Barry)

**20160617:08 – Millthorpe Public School – School Zone Maintenance and Blister Work**

**RECOMMENDED:** That Council work with the Millthorpe Public School and RMS, Safety Around Schools Project Officer to progress the blistering of the school zone signs on the Western leg of Victoria Street. That Council also look into implementing Reverse Angle parking to the east of the proposed blisters. (Reg Rendall/Jackie Barry)

**20160617:09 - Community Centre/Cultural Centre Car Park**

**RECOMMENDED:** That Council investigate the Community Centre/Cultural Centre car park noting there are no fundamental objections but would require community consultation and investigation. (Reg Rendall/Cr Kevin Radburn)

**20160206:10 - Intersection Victoria & Park Streets Millthorpe**

**RECOMMENDED:** That Council writes to the Millthorpe Village Committee in relation to the safety of the intersection at Victoria and Park Streets Millthorpe advising that the intersection meets the required stopping sight distance for a 50km/h zone. (Jackie Barry/Reg Rendall)

**20160617:11 – Park Street, Millthorpe – Accessible Footpath**

**RECOMMENDED:** That Council:

- 1) Includes the replacement of the stairs in Park Street, Millthorpe with a grade compliant ramp in the Active Movement Strategy, and seek a funding contribution to complete the modification. (Cr Kevin Radburn /Reg Rendall)
  
- 2) Task the Road Safety Officer undertake observations at the location to ascertain any need for a temporary extension of the No Stopping Zone to the south of the existing driveway layback adjacent to the existing stairs.  
(Cr Kevin Radburn /Reg Rendall)

**INFORMAL MATTERS**

**20160617:12 – Marshall Lane Intersection**

**RECOMMENDED:** That the LTC advises Council that they consider the current intersection arrangement at Marshall's Lane, Blayney to be adequate and that it complies with the requirements for an 80Km/h zone. (Reg Rendall/Jackie Barry)

**20160617:13 - Monthly Road Safety Reports – January, February, March and April 2016.**

Reports noted.

**20160617:14 - Chifley Local Area Command – Serious/Fatal Motor Vehicle Accidents Reports – February, March and April 2016.**

Reports noted.

**FUTURE MEETING DATES - 2016**

- Friday 19 August 2016
- Friday 21 October 2016
- Friday 9 December 2016

**MEETING CLOSED**

The meeting closed at 11:25am.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**Matters to be dealt with in closed committee**

In accordance with the Local Government Act (1993) and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

**21) LEGAL MATTER, 13-17 SELWYN STREET BARRY**

*This matter is considered to be confidential under Section 10A(2) (a) (g) of the Local Government Act, as it deals with personnel matters concerning particular individuals; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

**22) EOI LEASE CAFE VISITOR INFORMATION CENTRE BLAYNEY**

*This matter is considered to be confidential under Section 10A(2) (c) of the Local Government Act, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*