



13 March 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, 19 March 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 19.02.18
- (8) Matters arising from Minutes
- (9) Reports of Staff
 - (a) Planning and Environmental Services
 - (b) Executive Services
 - (c) Corporate Services
 - (d) Infrastructure Services
- (10) Delegates Reports
- (11) Closed Meeting

Yours faithfully

Rebecca Ryan
General Manager

Meeting Calendar 2018

March

| Time | Date | Meeting | Location |
|-------------|---------------|---|------------------|
| 2.30pm | 16 March 2018 | Upper Macquarie Country Council Meeting | Kelso |
| 6.00pm | 19 March 2018 | Council Meeting | Community Centre |

April

| Time | Date | Meeting | Location |
|-------------|---------------|----------------------------------|------------------|
| 10.00am | 11 April 2018 | Central Tablelands Water Meeting | Blayney |
| 6.00pm | 16 April 2018 | Council Meeting | Community Centre |
| 10.00am | 20 April 2018 | Local Traffic Committee Meeting | Community Centre |

May

| Time | Date | Meeting | Location |
|-------------|-------------|--------------------------------------|-------------------------|
| 2.30pm | 4 May 2018 | Upper Macquarie County Council | Council Chambers, Kelso |
| 6.00pm | 7 May 2018 | Cultural Centre Working Group | Community Centre |
| 10.00am | 11 May 2018 | Mining and Energy Related Councils | Cobar |
| 4.00pm | 15 May 2018 | Local Emergency Management Committee | Community Centre |
| 6.00pm | 17 May 2018 | Sports Council | Community Centre |
| 6.00pm | 21 May 2018 | Council Meeting | Community Centre |
| 6.00pm | 22 May 2018 | Tourism, Town and Villages Committee | Community Centre |
| 9.30am | 24 May 2018 | Centroc Board | State Parliament |

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HELD ON MONDAY 19 MARCH 2018

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01) MINISTERS' AWARD FOR WOMEN IN LOCAL GOVERNMENT 2018

Author: Mayor Scott Ferguson

File No: GO.ME.1

Recommendation:

That the General Manager be congratulated on receiving the 2018 Ministers' Award for Women in Local Government for the GM/Senior Staff Member – Rural or Regional Council Award.

Item:

I attended the eleventh annual Ministers' Awards for Women in Local Government 2018 at NSW Parliament House on 7 March with our General Manager, Rebecca Ryan. I am very proud as Mayor of Blayney Shire Council to advise that Rebecca was announced as the winner of the GM/Senior Staff Member – Rural or Regional Council Award.

The Minister for Local Government, the Hon. Gabrielle Upton MP and Minister for Women, the Hon. Tanya Davies MP, announced the winners of these awards established to recognise the outstanding contributions and achievements of women in local government in NSW.

Attending was Paul Toole MP, Ministers and Shadow Ministers joining the finalists and award recipients from both elected representatives and staff members of Local Government in NSW.

Director Infrastructure Services, Grant Baker attended with Iris Dorsett, Road Safety Officer Blayney and Bathurst Councils who was also a finalist.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

02) MINUTES OF THE PREVIOUS MEETING HELD ON MONDAY 19 FEBRUARY 2018

Department: Executive Services

Author: General Manager

CSP Link: 6.3 A well-run Council organisation.

File No: GO.ME.3

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 19 February 2018, being minute numbers 1802/001 to 1802/024 be confirmed.

MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 19 FEBRUARY 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), Acting Director Corporate Services (Mrs T Irlam), 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 – Development Control Plan and Draft Exhibition

CONFIRMATION OF MINUTES

MINUTES OF THE PREVIOUS MEETING HELD ON MONDAY 18 DECEMBER 2017

1802/001

RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 18 December 2017, being minute numbers 1712/001 to 1712/026 be confirmed.

(Reynolds/Ewin)

CARRIED**MATTERS ARISING FROM THE MINUTES**

Cr Reynolds asked the General Manager for an update on the Forest Reefs Community Strategic Plan. General Manager confirmed approach had been made through the Millthorpe Village Committee to form a subcommittee for this area.

Cr Reynolds advised that at the Traffic Committee meeting on Friday a late event application for the Orange Cycle Event had been received. The RMS are holding a workshop in mid-March to discuss with event organisers and community groups involved with organising events the importance of lodging these applications at least 4 months prior to events. Cr Reynolds encourages fellow Councillors, General Manager and Directors to attend. Members of the community will be invited, RMS, Police, Villages Committee and event organisers.

NOTICES OF MOTION**NOTICE OF MOTION****MOTION:**

That Council resolve in relation to the Carcoar Road Bridge over Cowriga Creek and Carcoar Road:

1. To consult with bridge demolition experts over the demolition of the existing bridge and bring back to Council a tender option for the demolition of the existing bridge.
2. Not proceed with a wet crossing over Cowriga Creek.
3. Apply to the NSW and Australian Government's for funding to construct a new bridge and associated road infrastructure. This road infrastructure could also connect directly with the Central Tablelands Livestock Exchange
4. Develop options for the construction of a new bridge with a bridge consultant.
5. Reallocate funds from the construction of a Wet Crossing to the demolition of the existing bridge.
6. Council allocate a proportion of the remaining funds from the \$3 million bridge loan to the construction of the Carcoar Road Cowriga Creek Bridge, if Council agrees to proceed with the construction of the bridge.
7. If the bridge proceeds to construction, Council will reconstruct and bitumen seal the Carcoar Road from the northern end of the new bridge to just past the Davis Dairy.
8. Council explore funding options to bitumen seal the entire road from Carcoar to the Browns Creek Road cross roads as part of a funding application project or do a 1 km section of the Carcoar Road each year until fully bitumen.
9. A report back to each Council meeting on progress until this bridge project is completed.

(Reynolds/Kingham)

An **AMENDMENT** was moved by Cr Reynolds and seconded by Cr Newstead:

That Council:

1. reaffirms its resolution not to precede with any work on Cowriga Creek until a full report detailing; bridge engineering and design options, demolition of the existing bridge and budget implications is brought back for Council consideration; and
2. continue to workshop this project over the next two months as the different options are developed to facilitate the preparation of both the; 2018/2019 Operational Plan and 2018/2022 Delivery Plan.

The amendment became the substantive motion and was put.

1802/002 RESOLVED:

That Council:

1. reaffirms its resolution not to precede with any work on Cowriga Creek until a full report detailing; bridge engineering and design options, demolition of the existing bridge and budget implications is brought back for Council consideration; and
2. continue to workshop this project over the next two months as the different options are developed to facilitate the preparation of both the; 2018/2019 Operational Plan and 2018/2022 Delivery Plan.

(Reynolds/Newstead)

CARRIED

EXECUTIVE SERVICES REPORTS

APPLICATION FOR LEAVE OF ABSENCE

1802/003 RESOLVED:

That Council approve the Leave of Absence application submitted by Cr Newstead for the April 2018 Council meeting.

(Reynolds/Denton)

CARRIED

COUNCIL RESOLUTION REPORT

1802/004 RESOLVED:

That Council notes the Resolution Report to December 2017.

(Newstead/Ewin)

CARRIED

CENTRAL NSW COUNCILS JOINT ORGANISATION

1802/005 RESOLVED:

In accordance with Part 7 of Chapter 12 of the Local Government

Act 1993 (Act), Blayney Shire Council resolves:

1. That the General Manager inform the Minister for Local Government (Minister) of Blayney Shire Council's endorsement of the Minister recommending to the Governor the establishment of a Central NSW Councils Joint Organisation (CNSWCJO) in accordance with this resolution.
2. To approve the inclusion of Blayney Shire local government area in the CNSWCJO.
3. That the CNSWCJO be established to cover the Council's area and any one or more of the following council areas:
 - a. Bathurst Regional Council, Blayney Shire Council, Cabonne Council, Cowra Shire Council, Forbes Shire Council, Lachlan Shire Council, Lithgow City Council, Oberon Council, Orange City Council, Parkes Shire Council and Weddin Shire Council.
4. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
 - a. with a copy of this resolution including the date on which Council made this resolution, and;
 - b. inform the Minister that this resolution has not been rescinded, for the purpose of the Minister issuing a certificate under section 400P of the Act.

(Somerville/Kingham)

CARRIED

LGNSW TOURISM CONFERENCE PARKES

1802/006

RESOLVED:

That Council approve the payment of the conference registration, travel and accommodation expenses for 3 Blayney Shire Council delegates being; Councillor Ferguson, Councillor Reynolds and the General Manager to attend the LGNSW Tourism Conference 2018 in Parkes.

(Newstead/Kingham)

CARRIED

**MINUTES OF THE BLAYNEY SHIRE CULTURAL CENTRE
WORKING GROUP MEETING HELD MONDAY 5 FEBRUARY
2018**

1802/007

RESOLVED:

That the minutes of the Blayney Shire Cultural Centre Working Group Meeting, held on Monday 5 February 2018, be received and noted.

(Ewin/Reynolds)

CARRIED

CORPORATE SERVICES REPORTS

**REPORT OF COUNCIL INVESTMENTS AS AT 31 DECEMBER
2017**

1802/008

RESOLVED:

1. That the report indicating Council's investment position as at 31 December 2017 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

(Somervaille/Reynolds)

CARRIED

REPORT OF COUNCIL INVESTMENTS AS AT 31 JANUARY 2018

1802/009 RESOLVED:

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

(Reynolds/Somervaille)

CARRIED

QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2017

1802/010 RESOLVED:

1. That the Quarterly Budget Review Statement for the quarter ending 31 December 2017 be received.
2. That the supplementary votes of \$51k proposed in the Quarterly Budget Review Statement be adopted resulting in an increase to operating expenditure of \$32k, an increase in operating income of \$148k and an increase to Capital Expenditure of \$65k offset by Capital Income variations of \$114k.

(Newstead/Kingham)

CARRIED

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

1802/011 RESOLVED:

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

(Somervaille/Kingham)

CARRIED

CODE OF CONDUCT COMPLAINTS FOR PERIOD ENDING 30 SEPTEMBER 2017

1802/012 RESOLVED:

That the report on Code of Conduct complaints for the period ending 30 September 2017 be received.

(Newstead/Ewin)

CARRIED

COMPLIANCE AND REPORTING ACTIVITIES

1802/013 RESOLVED:

That the report on Compliance and Reporting Activities for the 6 month period to December 2017 be received.

(Reynolds/Newstead)

CARRIED

LEASE OF LAND TO YINGLI SOLAR

Item deferred to end of agenda for Closed Meeting.

FINALISATION OF SALE OF INALA UNITS

1802/014

RESOLVED:

That Council, following finalisation of the sale of Inala Units, endorse the allocation of the sale proceeds of \$960,000 and balance of the Inala Units cash restriction of \$94,207 to the Property Account Internally Restricted Cash provision to be accounted for in the 2nd Quarterly Budget Review

(Ewin/Newstead)

CARRIED

REVIEW OF COUNCIL POLICIES

1802/015

RESOLVED:

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 |
|-----|---|
| 2D | Public Interest Disclosures: Internal Reporting Policy |
| 5C | Categorisation of Land as farmland for Rating Purposes |
| 5E | Pensioner and Hardship Assistance Policy |
| 6C | Package for Doctors Incentives for Retention / Attraction |

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

| No. | Policy Name |
|-----|--|
| 2E | Gifts & Benefits Policy |
| 2B | Media Spokesperson |
| 4C | Corporate Credit Card Policy |
| 4D | Related Parties Disclosures |
| 6B | Public Liability Community Celebration |
| 7S | Mobile Device Usage Policy |

| | |
|----|--------------|
| 8B | Social Media |
|----|--------------|

(Reynolds/Ewin)

CARRIED**LEASE OF LAND FOR AGISTMENT PURPOSES****1802/016****RESOLVED:**

That Council:

1. approve the lease of industrial land for a period of 2 years 11 months with a 1 year option to the following parties:
Lot 6: (Part Lot 2, DP 881885): N. Collins \$100
Lot 9: (Part Lot 2, DP 881885): N. Collins \$100
2. advertise the availability of remaining land being Lot 2 (Lot 1, DP 842577), seeking Expressions of Interest.

(Kingham/Newstead)

CARRIED**LGA BOUNDARY ALTERATION - MCKELLARS LANE, HOBBYS YARDS****1802/017****RESOLVED:**

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.

(Somerville/Ewin)

CARRIED**INFRASTRUCTURE SERVICES REPORTS****DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT****1802/018****RESOLVED:**

That the Director of Infrastructure Services Monthly report for February 2018 be received and noted.

(Ewin/Reynolds)

CARRIED**JOHNSTON CRESCENT - TREE REMOVAL****1802/019****RESOLVED:**

That Council approves the removal of the row of pine trees between Johnston Crescent and the railway line in Blayney and

supplementary vote request for \$65,000 as provided for in the second Quarterly Budget Review Statement.

(Ewin/Newstead)

CARRIED

PROPOSED ROAD NAME - UNNAMED ROAD AT 168

FOREST REEFS ROAD, MILLTHORPE

1802/020

RESOLVED:

That the recommended name, Showground Lane be placed on public exhibition for a period of not less than 28 days and the public and relevant authorities be invited to make submissions.

(Ewin/Somerville)

CARRIED

MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL

MEETING HELD ON THURSDAY, 16 NOVEMBER 2017

1802/021

RESOLVED:

1. That the minutes of the Blayney Shire Sports Council Meeting, held on Thursday 16 November 2017 be received and noted.
2. That Council prepare options for the installation of shelters over the reserves bunkers at King George Oval, with a report including costings to be brought back to Sports Council.

(Newstead/Ewin)

CARRIED

CLOSED MEETING

1802/022

RESOLVED:

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

LEASE OF LAND TO YINGLI SOLAR

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

(Kingham/Reynolds)

CARRIED

CONFIDENTIAL MEETING REPORTS

1802/023

LEASE OF LAND TO YINGLI SOLAR

RESOLVED:

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.

(Reynolds/Denton)

CARRIED

1802/024 RESOLVED:

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

(Newstead/Reynolds)

CARRIED

AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR ANNOUNCED THE OUTCOMES OF RESOLUTION NUMBER 1802/023.

There being no further business, the meeting concluded at 8.30pm.

The Minute Numbers 1802/001 to 1802/024 were confirmed on 19 March 2018 and are a full and accurate record of proceedings of the Ordinary Meeting held on 19 February 2018.

Cr S Ferguson
MAYOR

Mrs R Ryan
GENERAL MANAGER

03) DEVELOPMENT APPLICATION NO. 121/2017 MULTI DWELLING HOUSING & BOUNDARY ADJUSTMENT AT LOTS 3 AND 4 DP1190460 - 18-20 QUAMBY PLACE BLAYNEY

Department: Planning and Environmental Services

Author: Senior Town Planner

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

File No: DB.AB.1192

Recommendation:

That Council approve Development Application 121/2017 for residential accommodation and subdivision (multi dwelling housing facility and boundary adjustment), Lots 3,4 DP 1190460, 18-20 Quamby Street, Blayney, subject to the conditions in Enclosure 5.

Reason for Report:

For Council to consider and determine Development Application 121/2017 for residential accommodation and subdivision (multi dwelling housing facility and boundary adjustment), Lots 3,4 DP 1190460, 18-20 Quamby Street, Blayney, as 2 submissions were received for the proposed development, and a variation is requested to the provisions of *Development Control Plan No. 5 – Medium Density Housing*.

Report:

The proposed development is to construct 39 multi dwelling housing units on the subject land, with an associated office. The application also proposes a boundary adjustment between Lots 3 & 4.

The unit site on Lot 3 is located at 18-20 Quamby Place, Blayney. It is bounded by the Blayney caravan park to the east on Lot 4, residential land to the north, and rural land to the south. The Demondrille rail line (currently not operational) passes by to the west, beyond which is rural land and the former Blayney copper mine site.

Lot 3 originally contained the Cadia mine temporary accommodation facility, and all services from that development remain connected throughout the site. Access roads and parking areas are all existing. The buildings intended for the site will be Blueboard cladding on the single dwellings and colorbond cladding on the duplex units, on concrete slabs, with colorbond roof sheeting.

The dwellings are not transportable structures, but new dwellings to be constructed onsite by local builders.

The development is proposed to be staged as follows:

- Stage 1: Units 1-5, and office
- Stage 2: Units 6-9
- Stage 3: Units 10-15
- Stage 4: Units 35-39
- Stage 5: Units 30-34
- Stage 6: Units 16-22
- Stage 7: Units 23-29

Each dwelling unit would have a single garage, and visitor parking would be provided throughout the site. Other site features would include garbage bin storage areas, letter boxes, and clothes lines in each of the private open space areas.

Each unit would be single storey in height. They would be a mix of duplex and single units, sited to take account of road setback & servicing locations. Open space areas have been provided for each unit with a view to privacy and overlooking. Each unit would have one covered car space as a single garage and 11 visitor car parking spaces would be provided.

The site office, to be constructed as part of Stage 1, will contain two offices, amenities and a kitchenette, and have a small verandah along the south western facade. It would be clad in colorbond, and located on a concrete slab.

Side boundary setbacks would be based on the previous locations for the mining camp, but vary from 900mm to 3m on the eastern boundary, 900mm to 3.54m along the southern/western boundary, and over 7m to the northern boundary. The development is set back along the access driveway off Quamby place, and the nearest building would be about 17m from the road reserve.

Reticulated water and sewer is already connected to the site including fire hydrants, and a stormwater system is in place. Power and telecommunications are available. No upgrades are expected.

The site slopes down from west to east, and is to be accessed off the end of Quamby Place via an existing entrance and driveway. The existing driveway and parking areas have sealed bitumen surfaces. The existing fencing is a 1.7m high chain wire fence.

A landscaping plan has been provided which shows the existing vegetation along the northern boundary, as well as proposed plantings across the site.

At a future date a recreation building would be incorporated into the development. This recreation building is not part of this development application.

Lot 4 currently contains some existing tourist accommodation buildings associated with the adjoining caravan park. The boundary adjustment would seek to locate these buildings onto the same allotment as the caravan park, meaning an adjustment of 2,067sqm between the lots. Access to these units would then be formalized off the caravan park site.

Section 4.15 Evaluation - matters for consideration

4.15 (1) (a) (i) the provisions of any environmental planning instrument

1. State Environmental Planning Policies

There are no particular SEPPs that are relevant to this development.

2. Regional Environmental Planning Policies

There are no particular REPPs that are relevant to this development.

3. Local Environmental Plans

The land is zoned R1 General Residential under the Blayney Local Environmental Plan 2012, and the development is permissible in the zone as residential accommodation – multi dwelling housing. The objectives of the zone are considered as follows:

- To provide for the housing needs of the community.

Comment: The proposed development is to provide for a high quality residential gated community, to serve local residents or people seeking to relocate into the Blayney township.

- To provide for a variety of housing types and densities.

Comment: The overall development provides for an alternate form of accommodation to complement adjacent and adjoining conventional residential development.

- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

Comment: The proposed development provides housing options, not other non-residential land uses.

4. Guidelines and policies

The development was notified for 14 days from 16 November 2017, and two submissions were received, as discussed later in this report.

4.15 (1) (a) (ii) the provisions of any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority that apply to the land to which the development relates

There are no such proposed instruments relevant to this development.

4.15 (1) (a) (iii) any development control plan that applies to the land to which the development relates

Development Control Plan No. 5 – Medium Density Housing applies to the proposal.

The objectives of this DCP seek to:

- Encourage innovative housing which is pleasant to live in, relates to the desired future neighbourhood character, is responsive to the site and is environmentally sensitive.

Comment: The land is zoned R1 residential and the objective of that zone is to provide for the housing needs of the community, through a variety of housing types and densities, and enable other land uses that provide facilities or services to meet the day to day needs of residents. No particular neighbourhood character has been identified for this locality, other than through the zone objectives. The proposal would provide for a modern compliant and fully serviced housing facility. As the site previously contained temporary residential accommodation units (200 within 50 site building units), the 39 building sites and servicing are already in place, and little site disturbance is required. Therefore the development is responding to the state of the land as available, enabling an environmentally sustainable solution to the reuse of an otherwise derelict and unusual site.

- Improve the quality and choice of residential environments to suit the diversity of people's needs and to meet community expectations of health, safety and amenity.

Comment: Feedback from the community and local real estate agents to the applicant suggests that there is a need for this type of residential development in Blayney, for local people or for people seeking to relocate to Blayney. Residential units of this kind are limited in the town, and the proposal would provide a mix of single dwellings and duplex units. As it would be a gated community, it would be self-contained and inward looking, against the backdrop of the hills in the RU2 zone to the west. It would be fully serviced, and accessible via a bus service to the town centre and associated facilities. Internal services such as mail boxes, bin bays, parking and private open space areas in a landscaped environment, would provide for a pleasant lifestyle, not placing further pressures on local infrastructure services.

DCP Design Guidelines:

Density – The maximum number of dwellings permitted on a site may be calculated by a formula as set down in the DCP, according to dwelling size (number of bedrooms). The site area is 1.994ha, and the site density complies with the maximum site density requirements.

Private open space – all units should have a usable, well located and private ground level open space area for recreation, services and storage. Minimum area is 50sqm per unit with minimum dimension sizes. The proposed development satisfies these requirements.

Setbacks – the site is not a conventional shape or size. Its road frontage is the end of Quamby Place, and the nearest building to the road reserve is 17m back. Side boundary setbacks vary from 900mm to 3m on the eastern boundary, 900mm to 3.54m along the southern/western boundary, and over 7m to the northern boundary.

Design – all units are single storey, and minimise direct overlooking of living areas and private open space areas within the site, and the development provides boundary setbacks which provide the same privacy for adjacent offsite properties. Variety of design is provided through variation in building cladding (Blueboard, colorbond specified colour schemes) and the incorporation of alfresco areas, pergolas, pitched roofs (22.5 degrees), and screen fencing of private open space areas, to make the building design interesting and livable.

Heritage – not applicable.

Streetscape design – with the unusual allotment shape and access arrangements, treatment of streetscape is not applicable.

Fencing – the subject site is currently fenced with a 1.7m high chain wire fence, with standard 1.8m high colorbond fences along the rear boundary of the properties to the north. Such fencing may be adequate in terms of site security, but it does not comply with the DCP requirements for timber, brick or colorbond boundary fencing, or allow for visual amenity and privacy both into and from the site. The applicant seeks a variation to the DCP standards to retain the existing fence.

Subdivision – a boundary adjustment is proposed as part of this application, to locate the existing tourist accommodation buildings associated with the adjoining caravan park, onto the same allotment as the caravan park.

Privacy – the DCP requires that fencing to side and rear boundaries must be no higher than 1.8m above ground level, and constructed of timber, brick or colorbond in a colour complimentary to the units and neighbouring development. The existing fence is constructed of chain wire, 1.7m high. Given that objections have been raised to the existing fence, and that there is a row of mature conifers along inside the fence screening the development along the western/southern boundary, Council is satisfied that the existing fencing adequately protects the privacy and visual amenity of the neighbouring property.

The northern boundary has a row of trees within the development site, and a proposed building setback of some 7m. The rear yards along the northern side are fenced with standard 1.8m colorbond, and there is no proposal or need to change this.

Parking – each unit would have one covered car space as a single garage, each being compliant with the minimum internal dimensions of 3m x 5.5m, and eleven visitor spaces have been provided across the site, compliant with the 2.4 x 5.5m. The visitor spaces comply with the required rate of 0.25 per dwelling, and allow for staff parking for the office as well. Space/spaces must be set aside for accessible car parking, and two spaces have been provided adjacent to the office building. This requirement has been addressed in a condition of consent.

Access – the site is accessed off the end of Quamby Place via an access handle, and the land has no front boundary, as such. The existing driveway area is of slightly variable width, but the handle is a minimum of 18m, with a sealed pavement area of about 8m. Internal driveways are generally 6m wide, and turning areas are incorporated into each unit to allow residents to reverse out of garages, turn and exit the site in a forward direction.

Council will require upgrades to Quamby Place, and to the Carcoar Road intersection. A kerb and gutter bond will be required.

Off-site Infrastructure requirements – the land has no site frontage other than directly onto the end of Quamby Place. The specified minimum standards are already in place.

Services and utilities – the site is already connected to water (including fire hydrants), sewer, stormwater, and power and telecommunications are available. Garbage services are available to the site, and letter box placement at the site entrance will be served by Australia Post.

Council will require confirmation and potential upgrade of all utilities, in particular stormwater. This will include the creation of easements to drain water. These requirements have been set down in the conditions of consent.

4.15 (1) (a) (iiia) any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, that apply to the land to which the development relates

There are no such agreements relevant to this proposal.

4.15 (1) (a) (iv) any matters prescribed by the regulations that apply to the land to which the development relates

There are no such matters relevant to the development.

4.15 (1) (a) (v) Any coastal zone management plan (within the meaning of the Coastal Protection Act 1979), that apply to the land to which the development relates

Not applicable to this development.

4.15 (1) (b) the likely impacts of that development

Context and setting

The proposed development seeks to construct 39 residential accommodation units on the site, as multi dwelling housing, together with an associated site office. All services are already in place, dating back to the previous Cadia mining accommodation units on the site. The land slopes down from the railway line to the west, draining to the east. The main caravan park is located to the east, and residential development to the north. To the west over the rail line and to the south are rural properties.

The dwellings would be located to the west of the caravan park facilities, and would have access directly onto Quamby Place.

The site is almost completely bordered with mature conifer plantings (except along the caravan park side) which would be retained where possible.

Access, transport and traffic

The site is to be accessed via an existing entrance onto Quamby Place, separate from the caravan park. Additional traffic generation is expected to occur.

Council's Engineer has conditioned the consent accordingly, to include upgrades to both Quamby Place and to the Carcoar Road intersection. Road design and works-as-executed details would be required. Parking on site should be compliant with relevant Australian Standards, and s94 contributions apply.

Subject to compliance with conditions of consent, the development should have minimal traffic impact on the locality and the wider road network.

Services/utilities

No additional services or utilities are required for the development. All services are already connected to the site as a result of the former Cadia temporary mining camp. However, stormwater reticulation through and from the site will require enhancement, with the creation of easements across the site, the caravan park site and Lot 2 DP 1190460, to direct stormwater down to the existing system in Carcoar Street.

Section 94 contributions will be required for the provision, extension or augmentation of local infrastructure. No s64 contribution for the provision of sewer is required, as that was paid under the previous DA85/2011, and those services remain in place.

Site design, internal design and construction

The construction works required for this development include the erection of the 39 dwelling units on site, and the associated site office. Quamby Place requires upgrading, as does the Carcoar Road intersection. Internal roads and parking areas, for the most part are constructed, and reticulated systems are in place, simply requiring connection to each building.

The dwellings will occupy a similar footprint to the previous mining camp, but be separate self-contained dwelling units and duplexes. They would be clad in a mix of colorbond and Blueboard, on concrete slabs, constructed on site, and be compliant with the BCA and relevant Australian Standards. Roofs are pitched at 22.5 degrees, and each unit complies with the design requirements of DCP No. 5.

The office and associated car parking area would be constructed as part of Stage 1.

Hazards – technological, natural

There are no particular known technological or natural hazards relevant to this development.

Noise and vibration

There are no particular matters relating to noise and vibration which might apply to this development.

Environmental impact – flora, fauna, land resources, air and water pollution, micro climate

There are no matters arising from this development which might affect flora or fauna, as the site is a highly disturbed urban property, the site of a former mining camp. No other land resources such as extractive industries are affected. Air pollution is unlikely.

Water

There are no particular additional water requirements for the development. The site is connected to the reticulated town supply.

Waste

The site is already connected to the reticulated town sewer system. Domestic waste would be handled under waste disposal arrangements similar to the remainder of the town, and bin storage areas are provided for each dwelling unit, with bin bays provided in certain locations across the site to apply on collection days.

Construction waste would be collected and appropriately stored on site for removal to an approved waste facility.

Safety, Security and Crime Prevention

Although the site is not accessible to the public, it has been previously fenced to enable site security. The existing colorbond fence between the site and the caravan park would remain. Fencing on the northern boundary is standard 1.8m high colorbond, and this would not change.

The southern/western boundary is currently fenced with a 1.7m high chain wire fence. This boundary is also lined with existing mature conifer plantings, which would be retained where possible. The DCP requires that this be constructed of timber, brick or colorbond. The developer is requesting a

variation to the DCP standards to enable the existing fence and landscaping to address privacy and amenity issues, as raised in the submissions. All buildings would be secured beyond construction to lockup stage.

Economic impact

The economic impacts from this development may include employment opportunities, increased use and support of local businesses during the construction phase, and the use of service industries and the provision of additional residential accommodation within the town upon completion.

Social Impact

The social impacts relating to this development relate to the provision of additional residential accommodation in a residential estate. Management of the site would be from within, and a site office would be provided, resulting in more efficient and effective use and management of the land.

As the site was operated for several years for residential accommodation, it is unlikely that significant adverse impact would be experienced by adjoining residential development. The issues raised in submissions have been examined later in this report.

Cumulative impact, Principles of Ecologically Sustainable Development, Sustainability and Climate Change

Cumulative Impact

The cumulative impact is for the more effective use of the land, and the provision of additional residential accommodation, within effective industry standards, that leads to minimization of environmental and community impact.

Climate Change

The NSW Government no longer prescribes statewide sea level rise projections for use by councils. Councils in NSW now have the flexibility to determine their own sea level rise projections to suit their local conditions.

It is unlikely that the current proposal would significantly contribute to climate change and it will not change the risk profile of the site in regard to the impacts of sea level rise.

Ecologically Sustainable Development

All potential environmental interactions should have regard for the Precautionary Principle (prevent environmental degradation and protect local environment), Inter-generational Equity (not to compromise the environment for future generations), Improved Valuation and Pricing of Environmental Resources (to utilize the land with minimal environmental impact to result in an economic benefit to the community) and conservation of biological diversity and ecological integrity. The proposal would not present significant threats of serious or irreversible environmental damage, and the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations, for the conservation of biological diversity and ecological integrity.

Other

The following impacts have been considered and are not relevant to the proposal: flooding, contamination, bushfire and heritage.

4.15 (1) (c) Suitability of the site for the development

Comment: The site is suitable for the development, being a reestablishment of residential accommodation on the land, this time in a permanent arrangement. It is fully serviced and accessible, and satisfied the provisions of the zone and the DCP.

Issues raised by adjoining owners are examined below.

4.15 (1) (d) Any submissions made in accordance with this Act or the Regulations

Comment: Adjoining landowners were notified and two submissions were received. The issues raised are examined as follows:

1. Too many dwellings for a lot under 2ha.

Developer response: The density of the dwellings on the site is consistent with the DCP provisions, sited around an existing road and service network on the site. The previous temporary village was 200 units in 50 buildings.

Council comment: The site density complies with the DCP provisions.

2. Are these tourist dwellings or retirement units or are they rental accommodation? Concern for the social impact:

- Lower socio-economic background, with no respect for property – type of people and an undesirable community.
- Devaluation of property.
- Impact on neighbourhood character and look unsightly.

Developer response: Approval is sought for multi dwelling housing. The site is at the end of Quamby Place, behind the existing caravan park. There is an existing landscaped screen to the north which will remain. The caravan park is a higher density of buildings with tourist accommodation. Alleged impact on neighbourhood character is unclear.

Council comment: The tenanting/sale regime of each unit has not as yet been determined, and is not a part of the 4.15 assessment. Due to the characteristics of the location, the history of the site and its current condition, a particular neighbourhood character is not evident. The perception of de-valuation of land is not a matter for the 4.15 assessment.

3. Increase in noise in such a small space – how would it be managed?

Developer response: The development consists of residential dwellings, with no specific commercial/industrial uses proposed which might be noise generating. No specific noise control measures are proposed. The northern boundary setback would be maintained, and traffic will achieve access the site from Quamby Place.

Council comment: The multi dwelling housing development, once constructed and occupied, is not expected to generate any more noise

than a conventional residential street. Traffic impact would be less as internal roads cannot cater for high speeds or traffic volumes.

4. Boundary setbacks – concern for security. Current fencing on the northern side is quite inadequate.

Developer response: boundary setbacks are provided on an updated site plan.

Council comment: The existing fencing is 1.7m high chain wire fencing, bounded by an almost continuous row of mature conifers. Council is satisfied that this existing arrangement, although it does not meet the DVCP standards, will address security and visual amenity concerns. The variation to the DCP is acceptable, in this instance.

5. Will look bulky and overcrowded and out of character for the town.

Developer response: The development would comprise single storey conventional housing units, as seen elsewhere in Blayney. The DCP actually would have allowed a higher density, however the developer has chosen to lower the density to address site constraints and existing utility infrastructure.

Council comment: The density of the proposal addresses existing available infrastructure services, and complies with the density provisions of the DCP. Features such as roads, landscaping, open space areas, variation in building orientation and cladding, will add to visual amenity across the site. The site is in an isolated position on the south western corner of the town, with minimal views from off-site due to the existing boundary treatments of the site on three sides and the caravan park buffer to the east.

6. Impacts on subdivision of adjoining blocks for residential in the future?

Developer response: Nil.

Council comment: The adjoining lots in Amos Place and at the end of Piggott Place are zoned R1 General Residential, of sizes suitable for future subdivision, (MLS 450sqm), subject to limiting site criteria such as existing buildings. The proposal will not affect this entitlement.

7. Ugly low cost accommodation attracting an undesirable tenant.

Developer response: The developer seeks to create a high quality estate that affords a high level of amenity and is aesthetically pleasing.

Council comment: Council is satisfied that the development meets the design criteria under the DCP, with a colour scheme to be provided to Council for approval as a condition of consent.

8. It is an eyesore at the moment – and will get worse – devaluing properties.

Developer response: The developer seeks to create a high quality estate that affords a high level of amenity and is aesthetically pleasing.

Council comment: Development of the site as proposed can only enhance its current visual appearance. Land valuation is not a matter for s4.15 assessment.

9. If the original application for a retirement village had gone ahead it may have been more acceptable.
Developer response: The proposed development could not meet the minimum standards for a retirement village in its location within the town.
Council comment: The developer has chosen to apply for a multi unit housing development, and it has been assessed as such.
10. The “proposed” communal open space area – is already there. The access between Units 22 & 23 will feed people down to jump the fence into properties in Amos Avenue to obtain a short cut to town. It has happened in the past.
Developer response: Nil.
Council comment: The pathway is actually between Units 32 & 33. Trespass is a police matter and not for a s4.15 assessment.
11. Continue the man-proof fence that stops at my boundary right down at the developer’s cost.
Developer response: The fences along the rear of properties on Amos Street are standard 1.8m high colorbond fencing. There is no proposal to change this.
Council comment: Council is satisfied that these fences comply with the DCP for boundary fencing and no amendment is required.

4.15 (1) (e) The public interest

The development would be subject to S7.11 contributions (Type A).
The matter was notified to adjoining owners and submissions considered.
There are no other matters of public interest relevant to the development that have not already been considered in this report.

Conclusions

The proposed development has been assessed under the provisions of all relevant legislation, and found to be suitable for the site and the locality, subject to conditions of consent. Appropriate siting and materials will ensure land use conflict is minimized, with regard to the future development of the site.

It will protect and separate operation of the existing caravan park, and address the amenity and concerns of the adjoining residents, if carried out in accordance with appropriate legislative requirements.

Risk/Policy/Legislation Considerations:

With any development application, Council could be challenged to the NSW Land and Environment Court.

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

| | | |
|---|------------------------------------|----------|
| 1 | Location Plan | 1 Page |
| 2 | Plans | 13 Pages |
| 3 | Statement Of Environmental Effects | 26 Pages |
| 4 | Submissions | 3 Pages |
| 5 | Consent Conditions | 10 Pages |

04) UPDATE ON RECENT CHANGES TO THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT AND OTHER MATTERS

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

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

File No: GO.ME.1

Recommendation:

That the report outlining changes to the Environmental Planning and Assessment Act and other matters be received and noted.

Reason for Report:

The Environmental Planning & Assessment Act has been amended on 1 March 2018. This and some other relevant changes are presented in this report to inform Council of the changes.

Report:**UPDATING THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

The Environmental Planning and Assessment Amendment Bill 2017 has been passed by Parliament. The updates have four underlying objectives:

- to enhance community participation,
- to promote strategic planning,
- to increase probity and accountability in decision-making,
- to promote simpler, faster processes for all participants

The implications of the new Bill for Council are as follows:

1. New Objects to Support the Built Environment

The new objects of the Act seek to reflect the Government's commitment to well-designed communities with local character and heritage. When performing functions under the Act authorities will now be guided by additional objects promoting:

- good design and amenity of the built environment; and
- the sustainable management of built and cultural heritage (including Aboriginal cultural heritage).

2. Enhanced Community Participation

The Bill seeks to make it clearer and easier for the community to understand how it can participate in planning decisions. The Bill requires all planning authorities to prepare a community participation plan. This will spell out when and how they will engage with their communities across all the planning functions they perform.

The plans will have to meet the minimum requirements for community participation that will be set out in Schedule 1 to the Act. Councils can commit to go beyond the minimum requirements to suit the needs of their communities.

In preparing their plans, councils will have to take into consideration new community participation principles which set the bar for how the community should be engaged. The principles state, among other things, that the community has a right to be informed about planning matters that affect it and it should be given opportunities to participate as early as possible in strategic planning.

To improve accountability to all stakeholders, the Bill requires decision-makers to give reasons for their decisions.

3. Strategic Planning

For the first time, the Act will recognise the critical role of councils in strategic planning.

Under the new provisions each council will prepare a local strategic planning statement. This will set out the 20-year vision for land-use in the local area, the special character and values that are to be preserved, and how change will be managed into the future. The statements will need to align with the regional and district plans, and the council's own priorities in the community strategic plan it prepares under local government legislation.

The statements will shape how the development controls in the Local Environmental Plan (LEP) evolve over time. This means the LEP will be a tool to deliver the council and community's plan for the future.

4. Up-to-Date Development Controls

The Bill seeks to ensure that LEPs and Development Control Plans are kept up-to-date and as simple as possible by requiring councils to do an 'LEP check' at least every five years. They will consider whether the LEP is still fit for purpose given any changes in population, infrastructure, strategic plans and other key indicators. This check may prompt some updates to the LEP, or it may find that a comprehensive review of the LEP is needed.

The Bill will allow the Government to establish a standard, online format for DCPs. The content will remain up to councils, but they will be able to draw on model provisions prepared by the Department.

5. Confidence in the Complying Development Process

To improve confidence in complying development, the Bill enables:

- councils to impose a levy on complying development certificates to fund monitoring and enforcement of complying development standards in their area;
- councils to stop work for up to seven days on a complying development site to investigate whether the construction is in line with the certificate. From there, the council can take more formal action -such as a development control order- if warranted; and
- the courts to declare a complying development certificate invalid if it does not meet the approved standards.

Where developers have constructed works that go beyond an approval, then retrospectively applied for a modification to authorise the extra works, councils will be able to impose an additional fee to deter retrospective modification applications. This fee will be set in the EP&A Regulations.

Given the scope of the changes in this Bill, the Government is taking a staged approach to the Bill's commencement. Most of the changes will commence in the first quarter of 2018. Other changes will take longer to switch on and will involve further consultation, so new features of the planning system like community participation plans and local strategic planning statements will be introduced over time. Changes will be supported by appropriate guidance, templates and other resources.

The following table lists the estimated commencement date for new obligations associated with changes to the Environmental Planning and Assessment Act and Regulations.

| New obligation | Estimated commencement |
|--|-------------------------------|
| Ending transitional arrangements for Part 3A | Early 2018 |
| Local planning panels | Early 2018 |
| Statement of reasons | Mid 2018 |
| Changes to concurrences and referrals | Late 2018 |
| Changes to conditions for major projects | Late 2018 |
| Enforceable undertakings | Late 2018 |
| Local strategic planning statements | Mid to late 2018 |
| LEP check | Late 2019 |
| Community participation plans | Late 2019 |
| Improvements to complying development | Late 2019 |
| Building and subdivision | Late 2019 |
| Standard format development control plans | Mid 2020 |

ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION

The Department of Planning and Environment has recently commenced a review of the Environmental Planning and Assessment Regulation 2000 (the Regulation).

The Regulation contains key operational provisions for the NSW planning system, including those relating to:

- planning instruments, including requirements and procedures for planning proposals and procedures for making and amending development control plans;
- procedures relating to development applications and complying development certificates;
- existing uses and designated development;
- requirements for environmental assessment under Part 5 of the EP&A Act and applications for State significant infrastructure;
- environmental impact statements;
- building regulation and subdivision certification;
(note: the review of the Regulation does not examine these building and certification provisions, as broader building regulation reforms are being fast tracked through a separate process),
- fees and charges , including fees for development applications, building certificates and other planning services;
- development contributions, including the preparation of contributions plans;
- planning certificates, which provide information about land;
- other miscellaneous matters, including amounts for penalty notices (or fines) that may be issued for breaches of the EP&A Act and the Regulation, provisions for planning bodies (the Planning Assessment Commission and Independent Hearing and Assessment Panels), development by the Crown, and record keeping requirements for councils.

The following table lists the estimated commencement date for new obligations associated with changes to the Environmental Planning and Assessment Act and Regulations.

BIODIVERSITY REFORMS AND REGULATION OF CLEARING OF NATIVE VEGETATION

The legislative framework for native vegetation management, private land conservation, threatened species and other protected native animals and plants in New South Wales has been reformed.

The biodiversity conservation reforms include the creation of the Biodiversity Conservation Act 2016, the Local Land Services Amendment Act 2016, State Environmental Planning Policy (Vegetation in Non-Rural Areas) and supporting Regulations and products. The reforms included the repeal of several existing Acts, including the Native Vegetation Act 2003, Threatened Species Conservation Act 1995 and the Nature Conservation Trust Act 2001. Also repealed are the animal and plant provisions (Parts 7-9) of the National Parks and Wildlife Act 1974. The new legislative arrangements commenced on 25 August 2017.

The Biodiversity Conservation Act and associated regulation outline the framework for addressing impacts on biodiversity from development and vegetation clearing. It establishes a hierarchical framework to avoid, minimise and offset impacts on biodiversity from development through the Biodiversity Offsets Scheme. The emphasis is on avoidance of impacts, with substantial financial consequences where offsets are required.

Under the scheme developers and landholders who undertake clearing which triggers the offsets scheme create a biodiversity credit obligation which must be retired to offset their activity. The scheme also establishes biodiversity stewardship agreements, which are voluntary in-perpetuity agreements entered into by landholders to generate credits to sell to developers and landholders who require these credits to offset the activities at other sites.

Under the new arrangements there are three pathways for approval for clearing native vegetation depending on the location and/or nature of the clearing:

| Type of Clearing | Relevant | Approvals Authority | Regulatory Tools/ Processes |
|--|--------------------|---|---|
| Clearing in association with a local development (DA) | Part 4 EP&A Act | Consent authority (generally council) | Biodiversity Offsets Scheme (Opt in for Part 5) triggered by: <ul style="list-style-type: none"> - Area thresholds (based on min lot size) - Biodiversity Values Map (BVM) - Significant impact on threatened species or community (where proposal is below threshold or not on BVM) Biodiversity Assessment Report to be prepared by accredited person using Biodiversity Assessment Methodology. Streamlined Assessment Process available for some developments. Biodiversity Offset requirements included as conditions of consent. |
| Clearing on agricultural land | LLS Act Part 14 | Native Vegetation Panel | Allowable activities Native Vegetation Regulatory Map Set-aside areas OEH compliance role |
| Clearing in Urban areas and E zones - not ancillary to a development requiring consent. | Vegetation on SEPP | Exceeds area threshold- Native Vegetation Panel | Biodiversity Offsets Scheme- including BAM assessment |
| | | Doesn't exceed area threshold - council permit under DCP (unless exemption applies) | Mechanism not yet established. Model clauses for DCP will be provided. |

Offset Scheme Thresholds - Area Criteria

| Minimum lot size associated with property | Threshold for clearing, above which the BAM and offsets scheme apply | Proposed Area Limit for application of Streamlined Biodiversity Assessment |
|--|---|---|
| Less than 1 ha | 0.25 ha or more | s 1 ha |
| 1 ha, and less than 40 ha | 0.5 ha or more | s 2 ha |
| 40 ha, and less than 1000 ha | 1 ha or more | s 5 ha |
| 1000 ha or greater | 2 ha or more | s 10 ha |

Note: The area threshold applies to all proposed native vegetation clearing associated with a proposal, regardless of whether this clearing is across multiple lots. In the case of a subdivision, the proposed clearing must include all future clearing likely to be required for the intended use of the land after it is subdivided.

The Act requires a consent authority to reject a Part 4 development or clearing proposal (that is not State Significant Development (SSD) or State Significant Infrastructure (SSI)) that they determine is likely to have a serious and irreversible impact on biodiversity values.

PROPOSED PRIMARY PRODUCTION AND RURAL DEVELOPMENT STATE ENVIRONMENTAL PLANNING POLICY (SEPP)

The Department of Planning and Environment is currently seeking feedback on a package of reforms to update and improve the planning framework for primary production and rural development.

Changes proposed include consolidating the following five existing SEPPs:

- State Environmental Planning Policy (Rural Lands) 2008 (Rural Lands SEPP)
- State Environmental Planning Policy 30 - Intensive Agriculture (SEPP 30)
- State Environmental Planning Policy 52 - Farm Dams and Other Works in Land and Water Management Plan Areas (SEPP 52)
- State Environmental Planning Policy 62 - Sustainable Aquaculture (SEPP 62)
- Sydney Regional Environmental Plan 8 - Central Coast Plateau Areas (SREP 8)

The Explanation of Intended Effects (EIE) outlines provisions to be included in a new SEPP. It also highlights proposals to transfer existing plan making requirements to the Ministerial Planning Directions under section 117 of the Environmental Planning and Assessment Act 1979, and to amend the Standard Instrument Local Environmental Plan (SILEP).

The proposed changes to clause 4.2 are akin to re-establishing concessional allotment provisions. The changes are controversial and will have significant effects on the protection of rural lands throughout NSW.

DRAFT LARGE SCALE SOLAR ENERGY GUIDELINES

Council has recently been advised that the Department of Planning & Environment has released Draft Large Scale Solar Energy Guidelines for public comment.

The Guidelines advise the community and proponents' on the assessment and approval of large scale solar energy developments classed as State Significant. It is not by itself statutory enforceable.

The draft Guidelines provide information on site selection. It is noted that the Guideline identifies that the following "constraints" should be identified:

Important agricultural lands, including Strategic Agricultural Land (both critical industry clusters and biophysical strategic agricultural land), and land with soil capability classes 1, 2 and 3. Consideration should also be given to any significant fragmentation or displacement of existing agricultural industries.

The draft Guidelines were on exhibition until 18 February 2018, Council did not make a submission.

SHORT TERM HOLIDAY LETTING

The NSW Department of Planning & Environment has been undertaking a review of planning rules governing short term holiday letting (STHL).

Short term holiday letting has been popular in coastal and tourist destinations for many years.

Regulation of STHL varies significantly across the State depending on the planning rules in place and the respective attitudes of councils and communities to the use occurring.

In 2016, the NSW Legislative Assembly Committee on Environment and Planning conducted an inquiry into the adequacy of the regulation of STHL in New South Wales. The Committee's final report was published on 19 October 2016 and made 12 recommendations.

The key recommendations were that the NSW Government:

- amend planning laws to regulate short-term rental accommodation;
- allow home sharing, and letting a principal place of residence, as exempt development;
- allow empty houses to be let as exempt and complying development;

- strengthen owners' corporations' powers to manage and respond to issues in Strata properties; and
- commit to further investigating impacts from STHL on traditional accommodation operators.

Subsequent to this, the Department of Planning issued an "Options Paper" for regulating short term holiday letting for public comment. The options to regulation range from unusual intervention to substantial Government Regulation.

At this stage the Government's preferred option has not been finalised.

REGIONAL URBAN DESIGN GUIDE

For the first time, the Environmental Planning and Assessment Act now has an Object that relates to good design. In response, the NSW Government Architect has developed the "Better Placed" policy to achieve better urban design, and is now developing a Regional Urban Design Guide and calling for input.

The following information has been provided by the Government Architect, but at this stage it remains unclear how a council can require high quality urban design in its development control framework.

Background Information on the Guide

Regional Plans now apply to all of NSW beyond Greater Sydney. These Plans contain actions to prepare urban design guidelines for planning, designing and developing a healthy built environment. To deliver these actions, the NSW Government is preparing an urban design guide for regional NSW.

Good urban design can add to the community's cultural, economic and physical wellbeing by creating safe, healthy and socially inclusive places that meet the needs of a broad range of community members.

The Guide would form part of a collection of guidance documents which sit beneath Better Placed- the integrated design policy for NSW developed by GA NSW- and would apply to all of NSW beyond Greater Sydney. Further information about Better Placed can be found at the following website:

<http://www.governmentarchitect.nsw.gov.au/thinking/integrated-design-policy>

It is intended that the Guide would be a non-statutory document. This recognises that urban design is a wide-ranging discipline, with related policy contained in a broad range of policies prepared by the federal, state, and local governments.

Objectives of the Guide

- *Produce a guide which aligns with the over-arching objectives and values of Better Placed- the integrated design policy for NSW developed by GA NSW.*
- *Identify overarching design principles which respond to the challenges and opportunities in regional cities, centres, towns and villages in regional NSW*
- *Provide design guidance which addresses the unique characteristics, issues and challenges for different regions.*
- *Demonstrate how good built environment outcomes and design processes can be achieved through case studies across regional NSW*
- *Produce a guide which can be used by a range of different audiences, including state and local government, urban design professionals, developers, builders, home owners and the general community.*

REFORM TO PLANNING RULES GOVERNING ADVERTISING SIGNAGE

The Department of Planning and Environment has advised of a review of State Environmental Planning Policy 64 -Advertising & Signage

State Environmental Planning Policy 64- Advertising & Signage (SEPP 64) sets out planning controls for advertising and signage in NSW. The SEPP requires signage to:

- be compatible with the future character of an area;
- provide effective communication in suitable locations; and
- be of high quality design and finish.

Further, the SEPP regulates signage, provides time limited consents, regulates the display of advertising in transport corridors, and ensures that public benefits may be derived from advertising in and adjacent to transport corridors.

Recent changes in SEPP 64 include:

- banning advertisements on parked trailers on roads, road shoulders footpaths and nature strips, excluding advertising associated with the primary use of the trailer, eg tradie's trailer and public authorities;
- requiring consent for displaying signage on trailers parked on private land in view from roads, road shoulders, footpaths and nature strips;
- allowing advertising in transport corridors permissible with consent from the Planning Minister or delegate across NSW; and
- minor updates to clauses, terms and definitions.

The change to ban trailer advertising will come into effect on 1 March 2018. All other changes came into effect on 29 November 2017.

The changes will introduce \$1,500 fines for individuals and \$3,000 for

businesses who advertise on trailers parked on roads, footpaths, nature strips and road shoulders, or where trailer advertising is displayed on private land without development consent. Local council will be the regulatory authority.

PLANNING PORTAL

The NSW Department of Planning & Environment have been progressively rolling out its Planning Portal.

The Planning Portal tool provides access to information to assist members of the public with preparation, lodgement and tracking of applications.

At this stage information on many of Council's planning provisions, e.g. zoning etc., is available on the Portal.

The Department has foreshadowed a move towards online lodgement of applications through the Portal. This would apply to the majority of applications. Implementation of the online applications is, however, progressing slowly and no clear timetable for regional NSW has been provided.

It is anticipated that the customer interaction at time of lodgement will change significantly once introduced, with greater focus on ensuring that documents are submitted and uploaded before official lodgement. There will also be changes to the way councils' fees are paid. This has implications for the customers and the counter arrangements which will need to be reviewed once full details are known.

The Director would like to acknowledge Janet Bingham, Manager Strategic Planning of Bathurst Regional Council for providing the contents of this report through the Centroc Planners Group.

Risk/Policy/Legislation Considerations:

The changes will trigger significant change from Council's current service delivery within the Planning and Environmental Services department.

Budget Implications:

Council will need to resource implementation of the changes over the next 2 years. Council would be looking to undertake most implementation in house but may need to utilise contractors and/or casual employees to ensure day to day operations continue whilst any implementation is taking place.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

05) CENTREPOINT SPORT AND LEISURE CENTRE - POOL HALL MECHANICAL SERVICES

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

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

File No: PM.CN.2

Recommendation:

That Council;

1. Proceeds to tender for the renewal of mechanical services within the pool hall at CentrePoint Sport and Leisure Centre.
2. Approves a supplementary vote of \$300,000 to be included in the third quarter QBRS of the current Operational Plan, funded equally from the; Local Infrastructure Contributions Plan and CentrePoint Restricted Cash Reserve Funds.

Reason for Report:

To seek Council endorsement for the renewal of mechanical services within the pool hall at CentrePoint Sport and Leisure Centre.

Report:

During September and October 2017 the mechanical air unit that provides ventilation and required air circulation to and within the pool hall at CentrePoint started to recurrently break down. Council engaged specialist air conditioning electrician's to repair the unit during those months.

In November 2017, the mechanical air unit ceased operating, however this time Council were advised the unit was beyond repair and needs replacing.

The unit has not been operational since November 2017. Luckily this occurred in the warmer months and staff have been able to open all doors in the pool hall area to create air circulation within the space during this time.

In November 2017 Council contacted SCP engineers and development consultants, who are specialist aquatic consultants.

SCP have previously been engaged by Council to prepare the CentrePoint Swimming Pools upgrade feasibility report and also provided the design specifications for CentrePoint pools major upgrade.

Council sought an urgent site visit and scoping report outlining mechanical services options for the pool hall at CentrePoint Sport and Leisure Centre. It was Council's intent to have the matter rectified before the cooler months commencing in April.

SCP engineers and development consultants advised Council that the mechanical engineering company that is the industry leader and subcontracts to them is DSA Consulting.

SCP advised engagement of DSA consulting can be through them which would be advisable to also ensure any works proposed to the mechanical services would complement the major upgrading works Council is seeking to undertake in the near future if grant funding is obtained.

1 February 2018 was the first available opportunity DSA consulting engineers were able to visit Blayney. Council received the mechanical services report on 14 February 2018. A copy that report is enclosed for Councils information.

The report outlines options for consideration, specifically;

- 4 options for the heating unit, and
- 3 options for ductwork.

Upon receiving the mechanical services report a teleconference was immediately convened involving; Councils Director Planning and Environmental Services, Councils Senior Building Surveyor and SCP's head Engineer to discuss the mechanical services report.

The following is a summary of the teleconference, outlining the preferred option of those provided within the report.

Heating Unit

The teleconference discussed all 4 options and concluded;

- Our climatic conditions do not demand the need for the heating unit to possess cooling capabilities, particularly if the natural ventilation option is installed.
- Options 3 and 4 were therefore discounted, because;
 - They both possess cooling capabilities,
 - Negates the need for an electrical substation to be installed (required for option 3),
 - They would not fit in the existing plant room space.
- Option 2 is preferred over option 1, because;
 - Option 2 has a service life of 15 years compared to 10-12 years for option 1
 - Option 2 will consume 50% less gas than the current system, option 1 will consume 10% less gas than the current system. It is estimated the current unit when fully functioning consumed approximately \$50,000 of gas per annum. In theory payback for option 2 should be 2 years.

New Ductwork

The report outlines whilst the existing ductwork appears in reasonable condition (visually noted from ground level). The report also outlines the existing ductwork it is not located in the best position to provide optimal ventilation to the space.

For this reason option 1, reworking of the existing duct was immediately discounted because adding new ductwork to existing ductwork which is already inappropriately located would impact any efficiency gains of the new unit and create greater operational costs over the longer term.

Option 3, fabric duct is preferred, because;

- It is anticipated to be \$10,000 cheaper than new galvanised metal ductwork,
- Lighter than the galvanised metal ductwork, reducing a risk if for some reason the ductwork should fall,
- Fabric ductwork can be readily removed and washed if required.

Natural Ventilation option

The natural ventilation option which is outlined in the mechanical services report, is not proposed to be included in this scope of works, but rather included as part of the CentrePoint Swimming Pools upgrade which Council is currently seeking grant funding for.

It would be inefficient to install natural ventilation infrastructure on the current roof which has a thickness of 40mm, when it is proposed to remove the current roof entirely and install a new roof which is a 200mm thick, thermally insulated panel as part of the CentrePoint Swimming Pools upgrade.

Risk/Policy/Legislation Considerations:

The DSA report highlights that the existing system was providing a method of ventilation that was not allowed under the Public Pool Code or Australian Standard 1668.

Upon renewal and upgrade of the mechanical services works the amenity of the pool hall is anticipated to improve, although it is noted until the major pools upgrade is undertaken and the 3 pools can be individually temperature controlled, there is likely to be still be increased humidity in the air compared to other aquatic centres.

A major risk is the time it has taken to; arrange a site inspection, receive the mechanical services report, report the matter to Council, undertake the tender process, report the tender back to council, schedule the works and undertake the project.

Until the tender process is undertaken, completion date will not be known, creating a heightened risk for community angst and reputational damage. This will have to be managed by a planned communications strategy.

Compounding the potential for reputational risk to Council is the fact the tender is not likely to come back to Council until 21 May 2018, given the following timelines;

- 19 March – Council Meeting endorsing projected budget expenditure,
- 5 April – Tender exhibition commences (using minimum 21 days)
- 26 April – Tender close
- 21 May – First Council Meeting after tender close.

Council may wish to consider a special Council meeting for 7 May (a Councillor Workshop is scheduled for that day) to expedite consideration of the tender.

Budget Implications:

Council as part of the December QBRS allocated \$300,000 for these works, funded equally from the following internally restricted cash reserves;

- Local Infrastructure Contributions Plan Reserve, and
- CentrePoint Reserve.

The December QBRS allocation was made prior to Council having received the mechanical services report. Specialist aquatic Engineers advise Council should expect the works to cost in the vicinity of \$600,000 ex GST. A supplementary vote of an additional \$300,000 is required so the project is funded prior to being able to proceed to tender.

The exact costing for the works will be known when Council resolves the tender for the project at a future meeting of Council.

Enclosures (following report)

- 1 Mechanical Services Report 11 Pages

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

Attachments (separate document)

Nil

06) MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM HELD 8 FEBRUARY 2018

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

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

File No: GO.ME.1

Recommendation:

1. That the minutes of the Blayney Shire Cemetery Forum, held Thursday 8 February 2018, be received and noted.
2. That Council source quotations from external contractors for the preparation of the Blayney Shire Cemetery brochure.
3. That Council establish a Muslim section at the Blayney Cemetery.
4. That Council endorse the Blayney Shire Cemetery Forum to meet, tri annually rather than 6 monthly.

**MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM MEETING
HELD ON THURSDAY 8 FEBRUARY 2018
BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 5.05pm.

PRESENT

Councillor David Kingham (Chair), Councillor John Newstead, Kevin Radburn (Senior), Kevin Radburn, Helen Dent, Vicki Pulling, Mitchell Groves, Mark Dicker (Director Planning and Environmental Services (DPES)).

APOLOGIES

Geoff Braddon, Candice Braddon and Janelle Adams.

GUESTS

Mohammad Jameel Qureshi, Mohammad Imran Qureshi, Mohammad Yousuf Qureshi and Mohaammad Khawar Javid Qureshi.

INDUCTION

The committee were provided with relevant and applicable Council policies and advised by being on the committee they are an associate of Council and must abide by Councils policies.

CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 3 August 2017 were confirmed to be a true and accurate record of that meeting.

(Vicki Pulling/Kevin Radburn (Senior))

DECLARATIONS OF INTEREST

Nil.

BUSINESS ARISING**Lyndhurst**

Vicki Pulling advised the seat has been installed.

Cemetery Tourist Brochure

The committee were advised development of the brochure was yet to commence.

RECOMMENDED; That Council source quotations from external contractors for the preparation of the Blayney Shire Cemetery brochure.

(Kevin Radburn/Helen Dent)

Rabbits

DPES advised MGP Pest Management from Bathurst have been engaged to control the rabbit infestation. The method of control is to by use of an air rifle. Discussion was had regarding whether the use of pindone would be more successful control option. It was agreed to reassess after MGP have completed their contract work.

GENERAL BUSINESS**Request for Muslim section at the Blayney Cemetery**

The committee were advised Council had received a written request from a local family for consideration of establishment of a Muslim section within the Blayney Cemetery.

The Qureshi family were in attendance and spoke of the requirements, including;

- A section separated from other religions in the cemetery by a path or garden plantings,
- Burial to be North/South (head at north, feet at south),
- Muslims are to buried as soon as possible after death,
- Muslims are not placed in a coffin, but surrounded by concrete (such as besa blocks) then then dirt infilled over the top like other religions.

The committee advised that they were under the impression that a Muslim section had been established at the Hobby's Yards cemetery.

The committee fully support establishment of a Muslim section at the Blayney Cemetery. The committee also asked what capacity is left at Blayney Cemetery and if Council needs to start looking at expansion options.

ACTION; DPES to follow up if a Muslim section has been established at Hobby's Yards.

ACTION; DPES to investigate Blayney Cemetery capacity and expansion options.

ACTION; Qureshi family to be invited to the Blayney Cemetery to assess appropriate areas together with; DPES, and Councils Ranger and Supervisor Parks and Recreation.

RECOMMENDED; That Council establish a Muslim section at the Blayney Cemetery.

(Mitchell Groves/Vicki Pulling)

Restoration of damaged/derelict graves

The committee enquired that in the past a levy for grave restoration had been included when paying for a grave. The committee asked what happened to the monies raised in this levy?

DPES advised that it is likely these monies were not reserved for that specific purpose, however Council had endorsed the committee's previous recommendation for \$5k annually to restore derelict graves.

ACTION; DPES to investigate.

Committee asked if there were any grant opportunities that could be applied for the restoration of derelict graves.

ACTION; DPES to investigate.

Grass seeding

The committee enquired that in the past, grass seeding had been harvested by hand at both Neville and Lyndhurst cemeteries. This harvesting may have been for Newcrest to use in the remediation of the Cadia gold mine. The committee asked if council been remunerated for this and if so where did the monies go?

ACTION; DPES to investigate.

NEXT MEETING

The committee discussed the need for more than 2 meetings per year.

RECOMMENDED; That Council endorse the Blayney Shire Cemetery Forum to meet, tri annually rather than 6 monthly.

(Kevin Radburn/Vicki Pulling)

Future meetings to be;

- 7 June 2018
- 25 October 2018

MEETING CLOSE

The meeting closed at 5.50pm.

Report

On Thursday 22 February 2018, Councils Director of Planning and Supervisor Parks and Recreation met with Qureshi family at the Blayney Cemetery and identified the South Eastern corner of the Blayney Cemetery as a suitable location for the establishment of a Muslim section. The approximate area is delineated in the aerial image below.

**Risk/Policy/Legislation Considerations:**

Nil

Budget Implications:

Recommendation 1 – Engagement of a contractor to prepare the Blayney Shire Cemetery brochure is anticipated to cost approximately \$500.

Recommendation 2 - Establishment of a Muslim section at the Blayney Cemetery is estimated to cost approximately \$20,000. This would include; removal of several trees (not external screening trees), concreting a minimum two strips for headstones and creation of a screening hedge to delineate the area from the remainder of the cemetery.

There is currently \$60,000 allocated in the 2017/18 CAPEX budget for cemeteries. This money was identified for; various fencing works, creation of a niche wall at Newbridge and installation of infrastructure (creation of more lawn cemetery plots and headstones) at various cemeteries. All of this money is not expected to be expended, and therefore could be utilised for creation of the Muslim section, resulting in no budget variation being required.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

07) MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE HELD 8 FEBRUARY 2018

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

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

File No: GO.ME.1

Recommendation:

1. That the minutes of the Blayney Shire Access Advisory Committee, held Thursday 8 February 2018, be received and noted.
2. That Council notes the Blayney Shire Access Committee's endorsement of the 6 monthly review to 31 December 2017 of the Blayney Shire Disability Inclusion Action Plan.
3. That Council notes the Committee's in principle support the creation of accessible car parking off Ogilvy Street.
4. That Council audit all accessible car parking spaces within the Blayney Shire for identification compliance with AS2890.6:2009 and the access committee is advised when accessible car spaces are scheduled to be repainted.
5. That Council when preparing its Operation Plan for 2018/19 and Long Term Financial Plan consider allocation of a minimum \$5,000 per annum which could be used for Council to coordinate a visit to the Blayney Shire by an access consultant to outline and identify for businesses inexpensive access solutions for individual buildings.
6. That Council install a compliant accessible link between the footpath and the floor of the shelter at Kurt Fearnley Park Carcoar.
7. That Council investigate the adequacy and undertake a condition assessment of the Millthorpe school pedestrian crossing.
8. That Council investigate options for creation of accessible car parking and access in front of the Blayney Shire Community Centre.
9. That Council endorse the Blayney Shire Access Committee to meet, tri annually rather than 6 monthly.

MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE
MEETING HELD ON THURSDAY 8 FEBRUARY 2018
AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 6.05pm.

PRESENT

Councillor Scott Denton (chair), Councillor Bruce Reynolds, Mayor Scott Ferguson, Shane Oates, Jenny McMahon, Tom Williams, Mark Dicker

(Director Planning and Environmental Services (DPES)), Anton Franze
(Director Corporate Services (DCS)).

APOLOGIES

Nil

INDUCTION

The committee were provided with relevant and applicable Council policies and advised by being on the committee they are an associate of Council and must abide by Councils policies.

CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting held on 3 August 2017 were confirmed to be a true and accurate record of that meeting.

(Shane Oates/Jenny McMahon)

DISCLOSURES OF INTEREST

Nil.

CHARTER

The committee were provided with a copy of the committee's charter and asked to provide feedback for the next meeting.

BUSINESS ARISING FROM PREVIOUS MEETING

General discussion was had on the previous minutes.

AGENDA ITEMS

Disability Inclusion Action Plan

DCS provided the committee with a copy of the 6 monthly report to 31 December 2017.

General discussion was had, in particular regarding future training on disability awareness for Councillors, Council staff and Access committee members which had previously been provided in 2016.

RECOMMENDED; That Council notes the Blayney Shire Access Committee's endorsement of the 6 monthly review to 31 December 2017 of the Blayney Shire Disability Inclusion Action Plan.

(Shane Oates/Jenny McMahon)

Westside Service Station

Cr Denton advised the current owners of Westside Service Station have contacted him regarding the barrier that the yellow bund required for UPSS compliance has created for access to the shop.

ACTION; DPES to contact the owners and arrange an onsite inspection.

CentrePoint Swimming Pools – Accessible parking options.

The committee were advised Council has applied to the Federal Government seeking a \$1.9M grant from to undertake a \$3.89M upgrade the CentrePoint Sport and Lesuire Centre.

The committee discussed options to create accessible car parking for the facility as it is a condition within Development Consent 1/2017 that has been approved for the swimming pools upgrades.

The committee discussed the option of locating parking off the service entrance in Ogilvy St. The parking could then access the Scout Hall entrance and be linked via path to the entrance fronting Osman St. It was explained to the committee Councils design staff had significant trouble in designing complaint accessible car parking within Osman St due to the steep grades.

RECOMMENDED; That Council note the committees in principle support the creation of accessible car parking off Ogilvy Street.

(Jenny McMahon/Tom Williams)

ACTION; Council staff continue to investigate options of locating accessible car parking closer to the entrance off Osman St.

GENERAL BUSINESS**Accessible car spaces painting**

It was discussed that some accessible car parking spaces within the Blayney Shire are not compliant with the Australian Standard, nor are the spaces identified consistently throughout the Blayney Shire.

RECOMMENDED; That Council audit all accessible car parking spaces within the Blayney Shire for identification compliance with AS2890.6:2009 and the access committee is advised when accessible car spaces are scheduled to be repainted.

(Jenny McMahon/Tom Williams)

Accessibility assistance for businesses

It was discussed how hard it can be for businesses seeking to utilise existing buildings to comply with accessibility provisions. DPES advised accessibility consultants can often come up with inexpensive and compliant performance based solutions for businesses. It was discussed that this would provide significant benefit to; businesses, Council and the community if Council could coordinate and contribute towards a “milk run” visit to the Blayney Shire by an access consultant to outline and identify for businesses inexpensive access solutions for individual buildings.

RECOMMENDED; That Council when preparing its Operation Plan for 2018/19 and Long Term Financial Plan consider allocation of a minimum \$5,000 per annum which could be used for Council to coordinate a visit to the Blayney Shire by an access consultant to outline and identify for businesses inexpensive access solutions for individual buildings.

(Jenny McMahon/Tom Williams)

Carcoar Australia Day

The committee discussed access issues relating to the Australia Day festival at Carcoar. The following access issues were discussed;

- Stall vendors blocking footpath access laybacks,
- The shelter in Kurt Fearnley Park has a step that prevents is a barrier to accessing the shelter,
- Accessible car parking options,
- Overflow car parking options.

ACTION; The Mayor is to advise the Australia Day Committee of the above-mentioned issues in the Carcoar Australia Day forthcoming debriefing.

ACTION; Cr Reynolds to raise accessibility in an “Event Day workshop” being organised by the Blayney Traffic Committee.

RECOMMENDED; That Council install a compliant accessible link between the footpath and the floor of the shelter at Kurt Fearnley Park Carcoar.

(Jenny McMahon/Shane Oates)

Heritage Park

It was raised that potholes were noticed in the car park of Heritage Park on Australia Day. DPES advised that it is imperative that such maintenance matters are reported through Councils Customer Request System so Council can investigate and undertake treatment if required.

Millthorpe School Pedestrian crossing

The adequacy of the pedestrian crossing and surrounding layback and footpaths was raised as a matter requiring further investigation. The following matters require further investigation; the pavement surface of the road, dilapidated footpaths in close proximity and the long term impacts tree roots may have on the layback and footpath.

RECOMMENDED; That Council investigate the adequacy and undertake a condition assessment of the Millthorpe school pedestrian crossing.

(Bruce Reynolds/Jenny McMahon)

Blayney Shire Community Centre

The availability of compliant accessible access and parking at the Blayney Shire Community Centre was raised as an issue, which was witnessed during pre-polling for the Local Government elections held in September 2017.

RECOMMENDED; That Council investigate options for creation of accessible car parking and access in front of the Blayney Shire Community Centre.

(Jenny McMahon/Bruce Reynolds)

FUTURE AGENDA ITEMS

Nil

NEXT MEETING

The committee discussed the need for more than 2 meetings per year.

RECOMMENDED; That Council endorse the Blayney Shire Access Committee to meet, tri annually rather than 6 monthly.

(Scott Denton/Tom Williams)

Future meetings to be;

- 7 June 2018
- 25 October 2018

MEETING CLOSE

The meeting closed at 8:20pm.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Recommendation 5 would create a new \$5,000 per annum budget item within Councils Operation Plan for 2018/19 and Long Term Financial Plan.

Recommendation 6 is not budgeted within Councils Operational Plan for 2017/18, however Council's works staff are in Carcoar over the next 2 weeks and will be able to complete the 8m² renewal whilst there for approximately \$1,500.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

08) STRONGER COUNTRY COMMUNITIES FUND - ROUND TWO

Department: Executive Services

Author: General Manager

CSP Link: 5.1 A diverse and sustainable population in our communities and villages.

File No: GS.LI.1

Recommendation:

That Council note the guidelines for Stronger Country Communities Fund Round Two and endorse the proposed community engagement/consultation strategy with the Blayney Shire Sports Council and Town/Village Associations with a further report to be brought back to the April Council Meeting.

Reason for Report:

To inform Council of the second round of the NSW Government's Stronger Country Communities Fund (SCCF) Program which opened on Monday 12 March 2018.

Report:

Whilst the outcome of projects submitted under Round One SCCF, in which Blayney Shire Council was in Tranche 3, remain unannounced, Council has been advised of the dates and funding criteria for Round Two.

The fund will support projects for:

- construction of new or refurbishment/upgrade of existing community infrastructure such as community halls, playgrounds, or toilet blocks
- construction of new or refurbishment/upgrade of existing local sporting infrastructure such as change-room facilities, walking and cycle pathways, public pool upgrades, indoor sports facilities or oval/court lighting
- capital works related to street beautification and public 'place making' such as murals, planter boxes or town and tourism signage.

Guidelines and Frequently Asked Questions are available on the SCCF website; <https://www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/stronger-country-communities/>

The minimum grant amount for each project is \$50,000 and if there is a single project where funding sought is more than \$1 million; Council must include a minimum financial co-contribution of at least 25%. SCCF is open to applications from all 92 NSW regional local government areas (outside of Sydney, Newcastle and Wollongong), Lord Howe Island and the Unincorporated Far West.

Councils are expected to work with sporting and other community groups to identify priority projects and submit applications on behalf of these organisations. Councils are encouraged to consider project partnerships, however only Council is able to submit applications.

Unlike Round One, there will be a single application round for all councils, with an 8 week period to consult with community and sporting groups prior to lodging project applications.

The following key dates apply to Round Two:

- 12 March 2018 - Applications open
- 4 May 2018 - Applications close
- May to August 2018 - Eligibility, assessment and approval process
- August 2018 - Successful applications announced

Risk/Policy/Legislation Considerations:

To reflect the funding split, councils are required to submit sport projects that total at least 50 % of the total Round Two allocation.

Each Town and Village have recently updated their Community Plans, and alongside the Blayney Shire Sports and Recreation Master Plan this stakeholder engagement and input will expedite the community consultation process.

From these Community Plans, there are a significant list of eligible projects and depending on what is approved in Round One, it is proposed that feedback from the Blayney Shire Sports Council and each Town/Village Association is sought for their priority projects. As per the first round, there may be a class of assets that could be bundled; such as Children's Playgrounds Refurbishment or new Footpaths project.

Renewal of community and sporting infrastructure will remain a focus for Council in adding value to ageing assets that are not meeting demand or the needs of users.

A shortlist of projects be presented to Council for consideration at the April Meeting, to enable final design, scoping and costing for lodgement by the closing date.

Budget Implications:

An additional \$100million has been made available in Round Two, which now totals \$200 million for local amenity and sporting infrastructure projects. Each eligible council will have a specified allocation of funding committed to projects in their area.

At the September 2017 meeting, Council were presented a draft project list for both Rounds One and Two, submitting in October the prioritised projects totalling \$1.1million.

Council has been advised that depending on the approved projects, the over or under spend of the Round One allocation of \$785,486 in 2017/18, will transfer to Round Two.

Whilst projects in a forward capital works' program are eligible, SCCF funding must not be used for any works that have already been approved and funded in the budget or forward capital works' program.

If a project already has approved funding from Council or another funding source SCCF funding needs to be used for works that are above the scope of works that already have funds committed.

Projects may be located on private or non-council owned property, however must not be solely for private benefit. Council must endorse and apply for funding and demonstrate the community access and how the asset will be operated and maintained throughout its lifecycle.

Following announcements, Council must commence the approved projects within 12 months and complete within 2 years after accepting a Letter of Offer and signing of Funding Agreement.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

09) MINUTES OF THE BLAYNEY SHIRE TOURISM, TOWNS AND VILLAGES COMMITTEE MEETING HELD 27 FEBRUARY 2018

Department: Executive Services

Author: General Manager

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

File No: GO.ME.1

Recommendation:

1. That the minutes of the Blayney Shire Tourism, Towns and Villages Committee meeting, held Tuesday 27 February 2018, be received and noted.
2. That Council formally thank Melanie Monico, Tourism Projects and Communications Officer and staff involved in creating this beautiful production.

MINUTES OF THE TOURISM, TOWNS AND VILLAGES COMMITTEE MEETING HELD ON TUESDAY 27 FEBRUARY 2018 AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 6.00 pm.

PRESENT

Cr Reynolds (Chair), Rebecca Ryan (General Manager), Vicki Pulling, Elizabeth Russ, Bill Burdett, Jo Richardson, Mary Dowrick Debere, Kerry Strom-Cook, Judy Belecky, Evan Lee, Jane Witten, Tamara Miller, Janelle Adams

APOLOGIES

That the apology/s received from Wayne Moore and Sharelle Cartwright be accepted.

(Vicki Pulling / Mary Dowrick Debere)

DISCLOSURES OF INTEREST

Nil

ADOPTION OF MINUTES FROM PREVIOUS MEETING – 28 NOVEMBER 2017

Recommended that the minutes from the previous Town and Villages Committee meeting held on 28 November 2017 be adopted.

(Elizabeth Russ / Judy Belecky)

BUSINESS ARISING

- Corrections noted to Delegates Reports; Millthorpe (Garden Ramble 1,600 people \$40K) and Blayney (B2B Sunday 22 April)

ORANGE REGION TOURISM – CADDIE MARSHALL

- Orange is a city, villages very important to extend length of stay
- 1,000,000 visitors to Orange Region per annum
- Goal is to increase numbers and for visitors to know everything about the region
- Destination Marketing Plan
- Destination Country and Outback Network objective is to double numbers by 2020
- ORT want to hit this target by doubling the visitor spend and staying for longer
- First project – Branding of Region
- Second Project
 - One single website
 - Online calendar of events
 - Booking experiences: beds, restaurants, golf
- Central NSW Tourism – sharing and adding value to ORT
- Communications Person – internal resource to help write media releases – social media
- Agritourism – August “Fire” event

Caddie Marshall

Ph: 0438 135 092

Email: caddie@orangeregiontourism.com.au

VILLAGE/TOWN COMMUNITY PLAN REVIEWS 2017 AND BLAYNEY SHIRE COMMUNITY STRATEGIC PLAN REVIEW 2018

- Each Town / Village Community Plan has been reviewed
- All on website and with local Town/Village Committees, seeking feedback
- Will be presented to April meeting for Council endorsement

STRONGER COUNTRY COMMUNITIES FUND ROUND TWO

- GM provided an update on opening of Round Two SCCF

BLAYNEY AND HISTORIC VILLAGES VISITOR GUIDE LAUNCH

- Launch of new Visitor Guide 28 February, brochures distributed for preview
- ebook will be available on Council website

RECOMMENDATION

That Council formally thank Melanie Monico, Tourism Projects and Communications Officer and staff involved in creating this beautiful production
(Elizabeth Russ / Vicki Pulling)

EVENT MANAGEMENT WORKSHOP

- Cr Reynolds reported on Traffic Committee discussions with request from NSW Police for changes to Anzac Day traffic control with consideration for RFS Trucks
- Workshop being held on 26 March, Blayney Community Centre 6pm
- Topics include; Traffic Control Plans (RMS / Police), Risk, Insurance, Organisational

DELEGATES REPORTS**Lyndhurst**

- Floors in hall / dining / stage sanded & polished – funding provided from Cadia
- Old rodeo fencing pulled down

Kings Plains

- Regis water issues appear resolved and they are continuing to engage with neighbouring landholders
- Office established in former Westpac Building
- New House in Kings Plains

Newbridge

- Annual Swap Meet 500 people through the gate, \$3K
- Camping on oval and stalls in shade around hall worked well
- Kitchen in Showground Hall completed
- Winter Solstice 23 June 2018

Action: GM to investigate funding for entertainment with Development Coordinator and refer to Country Arts Support Program

Hobbys Yards

- Notice Board great success
- Yoga at the Hall weekly Friday am
- Winter Dance Event being planned
- Old Lachlan Road – narrow culverts and overhanging trees

Action: GM to organise supply of toilet paper to Hobbys Yards and issue Customer Request for Old Lachlan Road

Barry

Nil

Neville

- Will continue with corridor planting project in Autumn, will include local landholders
- Hall was venue for Neville Public School Assembly and concert on 6 December 2017
- School has 15 students for 2018

- Stephany Alexander garden cooking program up and running again
- Neville Spinners and Quilters commenced for 2018 – meet the 1st Tuesday each month in the Neville Hall
- Neville Equine Performance Inc group holding fun day at showground 10 March followed by Endurance riders Ass event 2 weeks later
- Annual ANZAC Veterans Day Sunday proposed for 22 April

Action: Delegate will change the date of Annual ANZAC Day Celebration planned as is same as B2B

Blayney

- Blayney hosted zone 6 “The Land Showgirl” competition 17 February - 245 people in attendance
- Blayney Show 3 March
- Farmers Market Monday 9 April
- Textures of One 16-18 March
- Friday night Artisan Markets
- International Women’s Day Morning Tea Friday 9 March
- B2B coming along Sunday 22 April
- Haybale Art Challenge – Regis have straw bales available
- Newcrest Orange Cycle Challenge – good promotion of western, southern part of the shire which attracted 2,500 cyclists and many volunteers

Millthorpe

- Millfest
 - Broke even
 - Estimated 3,000 people on the day
 - 50 volunteers
 - Great trading for all commercial businesses
 - Media coverage from Nine and Seven news
- Banjo Patterson Event
 - Saturday 17 February
 - Attended by 100 people
 - Small loss on event but general feeling very positive
- Current projects
 - MYC - \$5K grant successful from FRRR will go towards skills, street art w/shops and activities in Millthorpe Skate Facility
 - Gardens decided for 2018 Garden Ramble
 - Millgreen ornamental rocks project – approved and will proceed by contractor end of March
 - Redmond Oval “Building Stronger Community State Government Grant” – perimeter fence included in 2018 plan

Mandurama

- Black Tie Ball 5 May - \$50 p/head
- Live band
- Council footpath project very well received

- RFS shed nearly completed, fitout to go
- Belubula Way being resealed
- Yoga in the Hall still popular activity

Carcoar

- Australia Day Village Fair collected \$5K at the gate estimated 3,500 people totalling \$3.5K profit
- Rotary volunteers – directing traffic, were terrific
- Sport and Recreation Club planning a Carcoar Kayak Event on Carcoar Dam in 2018/19
- New businesses opening – Village Grocer and Produce Store Tomolly, coffee shop, medical centre, new Guest House B&B in post Office

Blayney Visitor Information Centre

- Council Website events need to be added by local organising groups
- Volunteers pending induction ready to commence

Action: Tourism Projects Officer to investigate if the What's On could be printed for Noticeboard or added to TV

Rotary

- Display of Bridal Gowns event in Millthorpe attracted 200 people
- Tree planting Billy Soo Park – coming along well
- Fundraising / volunteering / Australia Day activities well supported

FUTURE MEETING DATES

- Tuesday 22 May 2018
- Tuesday 28 August 2018
- Tuesday 27 November 2018

MEETING CLOSE

There being no further business the meeting closed at 8.00 pm.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

10) REPORT OF COUNCIL INVESTMENTS AS AT 28 FEBRUARY 2018

Department: Corporate Services

Author: Accountant

CSP Link: 6.3 A well-run Council organisation.

File No: FM.IN.1

Recommendation:

1. That the report indicating Council's investment position as at 28 February 2018 be received and noted.
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 28 February 2018.

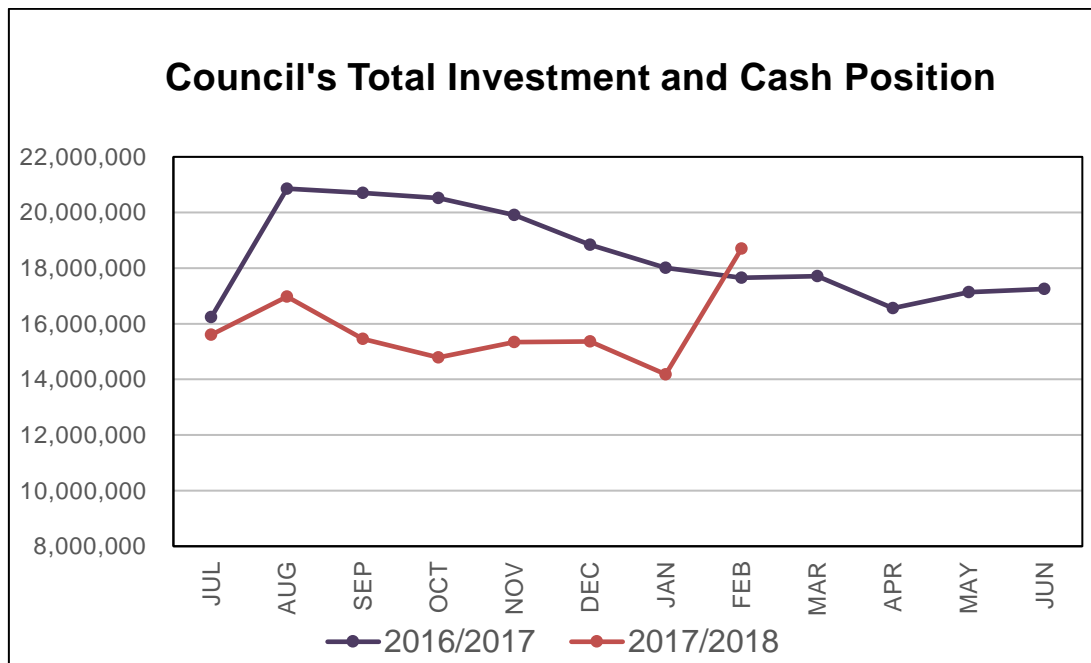
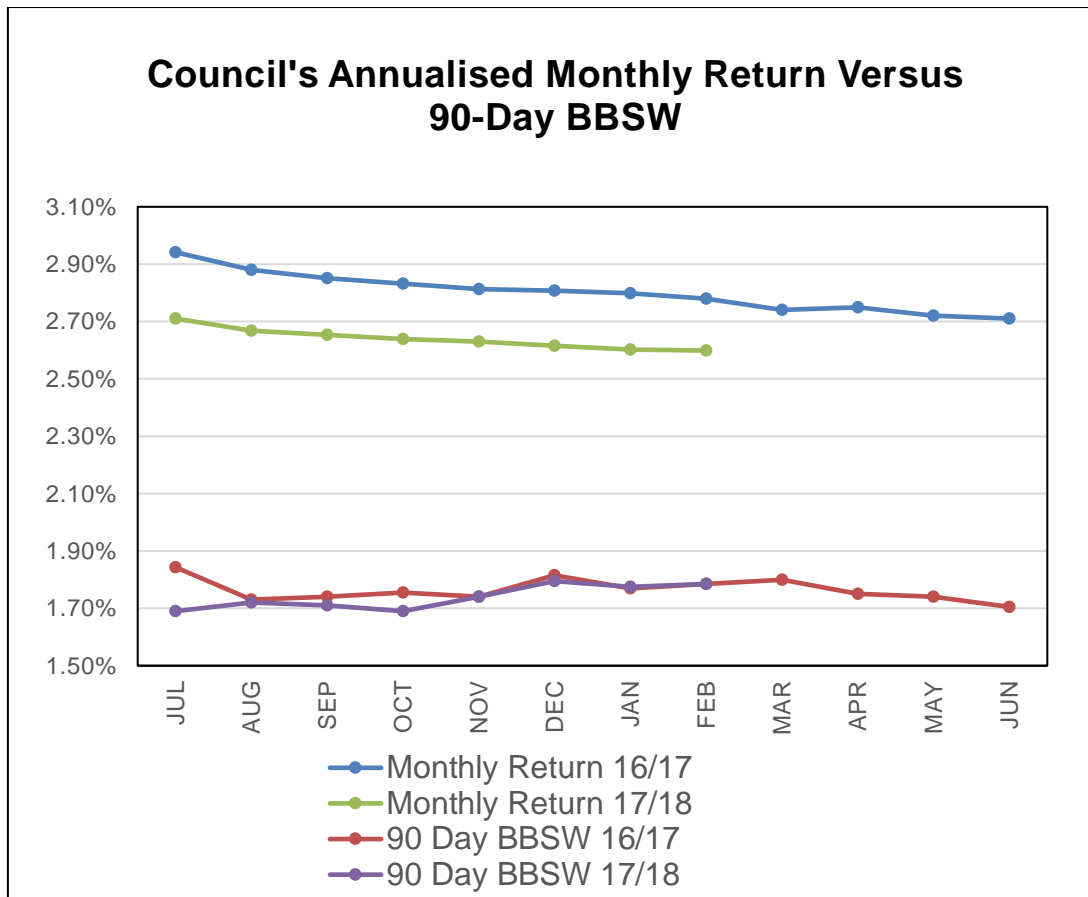
Report:

This report provides details of Council's Investment Portfolio as at 28 February 2018.

Council's total investment and cash position as at 28 February 2018 is \$18,699,824. Investments earned interest of \$26,464 for the month of February 2018.

Council's monthly net return on Term Deposits annualised for February of 2.60% outperformed the 90 day Bank Bill Swap Rate of 1.79%.

There is a substantial increase in funds held at month end due to receipt of \$3,000,000 borrowings from TCorp and funds received from the 3rd rate instalment. Funds will be drawn down progressively subject to cash flow requirements.



| REGISTER OF INVESTMENTS AND CASH AS AT 28 FEBRUARY 2018 | | | | |
|--|---------------|-----------------|-------------------|----------------------|
| Institution | Rating | Maturity | Amount \$ | Interest Rate |
| MyState Bank Ltd | A2/BBB | 06/03/2018 | 500,000 | 2.550% |
| MyState Bank Ltd | A2/BBB | 20/03/2018 | 500,000 | 2.550% |
| NAB | A1+/AA- | 03/04/2018 | 500,000 | 2.560% |
| NAB | A1+/AA- | 17/04/2018 | 500,000 | 2.510% |
| NAB | A1+/AA- | 24/04/2018 | 500,000 | 2.520% |
| AMP Bank | A1/A | 15/05/2018 | 500,000 | 2.600% |
| Auswide Bank Ltd | A3/BBB- | 22/05/2018 | 500,000 | 2.800% |
| AMP Bank | A1/A | 29/05/2018 | 500,000 | 2.600% |
| Auswide Bank Ltd | A3/BBB- | 05/06/2018 | 500,000 | 2.800% |
| AMP Bank | A1/A | 19/06/2018 | 500,000 | 2.600% |
| 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 | A3/BBB- | 11/12/2018 | 500,000 | 2.600% |
| Bankwest | A1+/AA- | 08/01/2019 | 500,000 | 2.550% |
| Total Investments | | | 14,000,000 | 2.588% |

| | | |
|-------------------------------------|-------------------|-------------------|
| Benchmarks: | BBSW 90 Day Index | 1.785% |
| | RBA Cash Rate | 1.500% |
| Commonwealth Bank - At Call Account | 204,146 | 1.400% |
| Commonwealth Bank Balance - General | 2,909,663 | 1.350% |
| Tcorp IM Cash Fund | 1,586,015 | 2.170% |
| TOTAL INVESTMENTS & CASH | | 18,699,824 |

* % Interest rates as at 28/02/2018

| Summary of Investment Movements - February 2018 | | |
|--|-------------------------------------|--------------------------------------|
| Financial Institution | Invst/(Recall) Amount \$ | Commentary |
| NAB | (510,097) | Term Deposit Redeemed 06/02/2018 |
| MyState Bank Ltd | (509,838) | Term Deposit Redeemed 20/02/2018 |
| AMP Bank | 500,000 | New Term Deposit Invested 21/02/2018 |
| Bankwest | 500,000 | New Term Deposit Invested 28/02/2018 |
| Bankwest | 500,000 | New Term Deposit Invested 28/02/2018 |
| Bankwest | 500,000 | New Term Deposit Invested 28/02/2018 |
| Bankwest | 500,000 | New Term Deposit Invested 28/02/2018 |
| Bankwest | 500,000 | New Term Deposit Invested 28/02/2018 |

| Short Term Credit Rating* | Policy Maximum | Current Holding % | Current Holding \$ |
|---------------------------|----------------|-------------------|--------------------|
| A-1+ | 100% | 32% | 4,500,000 |
| A-1 | 80% | 29% | 4,000,000 |
| A-2 | 60% | 29% | 4,000,000 |
| A-3 | 40% | 11% | 1,500,000 |
| | | | 14,000,000 |

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

| Individual Institution Limit | Rating | Policy Maximum | Actual Maximum |
|------------------------------|---------|----------------|----------------|
| AMP Bank | A1/A | 3,000,000 | 3,000,000 |
| Auswide Bank | A3/BBB- | 3,000,000 | 1,500,000 |
| 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 | 1,000,000 |
| MyState Bank Limited | A2/BBB | 3,000,000 | 1,500,000 |
| NAB | A1+/AA- | 3,000,000 | 1,500,000 |

RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS

| | |
|---|-----------------|
| | \$ 000's |
| External Restrictions - Sewer* | 5,342 |
| External Restrictions – Unexpended Grants | 132 |
| External Restrictions - Other* | 2,591 |
| | 8,065 |
| Internal Cash Restrictions* | 6,218 |
| Unrestricted | 4,417 |
| | 10,634 |
| TOTAL CASH & INVESTMENTS | 18,700 |

* Cash restrictions represent the audited balance as at 30 June 2017, adjusted for known changes to restrictions to the end of the current month.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

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

Risk/Policy/Legislation Considerations:

The Responsible Accounting Officer must table a written report to Council on money invested pursuant to s.625 of the Local Government Act. 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

11) SIX MONTHLY DELIVERY PLAN REVIEW - DECEMBER 2017

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 6.3 A well-run Council organisation.

File No: CM.PO.1

Recommendation:

That the 6 monthly review, as at 31 December 2017, of Council's 2017/18 – 2020/21 Delivery Plan be received.

Reason for Report:

To review progress of Council's 2017/18 – 2020/21 Delivery Plan.

Report:

As part of the Integrated Planning and Reporting Framework the Office of Local Government (OLG) requires Council to adopt a suite of strategic planning documents. These documents include a long term Community Strategic Plan, a four year Delivery Plan and an annual Operational Plan and Budget. These documents are supported by the Resourcing Strategy comprising the Long Term Financial Plan, Asset Management Policy and Plans and the Workforce Plan.

The current Delivery Plan was originally adopted in 2013 following consultation surrounding the Blayney Shire Council Community Strategic Plan 2025 involving the community, Councillors and Council staff. The Delivery Plan is a document that outlines what will be delivered to the community during the 4 year term of Council using the Blayney Shire Council Community Strategic Plan 2025 as an overarching guide.

It is a further requirement of the OLG that progress reports are provided to Council and the community every 6 months. At the conclusion of the life span of the Delivery Program a full and comprehensive report is prepared for the benefit of the outgoing Council and community.

This 6 monthly progress report is presented in a format which summarises the activities across the organisation using qualitative and quantitative information sourced from Managers and Directors.

Risk/Policy/Legislation Considerations:

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

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

1 Delivery Plan Review - Decemeber 2017

12 Pages

12) YOUTH WEEK 2018**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2.1 Cultural and sporting events are coordinated and resourced.**File No:** GS.LI.1**Recommendation:**

That the report on Youth Week 2018 be received and the allocations of Youth Week funding be endorsed as follows:

| | |
|---|---------|
| Millthorpe Youth Club | \$ 494 |
| Le Danse School | \$ 670 |
| Blayney Town Association Skate Park Working Party | \$1,155 |

Reason for Report:

To inform Council on the Youth Week activities proposed for the Blayney Shire.

Report:

Youth Week 2018 is scheduled for 13 to 22 April 2018 with the theme “*Unity through Diversity*” and is aimed at youth aged 12 – 25 years.

As in recent years, Council has engaged with the community to seek expressions of interest for holding events as part of the Youth Week Grants Program. In the past, this has been a successful means to hold a number of Youth Week in the Shire.

The Youth Week Grants Program has up to \$2,850 available for distribution comprising Youth Week funding from Department of Family and Community Services in the amount of \$1,425 and Council matching amount of \$1,425.

The closing date for applications was 20 February 2018. At the closing date for expressions of interest, 2 applications for Youth Week 2018 were received. A further application was received after the closing date. This application has been included given the limited response. Applications are detailed as follows:

| Project | Applicant | Amount | Event Detail |
|-----------------------------------|---|---------------|---|
| MY Club Market Stall Set Up | Millthorpe Youth Club | \$494 | Proposed for 8 April 2018 8am – 3pm Redmond Oval (Millthorpe Markets) |
| Youth Week Disco ⁽¹⁾ | Le Danse School | \$670 | Proposed for 13 April 2018 6pm – 8pm Lyndhurst Memorial Hall |
| Come ‘n Try Skateboarding Session | Blayney Town Association Skate Park Working Party | \$1,155 | Proposed for 8 April 2018 3pm – 5pm Heritage Park |

(1) Application received after closing date.

Risk/Policy/Legislation Considerations:

Timing of Youth Week has been challenging in attracting events. This year Youth Week is scheduled for the first week of school holidays and eliminates recipients of prior years' such as Blayney High School and sporting groups that have difficulty engaging youth for events in this timeframe. 2 events for 2018 are proposed outside of the Youth Week however are timed for Millthorpe Markets event and will be most effective to maximise for promoting events and attracting youth.

Budget Implications:

The 2017/18 Operational Plan includes an amount of \$2,850. Budget will cover funding allocations, advertising and promotional expenses associated with Youth Week.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

13) CROWN LAND NEGOTIATION PROGRAM**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 3.4 Sustainable land use practices across the Shire.**File No:** LP.PL.4

Recommendation:

That Council receive and note the report on the Crown Land Negotiation Program update and progress report.

Reason for Report:

This report provides an update for Council on the Crown Land Negotiation Program being facilitated by the NSW Department of Industry, and in conjunction with a partnership between Blayney Shire Council and the Orange Local Aboriginal Land Council, Orange City Council and Cabonne Shire Council.

Report:

In August 2017 Council received a report in regards to this project and approved Council involvement and support for the Crown Land Negotiation Program (Resolution No. 1708/005)

For a number of years now, the NSW State Government has been reviewing the management of Crown Land in NSW. Crown Land currently comprises over one third of NSW and up until recently, there were several pieces of legislation governing the management of Crown Land. Councils, as trustees of a significant proportion of Crown Land, are required to comply with the legislation applicable to Crown Land.

There are currently over 30,000 outstanding Aboriginal Land Rights Claims over Crown Land in NSW, with the Government determining a very small number of these claims each year.

The State Government has introduced a number of measures to improve the management of Crown Land.

Firstly, the consolidated Crown Land Management Act 2016 will reduce red tape, duplication and the administrative burden on Councils in their public land management role. The majority of the Act will commence in 2018 and will clarify Council's obligations in relation to Crown Land.

Secondly, the Department of Industry is rolling out a new program across NSW, known as the Crown Land Negotiation Program. This innovative program involves:

- A comprehensive voluntary negotiation program between the NSW Government, the NSW Aboriginal Land Council, Local Government and Local Aboriginal Land Councils, to ensure that Crown Land in NSW is held by the most appropriate landholder to achieve the most positive social, economic, cultural and environmental benefits for the people of NSW;
- The transfer of title (i.e. ownership) of Crown Land to either Council or the Local Aboriginal Land Council at no cost from the NSW Government where this is agreed by the parties;
- The negotiated agreement (through new Aboriginal Land Agreement process) to withdraw any Aboriginal Land Rights Claim on the subject Crown Land proposed to be transferred to Council;
- Council ability to identify, understand and recognise local sites that are significant to Aboriginal people;
- The opportunity for Council to partner with the Orange Local Aboriginal Land Council on development opportunities.

Following a recent expression of interest process, a joint submission made by Orange, Cabonne and Blayney Councils and the Orange Local Aboriginal Land Council was successful and preliminary work on our negotiation is underway with scheduled finalisation by the end of 2018.

Council will have the opportunity to negotiate the transfer of those parcels of Crown Land that it currently manages and invests significantly in (e.g. parks and ovals). 623 parcels within the Blayney Local Government Area have been identified as Crown Land.

Any land transferred to Council will generally be classified as Community Land under the Local Government Act 1993. Ministerial consent for the transfer of land to be classified as Operational Land would be required.

Update reports will be provided to Council as the program progresses and access to detailed mapping information through the Department of Industry is to be provided.

Risk/Policy/Legislation Considerations:

By participating in this program, it is expected that there will be a reduction in the reporting requirements staff will need to undertake for Crown Reserves if they come into Council ownership.

Having security of tenure on current Crown Land is considered a significant opportunity for Council.

There are many positive benefits for Council to participate in this program as a partner with the Orange Local Aboriginal Land Council, and Orange City and Cabonne Councils.

Council also has the opportunity to explore opportunities for joint ventures or projects with the Orange Local Aboriginal Land Council to provide economic development and growth opportunities.

Budget Implications:

The full extent of the financial implications arising from this project will be more evident as the program progresses, and will be reported to Council as more information becomes available.

To date aside from staff time there has been no expenses incurred.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

14) REVIEW OF COUNCIL POLICIES**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 6.3 A well-run Council organisation.**File No:** GO.PO.1**Recommendation:**

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 |
|-----|---|
| 2F | Fraud Control Policy |
| 2G | Access to Information |
| 2H | Statement of Business Ethics |
| 2J | Unreasonable or Unreasonably Persistent Customer Policy |
| 3H | Community Infrastructure Policy |
| 3J | Disposal of Assets Policy |
| 3K | Restricted and Unrestricted Cash Policy |

Reason for Report:

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

Report:

Council has in place a process of reviewing strategic and operational policies following the election of a new Council. This is being conducted over a 4 month period, with each one presented to Council for endorsement. The policies presented this month is Round 2 of the review process with Council endorsing Round 1 at the February 2018 meeting.

The following policies have been reviewed with amendments either not required or of a format, spelling or title correction in nature:

| No. | Type* | Policy Name |
|-----|-------|---|
| 2F | S | Fraud Control Policy |
| 2G | S | Access to Information |
| 2H | S | Statement of Business Ethics |
| 2J | S | Unreasonable or Unreasonably Persistent Customer Policy |

| | | |
|----|---|---|
| 3H | S | Community Infrastructure Policy |
| 3J | S | Disposal of Assets Policy |
| 3K | S | Restricted and Unrestricted Cash Policy |

*S – Strategic O - Operational

The Investment Policy and Complaints Management policy were scheduled for review however were not finalised, or distributed to staff or Councillors for review and feedback, at the time of report preparation. These policies will be brought to the April Council meeting for endorsement.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

| | | |
|---|--|---------|
| 1 | 02F - Fraud Control Policy | 4 Pages |
| 2 | 02G - Access to Information Policy | 9 Pages |
| 3 | 02H - Statement of Business Ethics | 7 Pages |
| 4 | 02J - Unreasonable and Unreasonably Persistent Customer Policy | 5 Pages |
| 5 | 03H - Community Infrastructure Projects Policy | 3 Pages |
| 6 | 03J - Disposal of Assets Policy | 6 Pages |
| 7 | 03K - Restricted and Unrestricted Cash Policy | 7 Pages |

Attachments (separate document)

Nil



Fraud Control Policy

| | |
|----------------------------|-----------------------------|
| Policy | 2F |
| Officer Responsible | Director Corporate Services |
| Last Review Date | 19/03/2018 |

Strategic Policy

Introduction

This policy has the following objectives:

- To ensure that councillors, staff and council representatives are aware of their responsibilities for identifying possible exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activities and or detecting such fraudulent activity when it occurs.
- To provide guidance as to the action which should be taken where fraudulent activity is suspected.
- To provide clear guidance as to the process of investigating fraudulent activities, and provide a suitable environment to report such matters.

This policy should be read in conjunction with Council's Code of Conduct and Business Ethics Statement and the Internal Reporting System.

Definition

Fraud is defined as "obtaining a financial benefit by deception". A basic test of fraud may include the following:

- Was deceit employed?
- Was the action unlawful?
- Did the action result in money or benefit being received, to which the person was not entitled?

Some examples of fraud include:-

- Unauthorised use of Council plant and equipment.
- Private use of Council's inventory and stores.
- Claiming unworked overtime on time sheets.
- Providing confidential Council information to unauthorised people or bodies.
- Allowing contractors to not fully meet contract requirements.

Responsibility

The General Manager is ultimately responsible for the prevention and detection of fraud and is responsible for ensuring the appropriate and effective internal control systems are in place.

It is the responsibility of all Directors and Managers to ensure that there are mechanisms in place within their area of control to:

- Assess the risk of fraud.
- Promote employee awareness of ethical principles.
- Educate employees about fraud prevention and detection.
- Facilitate the reporting of suspected fraudulent activities.

Reporting

All employees have the responsibility to report suspected fraud by immediately notifying their supervisor, and if the supervisor is suspected of involvement in fraudulent activity, the matter should be notified to the next highest level of supervision.

Such reporting is to be undertaken in accordance with Council's internal reporting procedures. Alternatively, if the employee is uncomfortable about reporting the alleged fraud within the organisation, the employee may utilise the mechanisms contained within the Protected Disclosure Act (NSW) 1994.

Supervisors have the responsibility to report the suspected fraud, confidentially to the General Manager and the General Manager is responsible for investigating the suspected fraud with the assistance of appropriate senior staff.

In the event that the General Manager is the subject of a suspected fraud, the matter must be reported to the Mayor and the Mayor is responsible for investigating the suspected fraud with the assistance of appropriate senior staff.

Prevention

Council through its management team will create an environment and culture in which fraudulent acts will not be tolerated and which will be appropriately investigated when they are suspected or reported.

The General Manager, or appropriate staff delegated to carry out such activities, will conduct regular risk assessment reviews and audits with officers from the relevant operational areas. After identification and assessment of a potential risk, an implementation plan will be developed to minimise and control the identified risks.

Investigation

All complaints of suspected fraudulent behaviour be thoroughly, objectively and carefully investigated, providing for the protection of those individuals making the complaint.

The purpose of any internal investigation is to ascertain the facts surrounding the matter. The investigation is not an exercise in establishing the guilt of the person accused.

Confidentiality is paramount. Releasing information may result in serious damage to the investigation and may also damage the accused's reputation, which may leave persons open to an action in defamation.

All NSW State Agencies and Councils have a duty to report any suspected corrupt conduct to the Independent Commission Against Corruption (ICAC), pursuant to the provisions of the Independent Commission Against Corruption Act 1988.

The ICAC may decide to investigate the matter itself or it may ask Council to carry out the investigation. In the case of the latter option, the General Manager, with the assistance of the appropriate staff member (as outlined above), shall commence the investigation being mindful of the rights of the accused person.

However, if the allegation of fraud appears to carry the imputation of criminal conduct, the matter shall also (after an initial fact gathering investigation) be referred to the NSW Police Service. The Police Service may also ask Council to fully investigate the matter.

In the event that an internal investigation is carried out, the relevant officers shall carry out the investigation objectively, thoroughly and without prejudice.

The officers shall also be mindful of procedural fairness obligations and offer the accused a right to respond if evidence appears to insinuate fraudulent behaviour and internal disciplinary action or any other form of internal action adversely affecting the accused is to be undertaken.

Disciplinary Action

Where internal investigations confirm fraud has occurred, appropriate disciplinary action will be recommended having regard to Council's Code of Conduct, the relevant industrial instrument and other relevant legislative provisions.

Pursuant to section 440D of the Local Government Act 1993, the General Manager may temporarily suspend a member of staff in connection with serious corrupt conduct. Serious corrupt conduct is defined as corrupt conduct that may constitute a serious indictable offence done in connection with the exercise of the staff member's duties.

Related Policies

1B Code of Conduct
2C Complaints Management Policy
2D Internal Reporting Policy

End of Policy

| | | |
|-----------------------|-------------------|-----------------|
| Adopted: | 11/8/2008 | 08/209 |
| Last Reviewed: | 12/11/2012 | 1211/014 |
| | 19/03/2018 | |
| Next Review: | 16/03/2020 | |



Access to Information Policy

| | |
|----------------------------|-----------------------------|
| Policy | 2G |
| Officer Responsible | Director Corporate Services |
| Last Review Date | 09/03/2018 |

Strategic Policy

1. Principles

Blayney Shire Council is committed to the following principles regarding public access to documents and information:

- Open and transparent government
- Consideration of the overriding public interest in relation to access requests
- Proactive disclosure and dissemination of information
- Respect for the privacy of individuals

2. Community Awareness

Council publishes specific open access information on our website, free of charge unless to do so would impose unreasonable additional costs to Council. Council will facilitate public access through this and other appropriate mediums. Also Council publishes for inspection documents listed under Schedule 5 of the Government Information (Public Access) Act held by it, unless there is an overriding public interest not to do so. Council will keep a record of all open access information that is not published because of an overriding public interest against disclosure.

Council also makes as much other information as possible publicly available in an appropriate manner, including on the internet. Such information is also available free of charge or at the lowest reasonable cost.

3. Background

Applications for documents will be assessed in accordance with the Government Information (Public Access) Act. Council will assess all requests for access to documents and information in a timely manner and in accordance with the 'Access to Information Guidelines' and relevant legislation.

Depending upon the nature of the request and the form of access requested charges may be applied in accordance with Council's Schedule of Fees and Charges and relevant legislation.

Council will assess requests for access to information with reference to relevant legislation including:

- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Companion Animals Act 1998

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with operational needs may be refused on the grounds that such a diversion of resources is contrary to the public interest. Council will pursue ways to assist in defining the request to become more manageable and Council will endeavour to release alternate information that may sufficiently respond to the informal request, subject to any reasonable conditions Council may impose having regard to the circumstances of the case.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public.

The General Manager has authority to approve Guidelines for Information Access, which is to be available to members of the public.

4. Accessing Information

Council will deal with requests to inspect documents in accordance with the Government Information (Public Access) Act 2009 (GIPA) free of charge but reasonable photocopying fees may apply under the Act. It is governed by legislation that requires its operations to be open and accountable, and to handle personal information in a fair and reasonable manner.

Council will ensure that legitimate requests for access to information are handled promptly and in a manner that enables the members of the public to access information which is in the public's interest. It is also recognised that privacy of others, legal and commercially sensitive information will be handled in a responsible manner.

There is a right of access under the GIPA Act to certain documents held by Council unless there is an overriding public interest not to do so. Any applications under GIPA Act will be processed in accordance with the Act's requirements and a determination made to release the documents or refuse access on the basis of the relevant considerations under that Act. Charges for formal applications are in accordance with the GIPA Fees and Charges and include an application fee specified in Council's Schedule of Fees & Charges.

Council will also provide access to information under the NSW Privacy and Personal Information Protection Act (PPIPA) 1998, and the NSW Health Records and Information Privacy Act (HRIPA) 2002.

An individual has the right to access and amend records held by Council which may contain their personal details, matters relating to their business affairs or their health.

If information is held on individuals request for documents, files or systems should be made under the GIPA Act. The Act provides for consultation with the individuals or relevant third parties prior to the disclosure of information.

5. Information Available

Council publishes open access, or mandatory release, information on its website unless there is an overriding public interest against disclosure or do so would impose an unreasonable additional cost on Council. Should costs be deemed unreasonable Council will make the information available to the applicant in another suitable format such as viewing a hard copy at the Council's Office.

Information identified as 'Open Access Information' and is available on Council's website is:

- Council's policy documents;
- a publication guide with information about the Council's structure and functions, and listing the type of information that is publicly available;
- a disclosure log of formal access applications where in Council's opinion the information released may be of interest to other members of the public
- a register of contracts worth more than \$150,000 that Council has with private sector bodies
- a record of 'Open Access Information' that Council does not make publicly available on the basis of an overriding public interest against disclosure

In addition, schedule 5 of the GIPA Act requires that certain documents held must 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 Council during ordinary office hours. Any current and previous document may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

6. 'Open' Informal Access documents

'Open' Informal Access documents are:

Information about Council

- The model code prescribed under section 440 (1) of the LGA
- Councils adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- 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

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

Information about Development Applications

- Development Applications and any associated documents received in relations to a proposed development:
- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information

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

Copies of documents provided to the public are done so for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document and the copyright / owner's consent is required if any part of the document is used for any other purpose.

Council may include 'other' documents on the website that are frequently requested and deemed to be in the public's interest as a result of a previous request under the GIPA Act. Council will endeavour to release this information in response to an informal request, subject to any reasonable conditions as Council sees fit to impose. However, notwithstanding the lodgement of an informal application, Council may require a formal access application to be submitted where the information sought:

- is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- contains personal or confidential information about a third party that requires consultation, or
- would involve an unreasonable amount of time and/ or resources to produce.

7. Exemptions to Access

Council may refuse a request for information if there is an overriding public interest against disclosure or if searching for the requested information would require unreasonable and substantial diversion of the Council's resources. Council will always explain, to the applicant, reasons for applying an exemption.

Council will not classify information as exempt unless there are clear reasons for doing so. If documents partly contain exempt information, this information will be withheld and the remaining information will be available under the Act. In determining whether there is an overriding public interest against the disclosure of the information, Council will fully consider the Public Interest Test.

The GIPA Act provides an exhaustive list of public interest considerations against disclosure. These are the only considerations against disclosure that Council will consider in applying the public interest test. Considerations are grouped under the following headings:

- responsible and effective government
- law enforcement and security
- individual rights, judicial processes and natural justice
- business interests of agencies and other persons
- environment, culture, economy and general matters
- secrecy provisions (in legislation other than those listed in Schedule 1)
- Exempt documents under Freedom of Information legislation in all Australian States except NSW

In applying the public interest test, Council will not take into account:

- that disclosure might cause embarrassment to, or loss of confidence in, the Council;
- that information disclosed might be misinterpreted or misunderstood by any person.

Council will consider any submissions made by an applicant in relation to public interest considerations, as well as particulars personal to the applicant. Under the GIPA Act there are 12 categories of information (eight of which appear to affect local government) for which there is a conclusive presumption of an overriding public interest against disclosure.

The eight Local Government categories are:

1. Information subject to an overriding secrecy law (26 specifically named Acts)
2. Information subject to the direction or order of a court or other body with the power to receive evidence on oath
3. Information subject to legal professional privilege
4. 'Excluded information' (judicial and prosecutorial information, information about complaints handling and investigative functions, competitive and market sensitive information and information in relation to specific functions of the Public Trustee)
5. Documents affecting law enforcement and public safety.
6. Specific information relating to transport safety
7. Specific reports concerning the care and protection of children
8. Specific information relating to Aboriginal and environmental heritage.

Generally under the GIPA ACT, Council must not publish and must refuse requests to disclose information in the above categories. Formal applications for 'excluded information' are invalid under the Act.

In dealing with informal applications, Council will apply a similar decision making framework.

8. Accessing Information and Making an Application

The public may obtain access to information as follows:

- Council's website
- Written request to Council for the information and Council will advise whether the information requested:
 - is *open access*, or *mandatory release* information that is readily available and where and how to get the information
 - should be made available as part of a *proactive release* of information
 - can be disclosed through an *informal release*, for example where no third party personal information is involved
 - Requires a *formal access application*, and accompany the required fee and photocopying charges.

To make an informal request for access to information under the GIPA Act Council may require the completion of an 'Informal Access to Information Request' form but no fee is required with this application.

To make a formal request for access to information under GIPA Act, the 'Formal Access to Information' Request Form must be completed. The Formal Application fee as detailed in Council's Schedule of Fees & Charges is payable and processing charges may be applicable. GST does not apply in relation to these charges. Council will acknowledge receipt of formal access applications within five working days.

If a fee for photocopy is required the applicant will be notified under the GIPA Act of the amount payable. Charges will be as per Councils' Schedule of Fees and Charges and GST is payable.

9. Time Limits

Council will acknowledge receipt of formal access applications within five working days and further notify applicants of the decision on an application within 20 working days, unless the applicant agrees to extend the time.

Council may extend the time by up to 15 working days where consultation is required with a third party or if Council needs to retrieve records from archives.

If access is deferred by Council, then Council will notify the applicant and include the reason for deferral and the date on which the applicant will be given access. A decision to defer access is reviewable (see Rights of Review and Appeal).

If Council does not decide the applicant's access application within the above timeframes, it is deemed 'refused' and Council will refund the application fee and the applicant may seek internal or external review (see Rights of Review and Appeal) of this refusal. This will not apply if an extension of time has been arranged or payment of an advance deposit is pending.

10. Rights of Review and Appeal

Where a member of the public is refused access of a formal application under GIPA Act, staff will provide details of the reasons for refusal to the applicant in writing. An applicant who has been refused access by Council to information requested under a formal request has three options of review available:

Internal Review:

Application to Council for an internal review. This is review will be conducted by someone more senior than the original decision maker and the application will be accompanied by a fee prescribed in Council's Schedule of Fees & Charges (GST exclusive).

Applicants have 20 working days from notification that their original application has been reused to ask for an internal review.

Review by the Information Commissioner

If an applicant is not satisfied with the internal review, or does not wish one to be conducted, they can ask for a review by the Information Commissioner.

Applicants have eight weeks from notification that their original application has been reused to ask for a review.

Review by the Administrative Decisions Tribunal (ADT).

If an applicant is not satisfied with the decision of the Information Commissioner or an internal review by the Agency or if they do not want to take these options they can apply to the Administrative Decisions Tribunal (ADT).

If the applicant has already had a review by the Information Commissioner, they have four weeks from notification of the decision to make this application. If they haven't had a review by the Information Commissioner they have eight weeks from notification of the decision to make this application.

It is noted that there are no rights of review in respect of informal applications, but the applicant may make a formal application at any time.

End of Policy

| | | |
|-------------------------|-------------------|-----------------|
| Adopted: | 14/02/2011 | 1102/011 |
| Lasted Reviewed: | 14/02/2011 | 1102/011 |
| | 12/11/2012 | 1211/014 |
| | 19/03/2018 | |
| Next Review: | 16/03/2021 | |



Statement of Business Ethics

| | |
|----------------------------|-----------------|
| Policy | 2H |
| Officer Responsible | General Manager |
| Last Review Date | 19/07/2018 |

Strategic Policy

Introduction

This statement provides guidance for the private sector when doing business with Blayney Shire Council.

It outlines Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in their dealings with Council. This Statement also outlines what goods and services external providers and contractors can expect of the Council.

Council aims to promote integrity and ethical conduct, consistent with the positions of trust they hold and we expect no less of the service providers and contractors that undertake work for us.

This statement is designed to ensure that business relationships between this Council and external private sector service providers and contractors are fair and productive for all.

Our Key Business Principles

The principle of best value for money is at the core of Council's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability, and timeliness in determining true value for money.

Part of obtaining best value for money also includes ensuring all of our business relationships are honest, ethical, fair and consistent.

Our business dealings will be transparent and open to public scrutiny wherever possible. Given the nature of some of Council's work, there will be times when the details of some business relationships will not be made publicly available.

We are committed to the purchase of all goods, equipment and services through established NSW Government contracts systems, where possible and reasonably practical. Where Council does not use this established system, Council will define the reasons for this action.

What you can expect of us

Blayney Shire Council will ensure that all its policies, procedures and practices relating to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct.

Our staff are bound by Council's Code of Conduct. When doing business with the private sector, Blayney Shire Council staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations and act in the public interest.
- Abide by the law and all relevant Council policies and procedures.
- Avoid any conflicts of interest (whether real or perceived).
- Always act with due care and diligence.
- Not use their position to obtain opportunities for future employment and not allow themselves or their work to be influenced by plans for, or offers of, employment outside Council.

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids
- All procurement activities and decisions will be fully and clearly documented to provide an audit trail and to allow for an efficient performance review of contracts
- Energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible.
- Tenders will not be called unless Council has firm intention to proceed to contract
- This Council will not disclose confidential or proprietary information.

What we ask of you

We require all private sector providers of goods and services to observe the following principles when doing business with Council:

- Respect for obligation of public officials to act with the statement
- Deliver value for money
- Help Council prevent unethical practices in our business relationships
- Comply with Council's procurement policies and procedures
- Provide accurate and reliable advice and information when required
- Declare actual or perceived conflicts of interests as soon as you become aware of the conflict
- Act ethically, fairly and honestly in all dealings with Council
- Take all reasonable measures to prevent the disclosure of confidential Council information
- Refrain from engaging in any form of collusive practice including offering Council employees inducements or incentives designed to improperly influence the conduct of their duties and not act secretly or fraudulently
- Refrain from discussing Council business or information with the media
- Assist Council to prevent unethical practices in our business relationships
- Commit to not offer staff or officials inducements or incentives such as money, gifts, benefits, entertainment
- Commitment to not exert pressure on Council staff or officials to act in ways that contravene Council's Statement of Business Ethics or Code of Conduct

- To ensure the integrity and confidentiality of Council information and commercial in confidence information received from other contractors and suppliers, as a general rule, you should not offer to employ or engage in any capacity Council staff while they are employed by Council or within 12 months of ceasing employment, if there is a risk of breach of confidentiality.

Why is compliance important?

By complying with our statement of business ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Blayney Shire Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with this, Council's stated principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

The ICAC Act defines those engaged as consultants and contractors by public authorities as 'public officials'. Therefore, contracted consultants and contractors are subject to the ICAC Act and are considered public officials for the purposes of the ICAC Act.

Further, any individual can be found corrupt by the ICAC (even if they are not a public official) if they try to improperly influence a public official or Council's honest or impartial exercise of official functions.

You should also be aware of the consequences of not complying with the Council's ethical requirements when doing business with Council. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Loss of future work
- Investigation for corruption and other offences
- Loss of reputation
- Loss of rights (*such as loss of operating or trading licences or loss of development approval*)
- Matters being referred for criminal investigation.

Consequences for Council staff or officials may include:

- Investigation
- Dismissal or loss of civic office
- Disciplinary action
- Potential criminal charges

Guidance Notes**Incentives, gifts, benefits**

In general, this Council expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their work. You should refrain from offering any such 'Incentives' to Council staff.

Council awards contracts and determines applications solely on the basis of merit. Gifts (including token gifts) must **not** be offered in connection with any business dealings and Council officials are not permitted to ask for any reward or incentive for doing their job.

Offering gifts and benefits may be seen as an attempt to unfairly influence us in our roles.

If a gift is accepted, Council requires the staff member to record the gift in the Gifts and Benefits register. (See Gifts and Benefits Policy for procedures).

Tendering

Council's tendering process does not permit applicants to canvass, lobby or contact Council staff or officials other than the advertised contact person. Applicants will be disqualified from tendering if they do anything that may be considered as an attempt to influence Council's decision.

Supplier Interaction

Suppliers, consultants and contractors must deliver value for money and not engage in relational selling techniques. Business relationships should always be conducted professionally, with attendance at Council sites by appointment only.

Businesses wanting to tell Council about new products or services should email: council@blayney.nsw.gov.au

Conflict of Interest

Council staff are required to disclose any potential conflicts of interest. Council extends this requirement to all of our business partners, contractors and suppliers.

Secondary Employment and Post –separation employment

Council will not authorise officials to undertake secondary employment if it could create a real or perceived conflict of interest between the official's public role and private interests.

Council officials have a duty to maintain public trust and not use any commercially sensitive information to help get future employment in the private sector or for personal financial gain.

You must not offer employment to Council officials because it may be publicly seen as obtaining an unfair advantage or trying to unfairly influence us in carrying out our public duty.

The following post-separation employment conditions are imposed on staff:

- Staff must not disclose confidential information obtained in the course of their employment.

- Staff must not convert any property of the Council to their own use unless properly authorised.

Confidentiality

All Council information should be treated as confidential unless otherwise indicated.

Communication between parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

Use of Blayney Shire Council equipment, resources and information

All Council equipment, resources and information should only be used for its proper official purpose.

Council maintains a lot of information about its customers and the community. Council has an obligation to protect this information and maintain its integrity. It is expected that you will treat all Council information appropriately and use it for the purpose it was provided.

Council resources are to be used ethically, effectively, efficiently and carefully in the course of official duties and must not be used for private purposes, except where private use has been authorised. It is expected that you will treat our resources in the same manner.

Should you have any questions regarding this statement or to provide information about suspect behaviour please contact us:

91 Adelaide Street
PO Box 62
Blayney NSW 2799
Phone: (02) 6368 2104
Fax: (02) 6368 3290
Email: council@blayney.nsw.gov.au

End of Policy

| | Date | Minute |
|------------------------|-------------------|-----------------|
| Adopted: | 09/02/2009 | 0902/006 |
| Review History: | 09/02/2009 | 0902/006 |
| Repealed: | 12/11/2012 | 1211/014 |
| Adopted: | 13/07/2015 | 1507/009 |
| Review History: | 13/07/2015 | 1507/009 |
| | 19/03/2018 | |
| Next Review: | 16/03/2021 | |



Unreasonable and Unreasonably Persistent Customer Policy

| | |
|----------------------------|-----------------------------|
| Policy | 2J |
| Officer Responsible | Director Corporate Services |
| Last Review Date | 19/03/2018 |

Strategic Policy

1. Policy Statement

Council is committed to putting the customer at the heart of everything we do.

Blayney Shire Council is committed to:

- Ensuring that all customers are treated fairly and reasonably.
- Providing guidance, education and training as appropriate for staff and Councillors in dealing with customers.
- Ensuring that Council resources are used efficiently and effectively when dealing with customers.
- That unreasonable requests, persistent behaviour and harassment is reduced.

2. Scope

This policy applies to all dealings with customers by Blayney Shire Council staff and elected members, and in particular those difficult customers who:

- Cannot be satisfied;
- Make unreasonable demands;
- Constantly raise the same issue with different staff; and/or
- Are rude, abusive or aggressive.

This policy is not intended to prevent customers from raising legitimate and important concerns, enquiries or requests, or from pursuing them. However, Blayney Shire Council has a duty to ensure that it provides value for money services for all its residents and local communities. An unreasonable or unreasonably persistent customer can take up a disproportionate amount of time that can hinder the other work of staff. The Council must therefore ensure that it uses its resources wisely and limits the amount of time spent on queries that it considers unreasonable or unreasonably persistent.

Staff working for Council have a right to undertake their work free from all types of discrimination, abuse and harassment. As part of Council's commitment to promoting equality of opportunity and diversity, and to challenging discrimination, Council has a duty to protect the safety and welfare of its staff. We therefore shall not tolerate what we consider unacceptable behaviour by unreasonable or unreasonably persistent customers.

We would not normally limit the contact that our customers may have with the Council. However, in accordance with this policy, we may decide to do so if customers behave unreasonably, are unreasonably persistent, if staff experience unacceptable behaviour, staff feel threatened or are harassed both within and outside the workplace.

3. Definitions

For the purposes of this policy, unreasonable or unreasonably persistent customers are defined as being those which, because of the frequency or

nature of their contact, hinder the Council's consideration of complaints, enquiries or requests. Officers may recognise one or more of the following indicators as characteristic of unreasonable or unreasonably persistent customers. They make complaints, requests, concerns or enquiries that:

- clearly do not have any serious purpose or value
- are obviously vexatious in nature
- are designed solely to cause disruption or annoyance
- have the effect of harassing the Council or its staff or can otherwise fairly be characterised as obsessive or unreasonable
- take up an unreasonable amount of Officer time and hinder the other work of the Council.

Unacceptable behaviour can include:

- abusive, offensive or threatening behaviour
- behaviour which amounts to bullying or harassment

The following customer actions/behaviours can cause this policy to be invoked:

- unwillingness to comply with Council procedures
- insisting on issues or requests being dealt with in ways which are incompatible with Council procedures or with good practice
- making unreasonable demands of Officers or setting unreasonable timescales for response
- making unreasonable requests in relation to who should deal with their complaint, enquiry or request, or how it should be dealt with
- repeatedly being unwilling to accept documented evidence
- insisting that no response has been received or that the response is unacceptable
- sending a high volume of letters, emails and/or phone calls (sometimes to multiple recipients)
- continuing to add new, or making trivial, complaints, requests or enquiries
- repeatedly complaining or making repeat requests about similar issues after they have already been dealt with
- making many complaints, requests or enquiries about different issues in succession
- refusing to specify the grounds of a complaint, despite offers of assistance with this from Council's staff
- making groundless complaints about the staff dealing with the complaint or request, and seeking to have the staff replaced
- refusing to accept that issues or requests are not within the remit of a procedure despite having been provided with information about the procedures scope; for instance if the customer has been advised that a complaint or request is within the remit of another authority, yet refusing to accept this
- changing the basis of a complaint or request as it proceeds and/or denying statements made at an earlier stage

- introducing trivial or irrelevant new information which the customer expects to be taken into account, or raising large numbers of detailed but unimportant questions and insisting they are all fully answered
- electronically recording meetings and conversations without the prior knowledge and consent of the other persons involved
- adopting a 'scattergun' approach; pursuing complaints or requests with the Council and, at the same time, with a Members of Parliament/ a Councillor/legal services/local police/solicitors/ the Ombudsman
- submitting repeat complaints or requests, with minor variations, after the processes have been completed
- refusing to accept a decision

4. Dealing with matters under this policy

Matters under this policy will be dealt through the Unreasonable and Unreasonably Persistent Customer procedure.

5. General

In all of the situations referred to in this policy, adequate documentary records must be made and maintained on the appropriate Council file.

Where the General Manager determines to limit a customer's access to Council in any of the ways specified in this policy, the General Manager will advise Councillors as soon as possible of the relevant circumstances and the action taken and forward such advice, where appropriate, to the ICAC, Office of Local Government and the NSW Ombudsman for information.

6. Other relevant documents

Unreasonable and Unreasonably Persistent Customer Procedures

2C Complaints Management Policy

Local Government Act 1993

Government Information (Public Access) Act 2009

Office of Local Government

NSW Ombudsman Publications:

- 'Better Service & Communication Guidelines for Local Government'
- 'Managing Unreasonable Complainant Conduct Practice Manual'

End of Policy

| | | |
|-----------------------|-------------------|-------------------------|
| Adopted: | 12/05/2014 | Minute: 1405/007 |
| Last Reviewed: | 12/05/2014 | 1405/007 |
| | 19/03/2018 | |
| Next Reviewed: | 16/03/2021 | |



Community Infrastructure Projects Policy

| | |
|----------------------------|-----------------------------|
| Policy | 3H |
| Officer Responsible | Director Corporate Services |
| Last Review Date | 19/03/2018 |

Strategic Policy

1. Introduction

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

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

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

2. Purpose

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

3. Policy

Scope of Project

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

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

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

Purchase Orders

- All purchase orders are to be made out in advance of supply (no confirmation orders permitted) and approved by Council.
- All purchases are to be made with persons or organisations with a registered ABN.
- Applicants are required to comply with Council's Procurement of Goods and Services Policy.

Invoices

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

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

4. Responsibility

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

5. Related Documentation

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

End of Policy

| | | |
|-----------------------|-------------------------|-------------------------|
| Adopted: | Date: 08/12/2014 | Minute: 1412/007 |
| Last Reviewed: | Date: 08/12/2014 | 1412/007 |
| | 19/03/2018 | |
| Next Reviewed: | Date: 16/03/2021 | |



Disposal of Assets

| | |
|----------------------------|-----------------------------|
| Policy | 3J |
| Officer Responsible | Director Corporate Services |
| Last Review Date | 19/03/2018 |

Strategic Policy

Objectives

To ensure when Council has determined an asset will be disposed of that there is adequate consideration of the method of disposal.

1. POLICY:

- a) The “apparent value” of assets shall be determined by the relevant Manager as listed in this policy who has carriage of management of the asset.
- b) “Apparent value” will be determined by the Manager with consideration of the book value, and/ or the replacement value of the asset and/or an assessment of the market value of the asset made by taking into consideration the potential to sell the assets, the perceived value of the asset to a buyer, its life stage and condition, potential for obsolescence and usefulness for future needs.
- c) The Manager should detail the assumptions they use in estimating the asset’s value in preparing their recommendation to dispose of the asset.

2. ASSETS WITH AN APPARENT VALUE OF LESS THAN \$1,000

- a) Assets with an apparent value of less than \$1,000 each will be disposed of using a method that maximises the return to Council;
- b) Assets with an apparent value of less than \$1,000 shall be disposed of by a method determined by the relevant Manager who must document the process of determining the asset disposal methodology and ensure full documentation is placed on Council’s records management system detailing the decision making process and actions taken;
- c) The Manager shall ensure the Chief Financial Officer is aware of the disposal of the asset
- d) The Manager must be aware and have control of the process of disposal of these assets and be aware and conduct the disposal in light of risk assessment considerations and must ensure no conflict of interest issues are present in the means of disposal chosen.

3. ASSETS WITH AN APPARENT VALUE OF MORE THAN \$1,000

- a) Assets disposal will be assessed on a case by case basis for assets with an apparent value of more than \$1,000 by the relevant Manager and the attached memo will be completed to be considered by the General Manager;
- b) Managers will consider the following in their assessment and formulation of recommendations to dispose of an asset provided in the memo: Market forces and impact on return from the sale of the asset should be considered and commented upon;
- c) Community need for the asset and alternative resources which could be considered to be substitutes should be assessed;

- d) The strategic worth of the asset and its long term benefit to the community should be assessed;
- e) The purchase price and maintenance costs incurred over the lifespan of the asset should be assessed to determine, where possible, a return on investment of a particular asset;
- f) That the funds raised from the sale of an asset should be considered as to their use and this must be reflected in the Council's Operational Plan and Delivery Program and include in the recommendation how this will be achieved.

4. METHODS OF DISPOSAL

- a) Assets of significant apparent value (being more than \$150,000) are to be disposed of either by auction or tender;
- b) Real property (land and buildings) disposal methodology will always be determined by Council, via a resolution;
- c) All motor vehicles and plant, except those on novated leases, shall be disposed of via public auction, trade-in or tender processes. Motor vehicles will not be made available to council staff or councillors in private sale arrangements.
- d) For other assets, the Manager who has carriage of the assets will provide to the General Manager a recommended method of disposal which shall be made after assessing the means to maximise the return to Council;
- e) The General Manager will determine the manner of disposal for information technology (IT) assets, office furniture, stores items and scrap materials (including scrap metal) on each occasion disposal is recommended by a Manager;
- f) Where a recommendation for destruction of an asset is made, the Manager will provide the General Manager with the assessment criteria used to determine that the asset has no potential to realise a return for Council and will detail the method of destruction and name of the officer who will be charged with the responsibility of ensuring the asset is destroyed.
- g) If after offering an asset for sale, if no interest in purchasing the asset is shown, the Manager may recommend to the General Manager the asset be dumped and provide the recommended best means for managing the dumping process to ensure environmental management conditions are observed
- h) Dumping or destroying of assets shall be undertaken after consideration of the environmental issues so that any hazardous substances shall be assessed to ensure safe disposal
- i) Assets can only be donated to other organisations if the organisation can:
 - affirm in writing their status as a non-profit organisation;

- provide written acknowledgement of receipt of the asset;
- acknowledge Council will not be responsible for any repair or maintenance of the asset;
- acknowledge that all copyright or licensed content has been removed (for example, software on computers);
- take responsibility for the timely removal of the asset and any associated costs that arise from the assets removal;
- acknowledge council's donation to the organisation via a media release that Council approves.

5. PROCEEDS FROM ASSET DISPOSAL

- a) Where not applied to the purchase of replacement vehicles or plant, proceeds of all motor vehicle and plant sales will be restricted for the purpose of Plant Replacement or as approved by Council in approval of such a transfer.
- b) The funds generated from the sale of land and/or buildings will be internally restricted for the purpose of Property Development or as determined by Council in approval of such a transfer.

6. ASSETS CARRIAGE FOR PURPOSES OF DISPOSAL

The following staff are determined to have carriage of assets and are responsible for the assessment and recommendations to dispose of assets:

| | |
|------------------------------------|----------------------------------|
| Motor vehicles and plant items | Director Infrastructure Services |
| Information technology assets | Manager Information Technology |
| Real property (land and buildings) | General Manager |
| Office furniture | Chief Financial Officer |
| Stores items | Director Infrastructure Services |
| Scrap metal | Manager Operations |

7. DOCUMENTATION OF ASSET DISPOSAL PROCESSES

- a) Documentation detailing decisions made on asset disposal is to be archived in Council's records management system by the relevant Manager;
- b) Receipt of the disposal of materials to a licensed scrap dealer or contracted engineer are to be included in the documentation;
- c) The Finance Department is to be informed by the relevant Manager of the disposal of all assets in order that the assets register can be updated and accounting treatments for disposed assets initiated;
- d) Where a councillor or member of Council's staff or members of the immediate family of a councillor or member of staff purchase an asset, the General Manager is to authorise countersign the documentation that specifies the price.



Memorandum

To: General Manager
 From: [Click here and type name]
 Date: [Click here and type date]
 Subject: Disposal of Assets – Recommended Actions

| | |
|---|--|
| Asset number(s): (where applicable) | |
| Asset(s) description: | |
| Asset type | <input type="checkbox"/> IT asset <input type="checkbox"/> Plant or motor vehicle <input type="checkbox"/> Scrap metal <input type="checkbox"/> Other – specify _____ |
| Reason requesting approval to dispose of asset(s): | <input type="checkbox"/> Technically Obsolete or Inefficient <input type="checkbox"/> Identified as part of asset replacement in Operational Plan <input type="checkbox"/> Unserviceable – Beyond economic repair <input type="checkbox"/> Surplus to current and foreseeable future needs <input type="checkbox"/> Other – specify _____ _____ |
| If failing, cost of repair – attach quotation(s) | |
| Cost of replacement if required – indicate new vs second hand options assessed – also purchase vs lease options etc. attach quotation(s): | |

| | |
|--|---|
| <p>Recommended method of disposal:</p> | <p><input type="checkbox"/> Tender – Council resolution will be required and Manager to determine Open or Selective Tendering processes</p> <p><input type="checkbox"/> Expression of interest</p> <p><input type="checkbox"/> Public auction</p> <p><input type="checkbox"/> Destruction - include details of reasons for recommending destruction, method of destruction and officer who will be responsible for the destruction as per policy requirements in an attachment to this memo</p> <p><input type="checkbox"/> Other – specify _____</p> |
| <p>General Manager / Director comments - required for assets where the Manager has determined an apparent value >\$1,000</p> | <p><input type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>Signed: _____ Date: _____</p> |
| <p>Advice to Finance and Asset sections sent – required for all assets regardless of apparent value – attach advice to Finance and Asset sections to this memo when archiving.</p> | <p>Relevant Manager: _____</p> <p>Date: _____</p> |

NB: A completed memo is to be archived on Council's records management system by the author of this memo along with all quotations and associated documentation relating to the disposal of the asset(s).

End of Policy

| | | |
|-------------------------|-------------------|-----------------|
| Adopted: | 15/02/2016 | 1602/015 |
| Lasted Reviewed: | 15/02/2016 | 1602/015 |
| | 19/03/2018 | |
| Next Review: | 16/03/2021 | |



Restricted and Unrestricted Cash Policy

| | |
|----------------------------|-------------------------|
| Policy | 3K |
| Officer Responsible | Chief Financial Officer |
| Last Review Date | 19/03/2018 |

Strategic Policy

Objectives

To provide a framework for the establishment and management of restricted and unrestricted cash.

1. BACKGROUND

Council has significant restricted cash set aside for future purposes. They appear in Council's balance sheet under "Cash, cash equivalents and investments". The funds are invested in accordance with Council's Investment Policy.

Over the term of the Long Term Financial Plan these restrictions are used to smooth out funding requirements for Council's programs outside the scope of normal operational activities. This allows for the equitable spread of the costs burden in establishing and maintaining Council's assets and services.

2. CLASSIFICATION OF RESTRICTED CASH

Restricted cash are funds set aside by Council for a purpose to meet future expenses. They are over and above the expenses provided for in the annual budget which are voted annually as part of the adoption of the Operational Plan.

Restricted Cash falls into three categories based on their use:

(a) External cash restrictions

These are funds received by Council where there is a legal obligation to use the funds for the purpose for which they were paid to Council. Under section 409(3) of the Local Government Act 1993 they are of three categories:

- (i) money received as a result of levying a special rate or charge for a particular purpose (e.g. proceeds of a special rate variation);
- (ii) money that is required by legislation to be set aside for a specific purpose (e.g. developer contributions); and
- (iii) money received from the government for a specific purpose (e.g. tied grants).

(b) Internal cash restrictions

These are funds set aside by resolution of Council for a particular purpose, where there is no legal or legislative requirement governing their use. If the purpose for which the

cash restriction was established does not eventuate or Council changes its priorities, these funds may be reapplied for a different purpose by resolution of Council.

(c) Unrestricted cash

These are funds which are available to be used to cover unexpected or emergency expenses not provided for in the annual budget and not covered by an available internal restriction. They are also available for:

- (i) bringing forward projects identified in the Long Term Financial Plan;
- (ii) renewing or replacing current Council assets; and
- (iii) reducing Council's asset backlog.

Any application of funds to be drawn from unrestricted cash for capital projects, where required, would need to comply with the Capital Expenditure Guidelines of the NSW Office of Local Government.

3. ESTABLISHMENT OF CASH RESTRICTIONS

(a) Current Restrictions

The purpose of each internal cash restriction is articulated in Schedule 1.

Audited externally and internally restricted cash balances can be found in the Annual Financial Statements, Note 6(c), included in the Annual Report available on Council's website <http://www.blayney.nsw.gov.au/your-council/council-publications/annual-reports/annual-reports> .

(b) Future Restrictions

Additional internally restricted cash may be created by resolution of Council. The resolution must set out:

- (i) the name and purpose of the cash, which must be specific and relate to the then current Community Strategic Plan and Delivery Plan of Council; and
- (ii) the basis of calculating any transfer of funds to internally restricted cash.

4. INTEREST ON RESTRICTED CASH

Interest must be applied to external cash restrictions where required by legislation or otherwise, such as s94 developer charges. Interest is added to the balance in the relevant cash restriction. The rate of interest is equal to the average return on investments for the financial year.

If interest is paid on internally restricted cash, the interest is paid into the general fund.

5. BORROWINGS FROM RESTRICTED CASH

Council may borrow from internally restricted cash, [but not from externally restricted cash without consent from the Minister of Local Government]. Any such borrowing must be authorised by resolution of Council and the full impact of the borrowing disclosed. Interest must be paid on any such borrowings.

6. TRANSFERS TO AND FROM RESTRICTED CASH

Funds may only be transferred into or transferred out of a cash restriction, by resolution of Council. The authority for such transfers may be given:

- (a) by specific resolution in the case of a particular project the subject of a Council resolution;
- (b) in the Quarterly Budget Review Statement, by virtue of the adoption of that statement by Council; or
- (c) by the adoption of the annual financial statements containing a schedule of restricted cash showing transfers in and out

A transfer contained in a Quarterly Budget Review Statement must show the restricted cash item audited opening balance, the amount transferred in or out and the estimated closing balance

7. REPORTING ON RESTRICTED CASH

The level of restricted cash shall be reported on in the Quarterly Budget Review Statement and annually in the Financial Statements.

Council must assess at least annually the adequacy of each internal cash restriction during the preparation of the Long Term Financial Plan and annual budget.

Schedule 1: Name and Purpose of Cash Restrictions held

| NAME OF CASH RESTRICTION | PURPOSE OF RESTRICTION | Comment |
|--|---|---|
| Plant & Vehicle Replacement | To be able to internally fund replacement of plant and vehicles at the optimal time. Based on internal hire rates and actual operating expenditure, taking into consideration depreciation plus proceeds of sales less asset purchases. | |
| Employee leave entitlement | To fund leave payments in excess of salary provided for in operational plan – e.g. Employment Termination / Retirement with Council. Based on a formula calculated by reference to average age brackets of employees and total Employee Leave Entitlements. | |
| Asset Replacement | To fund expenditure on asset renewals. | Unspent annual capital budget Can consist of budget savings on completed works and budgeted projects not carried out. Annual allocation for netball courts since 2012 |
| <u>Blayney Sports Facility Masterplan</u> | <u>To fund projects identified in the Blayney Sports Facility Masterplan</u> | |
| Blayney Town Works | To fund improvements to Blayney town. Previous applications include KGO lighting, Carrington Park lighting, Showground construction and Heritage Park. | |
| Cemeteries | Purpose is to spend on restoration of cemeteries. | |
| Election reserve | To set aside funds for council elections every 4 years. Based on an annual transfer of 25% of anticipated election cost. | |

| | | |
|--|---|---|
| Environmental Projects | Funds then set aside in 2001/02 for development of an alternative recreation location on the river. | |
| <u>Inala Reserve</u> | <u>To be self-funding with a yearly contribution to Council. Based on annual allocation equal to net income from rentals of Inala units.</u> | |
| I.T. Reserve | To help fund future large I.T. expenditure e.g. new software system or hardware replacement as part of long term I.T. Strategy. | |
| <u>Multipurpose Centrepont Leisure Centre</u> | To help fund future large expenditure e.g. building renewals and upgrades. | CentrePoint had a 10 year loan. Once paid off, Council by Resolution sought to continue that loan repayment but as a transfer into reserve to fund renewals. Loan payments equated to \$90,000 less capital expenditure |
| <u>King George Oval</u> | <u>To fund asset renewals and upgrades at King George Oval.</u> | |
| Property Account | To fund works for real estate development Council's income producing properties plus buying and selling, maintenance and development. Based on net proceeds of sale of industrial and residential land. | |
| Quarry | To have funds available to remediate land following closure of Council quarries after exhaustion of gravel reserves. | |
| <u>Land Fill remediation & Assets</u> | <u>To fund future tip remediation costs and assets as required.</u> | |
| Village Enhancement Program | To fund works in Villages as outlined in Village Enhancement Plan. | |

End of Policy

| | | |
|-----------------------|-------------------|-------------------------|
| Adopted: | 18/03/2016 | Minute: 1603/006 |
| Last Reviewed: | 18/03/2016 | 1603/006 |
| | 19/03/2018 | |
| Next Review: | 16/03/2021 | |

15) MINUTES OF THE FINANCIAL ASSISTANCE COMMITTEE MEETING HELD 6 MARCH 2018

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 5.1 A diverse and sustainable population in our communities and villages.

File No: CR.SD.2

Recommendation:

1. That the minutes of the meeting held 6 March 2018 be received and noted.
2. That the applications for waiver of Council fees by the General Manager for 2017/18 - Round 2 of the Community Financial Assistance Program be endorsed.
3. That the recommendations for 2017/18 - Round 2 of the Community Financial Assistance Program by the Financial Assistance Committee, in the amount of \$25,679 be approved.

Reason for Report:

For Council to approve the minutes of the Financial Assistance committee meeting held 6 March 2018.

Report:

The Financial Assistance Committee at its meeting held 6 March 2018 considered the second round of the Community Financial Assistance Program applications for 2017/18.

An amount of \$21,685 in financial assistance was available for Round 2. There were 25 applications with a total value of \$112,074 in works or programs seeking \$27,429 in financial assistance.

The Financial Assistance Committee recommended \$25,679 be allocated to projects. Recommendations are pursuant to the criteria stipulated in the Community Financial Assistance Program guidelines.

**MINUTES OF THE MEETING OF BLAYNEY SHIRE FINANCIAL
ASSISTANCE COMMITTEE
HELD 6 MARCH 2018
AT BLAYNEY SHIRE COMMUNITY CENTRE**

The meeting commenced at 5:00pm.

Present

Clr. S. Denton (Chair); Clr. D. Somerville; R. Price; N. Burns (Cadia); D. Kennedy; D. Sky; M. Hedge; G. Summerson; T. Irlam (Secretariat); A. Franze (Ex-officio).

Apologies

Nil

1. Declarations of Interest

Non-pecuniary interests by Committee Members were declared as follows:

- Miles Hedge – Auditor: Carcoar PA&H Society;
– Auditor: Blayney A&P Association;
– Auditor: Blayney Shire Local & Family History Group
– Social member: Blayney Golf Club
- Rebecca Price – Vice president: Blayney Town Association
– Member: Blayney Farmers Market Committee
– Member: Blayney Junior Soccer Club
- Delainie Sky – Coordinator: Blayney International Women’s Day event
– Member: Blayney Junior Soccer Club
- G.Summerson, D. Somerville & D. Kennedy – Members: Blayney Golf Club
A. Franze – Office bearer of Blayney Little Athletics and Committee member (Registrar) of Blayney Junior Soccer Club

2. Foreshadowed General Business

Nil

3. Induction of New Committee

Members of the committee were provided a copy of Committee Operational Guidelines; abridged version of Code of Conduct and Code of Meeting Practice. Discussion was also held around reporting of apologies and leave of absences if a member is at risk of missing 3 meetings. Committee members were also advised that they are bound by the policies of Council including the Media Policy.

4. Confirmation of Previous Minutes

The minutes of the previous meeting held on 27 July 2017 were confirmed to be a true and accurate record of that meeting.

G. Summerson / D. Somerville

A matter arising from the minutes was raised. A recommendation from the last committee meeting, endorsed by Council, was that the General Manager be delegated to approve applications for Waiver of Fees. These applications are not required to be tabled to future committee meetings.

5. Review of Financial Assistance Policy

The Financial Assistance Policy and the application process was discussed. No changes to the policy were identified although there was discussion on the simplification of the application process for community groups. It was agreed that committee members would review application form and circulate suggested amendments to committee members for discussion. Policy amendments that committee members also identify are encouraged to be circulated also.

6. Consideration of Round 2: 2017/18 Community Financial Assistance Program

D.Sky and R.Price left the room for Committee consideration of Blayney Town Association – International Women’s Day Morning Tea application at 6.25pm and returned 6.33pm.

It was noted by the committee that an amount of \$21,685 was available for distribution and an unspent amount of \$34,000 has been calculated as unexpended from previous years from program funds unspent or remains unclaimed.

Amounts approved, including endorsement of General Manager approvals of Council fee waivers, are disclosed in the attached schedule. Total of \$25,679 is recommended for approval.

It was acknowledged that the amount approved exceeded that available for allocation however, it was agreed that the additional \$3,994 could be drawn down from previous period unspent monies.

Recommendation:

That the applications for waiver of Council fees by the General Manager for 2017/18 - Round 2 of the Community Financial Assistance Program be endorsed.

That the applications for 2017/18 - Round 2 of the Community Financial Assistance Program in the amount of \$25,679 be approved.

M.Hedge / N. Burns

7. Review Draft s356 Financial Assistance Schedule - Operational Plan 2018/19

The draft s356 Financial Assistance Schedule proposed for the 2018/19 Operational Plan, with 2017/18 figures, was tabled for endorsement. In principle support from the committee was provided and an updated schedule with forecast figures will be furnished upon finalisation.

8. General Business

Nil

9. Future Agenda Items

Nil

10. Next Meeting

7 August 2018 5pm

There being no further business the meeting closed at 7:04pm.

| No. | Applicant | Project | Total Cost | Grant Sought | Grant Approved | Comments and feedback |
|-----|--|--|------------|--------------|----------------|--|
| 1 | Panuara Recreation Reserve Trust | Future proof water supply at Recreation Grounds | 4,692 | 2,000 | 2,000 | Approved. |
| 2 | Roman Catholic Church - Combined Churches | Waiver of Council fees - Community Centre Hire 24/12/2018 | 245 | 245 | 245 | Approval through General Manager delegation. |
| 3 | UHA of NSW Inc. | Waiver of Council fees - Community Centre Hire 18/04/2018 | 155 | 155 | 155 | Approval through General Manager delegation. |
| 4 | Blayney Anglican Parish Church | Waiver of Council fees - Community Centre Hire 19/08/2017 | 618 | 618 | 618 | Approval through General Manager delegation. |
| 5 | Blayney Shire Local and Family History Group | Collection, Preservation and Conservation Project | 4,854 | 2,354 | 2,354 | Project approved. Applicant should consider digitisation of records in future. |
| 6 | Blayney Farmers Market | Waiver of Council fees - 09/02/2018 | 650 | 280 | 280 | Approval through General Manager delegation. |
| 7 | Carcoar PA&H Society | Electrical works at the Carcoar Showground | 9,730 | 4,865 | 4,865 | Project approved. Applicant encouraged to also seek funding through Public Reserves Management Fund Program for future projects. |
| 8 | Millthorpe School of Arts | Replace pailing fence on western side of Millthorpe School of Arts | 2,600 | 2,350 | 1,300 | \$1,300 approved Subject to more information from applicant on contribution from neighbour under the Dividing Fences Act. |

| | | | | | | |
|----|--|---|----------------|---------------|---------------|---|
| 9 | Blayney Golf Club | Front Deck Construction | 40,000 | 9,000 | 9,000 | Project approved in principle. More information sought on details of \$40,000 project expenditure, funding sources, provision of updated quotation and confirmation of completion date. |
| 10 | Blayney Town Association | International Women's Day Morning Tea | 889 | 439 | 439 | Approved. |
| 11 | Blayney Public School & Blayney High School P&C Associations | Julia Dickson Fundraiser: Waiver of Council fees Community Centre Hire 03/03/2018 | 26,129 | 569 | 469 | Approval through General Manager delegation. Refundable deposit excluded. |
| 12 | CWA NSW Central Western Group | School Public Speaking Competition | 2,308 | 200 | 200 | Approved. |
| 13 | Blayney Little Athletics | Waiver of Council fees | 6,919 | 469 | 469 | Approval through General Manager delegation. |
| 14 | Newbridge Progress Association | Winter Solstice Festival 2018 | 4,200 | 1,500 | 900 | Part of funding sought is for operational expenditure outside scope of policy. Applicant to be encouraged to apply for "one - off" or capital items e.g. banner. |
| 15 | Blayney A&P Association | Purchase of defibrillator for Show and Sporting facilities at Blayney Showground | 2,695 | 795 | 795 | Approved. |
| 16 | Blayney Junior Soccer Club | Purchase of defibrillator for Napier Oval sporting facilities | 2,695 | 795 | 795 | Approved. |
| 17 | Carcoar & District Pony Club | Purchase of defibrillator for Equestrian facilities at Blayney Showground | 2,695 | 795 | 795 | Approved. |
| | | | 112,074 | 27,429 | 25,679 | |

Risk/Policy/Legislation Considerations:

The recommendations for funding are as recommended by the Financial Assistance Committee and are assessed against the Community Financial Assistance Program guidelines.

Budget Implications:

Council has an amount of \$100,000 allocated in its 2017/18 Operations Plan for this purpose including amount of \$55,000 approved in advance for assistance to groups, schools and organisations for events; rates and charges and public liability. An amount of \$34,151 is also held as a restricted asset (cash) for the Community Financial Assistance Program within the Cadia SRV Restricted Cash Asset.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

16) DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT

Department: Infrastructure Services

Author: Director Infrastructure Services

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

File No: GO.ME.1

Recommendation:

That the Director Infrastructure Services Monthly Report for March 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 Matters**Adelaide and Martha Street Intersection Upgrade

Over a number of years of lobbying, and engagement, Council was recently advised that NSW Roads and Maritime Services (RMS) are proposing to commence work on this much needed safety upgrade.

As RMS have developed the scope for this project, they have liaised with Council to identify impacts and design modifications to existing services, and minimise the impacts to vegetation and other assets.

RMS are planning to commence work by early April. Noting that the Blayney to Bathurst Cycling Classic is scheduled for 22 April, RMS has been in regular contact with the event organiser, and propose to undertake only minor/ancillary works in the lead up to the event, with major pavement works scheduled for after the event.

Unwin and Stabback Street

Councillors may recall the longstanding issues related to the condition of Unwin and Stabback Streets, most notably following development of, and construction of dwellings on the northern most cul-de-sacs on these two streets.

The road and drainage infrastructure has not kept pace with the demands of an increasing population in the village. Following the wet winter in 2016, Council has had undertaken survey and investigation to develop a way forward for improvements that address the pavement and drainage issues.

Final design drawings have been completed, and construction cost estimates are currently being prepared in order to inform Councillors of the financial impact this renewal and upgrade project will impart on future budgetary considerations. A detailed report will be provided to a future Councillor Workshop for further discussion.

Major Works

Southern Cadia Access Route

Council has had some quality assurance issues relating to compaction results, and materials conformance from Council's supplier. The compaction issues have delayed the sealing of Errowanbang Road as Council Officers determine the root cause of the failure, and implements steps to prevent a recurrence of this issue.

As a result of this Council has changed its work practices, focusing on smaller, full depth lots to enable accurate daily testing. We have also reviewed the equipment on site, and have replaced a 16t padfoot roller with a 19t smooth drum. This provides more compactive effort, and the smooth drum does not move the material when rolling, making it easier to compact. Initial indications are these changes have worked, and we will rework the non-conforming section to achieve the required results.

With regards to the material conformance. Council issued a Corrective Action Request to the supplier, requiring them to detail to Council the root cause, and the steps they would take to correct the non-conformance. They have since responded and changed their processing, with the subsequent 2 lots showing full conformance.

Whilst these issues have delayed placement of the base layer, and some final sealing works, Council has continued with sub-base works along the section towards the highway. As they use Council's own material, we are well aware of how to work this material to achieve the required results. This means that Council has not lost time on the project, as we were still progressing other critical tasks.

Road Rehabilitation Works

Council has completed works on Belubula Way ahead of schedule, with line marking works outstanding. Works were completed with all conformance-testing passing in the first instance. Whilst final costs are not yet available, it is anticipated that these works will be completed within budget.

Council started works on Browns Creek Road on 6 March 2018 to finalise its obligations under the Australian Government Heavy Vehicle Safety and Productivity Programme, and the NSW Government Fixing Country Roads funding programs. These works are expected to be completed by mid-June, dependant on weather.

The minor heavy patch on Browns Creek Road has been completed.

Heavy Patching Program

Council is working to undertake some asphalt heavy patching on the intersections of Burns / Adelaide Streets, and Carcoar / Church Streets. These will be undertaken utilising the contractor booked in to undertake the asphaltting works as part of the RMS Adelaide and Martha Street intersection project, saving Council significant establishment costs.

Road Maintenance Works

In the past month, maintenance-grading works have been undertaken on Gap, Cadia, Carbine and Spring Hill Roads.

Resealing Program

The vast majority of Council's resealing program has been completed, with a small section of works still outstanding on Naylor Street. They will be completed in conjunction with new sealing works required on Errowanbang Road in the coming weeks.

Footpaths

Works have been completed in Tucker Street, with a new footpath linking Ewin Street through to Binstead Street.

In consultation with the Mandurama Community Group, Council has utilised savings on footpath works in Madurama, and the Manduarma Village Enhancement Plan allocation to complete the replacement of footpath between the Mandurama Police Station and Belubula Way. This has helped replace a section of footpath in poor condition, and remove it from Councils asset backlog.

Culvert Repair Works

Council is undertaking the replacement of a small box culvert on Mount McDondald Road within Lyndhurst. This box culvert was showing concrete cancer, and joint separation resulting in road pavement failures above it.

Major Contracts

Early contractor Involvement (ECI) – Browns Creek Road bridges

Council continues to work closely with both proponents on the replacement of the Cowriga Creek and Sugarloaf Creek bridges on Browns Creek Road. Council is getting good engagement from both proponents, with positive solutions been offered that will assist in reducing Council's final costs for this project.

A recent change in the *Biodiversity Conservation Act* has the potential to impact this project to the amount of \$100,000. The change in legislation, enacted 25 February 2018, will require Council to either undertake environmental offset works, or pay an equivalent amount to the Biodiversity Conservation Trust Fund, for the loss of native vegetation. The final cost is not yet known, as it will depend on Council's area of impact, which is dependant on the final bridge location. Council officers are working with both proponents to minimise this impact, and will be working with the consultant undertaking the Review of Environmental Factors to develop strategies to minimise same.

Innovation Fund – Energy Efficiency Program

Lighting Upgrade:

The design and installation of new lighting at both the Council Depot and CentrePoint has been completed, with minor modifications being undertaken to ensure compliance with relevant regulations and standards. From early advice, staff have noted the improved lighting outcomes in their workplace, and Council looks forward to achieving a reduction in operational costs associated with the lower power consumption provided by this technology.

Solar Project:

The tender to deliver grid connected solar to the Blayney Shire Community Centre, Works Depot, Centrepoint Sport and Leisure Centre and Sewerage Treatment Plant has been undertaken and is subject to a separate report.

Parks and Recreation

In consultation with members of the Lyndhurst Village, Council has programmed works to address overland drainage issues at the Lyndhurst Recreation Ground. Council has back loaded gravel at the end of a day's shift on the Belubula Way rehabilitation project to site, and on ground works are programmed for the week commencing 12 March. Agreed funding has been made available from the Lyndhurst Village Enhancement Plan allocation and is being undertaken in conjunction with the site works associated with a new BBQ installation at the ground.

The proposed BBQ and associated shelter location has been determined and set out on site. Preparation of the slab will begin week commencing 12 March.

Land Development – 11 Frape Street

Following development approval Council has made payment of related developer contributions, sewer headwork charges, and telecommunications costs. At the time of writing Council was making arrangements to pay Central Tablelands Water for water related connection and headwork charges.

Council has installed new sewer junctions for the proposed lots.

Council has been advised by the service provider (NBNC) that telecommunications have been programmed for installation commencing early September.

Proposed Lot 1 currently has an overhead transmission line passing along the eastern boundary and Essential Energy requires it to be centred within a 10m wide easement. This easement would have presented a significant constraint upon the developable land area, and potentially impact saleability. It has been decided to relocate the transmission line underground to minimise its impact upon the lot. An underground line also only requires a 1m wide easement, significantly reducing the impact upon the proposed lot, and making the lot more saleable.

Fleet and Plant

Council has entered into an operational lease agreement with Crown Lift Trucks to replace an aging forklift. This results in this item of plant no longer being accounted for on Council's asset register, and includes all maintenance works required on the forklift. In this instance, leasing of this item of plant is a cost effective option for Council, and reduces the capital invested into plant.

Replacement of light fleet is approximately 80% complete, with a decision to progress with the procurement of 2 operational utilities on hold subject to the successful recruitment of temporary staff in accordance with the temporary structure.

Assets

The rewriting of all of Councils Asset Management Plans and Strategy is currently underway, with first drafts prepared for Sewer, Parks and Recreation, Buildings and Transportation which includes Stormwater, Roads, Bridges and Culverts, Footpaths, and Kerb and Gutter.

Assets staff recently completed inspections of the kerb and gutter assets, with inspections of stormwater assets progressing including improvement to location data and updating of relevant assets within the GIS.

Assets officers continue to provide support and coordination of the Buildings and other Structures asset class inspection by Australis Asset Services for the revaluation process.

Wastewater

The Magnesium Hydroxide Liquid (MHL) trial has been delayed due to equipment availability. The trial is expected to commence late March. The trial is to confirm the suitability of the MHL product to reduce the effects of septicity created by long detention times of the sewer in the rising main. The trial is expected to last up to 3 months at which time the outcomes of the trial will be considered and the next steps confirmed.

We are currently in the process of seeking a suitable consultant to assist in the review and update of our Strategic Business Plan (SBP) for our Sewerage Services. Compliance with NSW Office of Water Best Practice Guidelines recommends the SBP be reviewed yearly and updated every 8 years. The existing SBP, however, is currently out dated, mainly due to advances made in the sewer asset management and identification of future works. As we continue to improve this sector of Council business, it is prudent this document is updated to reflect the recent advances made. It is anticipated the update will take approximately 6 months to complete. The expected outcome is to produce a more relevant document to manage the Sewerage Services more efficiently into the future.

Risk/Policy/Legislation Considerations:

Information report only

Budget Implications:

Information report only

Enclosures (following report)

Nil

Attachments (separate document)

Nil

17) REPORT ON PARTICIPATION IN A REGIONAL PROCUREMENT PROCESS FOR SEWER REHABILITATION (PIPE RELINING)

Department: Infrastructure Services

Author: Water and Wastewater Manager

CSP Link: 4.2 Every village has access to water and sewerage services.

File No: GR.LR.2

Recommendation:

That Council agrees to participate in a regional contract for sewer rehabilitation (pipe relining) through the Centroc Water Utilities Alliance (CWUA).

Reason for Report:

This report seeks Council's resolve to participate in a regional procurement process for sewer rehabilitation (pipe relining) through the Centroc Water Utilities Alliance (CWUA).

Report:

Council participated in Centroc's regional contract for sewer rehabilitation (pipe relining) in 2013 and Council's continued support is requested for the next contract which is expected to commence on 1 July 2018. The following information provides more detail on the regional procurement of sewer rehabilitation (pipe relining).

The CWUA first decided to undertake a regional contract for sewer rehabilitation (pipe relining) in 2013 through grant funding under the Australian Governments Community Energy Efficiency Program (CEEP). The work under that contract was completed and the CWUA, of which Blayney Shire Council contributes to, has requested Centroc conduct a procurement process for members for a new contract to commence on 1 July 2018 for a period of 2 years (with the option of a 12-month extension).

The following table shows the interest received from Centroc member councils, indicating their estimated spend under the contract for a 2-year period.

| Council | Estimated spend over a 2-year contract |
|----------|--|
| Bathurst | \$200,000 |
| Blayney | \$200,000 |
| Cabonne | \$200,000 |
| Cowra | \$660,000 |
| CTW | N/A |

| | |
|---------------|-------------|
| Forbes | \$1,500,000 |
| Hilltops | TBA |
| Lachlan | \$400,000 |
| Lithgow | \$750,000 |
| Oberon | TBA |
| Orange | \$1,400,000 |
| Parkes | \$1,400,000 |
| Upper Lachlan | \$300,000 |
| Weddin | \$200,000 |
| TOTAL | \$7,210,000 |

At its meeting on 13 December, the CWUA resolved to undertake a regional procurement process for sewer rehabilitation (pipe relining). The Centroc Executive has subsequently approved a regional procure for sewer rehabilitation (pipe relining).

Should Council agree to participate in a regional contract, Centroc will put out an RFT (Request for Tender) and proceed to a contract.

Advice regarding service and pricing under a regional contract will be provided to members.

Benefits of a regional approach include:

- cost savings to members through bulk procurement;
- time saved by member Council staff through centralised coordination.
- income stream to Centroc from the Contractor with a view to reducing fees

Risk/Policy/Legislation Considerations:

Council will be required to comply with the conditions of the contract as set by Centroc.

Centroc manages the process including all costs of advertising and tender assessment and takes a Management Fee from the supplier to cover these costs which council is not responsible for. The Management Fee for this contract will be 1% which is based on the anticipated spend over the life of the contract.

Council has previously recommended to Centroc that the Centroc Contract Management Fee be replaced with an upfront Contract Management Fee that is determined by a transparent and accountable basis. Blayney Shire Council remains at odds with other member Council in Centroc in this regard at this point in time.

Budget Implications:

Council has identified \$200,000 for these works in the Long Term Financial Plan over the next 2 years. It is expected works will be identified and prioritised to meet this budget.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

18) MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD ON THURSDAY, 15 FEBRUARY 2018

Department: Infrastructure Services

Author: Director Infrastructure Services

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

File No: PR.ME.1

Recommendation:

1. That the minutes of the Blayney Shire Sports Council Meeting, held on Thursday 15 February 2018, be received and noted.
2. That subject to the minor amendments as discussed the Blayney Shire Sports Council – Terms of Reference be adopted.
3. That Sports Council support the:
 - Establishment of a King George Oval user group to develop plans for the renewal/upgrade of King George Oval.
 - Preparation of a Business Case for the renewal/upgrade of facilities at King George Oval for a future Sporting Facility Grant Application in accordance with the Sport and Recreation Master Plan.
4. That Sports Council support the establishment of a Dakers Oval user group to develop plans for the provision of new facilities at Dakers Oval in accordance with the Sport and Recreation Master Plan.

MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD ON THURSDAY 15 FEBRUARY 2018 AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 6.00pm.

PRESENT:

Cody Smith (Blayney Rugby Union), Grant Baker (Blayney Shire Council), Ryan Simmons (Blayney Rugby Union), Lorraine Dunkley (Lyndhurst Village Committee), Rodney Corbett (Blayney Junior Soccer), Adam Hornby (Blayney Senior Rugby League), Trevor Jones (Blayney Harness Club), Rosemary Reid (Blayney A&P Association), Michael Truloff (Millthorpe Public School/Millthorpe Junior Cricket/Redmond Oval Committee), Ian Tooke (BTA Development Coordinator), Bill Burdett (BTA Chair), Cr Scott Ferguson (Blayney Shire Council), Rebecca Scott (Blayney Senior Soccer), . Christine Smith (Heritage Country Schools PSSA), Laura Reid (Blayney Bears League Tag), Cr David Kingham (Blayney Shire Council), Cr John Newstead (Blayney Shire Council), Olivia Bird (Blayney Senior Rugby League), Jess McLean (Blayney League Tag), Karen Webster (Carcoar & District Pony Club).

APOLOGIES:

Cheryl Rutherford (Blayney Junior Tennis).

RECOMMENDED: That the apologies be accepted.

WELCOME

The Chair invited those present to introduce themselves.

COMMITTEE INDUCTION

Director Infrastructure Services undertook a Council Committee induction for those present. The induction included the Advisory Committee Operational Guidelines, Code of Conduct and Code of Meeting Practice.

By signing the Attendance List, members acknowledged their having completed the Council Committee induction.

CONFIRMATION OF PREVIOUS MINUTES - 16 NOVEMBER 2017 (AS CIRCULATED)

RECOMMENDED: That the minutes of the previous meeting held 16 November 2017 be accepted.

(Adam Hornby/John Newstead)

MATTERS ARISING FROM THE MINUTES

Bunker Shelters at King George Oval

Adam Hornby advised that Ian Reeks (ICR) has draft design plans for the Reserves Bunkers at King George Oval and will provide them to Council as soon as possible.

Defibrillators

Ian Tooke referred to applications submitted for three defibrillators but no further advice has been received yet.

Sports Awards

David Kingham, Adam Hornby, Rod Corbett and Lorraine Dunkley will meet to form a new committee and discuss the future of the Awards and Presentation Dinner.

DISCLOSURES OF INTEREST

Nil

TERMS OF REFERENCE

The Terms of Reference were reviewed by the Committee.

RECOMMENDED: That subject to the minor amendments as discussed the Blayney Shire Sports Council – Terms of Reference be adopted.

(Rosemary Reid/Trevor Jones)

EVENTS CALENDAR UPDATEFebruary

24th – 2 Games of Girls Tackle Rugby League, Trial Game between Bears and Manildra and the Bears Season Launch.

25th – Junior Golf Championship.

March

3rd – Blayney Show.

4th – Newcrest/Orange Challenge Cycle Event.

11th – Zone 3 Jumping Carnival hosted by Carcoar Pony Club at Showground.

17th – U18s League Knockout.

24th – Bears Rugby League trial against Belrose.

25th – Group 10 Junior League Tag Rep Side Selections.

April

Blayney Golf Club Championships.

Competitive Junior Soccer commences.

22nd – B2B.

May

Non-Competitive Junior Soccer commences.

November

Blayney Golf Club Open Day.

GRANT FUNDING UPDATE

Grant funding update be noted.

PROJECT UPDATES

Project updates be noted.

Blayney Shire Sport and Recreation Master PlanKing George Oval

RECOMMENDED: That Sports Council support the:

- Establishment of a King George Oval user group to develop plans for the renewal/upgrade of King George Oval.
- Preparation of a Business Case for the renewal/upgrade of facilities at King George Oval for a future Sporting Facility Grant Application in accordance with the Sport and Recreation Master Plan.

(Adam Hornby/Chris Smith)

The question was asked in regards to the upgrade of Dakers Oval. Director Infrastructure Services advised that the Napier Oval Stage 2 upgrade as recommended at the previous Sports Council meeting, will cover some of the needs of Dakers Oval, and address a number of issues associated with the shared usage of Blayney Showgorund.

Dakers Oval

RECOMMENDED: That Sports Council support the establishment of a Dakers Oval user group to develop plans for the provision of new facilities at Dakers Oval in accordance with the Sport and Recreation Master Plan.

(Trevor Jones/Lorraine Dunkley)

GENERAL BUSINESS

Active Recreation and Real Insurance Equipment Grant

Blayney Town Association Development Coordinator discussed funding opportunity and agreement made on installing in strategic locations around Shared Pathway network.

Lorraine Dunkley will look into Women in Sport Grants.

Blayney Showground

Rebecca Scott reminded everyone that there are no change rooms for players or referees at the Showground and that very little had been done at the Showground for the Soccer since they were moved there.

Blayney Junior Soccer Club

Rod Corbett was contacted by Council in regards to the goal posts at the showground being replaced. 3 pairs (2 at Blayney Showground and 1 at Napier Oval). They needed replacing and the Soccer Clubs were to replace them. This was seen as unfair that the soccer club had to do this.

ACTION: Blayney Shire Council to look into replacement costs.

Contact Details Updated

Contact details for existing and new members were up dated.

NEXT MEETING

Thursday 17 May 2018 at 6:00pm.

Lorraine Dunkley will be an apology for May 2018 meeting.

Meeting Closed 6:50pm.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

19) MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD FRIDAY, 16 FEBRUARY 2018

Department: Infrastructure Services

Author: Manager Infrastructure

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

File No: TT.ME.1

Recommendation:

1. That the minutes of the Blayney Traffic Committee, held on Friday 16 February 2018, be received and noted.
2. That in principle support be given to event organisers for Anzac Day 2018. Council to liaise with event organisers RSL/Anzac Day Committees in Blayney, Millthorpe, Mandurama and Neville re: target hardening and ensure updated Traffic Control Plans are adequate and consider physical barriers. Council to advise RSL/Anzac Day organisers to liaise with local RFS brigades to provide any additional vehicles as barriers for target hardening. Council to ensure road closures are advertised.
3. That in principle support be given to the Newcrest Orange Challenge 2018 to be held Sunday, 4 March 2018 subject to:
 - a) Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.
 - b) Approval is to be obtained from the Roads and Maritime Services Regional Special Events.
 - c) Appropriate approval is to be obtained from NSW Police.
 - d) Escort vehicles to be leading and following the participants at all times.
 - e) Council is to be provided with a copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's interests, with the date and location of the event.
 - f) The Event Organiser is to notify all Emergency Services of the event including Blayney Hospital.
 - g) The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
 - h) The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (Version 3.4), 2 August 2006, for a class 2 event.
 - i) The Event Organiser is to comply with the requirements of the "Guide for Bicycle Road Races" NSW 1 January 2004.
 - j) Approval is to be obtained from Cabonne and Orange Council's.
 - k) Advice is to be provided to RMS through the Traffic Management Plan (TMP) of alternate routes.

- l) A formally nominated Controller/Liaison person for start of all events, shall be located at a designated place at all times.
4. That Council to install a centre line on Hawke Street, and relocate “Give Way” sign on Hawke Street closer to Victoria Street (between 5 & 7 Victoria Street residences).
5. That Council:
 - 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.
 - Reinstate kerb and gutter on Park Street adjacent Commercial Hotel.
 - Develop concept design concept design including improved kerb alignments on blisters, and suitable pedestrian ramps and report back to future Traffic Committee meeting.
 - Replacing stop sign ‘C’ size and move location forward closer to Park Street and ‘gatewayed’ on both sides of Victoria Street.
 - Update and relocate directional signage (on southern side of Victoria Street) to the north side of Victoria Street, as this is currently cluttered, and
 - Relocate bin on Park Street outside Post Office.
 - 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.
6. That Council investigate potential design options for the intersection at Forest Reefs and report back to a future Traffic Committee meeting.
7. The LTC recommends that Council write to the Carcoar Australia Day Event organisers and request a debrief to discuss:
 - Use of authorized Traffic Controllers / Parking Marshalls.
 - Crowd Control around the Stage Coach and
 - Development of a Traffic Management Plan, including a Risk plan.
8. That Council to do an assessment of Browns Creek Road Intersection with Millthorpe Road for appropriate signage taking into consideration the changing of a give way signage to stop signage. RMS to provide Council with a “sight triangle” scale for the assessment.
9. Council to work with Lee Hostel to install appropriate signage.

**MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING
HELD ON FRIDAY 16 FEBRUARY 2018 IN THE COMMUNITY CENTRE**

Meeting commenced at 9:30am.

PRESENT - On-Site Inspection: Millthorpe

Peter Foran (NSW Police), Geoff Paton (Blayney Shire Council), Reg Rendall (Paul Toole Representative), Cr Bruce Reynolds (Blayney Shire Council), Nikki Smith (Blayney Shire Council).

PRESENT – Meeting Resumed at Blayney Shire Council Depot

Peter Foran (NSW Police), Jackie Barry (Roads & Maritime Services), Geoff Paton (Blayney Shire Council), Ross Wilkinson (Blayney Shire Council), Reg

Rendall (Paul Toole Representative), Cr Bruce Reynolds (Blayney Shire Council), Nikki Smith (Blayney Shire Council).

APOLOGIES

Iris Dorsett (Tablelands Area Road Safety).

DECLARATION OF INTEREST

Nil

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held on Friday, 15 December 2017 be confirmed to be a true and accurate record of that meeting.

(Reg Rendall /Jackie Barry)

CORRESPONDENCE

20180216:01 - Anzac Day – Wednesday, 25 April 2018

RECOMMENDATION: That in principle support be given to event organisers for Anzac Day 2018. Council to liaise with event organisers RSL/Anzac Day Committees in Blayney, Millthorpe, Mandurama and Neville re: target hardening and ensure updated Traffic Control Plans are adequate and consider physical barriers. Council to advise RSL/Anzac Day organisers to liaise with local RFS brigades to provide any additional vehicles as barriers for target hardening. Council to ensure road closures are advertised.

(Peter Foran /Cr Bruce Reynolds)

20180216:02 - Newcrest Orange Challenge – 4 March 2018

Peter Foran advised that this is a Class 2 event and is currently with Commissioner of NSW Police awaiting approval.

Letter to include request that:

- Future Newcrest Orange Challenge event information to be provided to Council and associated authorities 4 months prior the event.
- Council suggests Newcrest Orange Challenge organise a debrief with Council's involved after the event.

RECOMMENDED: That in principle support be given to the Newcrest Orange Challenge 2018 to be held Sunday, 4 March 2018 subject to:

- m) Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.
- n) Approval is to be obtained from the Roads and Maritime Services Regional Special Events.
- o) Appropriate approval is to be obtained from NSW Police.
- p) Escort vehicles to be leading and following the participants at all times.
- q) Council is to be provided with a copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's interests, with the date and location of the event.
- r) The Event Organiser is to notify all Emergency Services of the event including Blayney Hospital.

- s) The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
- t) The Event Organiser is to comply with the requirements of the “Guide to Traffic and Transport Management for Special Events” (Version 3.4), 2 August 2006, for a class 2 event.
- u) The Event Organiser is to comply with the requirements of the “Guide for Bicycle Road Races” NSW 1 January 2004.
- v) Approval is to be obtained from Cabonne and Orange Council’s.
- w) Advice is to be provided to RMS through the Traffic Management Plan (TMP) of alternate routes.
- x) A formally nominated Controller/Liaison person for start of all events, shall be located at a designated place at all times.

(Peter Foran /Reg Rendall)

Traffic Issues Millthorpe NSW - MVC

20181602:03 - Intersection Elliott / Victoria / Hawke Streets, Millthorpe & Railway Underpass Pedestrian Access Unsafe

RECOMMENDATION: That Council to install a centre line on Hawke Street, and relocate “Give Way” sign on Hawke Street closer to Victoria Street (between 5 & 7 Victoria Street residences).

(Reg Rendall/Peter Foran)

20181602:04 - Intersection Park & Victoria Streets, Millthorpe

RECOMMENDATION: That Council:

- 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.
- Reinstate kerb and gutter on Park Street adjacent Commercial Hotel.
- Develop concept design including improved kerb alignments on blisters, and suitable pedestrian ramps and report back to future Traffic Committee meeting.
- Replacing stop sign ‘C’ size and move location forward closer to Park Street and ‘gatewayed’ on both sides of Victoria Street.
- Update and relocate directional signage (on southern side of Victoria Street) to the north side of Victoria Street, as this is currently cluttered, and
- Relocate bin on Park Street outside Post Office.
 - 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.

(Peter Foran/Reg Rendall)

Note: Council to send Traffic Data from Park Street, Millthorpe to RMS.

Note: Road Safety Officer, Iris Dorsett to provide educational campaign in regards to continuity lines on Victoria Street entering into Park Street, Millthorpe.

Note: Council to advise LTC of any changes in speed on Vittoria Road / Victoria Street.

20181602:05 - Forest Reefs – Intersection Options

RECOMMENDATION: That Council investigate potential design options for the intersection at Forest Reefs and report back to a future Traffic Committee meeting.

(Reg Rendall/Jackie Barry)

20161602:06 - Carcoar Australia Day – TCP Review

It was observed that persons directing traffic at Carcoar Australia Day Event appeared not to be wearing high visibility clothing and therefore hard for motorists to identify.

Stage Coach had no crowd control.

RECOMMENDATION: The LTC recommends that Council write to the Carcoar Australia Day Event organisers and request a debrief to discuss:

- Use of authorized Traffic Controllers / Parking Marshalls.
- Crowd Control around the Stage Coach and
- Development of a Traffic Management Plan, including a Risk plan.

(Peter Foran/Reg Rendall)

Note: Invite to Events Information Night.

20181602:07 - Browns Creek Road Intersection with Millthorpe Road – Stop Sign

RECOMMENDATION: That Council to do an assessment of Browns Creek Road Intersection with Millthorpe Road for appropriate signage taking into consideration the changing of a give way signage to stop signage. RMS to provide Council with a “sight triangle” scale for the assessment.

(Peter Foran/Jackie Barry)

This item was moved in to the agenda

20181602:08 - Lee Hostel – Signage

RECOMMENDATION: Council to work with Lee Hostel to install appropriate signage.

(Jackie Barry/Bruce Reynolds)

GENERAL BUSINESS**20181602:09 - Naylor Street – Speed**

ACTION: Council to respond to proponent advising that Council have advised Police of speeding issues and police have made patrols of the area and will continue to monitor. The LTC does not support the use of speed humps.

INFORMAL MATTERS**20180216:10 – Monthly Road Safety Reports – October 2017.**

Reports noted.

OUTCOME: Road Safety Officer, Iris Dorsett to provide an education campaign on motorbike riders within Blayney Shire.

20180216:11 – Chifley Local Area Command – Serious/Fatal Motor Vehicle Accidents Reports – September 2017, January 2018.

Reports noted.

FUTURE MEETING DATES - 2018

- Friday, 20 April 2018
- Friday, 15 June 2018
- Friday, 17 August 2018
- Friday, 19 October 2018
- Friday, 21 December 2018

MEETING CLOSED

The meeting closed at 2:15pm.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

20) GRID CONNECTED SOLAR PV TENDER REPORT

Department: Infrastructure Services

Author: Water and Wastewater Manager

CSP Link: 1.5 Sustainable water, energy and transport sectors to support future growth.

File No: PM.TN.18

Recommendation:

To be provided.

Reason for Report:

Council's approval is required to enter into a contract for the Grid Connected Solar PV Project, Tender No. 02-2018.

At the time of writing, Tenders were being opened and the assessment process only just commenced. In order for proper due diligence and transparency, a recommendation will be provided along with assessment summary for Council prior to the Council Meeting.

Report:

As Councillors are aware, Council was successful in obtaining funding through the NSW Office of Local Government (OLG) Innovations Fund program to undertake energy efficiency projects. The projects assigned under this funding include; lighting upgrades, to more energy efficient lighting and this project, Grid Connected Solar PV systems for on-site generation of electricity.

Council conducted a tendering process in accordance with the Local Government (General) Regulation 2005 for the design and construction of 4 grid connected solar PV systems. The intention of the tendering process was to select a Contractor who could demonstrate capabilities in innovation to deliver this type of project, with attention drawn to value for money.

The tendering process included development of technical documents to inform potential contractors of the expected outcomes and deliverables of the project. The budget for the project was identified to the Contractors in the tender documents. It was the role of the Contractor to be innovative and creative about the design of each system to provide the most kilowatts (kW) across all sites. Project quality objectives for specific equipment required for this project also formed a component of the deliverables under this contract.

A mandatory site meeting was conducted to allow Contractors to familiarise themselves with each location and its constraints.

Tenderers were provided 3 weeks to undertake preliminary designs and costings and submit their responses to the on-line tender box or hand delivered at the Council offices.

Tender Assessment

Assessment criteria has been established in order to evaluate each submission on how it achieves value for money of the project. Weightings were applied to each criterion as outlined in the following table.

| Requirement | Weighting (%) |
|---------------------|----------------------|
| Size of System | 55% |
| Quality of system | 20% |
| Supplier Capability | 15% |
| Delivery Schedule | 10% |

Contractor pricing of a project usually forms a larger component of the assessment criteria weighting, however, on this occasion as the budget was set and identified in the tender documentation, pricing will not form a component of this assessment.

Size of the system has been identified as the highest weighted criteria. It was considered a contractor who can provide the largest amount of generation capacity, with consideration of the other deliverables, would provide a better return on investment for Council.

Consideration of the life cycle, production and innovation of the systems will also be an influence in the sizing assessment, as this provides evidence of the contractors design capabilities.

A final recommendation on the assessment and selection of a preferred contractor for the Grid Connected Solar PV Project will be provided as a late, Confidential report.

Risk/Policy/Legislation Considerations:

The Local Government (General) Regulation 2005 and Council's Procurement Policy was considered in relation to tendering and procurement of this project.

Budget Implications:

This project is being funded by the OLG Innovations Fund and \$75K Capital Expenditure from Sewer Fund.

Enclosures (following report)

Nil

Attachments (separate document)

Nil