



10 July 2018

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, 16 July 2018 at 6.00pm 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) Confirmation of Minutes -Ordinary Council Meeting held on 25.06.18
- (8) Matters arising from Minutes
- (9) Reports of Staff
  - (a) Executive Services
  - (b) Corporate Services
  - (c) Infrastructure Services
  - (d) Planning and Environmental Services

Yours faithfully

Grant Baker  
**Acting General Manager**

## Meeting Calendar 2018

### July

<b>Time</b>	<b>Date</b>	<b>Meeting</b>	<b>Location</b>
9.00am	12 July 2018	Audit Committee Meeting	Community Centre
6.00pm	16 July 2018	Council Meeting	Community Centre

### August

<b>Time</b>	<b>Date</b>	<b>Meeting</b>	<b>Location</b>
9.00am	3 August 2018	Country Mayors Association	Sydney
2.30pm	3 August 2018	Upper Macquarie Country Council Meeting	Kelso
6.00pm	6 August 2018	Cultural Centre Working Group Meeting	Community Centre
5.00pm	7 August 2018	Financial Assistance Committee Meeting	Community Centre
10.00am	8 August 2018	Central Tablelands Water Meeting	Grenfell
6.00pm	16 August 2018	Sports Council Meeting	Community Centre
10.00am	17 August 2018	Traffic Committee Meeting	Community Centre
6.00pm	20 August 2018	Council Meeting	Community Centre
9.30am	23 August 2018	Centroc Board Meeting	Canberra
6.00pm	28 August 2018	Tourism, Towns and Village Committee Meeting	Community Centre

### September

<b>Time</b>	<b>Date</b>	<b>Meeting</b>	<b>Location</b>
6.00pm	17 September 2018	Council Meeting	Community Centre
2.30pm	21 September 2018	Upper Macquarie Country Council Meeting	Kelso

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**HELD ON MONDAY 16 JULY 2018**

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**01) NATIONAL AWARDS FOR LOCAL GOVERNMENT 2018**

**Author:** Mayor Scott Ferguson

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

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**Recommendation:**

That Council's Director Planning and Environmental Services be congratulated on receiving Highly Commended in the Next Gen Local Government Leader category at the National Awards for Local Government 2018.

**Item:**

Council's Director Planning and Environmental Services, Mark Dicker, recently received Highly Commended (runner up) in the Next Gen Local Government Leader category at the National Awards for Local Government 2018.

The submission for the award, titled 'Blayney Shire Economic and Regional Development Projects' outlined Mark's contribution to strategic planning and identification of significant economic and regional development opportunities.

This is a fantastic achievement and Mark is to be congratulated.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**02) MINUTES OF THE PREVIOUS MEETING HELD ON MONDAY 25 JUNE 2018**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.

**File No:** GO.ME.3

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**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 25 June 2018, being minute numbers 1806/001 to 1806/023 be confirmed.

**MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING  
HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY  
CENTRE, ON 25 JUNE 2018, COMMENCING AT 6.00PM**

Present: Crs S Ferguson (Mayor), S Denton, A Ewin, D Kingham, J Newstead, B Reynolds 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) and Executive Assistant to the General Manager (Mrs L Ferson)

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

Nil

**DISCLOSURES OF INTEREST**

Nil

**PUBLIC FORUM**

Kim Menzies – Item 10: Adoption of 2018/19 – 2021/22 Delivery Program and 2018/19 Operational Plan

Kim Menzies – Item 20: Development Control Plan 2018

Peter Ryan – Item 19: Development Application No.6/2018 – Multipurpose Courts – 4 Crouch Street, Neville

Kevin Radburn – Item 19: Development Application No.6/2018 – Multipurpose Courts – 4 Crouch Street, Neville

Tanya Cassel – Item 19: Development Application No.6/2018 – Multipurpose Courts – 4 Crouch Street, Neville

### **MAYORAL MINUTE**

#### **NSW LOCAL GOVERNMENT EXCELLENCE AWARDS**

**1806/001**

##### **RESOLVED:**

That all staff be congratulated for Council receiving a Highly Commended at NSW Local Government Excellence Awards held on 31 May 2018 for the Healthy and Happy Wellness Challenge; and Accountant Shaun May be congratulated on receiving the Dux of the Finance in Local Government Course 2017 Award.

(Ferguson/Ewin)

**CARRIED**

### **CONFIRMATION OF MINUTES**

#### **MINUTES OF THE PREVIOUS MEETING HELD ON MONDAY 21 MAY 2018**

**1806/002**

##### **RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 21 May 2018, being minute numbers 1805/001 to 1805/030 be confirmed.

(Reynolds/Kingham)

**CARRIED**

#### **MATTERS ARISING FROM THE MINUTES**

Cr Somerville foreshadowed a motion in item 10 - Adoption of 2018/19 – 2021/22 Delivery Program and 2018/19 Operational Plan in relation to the departure from Resolution No. 1805/020 regarding Cowriga Creek bridge.

### **EXECUTIVE SERVICES REPORTS**

#### **CENTRAL NSW JOINT ORGANISATION**

**1806/003**

##### **RESOLVED:**

That Council receives and notes the report on the establishment of the Central NSW Joint Organisation and provides comment to the draft policies;

- i. Charter;
- ii. Policy for the Payment of Expenses and the provision of facilities to Board Members and the Chairperson; and
- iii. Code of Meeting Practice.

(Reynolds/Somerville)

**CARRIED**

- 1806/004**      **BLAYNEY SHIRE COUNCIL 40 YEAR ANNIVERSARY**  
**RESOLVED:**  
That Blayney Shire Council 40 year anniversary celebrations are held in conjunction with NSW Local Government Week in August 2018.  
  
(Newstead/Somervaille)  
**CARRIED**
- 1806/005**      **ARTS OUTWEST ADVISORY COUNCIL REPRESENTATIVE**  
**RESOLVED:**  
That Council nominate Ms Penny May as Blayney Shire Council representative on the Arts OutWest Advisory Council to be appointed for the remaining term of this Council until September 2020.  
  
(Ewin/Kingham)  
**CARRIED**
- 1806/006**      **APPLICATION FOR LEAVE OF ABSENCE**  
**RESOLVED:**  
That Council approve the Leave of Absence application submitted by Councillor Somervaille for the July 2018 Council meeting.  
  
(Reynolds/Newstead)  
**CARRIED**
- 1806/007**      **BLAYNEY SHIRE FINANCIAL ASSISTANCE COMMITTEE -  
POSITION OF CHAIR**  
**RESOLVED:**  
That Council appoint Cr Somervaille as Chair, and Cr Denton as member of the Financial Assistance Committee.  
  
(Ewin/Reynolds)  
**CARRIED**
- 1806/008**      **MINUTES OF THE BLAYNEY SHIRE TOURISM, TOWNS AND  
VILLAGES COMMITTEE MEETING HELD 22 MAY 2018**  
**RESOLVED:**  
That the minutes of the Blayney Shire Tourism, Towns and Villages Committee meeting, held on Tuesday 22 May 2018, be received and noted.  
  
(Reynolds/Newstead)  
**CARRIED**

**CORPORATE SERVICES REPORTS****REPORT OF COUNCIL INVESTMENTS AS AT 31 MAY 2018****1806/009****RESOLVED:**

1. That the report indicating Council's investment position as at 31 May 2018 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

(Reynolds/Ewin)

**CARRIED****ADOPTION OF 2018/19 - 2021/22 DELIVERY PROGRAM AND 2018/19 OPERATIONAL PLAN****1806/010****RESOLVED:**

1. That in accordance with s404-405 of the Local Government Act (1993), the 2018/19 – 2021/22 Delivery Program and 2018/19 Operational Plan be adopted by Council;
2. That to the extent this involves a departure from Resolution No. 1805/020, that departure be approved;
3. That Council adopt the Statement of Rating Structure and their respective short names as contained in the Operational Plan 2018/19 and make the Ordinary Rate and charges; including sewer charges and domestic waste management charges, pursuant to s494 and s496 of the Local Government Act (1993) and Waste Management Levy pursuant to s501 of the Local Government Act (1993) detailed in the Tables (No's 1 - 3) below;
4. That Council adopt the Revenue Policy including fees and charges for 2018/19, as outlined in the 2018/19 Operational Plan;
5. That the schedule of financial assistance under the Community Financial Assistance Program pursuant to s356 Local Government Act be adopted; and
6. That the Village Enhancement Program incorporating the Development Coordinator Program and Local Heritage Assistance Program that financially assist others under s356 Local Government Act (1993) be adopted.

Table 1: Rating Structure

Rating Structure for the 2018/2019 Rating Year						
Name of Category/Sub Category	Number of Assessments (A)	Base Rate (B)	Ad Valorem (C)	Land Value (D)	Total Yield (E)	% Yield from Base Amount
<b>Residential</b>						
Ordinary Rate	1,140	\$250	0.00272910	\$144,855,484	\$680,325	<b>41.89%</b>
Sub Category – Blayney & Carcoar	1,346	\$300	0.00541290	\$90,160,348	\$891,829	<b>45.28%</b>
Sub Category -	321	\$300	0.00349660	\$44,145,065	\$250,658	<b>38.42%</b>



Millthorpe						
<b>Business</b>						
Ordinary Rate	142	\$300	0.00586270	\$15,206,110	\$131,749	<b>32.33%</b>
Sub Category - Business Blayney, Millthorpe & Carcoar	174	\$300	0.00931880	\$17,063,714	\$211,213	<b>24.71%</b>
<b>Farmland</b>						
Ordinary Rate	744	\$400	0.00335300	\$550,583,068	\$2,143,705	<b>13.88%</b>
<b>Mining</b>						
Ordinary Rate	1	\$1,000	0.04371800	\$324,000	\$15,165	<b>6.59%</b>
Sub Category - Mining Gold / Copper Combined	1	\$1,000	0.04201450	\$101,700,000	\$4,273,875	<b>0.02%</b>
<b>Total Yield</b>	<b>3,869</b>			<b>\$964,037,789</b>	<b>\$8,598,518</b>	

Table 2: Sewer Charges

<b>Residential</b>	<b>Access Charge</b>	<b>No of Properties</b>	<b>Total Yield</b>
Connected	\$604	1,497	\$904,188
Vacant (Unconnected)	\$312	109	\$34,008
<b>Estimated Total Yield</b>			<b>\$938,196</b>

<b>Commercial (Non-Residential)</b>				
	<b>Annual Charge (Prior to SDF Factor)</b>	<b>No of Properties</b>	<b>Quarter Charge before SDF applied</b>	<b>Min. quarterly amount charged</b>
20mm Water Service	\$500	161	\$125	\$151
25mm Water Service	\$772	21	\$193	\$151
32mm Water Service	\$1,264	18	\$316	\$151
40mm Water Service	\$1,976	11	\$494	\$151
50mm Water Service	\$3,088	24	\$772	\$151
80mm Water Service	\$7,876	1	\$1,974	
100mm Water Service	\$12,344	6	\$3,086	
150mm Water Service	\$27,776	2	\$6,944	
Vacant (Unconnected)	\$312	51		
<b>Estimated Total Yield</b>				<b>\$ 325,000</b>

<b>Non -Residential</b>		
	<b>Annual Fee</b>	<b>No of Properties</b>
Annual Trade Waste Fee	\$93	64
Annual Trade Waste Fee (Large Dischargers Category 3)	347	1
Liquid trade Waste User Charges with Trade Waste Agreement (Category 1, Category 2/2s)	\$1.90	23
Liquid trade Waste User Charges with No Trade Waste Agreement	\$18.50	12
Excess Mass Chargers for Category 3 Dischargers	\$ per the table	
Water Testing Charges (if required)	\$250 per quarter	1
<b>Estimated Total Yield</b>		<b>\$59,580</b>

Table 3: Waste Management Charges

<b>Charge Category and Description</b>	<b>Annual Charge</b>	<b>No. of Properties</b>
<b>Waste Management Levy</b>		
<b>Waste Management Levy</b> <i>This is waste management charge is applied to all properties funding waste disposal services for the Blayney Shire.</i>	\$20	3,925
<b>Domestic Waste Management</b>		
<b>Domestic Waste Management Service Charge</b> <i>This is applied to properties that have a residence within the waste collection area.</i>	\$420	2,519
<b>Domestic Waste Management Availability Charge</b> <i>This charge is applied to properties within the waste collection area that do not have a service but it is available i.e. vacant land.</i>	\$60	301
<b>Commercial (Non-Domestic) Waste Management</b>		
<b>Non-Domestic Waste Management Service Charge</b> <i>This is applied to properties for non-domestic properties within the waste collection area.</i>	\$480	306
<b>Non-Domestic Waste Management Availability Charge</b> <i>This charge is applied to properties within the waste collection area that do not have a service but it is available i.e. vacant land.</i>	\$60	20
<b>Extra Services</b>		
Additional Garbage Charge – per red bin	\$280	93
Additional Recycling Charge – per yellow bin	\$220	24
<b>Total Yield</b>		<b>\$1,333,940</b>

(Somerville/Ewin)  
**CARRIED**

Cr Kingham recorded his name against this resolution.

- 1806/011**      **ADOPTION OF RECORDS MANAGEMENT POLICY**  
**RESOLVED:**  
That the Records Management policy be adopted and included in Council's policy register.  

(Newstead/Reynolds)  
**CARRIED**

- 1806/012**      **ADOPTION OF RESOURCING STRATEGY**  
**RESOLVED:**  
That Council adopt the 2018/19 – 2027/28 Long Term Financial Plan and 2018/2022 Workforce Management Plan and Asset Management Plans for Buildings, Parks and Recreation, Sewer, and Transportation assets.  

(Reynolds/Somerville)  
**CARRIED**

### **INFRASTRUCTURE SERVICES REPORTS**

- 1806/013**      **DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT**  
**RESOLVED:**  
That the Director Infrastructure Services Monthly Report for June 2018 be received and noted.  

(Reynolds/Kingham)  
**CARRIED**

- 1806/014**      **PROPOSED ROAD CLOSURE - PART FOREST REEFS ROAD, MILLTHORPE**  
**RESOLVED:**  
  1. That Council approve the part road closure of Forest Reefs Road, Millthorpe (in accordance with the Geolyse plan dated 31 July 2017), and classify the part road closure land as Operational Land.
  2. That a further report be presented to Council to consider the transfer of the part road closure to the adjoining owner.

(Reynolds/Newstead)  
**CARRIED**

- 1806/015**      **LAND ACQUISITION FOR ROAD - FAIRFORD ROAD**  
**RESOLVED:**  
  1. That Council:-
    - a. Make application to acquire part of Lot 268 DP723425 under the Land Acquisition (Just Terms Compensation) to provide for the continuity of the as constructed Fairford Road as identified in the Director Infrastructure Services Report.
    - b. Approve the transfer of the Council maintained Fairford Road Crown Road Reserve as identified in the Director Infrastructure Services Report to Council and it be classified as Council Public Road Reserve.

- c. Delegate to the General Manager, the making of requests for the transfer of Crown Road Reserves to Council Public Road Reserves subject to there being a Council maintained public access road along the Crown Road Reserve.

(Kingham/Reynolds)

**CARRIED**

**MILLTHORPE SKATE PARK - YOUTH ART PROJECT**

1806/016

**RESOLVED:**

1. That Council:-
  - a. Support the Millthorpe Youth Club street art initiative.
  - b. Approve the use of the Millthorpe Skatepark for the installation of street art.

(Denton/Newstead)

**CARRIED**

**EXTENSION OF BITUMEN SEALING CONTRACT**

1806/017

**RESOLVED:**

That Council approve the 12 month extension of Council's sealing contract with Downer EDI Works Pty Ltd in accordance with Contract No. 657857.

(Kingham/Ewin)

**CARRIED**

**BLAYNEY SHIRE ASSET MANAGEMENT POLICY AND  
BLAYNEY SHIRE ASSET MANAGEMENT STRATEGY**

1806/018

**RESOLVED:**

That Council adopt the Blayney Shire Asset Management Policy and the Blayney Shire Asset Management Strategy.

(Somerville/Newstead)

**CARRIED**

**PLANNING AND ENVIRONMENTAL SERVICES REPORTS**

**DEVELOPMENT APPLICATION NO.6/2018 - MULTIPURPOSE  
COURTS - 4 CROUCH STREET NEVILLE**

1806/019

**RESOLVED:**

That Council approve Development Application 6/2018 for the construction of a multi-purpose court, Lot 9 DP 662515 and Lot 10 Section 7 DP 758767, on 4 Crouch Street and 51 Carcoar Street, Neville, subject to the conditions contained in enclosure 6.

(Newstead/Reynolds)

The **DIVISION** was taken and the names of the Councillors voting FOR and AGAINST were as follows:

**FOR**

**AGAINST**

Councillor Ewin  
Councillor Ferguson

Councillor Kingham  
 Councillor Somervaille  
 Councillor Reynolds  
 Councillor Newstead  
 Councillor Denton

**Total (7)**

**Total (0)**

**CARRIED**

**1806/020**      **DEVELOPMENT CONTROL PLAN 2018**  
**RESOLVED:**

That Council;

1. Notes the submissions received during the public exhibition of the draft Blayney Shire Development Control Plan 2017,
2. Approves the Blayney Shire Development Control Plan 2018 attached to this report, as amended and altered following the public exhibition,
3. Provides public notice in the Blayney Chronicle that Blayney Shire Development Control Plan 2018 will commence on Monday 2 July 2018,
4. By approving the Blayney Shire Development Control Plan 2018, that the following Development Control Plans are now repealed;
  - North Blayney,
  - Millthorpe – Heritage Conservation,
  - Blayney – Rural Residential Development,
  - Carcoar – Heritage Conservation,
  - Blayney – Medium Density Housing,
  - North Millthorpe.
5. Provides a copy of the Blayney Shire Development Control Plan 2018 to the Secretary of the Department of Planning and Environment.
6. Authorise the General Manager to approve any minor formatting amendments to correct minor clerical errors or issues which do not change or alter the content or intent of the document.

(Reynolds/Newstead)

The **DIVISION** was taken and the names of the Councillors voting FOR and AGAINST were as follows:

**FOR**

**AGAINST**

Councillor Ewin  
 Councillor Ferguson  
 Councillor Kingham  
 Councillor Somervaille  
 Councillor Reynolds  
 Councillor Newstead  
 Councillor Denton

**Total (7)**

**Total (0)**

**CARRIED**

**MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE HELD 7 JUNE 2018**

**1806/021**

**RESOLVED:**

1. That the minutes of the Blayney Shire Access Advisory Committee, held Thursday 7 June 2018, be received and noted.
2. Council install signage out the front of the Blayney Community Centre to inform the community that accessible car parking is located in the existing car park.

(Denton/Somervaille)

**CARRIED**

**MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM HELD 7 JUNE 2018**

**1806/022**

**RESOLVED:**

That the minutes of the Blayney Shire Cemetery Forum, held Thursday 7 June 2018, be received and noted.

(Kingham/Newstead)

**CARRIED**

**DELEGATES REPORTS**

**CENTROC BOARD MEETING AND INAUGURAL MEETING OF CENTRAL NSW JOINT ORGANISATION - 24 MAY 2018**

**1806/023**

**RESOLVED:**

That the Mayoral Report from the Centroc Board and Inaugural Central NSW Joint Organisation Meeting held 24 May 2018 at Parliament House be received and noted.

(Somervaille/Newstead)

**CARRIED**

There being no further business, the meeting concluded at 7.37pm.

The Minute Numbers 1806/001 to 1806/023 were confirmed on 16 July 2018 and are a full and accurate record of proceedings of the Ordinary Meeting held on 25 June 2018.

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Cr S Ferguson  
**MAYOR**

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Mrs R Ryan  
**GENERAL MANAGER**

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

**Department:** Executive Services

**Author:** Risk Officer

**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.

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

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**Recommendation:**

That the Risk, Work Health and Safety Report for the quarter April to June 2018 be received and noted.

**Reason for Report:**

To update Council on Risk, Work Health and Safety activities and performance for the period of April to June 2018.

**Report:**

**Statecover:**

Nil incidents reported to Statecover for this period. Statecover Risk Officer to attend Council in July to liaise with the Risk Officer regarding potential risk reduction initiatives.

**State-wide Mutual:**

Renewal declaration and annual insurance policy with State-wide Mutual submitted. Council assisted State-wide Mutual Risk Manager in organising and running of a Mock Trial Scenario with 67 Central NSW JO member council officers attending the event.

**Consultation:**

Health and Safety Committee met in April and June, and WHS is discussed at weekly departmental and MANEX meetings. All staff are encouraged to participate in health and safety and report any concerns to their representatives, Supervisor or Risk Officer. Depot Staff meeting attended with information relating to incident reporting and draft Drug and Alcohol Policy delivered.

Introduction of new Site Specific Risk Assessments, Incident Notification and Workplace Observation forms were accepted and will be introduced into the workplace upon receipt from the printers.

Incidents were discussed as a WHS collective with successful treatment options discussed and implemented. Monitoring of this has taken place by way of workplace observation.

**Central NSW JO:**

Attended Work Health and Safety (WHS)/Risk Management Group meeting at Cowra Shire Council in June 2018 where it was identified by Safework NSW that Asbestos and Silica were a new focus of compliance for the 2018/2019 financial year.

Information and “toolbox – talk” documents were provided to Supervisors and Managers to commence education of staff in handling these dangerous substances.

**Training:**

On-going training commitments have been maintained with yearly training matrix being progressed by HR Management team. A number of staff attended ICAC training conducted at Orange Ex-Services Club by ICAC.

Supervisors and Managers attended a Mock Trial Scenario at Bathurst providing insight into civil proceedings arising from work practices with a view to improve reporting and recording compliance.

**Insurance:**

Year to date Council have interacted with both Statecover and State-wide Mutual. The 2017/18 State-wide Risk Management Action Plan was submitted within the allotted time frames and subsequently a discretionary bonus of \$7,788 was distributed to Blayney Shire Council.

There have been 3 insurance claims for this period, 2 relate to property being stolen from break enter and steal at Council roadwork sites. Liaison with Police, community and the insurers has been undertaken to reduce these incidents. The third incident relates to a young child falling into an open water metre box at Redmond Oval causing a significant injury to the child. Contact with the family, Central Tablelands Water and the insurer has been maintained with a view to establishing liability.

**Incident reporting for April to June**

<b>Notifications</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>YTD Totals</b>
Workplace incidents	5	2	-	17
Time Lost Injuries	-	-	-	2
Hazzard Notification	4	6		12
Contractor Inductions	10	4	26	44
Volunteer Inductions	-	-	-	4



**WHS pro-active reporting for April to June**

<b>Reporting</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>YTD Totals</b>
Site Specific Risk Ass	20	8	4	165
Weed Spray Data Sheets	2	-	-	21
Play Equip Inspections	2	-	-	7
Tool Box Talks	3	1	3	21
Workplace Observations	2	4	3	12

**Inductions:**

40 contractors have been inducted into Central NSW JO WHS standards for this period. This significant increase in inductions relate to Solar Panel installers and contractors for the work at Centrepont.

No volunteers were inducted into the Visitors Information Centre for this period due to their availability to attend.

**Events:**

Nil Events conducted by the Risk Officer for this period.

**Risk/Policy/Legislation Considerations:**

A dangerous incident was reported to Safework NSW as a result of a grass fire starting from Council operations. The incident was investigated by the Risk Officer and reported to Safework NSW, who were satisfied by BSC response with no further action required.

**Budget Implications:**

A State-wide Mutual discretionary bonus of \$7,788 was distributed to Blayney Shire Council and has been receipted into general revenue.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**04) COUNCIL RESOLUTION REPORT**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.

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

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**Recommendation:**

That Council notes the Resolution Report to June 2018.

**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 an Outstanding Resolution Report on a quarterly basis.

**Report:**

This Council Outstanding Resolution Report includes Council Resolutions up until the June 2018 Council Meeting.

Council currently has 24 resolutions 'in progress'.

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

Date of Council Meeting	Res. No	Resolution	Owner	Comments
19-Dec-16	1612/004	<b>Minutes of the Blayney Shire Cultural Centre Working Group Meeting held Monday 5 December 2016</b> RESOLVED 3. That the Canobolas RFS Zone Committee consider the locations and type of bush fire danger rating signs and their effectiveness in the Blayney Shire and to provide a solution as to a potential location and cost of an electronic sign in Blayney.	GM	Sign installed at Blayney Trade Centre.
19-Dec-16	1612/022	<b>Contaminated Land Policy</b> RESOLVED That Council place the draft Contaminated Land Policy on public exhibition for a period of 28 days.	DPES	Exhibition completed. Policy on hold until review of SEPP 55 is completed.
18-Apr-17	1704/015	<b>Planning Proposal to Amend Blayney Local Environmental Plan 2012 - Flood Planning Map</b> RESOLVED That Council forward a Planning Proposal to the Minister for Planning and Environment seeking to amend the flood planning map within the Blayney Local Environmental Plan 2012.	DPES	DPE approved Gateway time extension to 19 March 2019. Communication strategy to be developed prior to exhibition commencing.
18-Apr-17	1704/016	<b>Planning Proposal to Amend Blayney Local Environmental Plan 2012 - RU1 Primary Production to RU5 Village, 61 Forest Reefs Road Millthorpe</b> RESOVLED 1. That Council forward a Planning Proposal to the Minister for Planning and Environment seeking to amend the Blayney Local Environmental Plan 2012 by rezoning 61 Forest Reefs Road Millthorpe from RU1 Primary Production to RU5 Village. 2. Council as a separate, independent process proceed to review and update the Blayney Settlement Strategy 2012 during the 2017/18 financial year	DPES	1. DPE approved Gateway time extension to 3 January 2019. Report tabled to this Council meeting, see agenda item 15. 2. Scheduled and budgeted for 2018/19.

15-May-17	1705/006	<p><b>Minutes of the Blayney Shire Cultural Centre Working Group Meeting held Monday 1 May 2017</b> RESOLVED</p> <p>3. That Council undertake the Blayney Library painting and shelving project and include the additional minor items of new sliding door and installation of a small hot water service as capital expenditure requests to ensure Library and Family History Services are supported in the short term.</p>	GM	In progress.
19-Jun-17	1706/017	<p><b>Naming of Bridges</b> RESOLVED</p> <p>1. That the source of names for the proposed naming of the 6 bridges currently being replaced across Blayney Shire be undertaken, as if applicable, in accordance with Council's Road and Street Names Policy (25F).</p> <p>2. That Council seek local community input, including via local schools and the Blayney and Lyndhurst RSL sub-branches.</p>	DIS	DIS meeting with schools on 2 August 2018 to progress student engagement component.
17-Jul-17	1707/009	<p><b>Minutes of the Blayney Traffic Committee Meeting held 16 June 2017</b> RESOLVED</p> <p>2. That Council design and install a compliant disabled parking space in Redmond Oval Complex near the entrance of Millthorpe Public School and seeks written confirmation from Millthorpe Public School that they will commit to undertaking the extension of the footpath from the school boundary to adjoin their existing footpath. Council to liaise with Millthorpe Pharmacy in regards to the need, usage and possible removal of one of the two existing disabled parking spaces in Victoria Street, Millthorpe.</p>	MI	Awaiting confirmation from Millthorpe Public School regarding commitment to pathway.

14-Aug-17	1708/010	<p><b>Neville Multipurpose Court</b> RESOLVED That subject to the agreement by the Presbyterian Church, Council provides approval and support for the Neville Multipurpose Court Project and formalise a long term lease or licence agreement for part of Lot 9 DP662515 then lodge a Development Application.</p>	GM	Development approval provided June 2018.
25-Sep-17	1709/031	<p><b>Blayney Shire Council (R590102) Reserve Trust - Lease To Blayney Multi Service Outlet</b> RESOLVED 1. That Council, acting in its capacity as Reserve Trust Manager, consent to a lease being issued to the Blayney Multi Service Outlet for a period of 10 years for Crown Reserve R590102 (Lot 23 Section 14 DP 758121) known as Blayney Shire Council Reserve Trust. 2. That Council, acting in its capacity as Reserve Trust Manager, apply a lease fee of \$483 (including GST) per annum. 3. That Council make application for the purpose of Blayney Shire Council Reserve Trust R590102 to be amended to community. 4. That pursuant to the requirements of the Crown Land Act (1989), Council advertise for a period of 14 days its intention to enter into a long term lease for Reserve 590102. 5. That Council authorise the General Manager to facilitate lease amendments required by NSW Department of Industry – Lands. 6. That Council authorise the Mayor and General Manager affix the Council Seal, sign and execute the lease.</p>	DCS	Reserve found to not have a Trust and Crown Lands unable to proceed with approval of lease as is. Suggested solution is for this reserve to be joined with Community Centre Reserve Trust. Council approved this at May 2018 Council meeting and correspondence sent to Department of Industry - Crown Lands for endorsement. Awaiting response.
20-Nov-17	1711/009	<p><b>Orange TDO Ltd</b> RESOLVED 1. That Blayney Shire Council, make an application to the Minister for Local Government under s358 of the Local Government Act 1993 seeking approval to participate in the formation of a corporation to be set up to deliver industry led regional tourism services for the Blayney, Cabonne and Orange council areas, subject to Council's approval of the constitution.</p>	GM	OLG determined Ministerial approval not required, contrary to advice received 2017. Further update to be provided to Council in August.

<p>19-Feb-18</p>	<p>1802/017</p>	<p><b>LGA Boundary Alteration - McKellars Lane, Hobbys Yards</b>  <b>RESOLVED</b>                      1. That Council reaffirm the transfer of Lot 1 DP 118421 from the Bathurst Regional Council LGA to the Blayney Shire Council LGA;                      2. That, subject to approval by Bathurst Regional Council, the adjustment for rates and annual charges take effect from the next year following proclamation.                      3. That the Office of Local Government be informed of Council’s decision and request Minister for Local Government to recommend to the Governor the approval to issue a proclamation under section 218B of the Local Government Act, altering the boundary with Bathurst Regional Council.</p>	<p>DCS</p>	<p>Response with fresh resolution received from Bathurst Regional Council. Correspondence sent to Office of Local Government for approval of request for amendment of property boundary on behalf of ratepayer. Awaiting response.</p>
<p>19-Feb-18</p>	<p>1802/023</p>	<p><b>Lease of Land to Yingli Solar</b>  <b>RESOLVED</b>                      1. That the Council endorse the General Manager to finalise the Agreement of Lease contract terms with Yingli Solar.                      2. That Council endorse execution of the lease of Lot 222/DP 1175708 and Lot 3/DP1103517 being 31 and 33 Gerty Street Blayney and associated documentation by the Mayor and General Manager under Council seal.</p>	<p>DCS</p>	<p>Awaiting formal response to lease agreement from Yingli. Advised in email 13/04/2018 from Yingli that progress is being made with negotiations with energy provider. Anticipate all required reports will be finalised by end July 2018 and formal offer from energy provider thereafter. Pricing will be sought for works, subject to requirements of agreement with energy provider, to assist with determining project viable to progress. Construction forecast for late Q4/2018.</p>

19-Mar-18	1803/006	<p><b>Minutes of the Blayney Shire Cemetery Forum held 8 February 2018</b> RESOLVED</p> <p>2. That Council source quotations from external contractors for the preparation of the Blayney Shire Cemetery brochure.</p> <p>3. That Council establish a Muslim section at the Blayney Cemetery.</p>	DPES	<p>2. In progress</p> <p>3. In progress</p>
19-Mar-18	1803/019	<p><b>Minutes of the Blayney Traffic Committee Meeting held Friday, 16 February 2018</b> RESOLVED</p> <p>5. That Council:</p> <ul style="list-style-type: none"> <li>• Move location of “No Stopping” signs 2 spaces to the south on both sides of Park Street adjacent Post Office and Rosebank on trial for 6 month period.</li> <li>• Reinstate kerb and gutter on Park Street adjacent Commercial Hotel.</li> <li>• Develop a concept design including improved kerb alignments on blisters, and suitable pedestrian ramps and report back to future Traffic Committee meeting.</li> <li>• Replacing stop sign ‘C’ size and move location forward closer to Park Street and ‘gatewayed’ on both sides of Victoria Street.</li> <li>• Update and relocate directional signage (on southern side of Victoria Street) to the north side of Victoria Street, as this is currently cluttered, and</li> <li>• Relocate bin on Park Street outside Post Office.</li> <li>• Increase size of 50kmh signage on Vittoria Road, on approach to Victoria Street. Council to monitor by placing traffic counters out 2 weeks prior and 2 weeks after signage has been installed.</li> </ul> <p>6. That Council investigate potential design options for the intersection at Forest Reefs and report back to a future Traffic Committee meeting.</p>	MI	<p>5. Integrated into review of school/road interfaces.</p> <p>6. In progress</p>
21-May-18	1805/002	<p><b>Development Coordinator Program - Four Villages and Carmanhurst Villages Associations</b> RESOLVED</p> <p>That Council:</p> <p>2. as at 1 July 2018 assume the responsibility of the management, control and oversight of the Development Coordinator role objectives for these villages.</p>	GM	<p>In progress.</p>

21-May-18	1805/006	<p><b>Service NSW Easy to do Business</b> RESOLVED That Council delegates authority to the General Manager to enter into an agreement with Service NSW for Easy to do Business and any necessary documents be authorised for execution under the Common Seal of Council by the Mayor and General Manager.</p>	GM	In progress.
21-May-18	1805/008	<p><b>Residential Development Project Blayney</b> RESOLVED That Council; 1. Undertakes the investigations for preparation of survey, design and plans for lodgement of a Development Application for a residential housing subdivision at Lot 1 DP 250822 (32 Plumb Street). 4. Submit an application to the NSW Government Low Cost Loan Initiative for a 50% interest subsidy for the 32 Plumb Street Residential Development Project for enabling infrastructure works and land purchase.</p>	GM	<p>1. Feasibility and sensitivity analysis underway. 4. Application submitted.</p>
21-May-18	1805/013	<p><b>Amendment to Blayney Shire Community Centre Trust</b> RESOLVED 1. That Council endorse the incorporation of the property located at 39 Church Street, Blayney (Lot 23 Section 14 DP 758121) known as Crown Reserve R590102 with the Blayney Shire Community Centre Trust, encompassing 41 Church Street, Blayney (Lot 24 Section 14 DP758121) known as Crown Reserve R1000284; and 2. That Council make application to Crown Lands to combine Reserves R590102 and R1000284 under the Blayney Shire Community Centre Trust.</p>	DCS	<p>Correspondence sent to Department of Industry - Crown Lands requesting amendment to Crown Reserve. Awaiting response</p>



21-May-18	1805/023	<p><b>Request for variation - Waste collection and processing contract</b> RESOLVED</p> <p>1. That Council delegate the Mayor and General Manager to approve by application of the Council Seal to vary the existing domestic waste and recycling contract between Blayney Shire council and JR &amp; EG Richards Pty Ltd to pay for increased recycling processing costs by VISY Recycling up to \$60 (ex GST) per tonne.</p> <p>2. That Council submit an application under the Recycling Relief Fund and understands NetWaste is supporting the Councils affected by this increase in the form of Strategic Plan development and Legal costs as per the funding requirements of the EPA.</p>	DPES	<p>1. Letter sent to JR Richards advising of resolution. NetWaste awaiting to receive contract variation agreement from legal advisor.</p> <p>2. In progress.</p>
25-Jun-18	1806/003	<p><b>Central NSW Joint Organisation</b> RESOLVED</p> <p>That Council receives and notes the report on the establishment of the Central NSW Joint Organisation and provides comment to the draft policies;</p> <p>i. Charter;</p> <p>ii. Policy for the Payment of Expenses and the provision of facilities to Board Members and the Chairperson; and</p> <p>iii. Code of Meeting Practice.</p>	GM	In progress.
25-Jun-18	1806/004	<p><b>Blayney Shire Council 40 Year Anniversary</b> RESOLVED</p> <p>That Blayney Shire Council 40 year anniversary celebrations are held in conjunction with NSW Local Government Week in August 2018.</p>	GM	In progress.
25-Jun-18	1806/005	<p><b>Arts OutWest Advisory Council Representative</b> RESOLVED</p> <p>That Council nominate Ms Penny May as Blayney Shire Council representative on the Arts OutWest Advisory Council to be appointed for the remaining term of this Council until September 2020.</p>	GM	Nomination submitted.

25-Jun-18	1806/017	<b>Extension of Bitumen Sealing Contract</b> <b>RESOLVED</b> That Council approve the 12 month extension of Council's sealing contract with Downer EDI Works Pty Ltd in accordance with Contract No. 657857.	MO	In progress
25-Jun-18	1806/021	<b>Minutes of the Blayney Shire Access Advisory Committee held 7 June 2018</b> <b>RESOLVED</b> 2. Council install signage out the front of the Blayney Community Centre to inform the community that accessible car parking is located in the existing car park.	DPES	In progress

**Risk/Policy/Legislation Considerations:**

Nil

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**05) REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2018**

**Department:** Corporate Services

**Author:** Chief Financial Officer

**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.

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

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**Recommendation:**

1. That the report indicating Council's investment position as at 30 June 2018 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

**Reason for Report:**

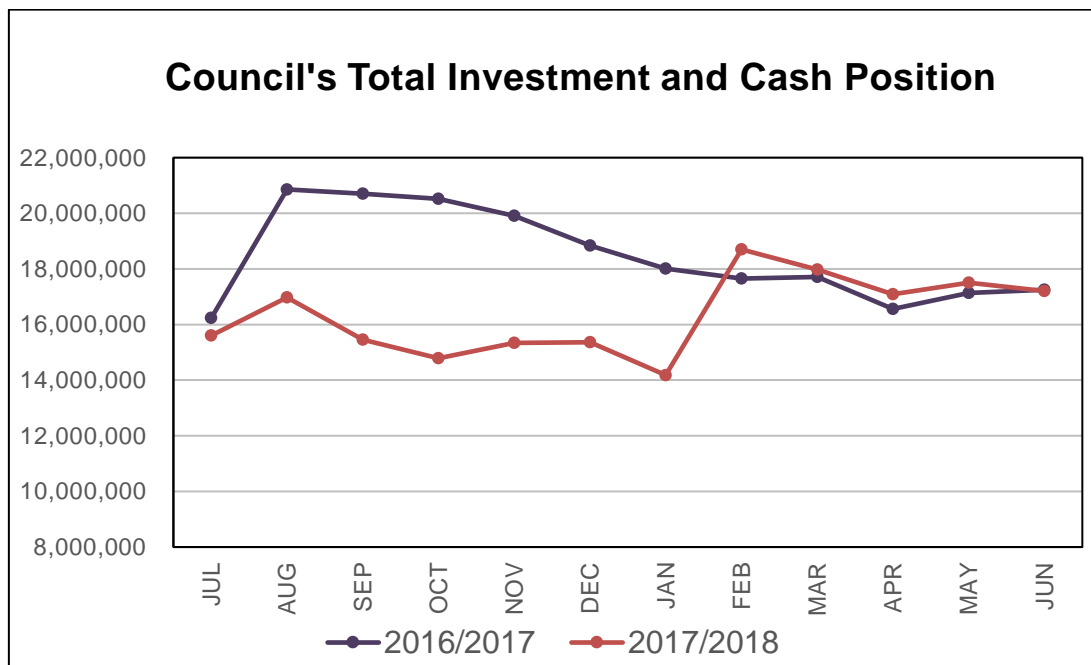
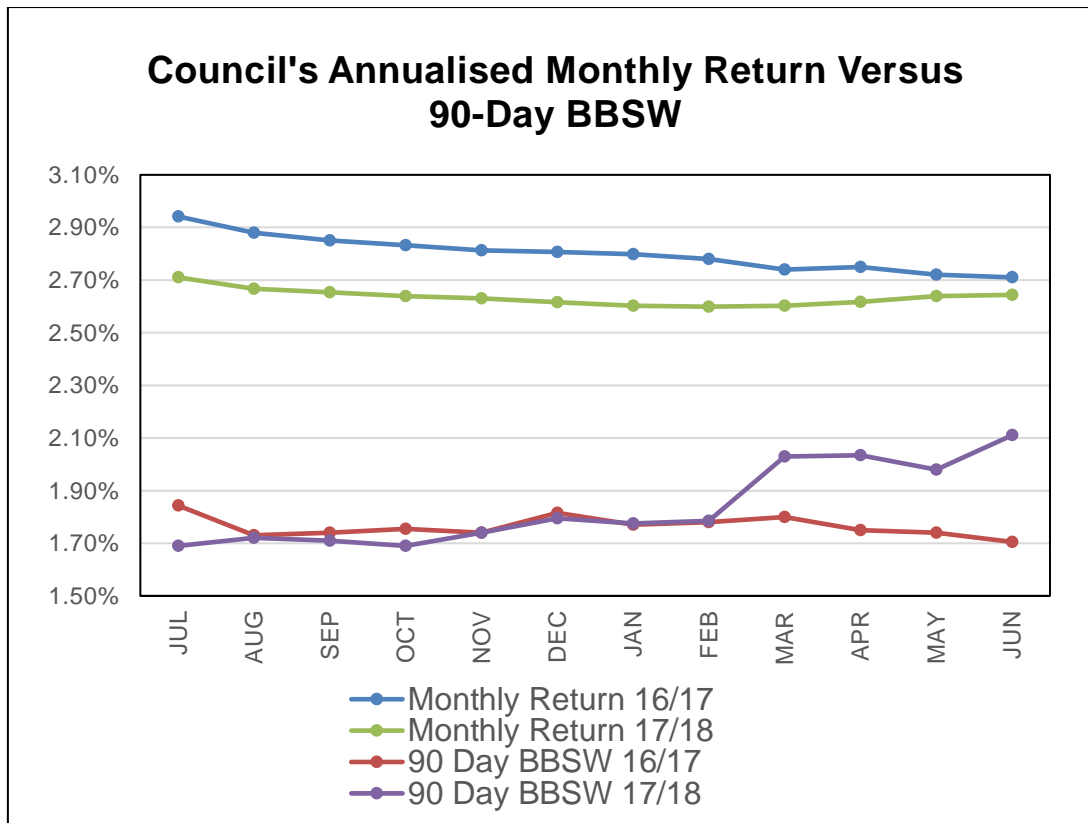
For Council to endorse the Report of Council Investments as at 30 June 2018.

**Report:**

This report provides details of Council's Investment Portfolio as at 30 June 2018.

Council's total investment and cash position as at 30 June 2018 is \$17,203,380. Investments earned interest of \$34,899 for the month of June 2018.

Council's monthly net return on Term Deposits annualised for June of 2.64% outperformed the 90 day Bank Bill Swap Rate of 2.11%.



<b>REGISTER OF INVESTMENTS AND CASH AS AT 30 JUNE 2018</b>				
<b>Institution</b>	<b>Rating</b>	<b>Maturity</b>	<b>Amount \$</b>	<b>Interest Rate</b>
Bankwest	A1+/AA-	03/07/2018	500,000	2.550%
ME Bank	A2/BBB	17/07/2018	500,000	2.570%
ME Bank	A2/BBB	31/07/2018	500,000	2.570%
AMP Bank	A1/A	14/08/2018	500,000	2.600%
AMP Bank	A1/A	28/08/2018	500,000	2.600%
Bendigo & Adelaide Bank	A2/BBB+	04/09/2018	1,000,000	2.500%
ING Bank	A1/A	04/09/2018	500,000	2.600%
ING Bank	A1/A	18/09/2018	500,000	2.590%
Bankwest	A1+/AA-	02/10/2018	500,000	2.550%
Bankwest	A1+/AA-	16/10/2018	500,000	2.550%
Bankwest	A1+/AA-	30/10/2018	500,000	2.550%
Bankwest	A1+/AA-	13/11/2018	500,000	2.550%
AMP Bank	A1/A	20/11/2018	500,000	2.650%
Bendigo & Adelaide Bank	A2/BBB+	20/11/2018	500,000	2.550%
MyState Bank Ltd	A2/BBB	04/12/2018	500,000	2.650%
Auswide Bank Ltd	A2/BBB	11/12/2018	500,000	2.600%
Bankwest	A1+/AA-	08/01/2019	500,000	2.550%
NAB	A1+/AA-	22/01/2019	500,000	2.600%
MyState Bank Ltd	A2/BBB	05/02/2019	500,000	2.700%
MyState Bank Ltd	A2/BBB	19/02/2019	500,000	2.700%
MyState Bank Ltd	A2/BBB	05/03/2019	500,000	2.700%
AMP Bank	A1/A	19/03/2019	500,000	2.750%
ANZ	A1+/AA-	02/04/2019	500,000	2.770%
ANZ	A1+/AA-	16/04/2019	500,000	2.790%
AMP Bank	A1/A	30/04/2019	500,000	2.800%
AMP Bank	A1/A	14/05/2019	500,000	2.750%
ME Bank	A2/BBB	21/05/2019	500,000	2.750%
Auswide Bank Ltd	A2/BBB	04/06/2019	500,000	2.830%
<b>Total Investments</b>			<b>14,500,000</b>	<b>2.640%</b>

Benchmarks:	BBSW 90 Day Index	2.111%
	RBA Cash Rate	1.500%
Commonwealth Bank - At Call Account	-	1.400%
Commonwealth Bank Balance - General	1,107,628	1.350%
Tcorp IM Cash Fund	1,595,752	1.990%
<b>TOTAL INVESTMENTS &amp; CASH</b>	<b>17,203,380</b>	

\* % Interest rates as at 30/06/2018

Summary of Investment Movements - June 2018		
Financial Institution	Invst/(Recall) Amount \$	Commentary
Auswide Bank Ltd	(514,192)	Term Deposit Matured 05/06/2018
Auswide Bank Ltd	500,000	Term Deposit Reinvested 05/06/2018
AMP Bank	(513,142)	Term Deposit Matured 19/06/2018
AMP Bank	500,000	Term Deposit Reinvested 19/06/2018

Short Term Credit Rating*	Policy Maximum	Current Holding %	Current Holding \$
A1+	100%	31%	4,500,000
A1	80%	28%	4,000,000
A2	60%	41%	6,000,000
A3	40%	0%	-
			14,500,000

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

<b>Individual Institution Limit</b>	<b>Rating</b>	<b>Policy Maximum</b>	<b>Actual Maximum</b>
AMP Bank	A1/A	3,000,000	3,000,000
ANZ	A1+/AA-	3,000,000	1,000,000
Auswide Bank	A2/BBB-	3,000,000	1,000,000
Bankwest	A1+/AA-	3,000,000	3,000,000
Bendigo & Adelaide Bank	A2/BBB+	3,000,000	1,500,000
ING Bank	A1/A	3,000,000	1,000,000
ME Bank	A2/BBB	3,000,000	1,500,000
MyState Bank Limited	A2/BBB	3,000,000	2,000,000
NAB	A1+/AA-	3,000,000	500,000

**RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS**

	<b>\$ 000's</b>
External Restrictions - Sewer*	5,342
External Restrictions – Unexpended Grants	132
External Restrictions - Other*	2,591
	<b>8,065</b>
Internal Cash Restrictions*	6,555
Unrestricted	2,583
	<b>9,138</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>17,203</b>

\* Cash restrictions represent the audited balance as at 30 June 2017, adjusted for known changes to restrictions to the end of the current month. Figures are incomplete and exclude year adjustments and accruals and will be updated following audit finalisation of the 2017/18 Statement of Accounts.

**CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER**

I, Tiffaney Irlam, certify that the investments listed in this report have been made in accordance with s625 of the Local Government Act (1993), the Local Government (General) Regulation (2005) and Council Policy.

**Risk/Policy/Legislation Considerations:**

The Responsible Accounting Officer must table a written report to Council on money invested pursuant to s625 of the Local Government Act (1993). Investments made are in accord with the framework established within Council's Investment Policy.

**Budget Implications:**

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

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**06) COMPLIANCE AND REPORTING ACTIVITIES****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.**File No:** IM.CO.3**Recommendation:**

That the report on Compliance and Reporting Activities for the six month period to June 2018 be received.

**Reason for Report:**

For Council to be updated on compliance and reporting activities for the six month period to June 2018.

**Report:**

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

This report outlines compliance and reporting activities undertaken for the six month period to June 2018:

<b>Activity</b>	<b>Legislation</b>	<b>Due Date</b>	<b>Completion Date</b>
Issue 3 <sup>rd</sup> Rates Instalment notices	L.G. Act s.562	31/01/2018	17/01/2018
Ledgers prepared for 6 monthly inspection by Auditors	L.G. Regulation cl.228	31/01/2018	19/01/2018
Public Interest Disclosure (PID) (six monthly) report to NSW Ombudsman	PID Act s.6CA	31/01/2018	29/01/2018
Submission of Quarterly Budget Review Statement to Council (2 <sup>nd</sup> Quarter)	L.G. Regulation cl.203(1)	28/02/2018	19/02/2018
Delivery Program progress report to Council	L.G. Act s.404(5)	Six monthly	19/03/2018
Issue 4 <sup>th</sup> Rates Instalment notices	L.G. Act s.562	30/04/2018	18/04/2018
Submission of Quarterly Budget Review Statement to Council (3 <sup>rd</sup> Quarter)	L.G. Regulation cl.203(1)	31/05/2018	21/05/2018

Adoption of 2018/19-2021/22 Delivery Program and 2018/19 Operational Plan	L.G. Act s.404 and s.405	30/06/2018	25/06/2018
Adoption of Community Strategic Plan	L.G. Act s.402	Before June 30 following election	21/05/2018
Determination of Organisation Structure	L.G. Act s.333	Within 12 months of election	21/05/2018
Adoption of payment of expenses and provision of facilities policy	L.G. Act s.252		16/04/2018

**Risk/Policy/Legislation Considerations:**

Nil

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**07) REVIEW OF AGENCY INFORMATION GUIDE**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.

**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:**

For Council 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 2017 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.

**Risk/Policy/Legislation Considerations:**

Nil

**Budget Implications:**

Nil

**Enclosures (following report)**

1 Blayney Shire Council Agency Information Guide 13 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.

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## **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 for a 2 year term 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.

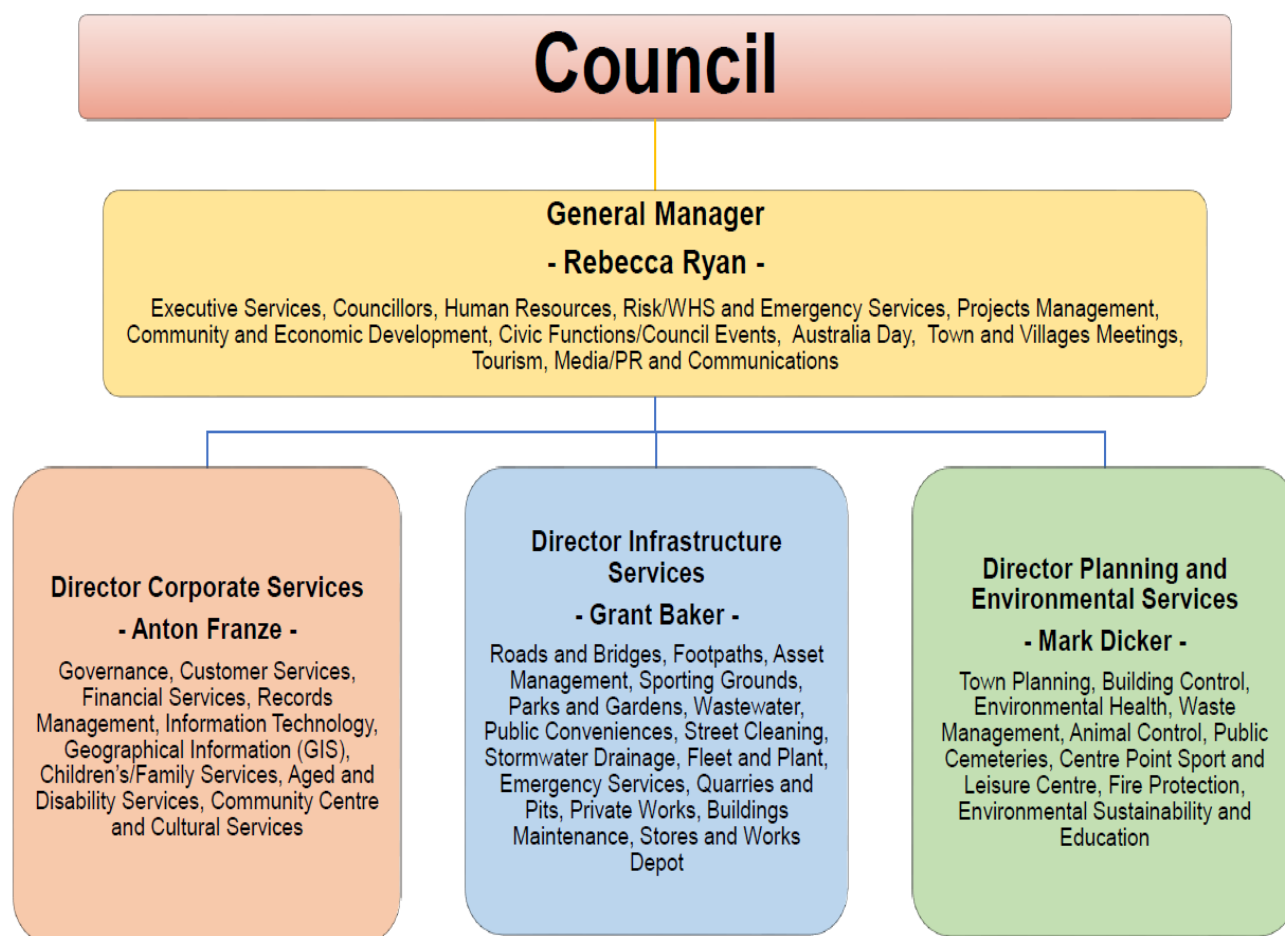
The Mayor presides at meetings of the Council, carries out the civic and ceremonial functions of the office, exercises, in cases of necessity, the decision making functions of the body politic, between its meetings and performs any other functions that the Council determines.

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:





## COUNCIL FUNCTIONS

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

SERVICE FUNCTIONS	REGULATORY FUNCTIONS	ANCILLARY FUNCTIONS	REVENUE FUNCTIONS	ADMINISTRATIVE FUNCTIONS	ENFORCEMENT FUNCTIONS
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:

*Biosecurity Act 2015*

*Coastal Management Act 2016*

*Community Land Development Act 1989*

*Companion Animals Act 1998*

*Contaminated Land Management Act 1997*

*Conveyancing Act 1919*

*Environmental Planning and Assessment Act 1979*

*Fire Brigades Act 1989*

*Fluoridation of Public Water Supplies Act 1957*

*Food Act 2003*

*Government Information (Public Access) Act 2009*

*Heritage Act 1977*

*Impounding Act 1993*

*Library Act 1939*

*Privacy & Personal Information Protection Act 1998*

*Protection of the Environment Operations Act 1997*

*Public Health Act 2010*

*Recreation Vehicles Act 1983*

*Roads Act 1993*

*State Emergency & Rescue Management Act 1989*

*State Emergency Service Act 1989*

*Strata Schemes Development Act 2015*

*Strata Schemes Management Act 2015*

*Swimming Pools Act 1992*

*Unclaimed Money Act 1995*

## 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 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

There are a number of avenues available to members of the public to enable participation in policy development and the general activities of Council. These avenues can be broken down into two categories, namely:

- representation;
- personal participation.

### 1. REPRESENTATION

#### Local Democracy

Councils in New South Wales are elected every four years. The next election for Blayney Shire is scheduled for September 2020.

At each election for Blayney Shire Council, voters elect seven Councillors for a four-year term. The Mayor is elected for a 2 year term 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.

#### Making Representations to Councillors

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.

#### Appointments with Mayor

After speaking to Councillors and/or appropriate staff, members of the public may make an appointment with the Mayor to discuss issues that require further attention.

### 2. PERSONAL PARTICIPATION

#### Open Council Meetings

Blayney Shire Council meets regularly at Ordinary Council meetings to discuss local issues and make decisions on behalf of the community. All meetings of Council are open to the public and residents are welcome to attend, unless closed for specific reasons under the *Local Government Act*. Ordinary Council meetings are held on the third Monday of the month.

#### Public Address to Council

Members of the public are able to attend Council meetings (third 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>

### Section 355 Committees

There are several Committees to which Council has delegated a function of Council to under s.355 of the Local Government Act. Council has the following Community Committees comprising and including members of the public:

- Blayney Shire Access Advisory Committee
- Blayney Shire Audit, Risk and Improvement Committee
- Blayney Shire Council Australia Day Committee
- Blayney Shire Financial Assistance Committee
- Blayney Shire Sports Council
- Blayney Shire Council Tourism, 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 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.

### Public Exhibitions / Submissions to Council

Public exhibition of Council documents are a key way for the community to participate in local government. Members of the community can submit feedback on proposed policies, plans, projects or development that Council is considering. Members of the public can, either personally or in writing, address any matter that falls within Council jurisdiction.

Information provided to Council in correspondence, submissions or requests, including personal information such as names and addresses may be made publicly available in accordance with the Government Information (Public Access) Act (GIPA).

## 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:

**a. 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

**b. 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

**c. 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 Inspection 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

**d. 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> <http://www.blayney.local-e.nsw.gov.au/images/documents/blayney/mig/13104-FormalAccessApplicationform.pdf>

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 17, 201 Elizabeth 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>1607/012</b>
	<b>17/07/2017</b>	<b>1707/006</b>
	<b>16/07/2018</b>	
<b>Next Review:</b>	<b>15/07/2019</b>	

**08) REVIEW OF COUNCIL POLICIES****Department:** Corporate Services**Author:** Director Corporate Services

**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.

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

1. That the following policies be adopted as part of Council's policy review process and be included in Council's policy register:

No.	Policy Name
3I	Community Financial Assistance Policy
19Q	Enforcement Policy
25L	Street Tree Policy
25M	Fitness Instructors and Group Trainers Policy
27B	Liquid Trade Waste Policy

2. That the following policies be endorsed and placed on public exhibition for a period of not less than 28 days:

No.	Policy Name
26D	Signs as Remote Supervision
28A	Vandalism Policy

**Reason for Report:**

For the Council to review Council's strategic and operational policies.

**Report:**

Council has in place a process of policy review following the election of a new Council. It is proposed that this be conducted over a number of months and be presented to Council for endorsement. The policies presented to this meeting are round 4 of the review process.

A total of 8 policies remain outstanding for review following consideration of this report.

Policies reviewed are attached with amendments being highlighted in italics, strikethrough and / or underlined.

The following policies have been reviewed with minor amendments in the nature of a format, spelling, updated reference or title correction:

No.	Type*	Policy Name
3I	S	Community Financial Assistance Policy
19Q	S	Enforcement Policy
25L	S	Street Tree Policy
25M	S	Fitness Instructors and Group Trainers Policy
27B	S	Liquid Trade Waste Policy

\* S – Strategic O - Operational

The following policies were reviewed with amendments required being of a more substantial nature. These policies as amended are proposed for public exhibition for a period of not less than 28 days.

No.	Type*	Policy Name	Nature of amendments
26D	S	Signs as Remote Supervision	Re-write of policy
28A	S	Vandalism Policy	Re-write of policy

\*S – Strategic O - Operational

**Risk/Policy/Legislation Considerations:**

Nil

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

1	3I Community Financial Assistance Policy	9 Pages
2	19Q Blayney Shire Enforcement	14 Pages
3	25L Street Tree Policy	4 Pages
4	25M Fitness Instructors and Group Trainers Policy	7 Pages
5	27B Liquid Trade Waste Policy	49 Pages
6	28A Vandalism Policy	4 Pages
7	26D Signs as Remote Supervision	3 Pages

**09) DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT****Department:** Infrastructure Services**Author:** Director Infrastructure Services**CSP Link:** 2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering effective Council services in a sustainable manner.**File No:** GO.ME.1**Recommendation:**

That the Director Infrastructure Services Monthly Report for July 2018 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****Carcoar Aboriginal Art Installation**

Council is currently liaising with the Carcoar Village Association with regard a proposal to install aboriginal artworks to the Mid-Western Highway overpass supporting columns located at Pound Flat. At a recent stakeholders meeting attended by the Director Infrastructure Services, those developing the project provided an update on progress.

Roads and Maritime Services have advised that prior to their consideration of the matter Council must offer its advice on the matter and provide evidence of community support for the project.

The Village Association will submit a proposal to Council, including costs and an artistic impression of the proposal in coming weeks, at which point Council can review any aspects of the undertaking, including risk, traffic management and then seek public input.

**Electric Car Charging Stations**

Council is currently enquiring about the installation of electric vehicle charging stations at strategic locations within the Shire. There is an expanding network of stations across NSW and within our region. The cost of such charging stations is variable depending on the type, charge time and quality. The concept is in very early stages but would support local business by enticing electric car owners to stop and recharge their car, whilst doing some shopping and having a coffee and/or food.

It is anticipated that the most suitable type of system for our area would be one that took about 30-60mins to charge and offered about 100km of driving range. Locations such as Blayney, Carcoar and Millthorpe would be considered ideal for such installations, subject to access to suitable power supply and any development requirements. As the concept is developed Council will be further briefed.

Opportunities for external funding do exist, however have not yet been investigated. It is noted the NRMA is pursuing the establishment of an electric vehicle charging network across Australia, that is suitable for a range of electric cars and free for NRMA members.

## **Major Works**

### Southern Cadia Access Route

Works have continued on placement of the sub-base on Cadia Road, with works split into 2km sections to fit in with Council's gravel supplier.

The first 2kms of sub-base works are completed, with the base layer commencing 10 July 2018, and are expected to take 2 weeks. Council's sealing contractor has a shut down during this period, so sealing works will be delayed until August. In this time, Council will continue onto the next 2km section and undertake sealing of the both sections simultaneously.

Council is also working closely with Cadia Valley Operations to undertake works on their new access road, along Cadia Road.

### Road Rehabilitation Works

Due to inclement weather, traffic loading, and the time of year, Council has experienced issues with the sub-base of Browns Creek Road due to the inability to dry the material back.

This has delayed the placement of the base layer, and the subsequent sealing. During this time, Council has continued to work on the sub-base material, enabling productivity to continue whilst waiting for the specialised equipment to strengthen the sub-base.

To remedy this issue, Council has undertaken the stabilisation of the sub-base. The additive used will strengthen the pavement, and creates an exothermic reaction drying the pavement out. These works were completed on 6 July, with the base layer commencing 10 July.

Council experienced a breakdown on the first day of stabilisation, and was able to obtain a replacement machine from Cabonne Council within 3 hours, reducing downtime, and ensuring the works were able to be completed in the allocated 3 days.

Without Cabonne's assistance, Council would have been liable for waiting time on the binder trucks, and would have had to extend the works into the weekend.

### Road Maintenance Works

Council has undertaken maintenance grading on its worst rated roads being Neville-Trunkey Road, Old Lachlan Road, Caloola Road, and Spring Hill Road. At the time of writing this report, the next roads to be graded are Beneree Road and Burtons Lane

### Bridges

The corrugated culvert on Errowanbang Road was concrete lined on 26 June utilising a plastic fibre reinforced concrete. This will dramatically slow the deterioration of the invert, and extend the life of this culvert.

### Redmond Oval

Council has completed some repairs and improvements to the drainage on Redmond Oval, installing some new kerb and gutter, inlet pits, and pipes. These works will improve the drainage, but also improve the safety of the park by removing drops in the terrain into the existing drainage system. This work is in preparation for new fencing.

### **Major Contracts**

#### Early Contractor Involvement (ECI) – Browns Creek Road Bridges

Council has received the construction plans for the bridge over Sugarloaf Creek on Browns Creek Road. In order to minimise disruption and the cost of implementing a bypass, the bridge is currently scheduled for replacement between 17 - 20 August with a full road closure required over the weekend.

Consultation has commenced with those affected residents and businesses along the route, with an information session being scheduled for late July.

#### Innovation Fund – Energy Efficiency Program

##### Solar

The Solar projects are now complete and are awaiting electricity retailers to update the meters to allow for the solar feed in capabilities. We will now look to place production data on our web site for the community to see the benefits this project has brought to reducing our carbon footprint and reliance on purchasing energy from the grid.

### **Parks and Recreation**

#### Routine Maintenance

Staff have been undertaking general maintenance works across the Parks and recreation network with tree canopy raising and pruning, and pathway trimming. The warm weather has also seen a need to undertake some mowing to manage grass levels.

#### Johnston Crescent Pine Trees

Works have commenced on the removal of trees behind Johnston Crescent. The contractor has started on the eastern end of the tree line, and is working closely with John Holland Rail to ensure the protection of the rail corridor.

**Wastewater**

Henry Street sewerage pump station upgrade commenced earlier than originally scheduled due to major failures of pumping and control equipment. Pump 1 completely failed 1 week prior to the scheduled upgrade commencement date and the control equipment partly failed a few days later.

Thanks to the commitment of contractors, the scheduled upgrades were able to be moved forward to ensure we had redundancy in place, as the existing pump 2 was also showing signs of failure. Staff and contractors had to work under difficult conditions and long hours, in order to have a new pump and its equipment installed within a few days, avoiding the risk of complete failure of the system.

The completion of the upgrades is now imminent with benefits of the new equipment being evident in the smooth operation of the new pumps. These works are expected to see another 20+ years prior to any further major upgrades are required.

Millthorpe Magnesium Hydroxide Liquid trial has recommenced with the new product and is still in the early phases. We will continue to log H<sup>2</sup>S levels at all 3 manholes on the rising main from Millthorpe to monitor the effectiveness of this product.

**Risk/Policy/Legislation Considerations:**

Information report only

**Budget Implications:**

Information report only

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**10) PROPOSED LEASE OF ROAD - GRAHAM LANE, MILLTHORPE**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 3.1 A viable and productive, sustainable agricultural sector with opportunities for niche production and access to markets

**File No:** PM.LE.1

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**Recommendation:**

That Council:

- a. endorse the proposal to lease part of Graham Lane, as identified in the Director Infrastructure Services report, and
- b. the proposal be placed on public exhibition for a minimum 28 days, and Council seek input from adjoining owners, in accordance with the Roads Act 1993.
- c. upon closing of the public exhibition period and consideration of submissions, a further report be provided to Council for determination.

**Reason for Report:**

Council has been approached by an adjoining owner seeking to lease part of the unformed section of Graham Lane, Millthorpe.

**Report:**

Council has been liaising with the owners of 39 Graham Lane, Millthorpe in regard a written request to lease part of the unformed section of Graham Lane.

The subject land comprises approximately 1.18Ha of Graham Lane from the end of the existing constructed section for approximately 575m in an easterly direction.

An alternate option was provided to the proponent that they may wish to consider purchasing the subject land, however they have indicated that a lease was the preferred option.

Upon inspection it was evident the land has previously been enclosed within Lots 39 and 40 DP11125 that make up part of 39 Graham Lane.

The proponent has indicated their desire to occupy the subject section, and undertake vermin control and weed spraying of the reserve.

A lease term of 4 years, with another 4 year term following the first is proposed.



Consideration of a lease fee was undertaken and discussed with the proponent to identify a mutually agreeable fee. The methodology adopted was based upon the average (per Ha per annum) fee for Councils recently leased industrial land at Gerty Street, Blayney multiplied by a discount factor of 50%. The discount is in recognition of there being no water source, and the land being a narrow (20m wide) strip alongside the proponents land, offering little additional grazing opportunity.

The proposed lease fee agreed to by the proponent is \$255 (Inc GST) per annum, with provision for Consumer Price Index annual adjustments.

**Risk/Policy/Legislation Considerations:**

In relation to the erection of fencing or other structures, the Roads Act 1993 states:-

*138 Works and structures*

*(1) A person must not:*

- (a) erect a structure or carry out a work in, on or over a public road, or*
- (b) dig up or disturb the surface of a public road, or*
- (c) remove or interfere with a structure, work or tree on a public road, or*
- (d) pump water into a public road from any land adjoining the road, or*
- (e) connect a road (whether public or private) to a classified road, otherwise than with the consent of the appropriate roads authority.*

*Maximum penalty: 10 penalty units.*

- (2) A consent may not be given with respect to a classified road except with the concurrence of RMS.*
- (3) If the applicant is a public authority, the roads authority and, in the case of a classified road, RMS must consult with the applicant before deciding whether or not to grant consent or concurrence.*
- (4) This section applies to a roads authority and to any employee of a roads authority in the same way as it applies to any other person.*
- (5) This section applies despite the provisions of any other Act or law to the contrary, but does not apply to anything done under the provisions of the Pipelines Act 1967 or under any other provision of an Act that expressly excludes the operation of this section.*

In relation to short term leasing of unused public roads, the Roads Act 1993 states:-

*153 Short-term leases of unused public roads*

- (1) A roads authority may lease land comprising a public road (other than a Crown road) to the owner or lessee of land adjoining the public road if, in its opinion, the road is not being used by the public.*
- (2) However, a lease may not be granted under this Division with respect to land that has been acquired by RMS under Division 3*

- of Part 12 (being land that forms part of a classified road) except by RMS.*
- (3) A lease granted under this Division may be terminated by the roads authority at any time and for any reason.*
- 154 *Public notice to be given of proposed lease*
- (1) Before granting a lease under this Division, the roads authority must cause notice of the proposed lease:*
- (a) to be published in a local newspaper, and*
- (b) to be served on the owner of each parcel of land adjoining the length of public road concerned.*
- (2) The notice:*
- (a) must identify the public road concerned, and*
- (b) must state that any person is entitled to make submissions to the roads authority with respect to the proposed lease, and*
- (c) must indicate the manner in which, and the period (being at least 28 days) within which, any such submission should be made.*
- 155 *Public submissions*
- Any person may make submissions to the roads authority with respect to the proposed lease.*
- 156 *Decision on proposed lease*
- (1) After considering any submissions that have been duly made with respect to the proposed lease, the roads authority may grant the lease, either with or without alteration, or may refuse to grant the lease.*
- (2) If the roads authority grants a lease, the roads authority must cause notice of that fact to be published in a local newspaper.*
- 157 *Special provisions with respect to short-term leases*
- (1) The term of a lease, together with any option to renew, must not exceed:*
- (a) except as provided by paragraph (b), 5 years, or*
- (b) in the case of a lease of land that has been acquired by the roads authority under Division 3 of Part 12, 10 years.*
- (2) A person must not erect any structure on land the subject of a lease under this Division otherwise than in accordance with the consent of the roads authority.*
- Maximum penalty: 10 penalty units.*
- (3) Such a consent may not be given unless the roads authority is satisfied that the proposed structure comprises a fence or a temporary structure of a kind that can easily be demolished or removed.*

**Budget Implications:**

There is a minor financial implication to Council for the administration of the lease, which will be offset by the proposed lease fee, with Consumer Price Index adjustments allowed for on an annual basis within the lease.

**Enclosures (following report)**

1 Proposed lease area - Graham Lane

1 Page

**Attachments (separate document)**

Nil



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**11) MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD ON THURSDAY 17 MAY 2018**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 4.1 Cultural and sporting events are supported by Council, volunteers and state sporting bodies so that they are coordinated and well resourced

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

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**Recommendation:**

That the minutes of the Blayney Shire Sports Council Meeting, held on Thursday 17 May 2018, be received and noted.

**MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD ON THURSDAY 17 MAY 2018 AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.00pm.

**PRESENT:**

Grant Baker (Blayney Shire Council), Rodney Corbett (Blayney Junior Soccer), Trevor Jones (Blayney Harness Club), Rebecca Scott (Blayney Senior Soccer), Lorraine Dunkley (Lyndhurst Village Committee), Ian Tooke (BTA Development Coordinator), Cr David Kingham (Blayney Shire Council), Cr John Newstead (Blayney Shire Council), Christine Smith (Heritage Country Schools PSSA), Cheryl Rutherford (Blayney Junior Tennis), Greg Mitchell (Blayney Little Athletics).

**APOLOGIES:**

Rosemary Reid (Blayney A&P Association), Adam Hornby (Blayney Senior Rugby League).

**RECOMMENDED:** That the apologies be accepted.

**CONFIRMATION OF PREVIOUS MINUTES – 15 FEBRUARY 2018 (AS CIRCULATED)**

**RECOMMENDED:** That the minutes of the previous meeting held 15 February 2018, be accepted.

(Trevor Jones / Lorraine Dunkley)

**MATTERS ARISING FROM THE MINUTES**

**Soccer nets**

Have been replaced at Councils expense.

Women in Sports Grants

Can be obtained through affiliated bodies (Lorraine Dunkley)

**DISCLOSURES OF INTEREST**

Nil.

**EVENTS CALENDAR UPDATE**

August

18<sup>th</sup> - Junior Rugby League Semi Finals.

25<sup>th</sup> - Central West Junior Rugby Union – Walla Rugby.

November

11<sup>th</sup> & 18<sup>th</sup> - Trotting Meetings.

**GRANT FUNDING UPDATE**

Grant funding updates be noted.

**PROJECT UPDATES**

Project updates be noted.

**Blayney Shire Sport and Recreation Master Plan**

King George Oval

Submitted Expression of Interest (EOI).

Concept plans to view.

Short time frame EOI to Business Case.

Will need stakeholder attendance at short notice and support from state sporting codes.

Dakers Oval

Cricket practice nets funding application in Stronger Country Communities Funding Round 2 submitted.

**GENERAL BUSINESS**

**King George Oval**

Repair mower damage to long jump run up (Blayney Little A's) This is still to be done.

**ACTION:** Council's Parks & Recreation Team to do repairs to long jump track.

Proposed KGO Girls change room will cut off access to the Little Athletics trailer storage (won't be able to get it out from under the grandstand) (Blayney Little A's).

**ACTION:** Noted for consideration subject to funding application.

**Carcoar Sportsground**

Proposed \$300k - Carcoar (Blayney Bears Senior Rugby League) Questions raised as to the validity of the work to be carried out at Carcoar Sportsground. Tennis court and hit up wall was already to be upgraded from previous funding.

**Blayney Showground**

Community Building Partnership (CBP) Funding – Showground pavilion dining room to be progressed by AP&H.

**Defibrillator Grants**

Defibrillator funding approved.

Second round of grant funding opportunity is coming up, Ian Tooke looking for more applicants.

**Blayney Tennis Courts**

Grant to look into obtaining a lock from Essential Energy for the tennis courts power box.

Tennis court toilets are needing an upgrade and will need to be looked at to be put on the project list.

The Junior Tournament has been held and was a huge success. There are comps on Monday Night (pairs), Tuesday Night (singles) and Tuesday morning ladies.

**Blayney Junior Soccer Club**

The tiered seating at Blayney Showground is up and being utilised.

**ACTION:** Council to follow-up if budget was fully expended.

Registrations are up 35% and we have teams 6-15s. Training may have to be moved from Napier due to no grass on the fields.

**Heritage PSSA**

Blayney and Millthorpe have completed their athletics carnivals but Small Schools have theirs to go. The District Carnival will be held in Term 3.

**Blayney Little Athletics**

In recess.

**NEXT MEETING**

Thursday 16 August 2018 at 6:00pm.

Meeting Closed 7:00pm.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**12) MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ELECTRONICALLY - JULY 2018**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 3.3 A well established, connected and prosperous tourism industry supported by local communities

**File No:** RC.EM.1, TT.ME.1

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**Recommendation:**

That the recommendation of the Blayney Traffic Committee meeting held electronically in July 2018, relating to the approval for the undertaking of the Winter Fire Festival Night Market in Millthorpe be adopted.

All in attendance.

**Recommended**

That Council endorse the Traffic Management Plan for the Millthorpe Winter Fire Festival Night Market, to be staged on 3 August 2018 on Pym Street Millthorpe as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report.

**Future Meeting Dates**

Friday, 17 August 2018

Friday, 19 October 2018

Friday, 21 December 2018

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**13) PLANNING PROPOSAL TO AMEND BLAYNEY LOCAL ENVIRONMENTAL PLAN 2012 - RU1 PRIMARY PRODUCTION TO E2 ENVIRONMENTAL CONSERVATION - CADIA BIODIVERSITY OFFSET AREAS**

**Department:** Planning and Environmental Services

**Author:** Town Planner

**CSP Link:** 3.2 A responsible and thriving mining industry that is engaged and works towards the betterment of the Shire with the community and Council as leading corporate citizens

**File No:** LP.PL.2

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**Recommendation:**

That Council forward a Planning Proposal to the Minister for Planning and Environment seeking to amend the Blayney Local Environmental Plan 2012 by rezoning Lot 201 DP 1037198 and Lot 1422 DP 1168271 from RU1 Primary Production to E2 Environmental Conservation.

**Reason for Report:**

The purpose of this report is to seek Council resolution to submit a Planning Proposal to the Department of Planning & Environment (DPE) to amend the Blayney Local Environmental Plan 2012 (BLEP2012).

**Report:**

The Planning Proposal (PP) seeks to amend the BLEP2012 by rezoning proposed Lot 202 in the subdivision of Lot 201 DP 1037198 and proposed Lot 204 in the subdivision of Lot 1422 DP 1168271 from RU1 Primary Production to E2 Environmental Conservation.

The two subject areas (proposed Lot 202 in the subdivision of Lot 201 DP 1037198 and proposed Lot 204 in the subdivision of Lot 1422 DP 1168271) are located generally south of the Cadia Valley Operations between Panuara Road and the Belubula River and are owned by Cadia Holdings Pty Limited and Contango Agricultural Company Pty Ltd, being wholly owned subsidiaries of Newcrest Mining Limited.

The proposal will satisfy, in part, the requirements for implementing a conservation offset strategy under condition 41 schedule 3 of the Cadia East Project Approval (CEPA) as specifically modified in modification 7 approved by the Delegate to the Minister for Planning on 4 August 2015.

The PP prepared by Cadia Valley Operations is provided in Attachment 1.

The PP is considered appropriate for Councils support for the following reasons:

- The PP accords with the Cadia East Project Approval, as modified in relation to the securing of biodiversity offsets.
- The PP is consistent with the Blayney, Cabonne and Orange Sub – Regional Rural and Industrial Land Use Strategy July 2008 and the Central West and Orana Regional Plan 2036.
- The PP is consistent with the measures established in the Cadia Land and Biodiversity Management Plan (Version 3 – 15/05/2017) for securing biodiversity areas as approved by the DPE.

A Gateway Determination, if favourable by the Department of Planning & Environment will be subject to public exhibition and agency consultation. It is likely to require public notification for a period of 28 days.

**Risk/Policy/Legislation Considerations:**

The PP is consistent with the Sub – Regional Rural and Industrial Land Use Strategy July 2008 and the Central West and Orana Regional Plan 2036.

**Budget Implications:**

Cadia Valley Operations paid the applicable PP lodgement fee, in accordance with Councils 2017/18 Operational Plan (PP was lodged prior to 30 June 2018).

**Enclosures (following report)**

Nil

**Attachments (separate document)**

- 1 Attachment A - Planning Proposal For Cadia Biodiversity Offset, Prepared By Cadia Valley Operations - April 2018 182 Pages

**14) PLANNING PROPOSAL TO AMEND BLAYNEY LOCAL ENVIRONMENTAL PLAN 2012 - RU1 PRIMARY PRODUCTION TO RU5 VILLAGE, 61 FOREST REEFS ROAD MILLTHORPE**

**Department:** Planning and Environmental Services

**Author:** Town Planner

**CSP Link:** 2.3 Our local planning instruments support the agricultural, industry, business/tourism and residential growth demands in a sustainable manner

**File No:** LP.PL.2

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**Recommendation:**

1. That Council, following consideration of the submissions received and the issues raised during community consultation, proceed to endorse the amendment to the Blayney Local Environmental Plan 2012,
2. That, Council, in exercising its delegation under Section 3.36 of the Environmental Planning and Assessment Act 1979, as endorsed by NSW Planning & Environment in the Gateway Determination, forward the relevant documents to Parliamentary Counsel for opinion, to amend the Blayney Local Environmental Plan 2012 by rezoning 61 Forest Reefs Road Millthorpe from Zone RU1 Primary Production to RU5 Village, and the making of the Local Environmental Plan.

**Reason for Report:**

The purpose of this report is to seek Council resolution to endorse and proceed to make an amendment to Blayney Local Environmental Plan 2012 (BLEP2012) by rezoning 61 Forest Reefs Road Millthorpe from Zone RU1 Primary Production to RU5 Village.

**Report:**

Background

At this Ordinary Meeting of 18 April 2017 **Resolution Number (1704/016)**, Council resolved to forward a Planning Proposal (PP) to the Minister for Planning & Environment seeking to amend the BLEP2012 by rezoning 61 Forest Reefs Road Millthorpe from RU1 Primary Production to RU5 Village.

It is noted Resolution Number (1704/016) was resolved under the previously elected Council and was approximately 15 months ago. For the benefit of Council, a proposal briefing overview is provided.

Proposal Briefing Overview.

The proposed PP prepared by Peter Basha Planning and Development on behalf of the landowners, which outlines the proposed amendment to the BLEP2012 in this PP is provided in full as attachment 1.

61 Forest Reefs Road Millthorpe from RU1 Primary Production, Figure 1 below shows the current zoning of Millthorpe and its surrounds. 61 Forest Reefs Road Millthorpe is outlined in red.

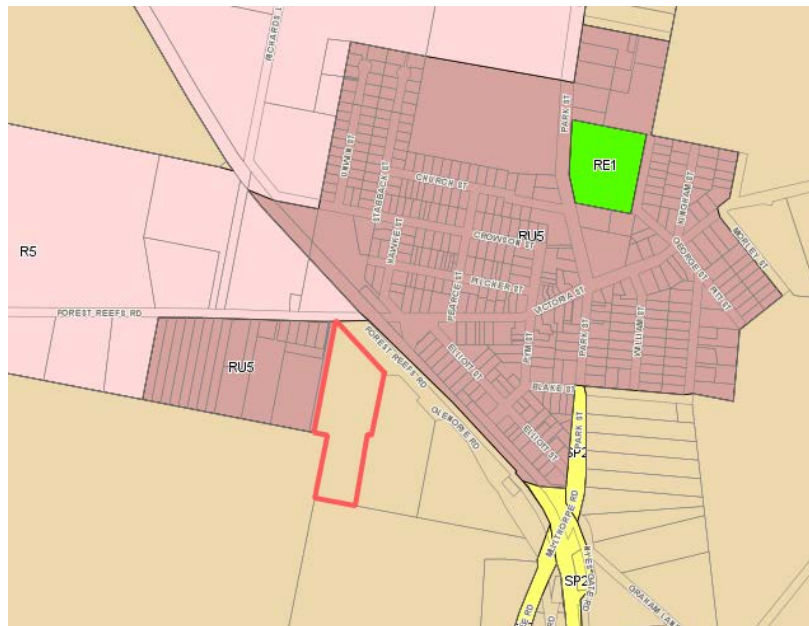


Figure 1

The northern half of the allotment is identified within the Blayney Settlement Strategy 2012 as “future investigation village zone”. Figure 2 below is an extract from the Blayney Settlement Strategy 2012 showing the northern part of the allotment outlined in white dots.



Figure 22: Future growth directions for Millthorpe.

Figure 2: Extract of Millthorpe from the Blayney Settlement Strategy 2012.

The PP proposes to rezone the entire property to RU5 Village. The Blayney Settlement Strategy 2012 does not identify the southern half of the allotment as a future investigation area.

The area of the allotment, which is not identified as a future investigation area within the Blayney Settlement Strategy 2012, is proposed to be lots 11, 12 and 13 which can be seen in ‘Proposed subdivision concept’ included as figure 3 below.

An indicative layout was provided by the applicant outlining a potential layout of 19 additional allotments being created. It is noted, this PP is not for a 19 lot subdivision, but to firstly change the zoning of the land that would then enable a future Development Application to be lodged for any proposed subdivision. The indicative layout is provided as figure 3 below.

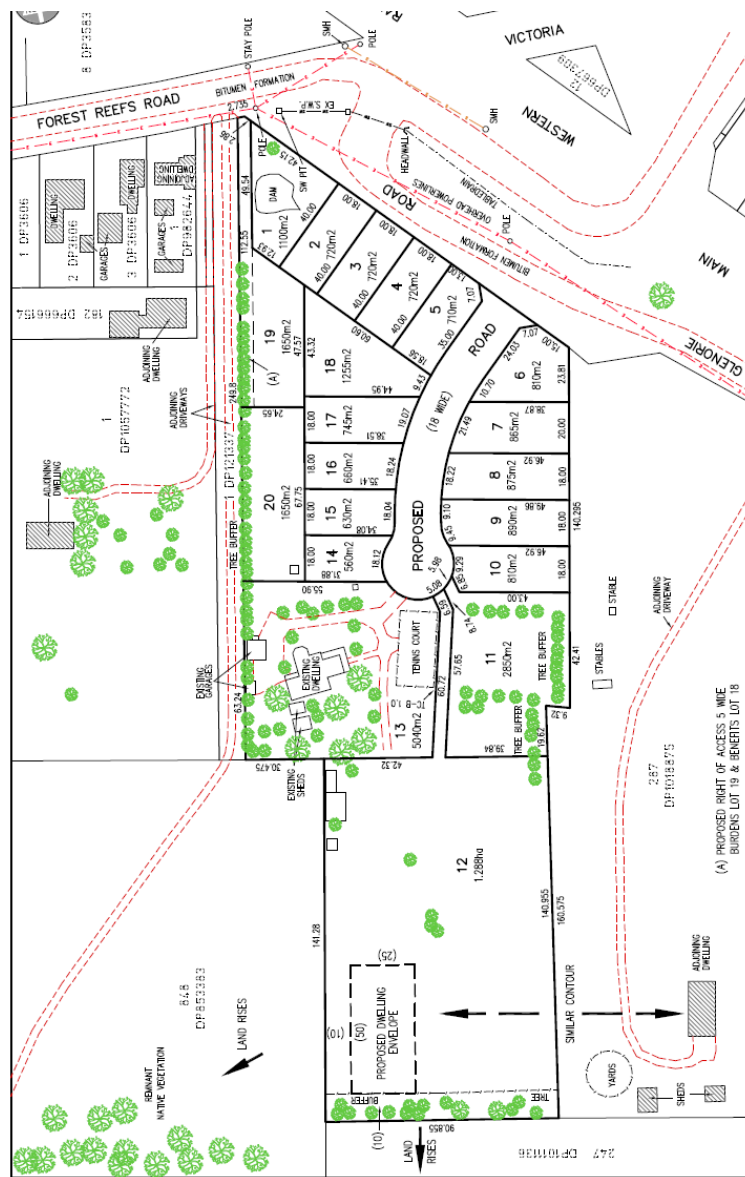


Figure 3: Potential subdivision concept layout by Peter Basha Planning and Development if property is rezoned to RU5 Village.

Figure 3 shows proposed Lot 13 would contain the existing dwelling of the current allotment. Therefore, two additional allotments would be located in the area not identified as a future investigation area within the Blayney Settlement Strategy 2012.

Page 3 of the PP contains justification for inclusion of the southern part of the allotment to be rezoned to RU5 Village. The justification within the PP is considered adequate to include the southern half of the allotment as part of the rezoning.

#### Gateway Determination

Council received a favourable Gateway Determination on 26 June 2017, which the Department of Planning and Environment (DPE) determined that the proposed amendment should proceed subject to certain conditions. The Gateway Determination is provided as Attachment 2.

Council also received written authorisation to exercise its delegation for this PP. Blayney Shire Council is therefore authorised to exercise the functions of the Minister for Planning under Section 3.36 of the Environmental Planning and Assessment Act 1979 that are delegated to it by instrument of delegation dated 14 October 2012 in relation to this Planning Proposal.

Note: On 12 June 2018, DPE issued an amended Gateway Determination specifically extending condition 4 (the timeframe Council was specified to have the LEP amendment completed by) until 3 January 2019.

#### Community and Agency Consultation

Council undertook the required consultation in accordance with Section 3.34 and 3.35 of the Environmental Planning and Assessment Act 1979, exhibiting the draft Planning Proposal for 28 days from 25 July 2018.

Six submissions were received from the community. The submissions are provided in Attachment 3 and a summary of the issues raised and comment are provided in Attachment 4.

The NSW Office Environment and Heritage (OEH) recommended that a Heritage Impact Assessment be undertaken prior to further consideration of the Planning Proposal. On 2 February 2018 the applicant supplied a Heritage Impact Assessment which is provided in Attachment 5.

Upon completion of the consultation and having considered the issues raised in the 6 submissions it is considered appropriate for the Planning Proposal to amend the BLEP 2012 to proceed as lodged by the applicant and initially endorsed by Council at its 18 April 2017 meeting (see attachment 1).

The following points support the proposed PP in this instance;

- The land was identified in the *Blayney Settlement Strategy and the Blayney Cabonne Orange Sub-Regional Rural and Industrial Landuse Strategy* as an investigation area for the future expansion of the Millthorpe village zone, with the exception of the southern area of this

PP. The Strategy suggested that once a take-up of 60 - 70% of lots was achieved in Millthorpe an extension to the village zone may be contemplated. The take up has now achieved 75%, and therefore it is timely to consider this PP.

- The PP suggests a minimum lot size (MLS) of 450sqm across the main northern sector of the subdivision. The larger proposed Lot 12 to the south would be an isolated parcel, with a defined dwelling envelope, and a MLS of 1.25ha to prevent further subdivision. This reduces dwelling density and forms a gradual transition between the village fringe and the rural land to the south.
- The land has little potential for sustainable agriculture and its primary use now is for rural residential purposes, separated from the main village by the railway line, and its development would be consistent with existing development to the south west.
- It is a highly modified landscape not constrained by biodiversity, flooding or bushfire. Traffic impacts would be addressed through upgrades to both Glenorie Road and Forest Reefs Road, and all infrastructure enhancement/extension would be provided by the developer. This includes water, sewer, power, telecommunications and stormwater.
- There is no known contamination associated with the land, although the site has been identified with a medium risk of the potential for naturally occurring asbestos.
- The location of dwellings within the subdivision would be located on the lower contours well below the southern ridgeline to protect landscape views from the village. It is noted that the considerable amount of existing landscaping and street trees within the existing Millthorpe village area, restricts views to the south.
- There are no heritage items in the immediate vicinity, although the land is located within the Millthorpe Heritage Conservation Area. The closest items are the railway station precinct 300m to the south east and two dwellings at 73 and 85 Forest Reefs Road.
- The proposal would increase the supply of residential land for Millthorpe, with appropriate provision of all relevant infrastructures, and an increase in population which would interact with the Millthorpe community on a number of different social and economic levels.

**Risk/Policy/Legislation Considerations:**

The Planning Proposal is to be considered in light of the Settlement Strategy recommendations and reflective of the lack of residential supply of land in Millthorpe, subject to consideration of amenity and provision of all relevant infrastructure.

**Budget Implications:**

The applicant paid the applicable lodgement fee, in accordance with Councils 2016/17 Operational Plan (PP was lodged prior to 30 June 2017).

**Enclosures (following report)**

Nil

**Attachments (separate document)**

- |   |  |          |
|---|--|----------|
| 1 | Planning Proposal 61 Forest Reefs Road Millthorpe                        | 54 Pages |
| 2 | Gateway Determination issued by NSW Department of Planning & Environment | 7 Pages  |
| 3 | Submissions Received During Public Consultation                          | 26 Pages |
| 4 | Summary Of Submissions Received During Public Consultation               | 14 Pages |
| 5 | Heritage Impact Assessment Prepared By Karyn McLeod                      | 16 Pages |