



10 August 2022

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, 15 August 2022 at 6.00pm for consideration of the following business -

- (1) Livestreaming Video and Audio Check
- (2) Acknowledgement of Country
- (3) Recording of Meeting Statement
- (4) Apologies for non-attendance
- (5) Disclosures of Interest
- (6) Public Forum
- (7) Mayoral Minute
- (8) Confirmation of Minutes - Ordinary Council Meeting held on 18.07.22
- (9) Matters arising from Minutes
- (10) Reports of Staff
  - (a) Executive Services
  - (b) Corporate Services
  - (c) Infrastructure Services
  - (d) Planning and Environmental Services
- (11) Delegates Reports
- (12) Closed Meeting

Yours faithfully

Ross Earl  
**Interim General Manager**

## Meeting Calendar 2022

### August

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
6.00pm	15 August 2022	Council Meeting	Community Centre
12.00pm	18 August 2022	Central NSW Business HQ Board Meeting	Orange
9.00am	23 August 2022	Audit Risk and Improvement Committee Meeting	Blayney
8.30am	24 August 2022	Orange360 Board Meeting	Orange
10.30am	24 August 2022	Central Tablelands Water Meeting	Blayney
9.00am	25 August 2022	Central NSW Joint Organisation Conference	Orange
6.00pm	29 August 2022	Extraordinary Council Meeting	Community Centre
5.00pm	30 August 2022	Financial Assistance Committee Meeting	Community Centre

### September

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
6.00pm	19 September 2022	Council Meeting	Community Centre
6.30pm	22 September 2022	Central NSW Business HQ Board Meeting	TBC
8.30am	28 September 2022	Orange360 Board Meeting	Orange

### October

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
10.00am	7 October 2022	Traffic Committee Meeting	Community Centre
10.30am	12 October 2022	Central Tablelands Water Meeting	Grenfell
9.00am	13 October 2022	Central NSW JO Round Table Meeting with State Ministers	Sydney
6.00pm	17 October 2022	Council Meeting	Community Centre
12.00pm	20 October 2022	Central NSW Business HG Board Meeting	Orange
9.00am	23-25 October 2022	Local Government NSW Annual Conference	Hunter Valley
8.30am	26 October 2022	Orange360 Board Meeting	Orange

**INDEX OF REPORTS OF THE BLAYNEY SHIRE COUNCIL MEETING**  
**HELD ON MONDAY 15 AUGUST 2022**

<b>MAYORAL MINUTE .....</b>	<b>5</b>
01) Mayoral Minute - Appointment of General Manager .....	5
02) Mayoral Minute - Accounting Treatment of Rural Fire Service (Red Fleet) Assets.....	7
<b>CONFIRMATION OF MINUTES.....</b>	<b>10</b>
03) Minutes of the Previous Council Meeting held 18 July 2022 .....	10
<b>EXECUTIVE SERVICES .....</b>	<b>16</b>
04) Application for Leave of Absence .....	16
05) Code of Meeting Practice .....	17
06) LGNSW Annual Conference 2022.....	19
07) Tourism Development Program Applications .....	21
<b>CORPORATE SERVICES.....</b>	<b>23</b>
08) Report of Council Investments As At 31 July 2022.....	23
09) Adoption of Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy .....	28
10) Review of Council Policies .....	30
11) Review of Agency Information Guide .....	33
12) Six Monthly Delivery Plan Review - June 2022 .....	49
13) Nominations for Disability Inclusion Working Group.....	62
<b>INFRASTRUCTURE SERVICES.....</b>	<b>64</b>
14) Director Infrastructure Services Monthly Report.....	64
15) Fixing Country Bridges Program - Round 2A .....	68
16) Millthorpe Village Centre Masterplan.....	70
17) Minutes of the Traffic Committee Meeting held 5 August 2022 .....	79

## **LIVE STREAMING OF COUNCIL MEETINGS**

In accordance with the Blayney Shire Council Code of Meeting Practice, this meeting will be recorded for the purpose of the live streaming function via our YouTube channel. The audio and visual live stream and recording, will allow members of the public to view proceedings via the Internet without the need to attend Council meetings. The objective of this service is to eliminate geographic and other access barriers for the community wishing to learn more about Council's decision making processes.

By speaking at the Council Meeting you agree to be livestreamed and recorded. Please ensure that if and when you speak at this Council Meeting that you ensure you are respectful to others and use appropriate language at all times.

Whilst Council will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to the availability or quality of the internet connection, device failure or malfunction, unavailability of YouTube or power outages.

Live streams and archived recordings are a free public service and are not an official record of Council meetings. Recordings will be made of all Council meetings (excluding confidential items) and published to YouTube the day after the meeting. For a copy of the official public record, please refer to Council's Business Papers and Minutes page on Council's website.

Council does not accept any responsibility for any verbal comments made during Council meetings which may be inaccurate, incorrect, defamatory, or contrary to law and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.

Live streaming is primarily set up to capture the proceedings of the Council meeting and members of the public attending a Council meeting need to be aware they may be recorded as part of the proceedings.

**01) MAYORAL MINUTE - APPOINTMENT OF GENERAL MANAGER**

**Author:** Councillor Ferguson Scott Ferguson

**File No:** GO.CN.4

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**Recommendation:**

1. That Council confirm the appointment of Mark Dicker as General Manager of Blayney Shire Council and that his appointment as General Manager be for period of five (5) years commencing Tuesday 16 August 2022.
2. That the seal of Council be affixed to the contract of employment between Mark Dicker and Blayney Shire Council.
3. That Council delegate to Mark Dicker pursuant to section 377 of the Local Government Act all the powers and delegations to the General Manager of Blayney Shire Council, as defined in Delegations Register of Blayney Shire Council, with such delegations to be effective from Tuesday 16 August 2022 and will remain until otherwise revoked or amended by a resolution of Council.

**Report:**

The purpose of this report is to record the appointment of Mark Dicker the new General Manager of Blayney Shire Council.

Following the resignation of Rebecca Ryan as General Manager of Blayney Shire, Council engaged Local Government Management Solutions (LGMS) to facilitate the recruitment process with Christian Morris the responsible Consultant.

Following advertising, shortlisting and interviews held on 18 July 2022 by the whole Council the preferred candidate was Mr Mark Dicker who is currently the Director Planning and Environment Services at Blayney Shire who was offered the role of General Manager of Blayney Shire.

In accordance with the recommendation of Council, together with Christian Morris I undertook the contact negotiations with Mr Dicker and confirm that following those discussions and negotiations Mr Dicker accepted the role and will commence in the role on Tuesday 16 August 2022 for a five (5) period.

As previously resolved, Blayney Shire Council and Mr Dicker will enter into the Standard Contract for the Employment of General Managers for Local Government Councils in New South Wales as developed by the Office of Local Government.

Council need to delegate by resolution, to Mark Dicker the delegations to the General Manager of Blayney Shire as detailed in Councils Delegations Register to enable Mr Mark Dicker to effectively and efficiently carry out his duties as General Manager of Blayney Shire Council.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**02) MAYORAL MINUTE - ACCOUNTING TREATMENT OF RURAL FIRE SERVICE (RED FLEET) ASSETS****Author:** Councillor Ferguson Scott Ferguson**File No:** ES.SP.1**Recommendation:**

That:

1. Council writes to the local State Member Hon. Paul Toole MP, the Treasurer the Hon Matt Kean MP, Minister for Emergency Services and Resilience the Hon Stephanie Cook MP and the Minister for Local Government Wendy Tuckerman MP:
  - a. Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
  - b. Advising of the impact of the Government's position on Council finances of this accounting treatment;
  - c. Informing that Council will not carry out RFS assets stocktakes on behalf of the NSW Government and will not record RFS assets in Blayney Shire Council's financial statements;
  - d. Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is vested in, under the control of and the property of the RFS; and
  - e. Amending s119 of the *Rural Fires Act 1997* so that the effect is to make it clear that RFS assets are not the property of councils.
2. Council writes to the Shadow Treasurer Daniel Mookhey MLC, the Shadow Minister for Emergency Services Jihad Dib MP, the Shadow Minister for Local Government Greg Warren MP, the Greens Spokesperson for Local Government Jamie Parker MP and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties Robert Borsak MLC, Emma Hurst MLC and Mark Latham MLC:
  - a. Advising Members of Blayney Shire Council's position, including providing copies of correspondence to NSW Government Ministers; and
  - b. Seeking Members' commitments to support NSW Councils' call to amend the *Rural Fires Act 1997* as set out in correspondence.
3. Blayney Shire Council writes to the Auditor General advising that notwithstanding any overtures of future qualified audits, it will not carry out RFS stocktakes on behalf of the NSW Government and will not record RFS assets in Blayney Shire Council's financial statements, noting that the State Government's own *Local Government Code of Accounting of Practice and Financial Reporting* provides for councils to determine whether or not they record the RFS assets as council assets.
4. Council promotes these messages via its digital and social media channels and via its networks.
5. Re-affirms its complete support of and commitment to local RFS brigades noting that Blayney Shire Council's action is entirely directed towards the

NSW Government's nonsensical position that rather than being owned and controlled by local brigades, RFS assets are somehow controlled by councils, which councils consider to be a cynical financial sleight of hand abdicating the NSW Government's responsibilities at the cost of local communities.

6. That Blayney Shire Council affirms its support to Local Government NSW (LGNSW) and requests LGNSW continue advocating on Council's behalf to get clarification finally from the State Government about the accounting treatment of RFS assets.

**Report:**

I am calling on Councillors to support the local government campaign on the financial accounting treatment of Rural Fire Service (RFS) mobile assets known as the 'Red Fleet'.

A long-standing dispute over the accounting treatment of the Red Fleet has come to a head with the Auditor-General's 2021 Report on Local Government on 22 June 2022. The Audit Report reemphasises the State Government determination that RFS assets are the "property" of councils and must be recorded in Council's financial statements with Council required to therefore absorb all depreciation costs.

The *Audit Office Local Government Report* has reinforced the notion that RFS mobile and other fire-fighting assets can somehow be deemed to be council assets and applies more pressure on councils and the Office of Local Government (OLG) to conform with this determination, even though councils do not have effective management or control of these assets.

Councils across the State and Local Government NSW (LGNSW) refute this determination. Councils do not have any say in the acquisition, deployment, or disposal of these assets. Comparable assets held by Fire & Rescue NSW (FRNSW) and the State Emergency Service (SES) are not vested anywhere other than with the organisations that purchase, use, maintain and dispose of them.

Councils and LGNSW have also raised concerns that the requirement breaches Australian Accounting Standards. The State Government's own *Local Government Code of Accounting Practice and Financial Reporting* provides for councils to determine whether to record RFS assets on their books as council assets. This position has been confirmed by the Secretary of the Department of Planning and Environment in his letter to the Auditor-General dated 7 June 2022, presented in Appendix 1 on page 47 of the 2021 Local Government Audit Report.

Council notes advice from LGNSW that many councils are refusing to comply with the Auditor General's instructions. Councils remained firm in 2021, resisting pressure to record RFS assets with the majority (68), choosing not to record the RFS mobile assets in accordance with the *Local Government Code of Accounting Practice*. This was the same number of councils as in 2020. LGNSW is encouraging councils to continue resisting pressure from the Audit



Office and make their own determinations notwithstanding overtures that ongoing non-compliance with the Auditor General's instructions may result in future qualified financial reports.

The latest Audit Report has made further impositions on Blayney Shire Council by:

- recommending Council undertakes a stocktake of RFS assets and records the value in Council's financial statements;
- warning that if Council does not recognise the assets, it will be found non-compliant and will have a high risk finding reported; and
- calling on the NSW Department of Planning and Environment (OLG) to intervene where councils do not recognise rural firefighting equipment.

The Government's blanket determination is not only nonsensical, but also inconsistent with the treatment of the comparable assets of other emergency service agencies such as Fire & Rescue NSW (FRNSW) and the State Emergency Service (SES). There is no rational reason for maintaining this anomaly.

LGNSW has been advocating this position on councils' behalf and has written to the NSW Treasurer the Hon. Matt Kean MP, Minister for Emergency Services, the Hon. Steph Cooke MP, Minister for Local Government the Hon. Wendy Tuckerman MP and the Auditor-General, Ms Margaret Crawford to express the local government sector's strong objection to the NSW Government's determination, applied by the Auditor-General, that RFS assets are the property of councils for accounting purposes and amend the *Rural Fires Act 1997*.

LGNSW has advised it will continue its advocacy efforts on councils' behalf and is asking all affected councils in NSW to consider adopting a resolution advising the Audit Office that Council will not carry out the RFS stocktakes on behalf of the NSW Government and will not record RFS assets on Council's financial statements.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**03) MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 18 JULY 2022****Department:** Executive Services**Author:** Interim General Manager**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GO.ME.3**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 18 July 2022, being minute numbers 2207/001 to 2207/020 be confirmed.

**MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 18 JULY 2022, COMMENCING AT 6.00PM**

Present: Crs S Ferguson (Mayor), A Ewin, C Gosewisch, J Newstead, M Pryse Jones, B Reynolds and D Somerville (Deputy Mayor)

Interim General Manager (Mr R Earl), Director Corporate Services (Mr A Franze), Director Infrastructure Services (Mr G Baker), Director Planning & Environmental Services (Mr M Dicker) and Executive Assistant to the General Manager (Mrs L Ferson)

**ACKNOWLEDGEMENT OF COUNTRY****RECORDING OF MEETING STATEMENT****DISCLOSURES OF INTEREST**

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

<b>Councillor /Staff</b>	<b>Interest</b>	<b>Item</b>	<b>Pg</b>	<b>Report</b>	<b>Reason</b>
Mark Dicker	Pecuniary	17	109	Lease of Part 97 Adelaide Street	Wife is Director of Ironbark Espresso Pty Ltd who is seeking a lease extension to part of 97 Adelaide Street, Blayney

**CONFIRMATION OF MINUTES****MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 27 JUNE 2022****2207/001 RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 27

June 2022, being minute numbers 2206/001 to 2206/027 be confirmed.

(Newstead/Gosewisch)  
**CARRIED**

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

Cr Reynolds expressed his disappointment that his concerns regarding the Operational Plan, Delivery Plan and Long Term Financial Plan weren't noted and that he has no response to these concerns.

### **EXECUTIVE SERVICES REPORTS**

#### **COUNCIL RESOLUTION REPORT**

**2207/002 RESOLVED:**

That Council notes the Resolution Report to June 2022.

(Ewin/Somerville)  
**CARRIED**

#### **RISK, WORK HEALTH AND SAFETY QUARTERLY REPORT**

**2207/003 RESOLVED:**

That Council receive and note the Risk, Work Health and Safety Report for the quarter 1 April 2022 to 30 June 2022.

(Pryse Jones/Reynolds)  
**CARRIED**

#### **TOURISM DEVELOPMENT PROGRAM REVISIONS**

**2207/004 RESOLVED:**

That Council approve the revisions of the Tourism Development Program Guidelines.

(Pryse Jones/Newstead)  
**CARRIED**

### **CORPORATE SERVICES REPORTS**

#### **REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2022**

**2207/005 RESOLVED:**

1. That the report indicating Council's investment position as at 30 June 2022 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

(Reynolds/Somerville)  
**CARRIED**

#### **INFORMATION TECHNOLOGY QUARTERLY REPORT**

**2207/006 RESOLVED:**

That Council receive and note the Information Technology report for the April to June 2022 quarter.

(Somerville/Ewin)  
**CARRIED**

- 2207/007**      **QUARTERLY REPORT ON SOLAR SYSTEM ANALYTICS**  
**RESOLVED:**  
That Council receive and note the Solar System Analytics report for the April to June 2022 quarter.  

(Reynolds/Ewin)  
**CARRIED**

- 2207/008**      **COMPLIANCE AND REPORTING ACTIVITIES**  
**RESOLVED:**  
That the report on Compliance and Reporting Activities for the six month period to June 2022 be received.  

(Gosewisch/Ewin)  
**CARRIED**

- 2207/009**      **MINUTES OF THE AUDIT, RISK AND IMPROVEMENT**  
**COMMITTEE MEETING HELD 18 MAY 2022**  
**RESOLVED:**  
That Council;  
  1. Receive the Minutes of the Audit Risk and Improvement Committee meeting held 18 May 2022.
  2. Endorse the appointment of Donna Rygate as Chairperson of the Audit, Risk and Improvement Committee.
  3. Endorse the Audit, Risk and Improvement Committee Charter noting a large scale review to be undertaken on release of the Internal Audit and Risk Framework by the Office of Local Government.
  4. Endorse the Internal Audit Charter noting a large scale review to be undertaken on release of the Internal Audit and Risk Framework by the Office of Local Government.

(Somerville/Pryse Jones)  
**CARRIED**

## **INFRASTRUCTURE SERVICES REPORTS**

- 2207/010**      **DIRECTOR INFRASTRUCTURE SERVICES MONTHLY**  
**REPORT**  
**RESOLVED:**  
That the Director Infrastructure Services Monthly Report for July 2022 be received and noted.  

(Newstead/Reynolds)  
**CARRIED**

- 2207/011**      **PROPOSED ROAD CLOSURE - MID WESTERN HIGHWAY**  
**RESOLVED:**  
  1. That Council endorse the closure of the “old” road alignment, alongside the frontage of 3399 Mid-Western Highway, Kings Plains, in accordance with s.38 Roads Act 1993, subject to the applicant funding Council’s road closure application fee, and all associated survey, and legal costs.
  2. That a further report be presented to Council to consider any

submissions lodged during the notification period and make a decision on approval for the proposal.

(Newstead/Somerville)

**CARRIED**

**2207/012**      **BLAYNEY MAINSTREET MASTERPLAN**

**RESOLVED:**

That Council

1. adopt the Blayney Main Street Masterplan Concept,
2. commence preparation of detailed designs and pricing, and,
3. seek funding to implement the projects.

(Gosewisch/Pryse Jones)

**CARRIED**

**2207/013**      **CNSWJO - REGIONAL CONTRACT FOR SUPPLY AND DELIVERY OF BULK FUEL**

**RESOLVED:**

That Council accept and sign contracts with the following providers for the supply and delivery of bulk fuel:-

- Lowes Petroleum,
- Oilspus Holdings Australia Australia,
- Onsite Fuel Rural – Xpress Group, and
- Park

(Newstead/Reynolds)

**CARRIED**

**2207/014**      **BLAYNEY SHIRE ROADS STRATEGY**

**RESOLVED:**

1. That Council adopt the Blayney Shire Roads Strategy 2022.
2. That Council review the Blayney Shire Roads Strategy 2022 and its application as part of the adoption of the Operational Plan 2023/24.

(Somerville/Ewin)

**CARRIED**

**2207/015**      **IPWEA ROADS CONGRESS - CONGRESS COMMUNIQUE**

**RESOLVED:**

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

(Reynolds/Gosewisch)

**CARRIED**

**PLANNING AND ENVIRONMENTAL SERVICES REPORTS**

**2207/016**      **DEVELOPMENT ASSESSMENT QUARTERLY REPORT**

**RESOLVED:**

That the development assessment quarterly report be received and noted.

(Newstead/Pryse Jones)

**CARRIED****CLOSED MEETING****2207/017 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 PART 97 ADELAIDE STREET**

*This matter is considered to be confidential under Section 10A(2) (e) of the Local Government Act, as it deals with information that would, if disclosed, prejudice the maintenance of law.*

**RECRUITMENT OF GENERAL MANAGER**

*This matter is considered to be confidential under Section 10A(2) (a) of the Local Government Act, as it deals with personnel matters concerning particular individuals.*

(Somerville/Gosewisch)

**CARRIED**

Mark Dicker, having declared an interest, left the meeting.

**CONFIDENTIAL MEETING REPORTS****2207/018****LEASE OF PART 97 ADELAIDE STREET****RESOLVED:**

1. That the report on the lease of Part 97 Adelaide Street, Blayney (Lot 25 Section 14 DP 758121) be received.
2. That Council endorse execution of a 5 x 5 lease extension to existing lease of Part 97 Adelaide Street, Blayney (Lot 25 Section 14 DP 758121) to Ironbark Espresso Pty Ltd by the Mayor and General Manager.

(Newstead/Pryse Jones)

**CARRIED**

The Mayor asked that all staff, with the exception of the Interim General Manager and Executive Assistant, leave the Chambers for the consideration of Item 18 being the Recruitment of the General Manager and to re-join the meeting following Council's consideration of this matter.

**2207/019****RECRUITMENT OF GENERAL MANAGER****RESOLVED:**

1. That Council accepts the recommendation of the selection Committee and that the preferred candidate as recommended be offered the position of General Manager for Blayney Shire Council subject to the successful negotiations of contractual conditions.
2. That the negotiations be undertaken by the Mayor and Christian Morris of Local Government Management Solutions

(LGMS) with the total remuneration package to be within the parameters as advised by LGMS and agreed upon by the Council.

3. That the contract be for a five (5) year period and the contract document be the standard Contract for the Employment of General Managers for Local Government as developed by the Office of Local Government.
4. That Council approve the affixing of the seal of Council to the contract of employment.
5. That the name of the successful candidate remains confidential and no public announcement be made until the candidate has signed the contract.
6. That the Mayor advises the staff and issues a press release in relation to the appointment once the signed contract has been received.

(Ferguson/Gosewisch)

**CARRIED**

**2207/020 RESOLVED:**

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

(Gosewisch/Pryse Jones)

**CARRIED**

Grant Baker and Anton Franze returned to the meeting.

**AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR ANNOUNCED THE OUTCOMES OF RESOLUTION NUMBERS 2207/018 AND 2207/019.**

The Mayor acknowledged the valuable contribution the Director Infrastructure Services, Grant Baker, has made to Blayney Shire over his past 14 years of service with Council and congratulated him on his new position as General Manager of Bland Shire Council.

There being no further business, the meeting concluded at 7.26pm.

The Minute Numbers 2207/001 to 2207/020 were confirmed on 15 August 2022 and are a full and accurate record of proceedings of the Ordinary Meeting held on 18 July 2022.

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Cr S Ferguson  
**MAYOR**

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Mr R Earl  
**INTERIM GENERAL MANAGER**

**04) APPLICATION FOR LEAVE OF ABSENCE**

**Department:** Executive Services

**Author:** Interim General Manager

**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance

**File No:** GO.CO.1

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**Recommendation:**

That Council approve the Leave of Absence application submitted by Councillor Somerville for the August 2022 Council meeting.

**Reason for Report:**

Councillor Somerville is seeking Council approval for a Leave of Absence, for the August 2022 Council meeting.

**Report:**

Councillor Somerville will be an apology for 15 August 2022 Council meeting and has submitted an application for this Leave of Absence.

**Risk/Policy/Legislation Considerations:**

This request is in accordance with clause 5.6 of Council's Code of Meeting Practice and s234(1)(d) of the Local Government Act (1993), whereby Council may grant leave prior to or at any of the meetings concerned.

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**05) CODE OF MEETING PRACTICE**

**Department:** Executive Services

**Author:** Director Corporate Services

**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance

**File No:** CO.PO.1

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**Recommendation:**

That the Code of Meeting Practice be adopted and included in Council's policy register.

**Reason for Report:**

For Council to adopt the Code of Meeting Practice following public exhibition of the model Code of Meeting Practice by the Office of Local Government.

**Report:**

Council at its meeting held 27 June 2022 resolved to place the Code of Meeting Practice on public exhibition.

Council must have a Code of Meeting Practice as per the sections 360 – 364 of the Local Government Act (1993). Council is required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

The objective of the Code of Meeting Practice is to provide a model for the convening and conduct of Council and Committee meetings. It establishes policy and guidelines for Council and promotes accountability to the community.

Council was required to publicly exhibit and invite submissions on the code for a period of not less than 42 days. The closing date for public exhibition was 8 August 2022 and no submissions were received.

A copy of the Code of Meeting Practice for adoption is provided as an attachment to this report.

**Risk/Policy/Legislation Considerations:**

Adoption of the Code of Meeting Practice will satisfy Council's obligations under the Local Government Act within the prescribed timeframe requirement from the Office of Local Government.

**Budget Implications:**

Costs associated with conduct of meetings are provided for in the Council Operational Plan.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

1 Code of Meeting Practice

54 Pages

**06) LGNSW ANNUAL CONFERENCE 2022**

**Department:** Executive Services

**Author:** Interim General Manager

**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance

**File No:** GR.ME.2

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**Recommendation:**

That Council:

1. Nominate the Mayor as voting delegate to the LGNSW Annual Conference 2022; and
2. Approves the registration and attendance of the Mayor, Deputy Mayor, Cr x and the General Manager as Blayney Shire Council Delegates to attend the LGNSW Conference in 2022.

**Reason for Report:**

To appoint the voting delegate for Blayney Shire Council for the Local Government NSW (LGNSW) Annual Conference 2022.

To seek Council approval for the registration and payment of expenses as per Council Policy for Council Delegates attending the LGNSW Annual Conference.

**Report:**

The LGNSW Annual Conference is being held at the Crown Plaza Hunter Valley, from Sunday 23 October to Tuesday 25 October 2022.

Councils must register the names of their delegates for voting during formal business sessions by 10 October 2022. Blayney Shire Council is entitled to 1 voting delegate, which has in the past been allocated to the Mayor.

Motions are required to be submitted online by Monday 29 August 2022. to allow printing and distribution of the Business Paper. The latest date motions can be accepted for inclusion in the Conference Business Paper is Sunday 25 September 2022.

**Risk/Policy/Legislation Considerations:**

Motions should be strategic, affect members statewide and introduce new or emerging policy issues and actions. The LGNSW Board will accept motions for inclusion in the Business Paper for the Conference only where they are consistent with the objects of the Association and relate to Local Government in NSW and/or across Australia.

The issue must concern or is likely to concern Local Government as a sector, seek to advance the Local Government policy agenda or the Association and/or improve governance of the association.

They must have a lawful purpose, be clearly worded and unambiguous in nature and cannot express preference for one or several members over one or several other members.

Should Councillors propose a motion it will require a title, adequate wording and background information with support evidences by a Council Resolution.

**Budget Implications:**

The 2022/23 budget includes an allocation for the Mayor, Deputy Mayor and General Manager to attend the LGNSW Conference.

As per Council's 'Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy' Council will meet the Registration, Accommodation, Travel and Car Parking costs for Council Delegates attending the LGNSW Conference as authorised by Council Resolution.

Any additional accommodation costs incurred as a result of the attendance of partners shall be borne by the Councillor or Delegate. Should a delegate be unable to attend once registered, a substitute delegate may attend in their place at no additional charge.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**07) TOURISM DEVELOPMENT PROGRAM APPLICATIONS****Department:** Executive Services**Author:** Manager Tourism and Communications**CSP Link:** 3. Diversify and Grow the Blayney Shire Local and Visitor Economy**File No:** GS.PG.1**Recommendation:**

That Council approves the following applications under the 2022/23 Tourism Development Program;

- a) \$1,000 to Rosebank (Gallery) for the Bakers Dozen Exhibition
- b) \$1,000 to Rosebank (Guesthouse) for a website upgrade
- c) \$1,000 to Blayney Botanicals for a Recovery Garden Project

**Reason for Report:**

For Council to consider and approve the applications seeking Council financial support under the Tourism Development Fund 2022/23.

**Report:****Rosebank (Gallery)**

Funding Requested \$1,000

The Bakers Dozen Exhibition is an exhibition hosted at Rosebank Gallery showcasing artists from the regional area with an opening night and workshops. The exhibition will run for just over 4 weeks from 14 October – 14 November 2022. The event will promote both Millthorpe and the Blayney Shire encouraging visitors to the region. Funding will go towards promotion including fliers, posters and catering for opening night. The total cost of the event is \$3,500 including in-kind gallery hire from Rosebank.

**Rosebank (Guesthouse)**

Funding Requested \$1,000

Rosebank is a multipurpose venue in Millthorpe providing many opportunities for visitors especially those travelling in groups. Rosebank provides a space for weddings, celebrations, yoga, meditation, art exhibitions, art workshops, meetings, family gathering and accommodation for up to 12 people. Rosebank are seeking funding to upgrade their website to target groups and experiences in a destination campaign with the creation of professional videos as promotional material to use on advertisements such as blogs and social media. This will be valuable to the visitor economy as targeting group travellers increases the number of visitors and expenditure in the region and plays an important part in the tourism industry.

**Blayney Botanicals**

Funding Requested \$1,000

In 2022 Blayney Botanicals created a display as part of the Sculptures by the Bush competition. Since April the display has stayed in place and has continued to be an attraction to people passing by. Blayney Botanicals regularly have people complement the installation both in person and on social media. Blayney Botanicals are aiming to do an expansion of the display into the laneway and utilise the side of the building. This will include a larger display of recycled coloured creations taking the forms of plants, flowers, animals and bugs, some interactive features, a mural, garden/plants, and a potential park bench. The mural will be bright, designed by a local artist and painted with the help of local youth. Solar lights are planned to keep the area subtly lit during the evenings creating a pleasant ambiance and hopefully deterring vandalism. The total cost of the project is estimated at \$4,888 including materials, paint, plants, fencing, solar lighting, and seating. Blayney Botanicals are discussing with Council's Planning and Environmental Services department to ensure there are no issues with access. The display will be listed on Orange360 as an attraction and can be promoted in future as part of an arts trail.

**Risk/Policy/Legislation Considerations:**

In accordance with the Local Government Act, s356, Council may resolve to grant financial assistance to persons for the purpose of exercising its functions.

As the program was included in the 2022/23 Operational Plan, does not exceed more than 5 percent of Council's income and is open to all persons within Council's area; 28 days public notice of Council's resolution is not required.

These applications fit within the guidelines as they are tourism focused event, product or campaign, and the funds will encourage more people to attend the event and/or visit the Shire. Rosebank and Blayney Botanicals are members of Orange360. The program is limited to two applications per financial year, per business. As the gallery and guesthouse parts of Rosebank share the same ABN, Rosebank will not be eligible for further funding in this program for 2022/23.

**Budget Implications:**

Council has a total budget of \$10,000 for 2022/23, approval of all applications will leave \$7,000 available in this program.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**08) REPORT OF COUNCIL INVESTMENTS AS AT 31 JULY 2022**

**Department:** Corporate Services

**Author:** Account

**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance

**File No:** FM.AU.1

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**Recommendation:**

1. That the report indicating Council's investment position as at 31 July 2022 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

**Reason for Report:**

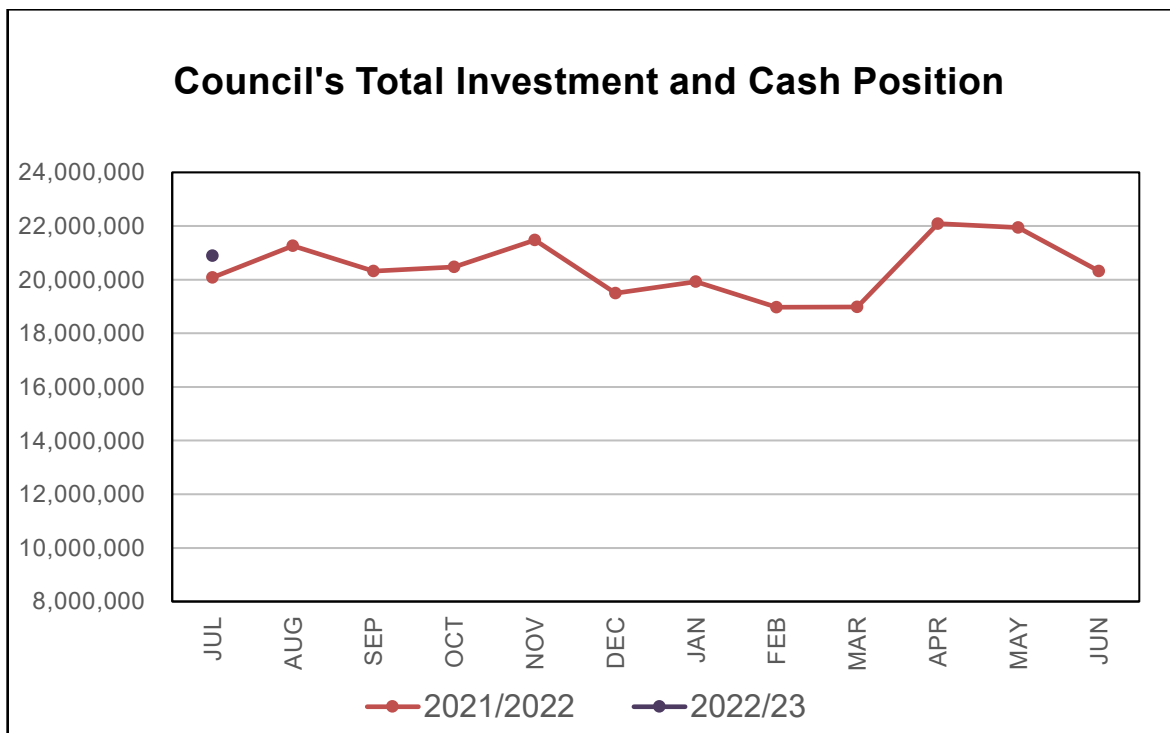
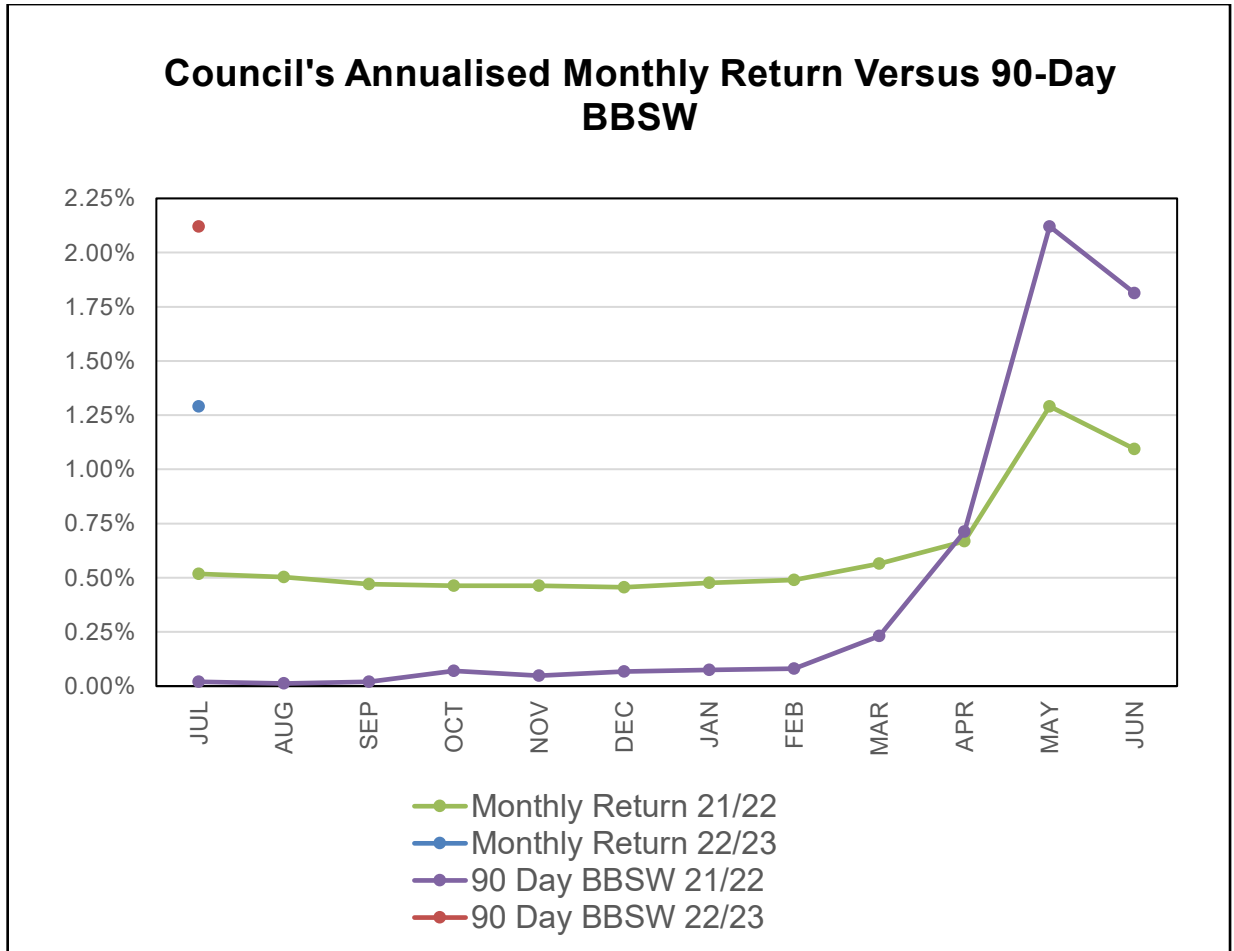
For Council to endorse the Report of Council Investments as at 31 July 2022.

**Report:**

This report provides details of Council's Investment Portfolio as at 31 July 2022.

Council's total investment and cash position as at 31 July 2022 is \$20,895,129. Investments earned interest of \$22,414.70 for the month of June 2022.

Council's monthly net return on Term Deposits annualised for July was 1.29% which did not outperform the 90 day Bank Bill Swap Rate of 2.12%. During the month of July, the Bank Bill Swap Rate has increased by 0.31%. As a result the most recent term deposit renewal for 365 days attracted an interest rate of 4.13% up from 3.99%. As existing term deposits, which were locked in at significantly lower rates, reach maturity the annualised monthly rate of interest will increase in line with the Bank Bill Swap Rate.





<b>REGISTER OF INVESTMENTS AND CASH AS AT 31 July 2022</b>					
<b>Institution</b>	<b>Method</b>	<b>Rating</b>	<b>Maturity</b>	<b>Amount \$</b>	<b>Interest Rate</b>
ME Bank	IAM	A2/BBB+	02/08/2022	500,000	0.450%
CBA	Direct	A1+/AA-	16/08/2022	500,000	0.450%
NAB	Direct	A1+/AA-	30/08/2022	500,000	0.340%
Reliance Bank	Direct	Unrated	01/09/2022	500,000	0.700%
CBA	Direct	A1+/AA-	13/09/2022	500,000	0.390%
CBA	Direct	A1+/AA-	27/09/2022	500,000	0.410%
Macquarie Bank	Curve	A1/A+	11/10/2022	500,000	0.500%
CBA	Direct	A1+/AA-	18/10/2022	500,000	0.460%
CBA	Direct	A1+/AA-	01/11/2022	500,000	0.700%
NAB	Direct	A1+/AA-	15/11/2022	500,000	0.530%
Reliance Bank	Direct	Unrated	22/11/2022	500,000	0.400%
Westpac	Direct	A1+/AA-	22/11/2022	500,000	2.150%
Macquarie Bank	IAM	A1/A+	29/11/2022	500,000	0.500%
Westpac	Direct	A1+/AA-	29/11/2022	500,000	0.550%
Bank of Queensland	Curve	A2/BBB+	06/12/2022	500,000	0.650%
NAB	Direct	A1+/AA-	06/12/2022	500,000	0.650%
MyState Bank Ltd	Curve	A2/BBB	13/12/2022	500,000	1.000%
NAB	Direct	A1+/AA-	10/01/2023	500,000	0.750%
CBA	Direct	A1+/AA-	24/01/2023	500,000	0.760%
NAB	Direct	A1+/AA-	07/02/2023	500,000	0.770%
Westpac	Direct	A1+/AA-	21/02/2023	500,000	2.310%
NAB	Direct	A1+/AA-	22/02/2023	500,000	0.850%
ME Bank	IAM	A2/BBB+	14/03/2023	500,000	1.120%
CBA	Direct	A1+/AA-	28/03/2023	500,000	1.300%
Macquarie Bank	IAM	A1/A+	28/03/2023	500,000	1.600%
CBA	Direct	A1+/AA-	11/04/2023	500,000	1.850%
NAB	Direct	A1+/AA-	18/04/2023	500,000	2.100%
NAB	Direct	A1+/AA-	09/05/2023	500,000	2.750%
NAB	Direct	A1+/AA-	23/05/2023	500,000	2.800%
Westpac	Direct	A1+/AA-	23/05/2023	500,000	2.780%
Westpac	Direct	A1+/AA-	06/06/2023	500,000	3.220%
Westpac	Direct	A1+/AA-	20/06/2023	500,000	3.990%
NAB	Direct	A1+/AA-	20/06/2023	500,000	0.600%
Westpac	Direct	A1+/AA-	04/07/2023	500,000	3.760%
CBA	Direct	A1+/AA-	18/07/2023	500,000	4.130%
Westpac	Direct	A1+/AA-	15/08/2023	500,000	0.530%
Westpac	Direct	A1+/AA-	10/10/2023	500,000	0.720%
<b>Total Investments</b>				<b>18,500,000</b>	<b>1.338%</b>
Commonwealth Bank - At Call Account <sup>(1)</sup>				262,209	1.400%
Commonwealth Bank Balance - General <sup>(1)</sup>				1,966,717	1.200%
Reliance Bank <sup>(1)</sup>				166,202	0.000%
<b>TOTAL INVESTMENTS &amp; CASH</b>				<b>20,895,129</b>	
Benchmarks:		BBSW 90 Day Index <sup>(1)</sup>			2.121%
		RBA Cash Rate <sup>(1)</sup>			1.350%

1. % Interest rates as at end of reporting period

Summary of Investment Movements - July 2022		
Financial Institution	Invest/(Recall) Amount \$	Commentary
CBA	(502,044)	Term deposit redeemed 05/07/2022
Westpac	500,000	New term deposit 06/07/2022
CBA	(502,044)	Term deposit matured 19/07/2022
CBA	500,000	Term deposit reinvested 19/07/2022

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Policy Maximum	Current Holding %	Current Holding \$
TCorp IM Funds	100%	0%	-
AAA – AA Category	100%	76%	14,000,000
A- Category	40%	8%	1,500,000
BBB+ Category	25%	8%	1,500,000
BBB Category	5%	3%	500,000
BBB- Category and below: Local <sup>(2)</sup> ADI's	10%	5%	1,000,000
BBB+ / BBB / BBB- & below categories combined	25%	16%	
2. ADI's located within the Local Government Area			18,500,000

Individual Institution Limit	Rating	Policy Maximum \$	Current Holding \$
Bank of Queensland	A2/BBB+	1,000,000	500,000
CBA	A1+/AA-	5,000,000	4,500,000
Macquarie Bank	A1/A+	3,000,000	1,500,000
ME Bank	A2/BBB+	1,000,000	1,000,000
MyState Bank Ltd	A2/BBB	500,000	500,000
NAB	A1+/AA-	5,000,000	5,000,000
Reliance Bank	Unrated	1,000,000	1,000,000
Westpac	A1+/AA-	5,000,000	4,500,000

RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS			
	Actual 30/06/2021 \$ 000's	Actual* 30/06/2022 \$ 000's	Forecast 30/06/2023 \$ 000's
External Cash Restrictions	12,648	13,709	9,856
Internal Cash Restrictions	7,476	8,107	4,815
<b>TOTAL RESTRICTED ASSETS</b>	<b>20,124</b>	<b>21,816</b>	<b>14,671</b>

\*The Actual 30/06/2022 Restricted Cash and Investments figures are subject to change pending finalisation of the 2021/22 Financial Statement audit.

Council's high cash holding at month end is artificially inflated by grants paid in advance towards the end of the 2021/22 financial year. For example, in late April Council received advanced payment of 75% of the 2022/23 Financial Assistance Grant totalling \$2,396,969. To ensure adequate cash flows for ongoing operations the funds have been invested to coincide with the future instalment payment dates.

Additionally unexpended Milestone 1 payments for projects funded under Resources for Regions Round 8, Local Roads & Community Infrastructure Phase 3 and Stronger Country Communities Round 4 totalling \$1,968,756 also contributed to the higher than anticipated cash position as at 31 July 2022.

#### CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

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

#### **Risk/Policy/Legislation Considerations:**

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

#### **Budget Implications:**

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

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

Nil

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

Nil

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

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance

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

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**Recommendation:**

That the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors policy be adopted and included in Council's policy register.

**Reason for Report:**

For Council to adopt the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors policy following its statutory exhibition and review.

**Report:**

Following Council's June Ordinary Meeting, Council's Draft Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy was placed on public exhibition and the public were invited to make submissions.

The policy was tabled for consideration as part of its statutory obligation to adopt a policy concerning expenses and facilities within 12 months of each term of council, pursuant to section 253 of the Local Government Act 1993.

The closing date for submissions was 28 July 2022. At the close of the exhibition period Council had received no submissions in relation to this policy however, an amendment to the policy was made for the removal of the appendix on the Remote Attendance Guideline that had expired.

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

**Risk/Policy/Legislation Considerations:**

Pursuant to s.252 Local Government Act 1993 Council must adopt a new policy on the payment of expenses and the provision of facilities to the mayor and councillors within 12 months of the election.

Under the Act, before adopting the policy, Council must consider any submissions and make any appropriate changes to the draft policy.

**Budget Implications:**

Expenses and facilities provided for in policy are provided for in Council's Operational Plan.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

- 1 Payment of Expenses and the Provision of Facilities  
to the Mayor and Councillors Policy 15 Pages

**10) REVIEW OF COUNCIL POLICIES****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GO.PO.1**Recommendation:**

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

No.	Policy Name
2C	Complaints Management Policy
2D	Public Interest Disclosures: Internal Reporting Policy
2E	Gifts & Benefits Policy
2F	Fraud and Corruption Control Policy and Plan
2G	Access to Information
2H	Statement of Business Ethics
2K	Legislative Compliance Policy
3H	Community Infrastructure Policy
4D	Related Parties Disclosures Policy
26C	Plaques and Memorials Policy

**Reason for Report:**

For the Council to review Council's strategic policies.

**Report:**

Council has in place a process of policy review following the election of a new Council. It is proposed that this be conducted over in the 12 month period following election and are presented to Council for endorsement.

The following existing policies have been reviewed with no amendments being required are proposed for review:

No.	POLICY	OBJECTIVE
2C	Complaints Management Policy	To provide guidance to Council's staff and people who wish to make a complaint on the key principles and concepts of Council's complaint management system. It provides a framework to ensure complaints received are dealt with courteously, investigated thoroughly, resolved quickly and appropriately, in accordance with the relevant statutory requirements and this policy and procedure.

No.	POLICY	OBJECTIVE
2D	Public Interest Disclosures: Internal Reporting Policy	<ul style="list-style-type: none"> <li>• To establish an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by Blayney Shire Council, members of Council staff and Councillors.</li> <li>• To complement the normal means of communication between managers and members of Council staff.</li> <li>• To ensure that Council will take all reasonable steps to protect any Councillor or member of Council staff or Council contractor who makes a disclosure from any detrimental action in reprisal for making that disclosure.</li> </ul>
2E	Gifts & Benefits Policy	<ul style="list-style-type: none"> <li>• To provide clear guidelines for Councillors, staff members and other representatives of Council to enable them to deal with any offer of a gift or benefit;</li> <li>• To protect Councillors, staff members and other Council representatives from being compromised or to avoid the public perception of bias;</li> <li>• To provide a safe working environment by reducing situations which can cause undue stress and anxiety; and</li> <li>• To demonstrate to suppliers, citizens and other agencies that Council will deal with all matters in an impartial, transparent and accountable manner.</li> </ul>
2F	Fraud and Corruption Control Policy and Plan	Sets out the Council's system of fraud control and covers the responsibilities for managing fraud.
2G	Access to Information	To outline principles and framework for access to Council information.
2H	Statement of Business Ethics	To outline Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in their dealings with Council.
2K	Legislative Compliance Policy	To establish the overarching principles and commitment to action for Council with respect to achieving compliance.
3H	Community Infrastructure Policy	To assist organisations / community groups, not registered to pay GST, to build / renew their facilities located on Council owned or controlled land.
4D	Related Parties Disclosures Policy	Defines parameters for Related Party Relationships and level of disclosure and reporting required for Council to achieve compliance with the Accounting Standard AASB 124 - Related Party Disclosures.

The following new policy is also proposed for review:

No.	POLICY	OBJECTIVE
26C	Plaques and Memorials Policy	To provide a standardised and consistent policy framework for management of existing plaques and memorials, the installation of new plaques and memorials and the assessment of new requests for plaques and memorials within public spaces in the Blayney Shire Council local government area. Policy will give clear guidance Council requirements to the public on requirements for plaques and memorials.

In the interest of public transparency, it is proposed that all the above policies be placed on public exhibition for a period of not less than 28 days.

A copy of policies for review are attached for Council reference.

**Risk/Policy/Legislation Considerations:**

Nil

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

1	Complaints Management Policy	15 Pages
2	Public Interest Disclosures: Internal Reporting Policy	21 Pages
3	Gifts and Benefits Policy	11 Pages
4	Fraud and Corruption Control Policy and Plan	16 Pages
5	Access to Information	9 Pages
6	Statement of Business Ethics	7 Pages
7	Legislative Compliance Policy	5 Pages
8	Community Infrastructure Policy	3 Pages
9	Related Parties Disclosures Policy	13 Pages
10	Plaques and Memorials Policy	8 Pages



**11) REVIEW OF AGENCY INFORMATION GUIDE**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance

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

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**Recommendation:**

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

**Reason for Report:**

For Council to review and adopt Council's Agency Information Guide.

**Report:**

Council is required to review and adopt its Agency Information Guide at intervals of not more than 12 months.

An Agency Information Guide serves the purpose to assist to for members of the public to find information that they seek and is as a document that:

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

Council last adopted this guide at its July 2021 meeting.

Council must make government information publicly available as provided by its Agency Information Guide. This is done via Council's website where practical.

A review of Council's current document was undertaken with amendments and updates effected.

**Risk/Policy/Legislation Considerations:**

Council must review and adopt an Agency Information Guide on an annual basis pursuant to s.21 of the Government Information (Public Access) Act.

**Budget Implications:**

Nil

**Enclosures (following report)**

1 Agency Information Guide

14 Pages

**Attachments (separate document)**

Nil

# BLAYNEY SHIRE COUNCIL



## AGENCY INFORMATION GUIDE

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

## CONTENTS

STRUCTURE AND FUNCTIONS OF COUNCIL .....	3
Introduction .....	3
Overview .....	3
Organisational Structure .....	4
Council Functions .....	5
HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC .....	6
HOW THE MEMBERS OF THE PUBLIC CAN PARTICIPATE IN COUNCIL'S POLICY DEVELOPMENT AND THE EXERCISE OF FUNCTIONS .....	7
1. Representation .....	7
2. Personal Participation .....	7
INFORMATION HELD BY BLAYNEY SHIRE COUNCIL .....	9
1. Records .....	9
2. Policy Documents .....	9
3. General Information .....	9
HOW MEMBERS OF THE PUBLIC MAY ACCESS AND AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS .....	11
ACCESS TO INFORMATION HELD BY THE COUNCIL .....	11
Open Access Information .....	11
Proactive Release of Information .....	11
Informal Access Requests .....	12
Formal Access Applications .....	12
Additional Information .....	12
Copyright .....	12
Interaction with privacy legislation .....	12
Disclosure Log .....	13
PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER .....	13
INFORMATION AND PRIVACY COMMISSION .....	13

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## STRUCTURE AND FUNCTIONS OF COUNCIL

### INTRODUCTION

Blayney Shire Council has adopted this Agency Information Guide (Guide) in accordance with section 20 of the Government Information (Public Access) Act 2009 (GIPA Act).

By describing Council's functions, responsibilities and organisational structure, the Guide aims to promote a better understanding of Council's work in our community. It also describes the various types of information held by Council, how that information can be accessed and how members of the public can participate in Council's decision making processes.

### OVERVIEW

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

The Council is an undivided area, with seven (7) Councillors. The Mayor is elected for a 2 year term by the Councillors from among their numbers.

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

- to direct and control the affairs of the Council in accordance with the Local Government Act and other applicable legislation;
- to participate in the optimum allocation of the Council's resources for the benefit of the area;
- to play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions;
- to review the performance of the Council and its delivery of services, management plans and revenue policies of the Council;

The role of a Councillor is, as an elected person:

- to represent the interests of the residents and ratepayers;
- to provide leadership and guidance to the community;
- to facilitate communication between the community and the Council.

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

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

To assist the General Manager in the exercise of these functions, there are 3 Directorates of Council. These Directorates are Corporate Services, Planning and Environmental Services and Infrastructure Services. Each of these Directorates is headed by a Director.

**ORGANISATIONAL STRUCTURE**

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



**COUNCIL FUNCTIONS**

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

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

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

<i>Biosecurity Act 2015</i>	<i>Impounding Act 1993</i>
<i>Community Land Development Act 1989</i>	<i>Library Act 1939</i>
<i>Companion Animals Act 1998</i>	<i>Privacy &amp; Personal Information Protection Act 1998</i>
<i>Contaminated Land Management Act 1997</i>	<i>Protection of the Environment Operations Act 1997</i>
<i>Conveyancing Act 1919</i>	<i>Public Health Act 2010</i>
<i>Environmental Planning and Assessment Act 1979</i>	<i>Recreation Vehicles Act 1983</i>
<i>Fire and Rescue NSW Act 1989</i>	<i>Roads Act 1993</i>
<i>Fluoridation of Public Water Supplies Act 1957</i>	<i>State Emergency &amp; Rescue Management Act 1989</i>
<i>Food Act 2003</i>	<i>State Emergency Service Act 1989</i>
<i>Government Information (Public Access) Act 2009</i>	<i>Strata Schemes Management Act 2015</i>
<i>Heritage Act 1977</i>	<i>Swimming Pools Act 1992</i>
	<i>Unclaimed Money Act 1995</i>

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## HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

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

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

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

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

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

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

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

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

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



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

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

- representation;
- personal participation.

### 1. REPRESENTATION

#### Local Democracy

Councils in New South Wales are elected every four years. The next election for Blayney Shire is scheduled for September 2024.

At each election for Blayney Shire Council, voters elect seven Councillors for a four-year term. The Mayor is elected for a 2 year term by the Councillors from among their numbers. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote but must register their intention to vote on the non-residential roll. Voting is compulsory.

#### Making Representations to Councillors

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

#### Appointments with Mayor

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

### 2. PERSONAL PARTICIPATION

#### Open Council Meetings

Blayney Shire Council meets regularly at Ordinary Council meetings to discuss local issues and make decisions on behalf of the community. All meetings of Council are open to the public and residents are welcome to attend, unless closed for specific reasons under the *Local Government Act*. Meetings are also [streamed](#) from Council's website for viewing by members of the public and residents. Ordinary [Council meetings](#) are usually held on the third Monday of the month.

#### Public Address to Council

Members of the public are able to attend [Council meetings](#) (third Monday of each month – except January and June; and fourth Monday of June) in the Blayney Shire Community Centre - Council Chamber, 41 Church Street, Blayney.

The opportunity is offered to interested persons to address Council prior to meetings on any matters that are within its jurisdiction. A [Public Forum Speaker Request Form](#) must be completed and lodged before scheduled deadline of 4.30pm on the day of the Council meeting. Forms are available from Council's website: <https://form.jotform.com/203297125183050>

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#### Section 355 Committees

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

- Blayney Shire Audit, Risk and Improvement Committee
- Blayney Shire Council Australia Day Committee
- Blayney Shire Financial Assistance Committee
- Blayney Shire Floodplain Management Committee
- Disability Inclusion Working Group

Community Committee meeting times are promoted on Council's website and meeting calendar within [Council Business Paper Agendas](#). Invitations for membership of committees are called after Council elections and as committee vacancies arise. Notification of vacancies are publicised on Council's website and in the local newspaper. Members of the public interested in being involved with any community committee should contact Council in the first instance to enquire of any vacancies.

#### Public Exhibitions / Submissions to Council

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

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

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## INFORMATION HELD BY BLAYNEY SHIRE COUNCIL

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

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

### 1. RECORDS

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

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

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

### 2. POLICY DOCUMENTS

Council's policies are maintained in a policy register – access to which is available from Council's website using the following link: <http://www.blayney.nsw.gov.au/Your-Council/Council-Policies>

### 3. GENERAL INFORMATION

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

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

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

These documents are:

**a. Information about Council**

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

**b. Plans and Policies**

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

**c. Information about Development Applications**

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

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

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

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

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

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

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

**ACCESS TO INFORMATION HELD BY THE COUNCIL**

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

Council has adopted a policy on access to information (Policy 2G: Access to Information), to facilitate public access to the information held by Council. This policy is publicly available from Council's policy register on Council's website using the following link:  
<http://www.blayney.nsw.gov.au/Your-Council/Council-Policies>

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

**OPEN ACCESS INFORMATION**

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

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

**PROACTIVE RELEASE OF INFORMATION**

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

**INFORMAL ACCESS REQUESTS**

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

**FORMAL ACCESS APPLICATIONS**

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

The GIPA Act sets out the procedure for making and dealing with formal access applications. An application for information that is not already available by other means must be made on the [Formal Access Application](#) form, which is available at the Council office or on Council's website using the following link: <https://www.blayney.nsw.gov.au/council/council-information/access-to-council-information>

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

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

**ADDITIONAL INFORMATION****COPYRIGHT**

Some information may be subject to copyright laws and the consent of the copyright owner will be required before releasing copies of such information. Alternatively, Council may grant 'view only' access to such material.

The Commonwealth Copyright Act 1968 takes precedence over State legislation. Therefore, the right to copy documents under the GIPA Act does not override the Copyright Act. Nothing in the GIPA Act or Regulations permits Council to make government information available in any way that would constitute an infringement of copyright.

Access to copyrighted documents will be granted by way of inspection only unless the copyright owner's written consent is provided. Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided.

Copyright material includes, but not limited to, plans/drawings, consultant reports and survey reports.

Council's staff will advise if the information sought is subject to copyright.

**INTERACTION WITH PRIVACY LEGISLATION**

Access to certain information may be limited in accordance with the Privacy and Personal Information Protection Act 1998 (PPIP Act) and the Health Records and Information Privacy Act 2002 (HRIP Act). The PPIP Act and HRIP Act provide for the protection of personal and health information and for the protection of the privacy of individuals generally.

In accordance with the PPIP Act and the HRIP Act, Council has adopted a Privacy Management Plan (available on Council's website) which outlines Council's practice for dealing with privacy and



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personal information in accordance with Information Protection Principles contained within the PPIP Act and the Health Protection Principles contained within the HRIP Act.

**DISCLOSURE LOG**

Council's [Disclosure Log](#) lists information released under a formal access application under the GIPA Act that is considered to be of interest to the wider public.

It should be noted that applicants can object to inclusion in Council's Disclosure Log.

**PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER**

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

Enquiries should be addressed as follows:

General Manager  
Blayney Shire Council  
PO Box 62  
BLAYNEY NSW 2799

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

**INFORMATION AND PRIVACY COMMISSION**

If you require any other advice or assistance about access to information you may contact the Information and Privacy Commission by telephone on 1800 472 679 (free call), in person at Level 17, 201 Elizabeth Street, Sydney 2000, in writing to GPO Box 7011 Sydney NSW 2001 or by email at [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au). Further information may also be obtained from website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

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<b>Adopted:</b>	<b>11/10/2010</b>	<b>Minute No. 1010/012</b>
<b>Date of Approval by IPC</b>	<b>09/12/2010</b>	
<b>Lasted Reviewed:</b>	<b>20/06/2011</b>	<b>1106/006</b>
	<b>10/12/2012</b>	<b>1212/003</b>
	<b>08/07/2013</b>	<b>1307/006</b>
	<b>14/07/2014</b>	<b>1407/006</b>
	<b>13/07/2015</b>	<b>1507/007</b>
	<b>18/07/2016</b>	<b>1607/012</b>
	<b>17/07/2017</b>	<b>1707/006</b>
	<b>16/07/2018</b>	<b>1807/007</b>
	<b>15/07/2019</b>	<b>1907/008</b>
	<b>20/07/2020</b>	<b>2007/012</b>
	<b>21/07/2021</b>	<b>2107/016</b>
<b>Next Review:</b>	<b>17/07/2023</b>	



**12) SIX MONTHLY DELIVERY PLAN REVIEW - JUNE 2022****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** CM.PL.1**Recommendation:**

That the six-monthly review, for period ending 30 June 2022, of Council's 2021/22 – 2024/25 Delivery Plan be received.

**Reason for Report:**

To review progress of Council's 2021/22 – 2024/25 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 2021/22 – 2024/25 Delivery Plan was adopted in June 2021 following consultation surrounding the Blayney Shire Council Community Strategic Plan 2018 - 2028 involving the community, Councillors and Council staff. The Delivery Plan is a document that outlines what will be delivered to the community during the term of Council using the Blayney Shire Council Community Strategic Plan 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 Council term a full and comprehensive report, known as the End of Term Report, is prepared for the benefit of the outgoing Council and community.

This 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:**

Council is required under the Local Government Act to report six monthly to Council with reporting included in Council's Annual Report.

**Budget Implications:**

Nil

**Enclosures (following report)**

- 1 Delivery Plan Performance Status Report as at 30  
June 2022 11 Pages

**Attachments (separate document)**

Nil

**DELIVERY PLAN PERFORMANCE ANNUAL REPORT – JUNE 2022**

DP Ref.	DP Task	OP Measure	Current Status
<b>Future Direction 1 - Maintain and Improve Public Infrastructure and Services</b>			
<b>1.1 All levels of government need to work together to plan for ongoing works and capital projects that will improve the Blayney Shire road networks and other assets</b>			
1.1.1	Represent business and community concerns to both State and Federal Governments in relation to improved road safety and market access outcomes.	Sealed roads and unsealed roads, bridges and culverts are maintained in accordance with agreed service levels.	<p>Heavy Patching works completed on Neville Road &amp; Hobbys Yards Road.</p> <p>Carbine Road &amp; Panuara Road reconstruction projects completed.</p> <p>22/23 Reseal program scheduled for January 2023.</p> <p>Gallymont Road Bridge completed.</p> <p>Maintenance grading and resheeting programs ongoing, within budgetary allocations.</p> <p>Ongoing roadside vegetation management undertaken, including roadside slashing &amp; spraying with increased demand.</p> <p>New footpath works completed in Victoria St, Millthorpe &amp; Mt McDonald Road Lyndhurst.</p> <p>Blayney footpath renewals (various) within budgetary allocations</p>
1.1.2	Manage Regional (State) and Local Road Networks.	Sealed roads, unsealed roads and bridges/culverts are maintained in accordance with agreed Service Levels.	<p>Hobbys Yards Road (REPAIR) rehabilitation stage 2 &amp; 3 works completed March 2022.</p> <p>Council has submitted a funding application for regional road culvert replacement on Belubula Way (REPAIR).</p>
1.1.3	Implement the Blayney Shire Council Asset Management Plans.	Implement the Blayney Shire Village Streets Sealing Plan 2018/2022 on streets in residential zones.	Initial seals programmed in Lyndhurst & Barry in 22/23, through NSW Government Resources for Regions Round 9.
1.1.4	Prepare business cases for submission to NSW and Federal Governments for the upgrade and undertaking of capital works along local roads which provide market access for primary production, tourist drives, and for achieving road safety outcomes.	Funding opportunities are identified and applications are prepared and submitted for funding.	<p>Council advised of successful funding for the following projects;</p> <ul style="list-style-type: none"> <li>• Belubula River Walk Stage 4</li> <li>• Forest Reefs / Tallwood Road Intersection Upgrade</li> <li>• Initial sealing of Barry &amp; Lyndhurst Streets</li> <li>• Footpath construction of the following;                             <ul style="list-style-type: none"> <li>- Mt McDonald Road / Marsden Street, Lyndhurst</li> <li>- Three Brothers Road, Newbridge</li> <li>- Elliot Street, Millthorpe</li> <li>- Glenorie Road, Millthorpe</li> <li>- Coombing Street, Carcoar.</li> </ul> </li> <li>• Amenities renewal at Carrington Park, Blayney.</li> <li>• New Amenities construction at Heritage Park, Blayney</li> <li>• New Change rooms at King George Oval.</li> <li>• Fixing Local Roads – Gravel Resheeting (various)</li> </ul>
		Representations are made through the local State and Federal Government Agencies for assistance to obtain additional funding for significant projects.	Reclassification of Vittoria Road to Regional Road and Hobbys Yards Road conversion to State Road submitted as part of the current round.
		Projects are identified and prioritised via Central NSW Joint Organisation.	Infrastructure Services staff attend Strategic and Technical Advisory Group meetings.
		Develop a priority list of road projects for regional review that are worthy of funding and investment by NSW and Federal Governments from the Blayney, Orange and Cabonne Regional Economic Development Strategy.	Infrastructure Services continue to liaise with Central NSW JO and Government agencies on transport planning.
		Develop plans for a Heavy Vehicle Traffic Relief Route north of Blayney to link the Mid-Western Highway to Orange Road.	No further progress

DP Ref.	DP Task	OP Measure	Current Status
1.1.5	Plan for future transport and road infrastructure to service future needs.	Road networks and supporting facilities are analysed to identify opportunities for inclusion and development within the Transportation Asset Management Plan.  Projects are scoped and designed to a 'shovel ready' state for when funding opportunities arise.	Council continues to install traffic classifiers at various locations across the Shire road network.  BSC Roads Strategy 2022 developed to identify projects for inclusion in the Transportation Asset Management Plan, Delivery Program and Operational Plan.  Infrastructure Services continue to progress projects to "shovel ready" status. Casual surveyor employed and University student undertaking vacation work engaged to increase capacity.
1.1.6	Investigate opportunities for storm water harvesting and reuse.	Projects are scoped from storm water management plan(s) and funding applications submitted.	Blayney Retarding Basin Study Final Concept Design in progress following public exhibition.
1.1.7	Apply the principles of Water Sensitive Urban Design (WSUD) to storm water management.	WSUD principles considered as part of development process and implemented where benefits are identified. Develop a WSUD policy in relation to development and Council works.	No further actions related to WSUD undertaken.
1.1.8	Storm water Management Plans are prepared for Blayney, Millthorpe and Carcoar.	Prepare a storm water strategic management plan to reduce impacts of storm water quality and quantity on the local environment.	The concept design has been on public exhibition, all submissions received were responded to. A meeting is scheduled with the flood plain risk management committee prior to recommending adoption by Council.
1.1.9	Maintain Council cemeteries in accordance with the community's needs and expectations.	Maintain Cemetery records and provide online public access. Maintain cemeteries to agreed Service Levels.	Cemetery records updated and synchronized to public database. Rabbit eradication continually being undertaken.
1.1.10	Speed Zones within the residential zones of the Shire address Traffic Management, Heavy Vehicle noise and Road Safety concerns.	Lobby RMS to undertake an audit of speed zones with solutions leading to the designing and installation of traffic calming devices, where opportunities arise. Undertake an audit of school bus shelters to ensure they meet agreed Service Levels.	Proposal for shared zone currently underway for Blayney CBD in conjunction with Transport for NSW.  No action to date.
<b>1.2 Ensure provision of Sewerage Treatment is adequate for the growth of the Shire and promotes Residential Development</b>			
1.2.1	Ensure the provision of Sewerage Treatment is planned for in a sustainable manner.	Manage treatment plant to effectively treat raw sewerage and ensure compliance with licence requirements.  Investigate funding opportunities for a Business Case for Town Sewerage for Carcoar, Mandurama and Lyndhurst.	Inspections of sewerage treatment plant (STP) undertaken on routine basis in conjunction with EPA and NSW Water.  Continue to sample effluent in accordance with license conditions to monitor compliance.  Blayney Effluent Recycling Plant under commissioning and validation, to be finalised in September 2022.  No progress during period.
1.2.2	Ensure that the disposal of effluent on un-sewered properties is being carried out in a healthy manner without negative environmental impact.	Commence preparation of the Blayney On-Site Waste Water Strategy.	Draft On-Site Waste Sewerage Management Policy prepared.  Draft to be presented to Council after 3 Planning Proposals are finalised for updating the Blayney LEP.  Approval to operate issued where requested for properties sold during the period.
1.3.1	Implementation of the Active Movement Strategy priorities providing safe and accessible connecting pathway networks.	Funding of new and replacement footpaths are designed and undertaken in accordance with Council's agreed Service Levels.  Accessibility compliance is considered prior to works commencing on all projects in accordance with Council's Disability Inclusion Action Plan.	Council has completed the following Footpath / Shared Path works: <ul style="list-style-type: none"> <li>• Mt McDonald Road / Marsden Street, Lyndhurst</li> </ul> The following projects are currently under construction; <ul style="list-style-type: none"> <li>• Coombing Street, Carcoar</li> <li>• Glenorie Road / Park Street, Millthorpe</li> </ul> The following projects are currently being designed and programmed for construction; <ul style="list-style-type: none"> <li>• Elliot Street, Millthorpe</li> <li>• Trunkey St, Newbridge</li> <li>• Belubula River Walk Stage 3</li> <li>• Belubula River Walk Stage 4</li> </ul>

DP Ref.	DP Task	OP Measure	Current Status
<b>1.4 Improved access to community and public transport between villages and centres.</b>			
1.4.1	Lobby to improve public and community transport for the Shire.	Assess transport needs around the Shire. Continue to lobby for retention and innovative ways to deliver transport and other essential services in the Shire.	Council has been successful in receiving funding for Bus shelters at Lyndhurst, Mandurama and Newbridge
<b>1.5 The Blayney Health Multi-Purpose Service; hospital, emergency, aged care, primary and ancillary support services provided in the Shire must meet the future needs of the community to improve health outcomes.</b>			
1.5.1	Work with the community to lobby NSW and Federal governments for expanded and improved health and aged care facilities.	Lobby and advocate on behalf of the community to refurbish the Blayney Health Multipurpose Service so that it meets current and future needs of the Shire.	Council has been engaged by Western Area Health regarding preliminary process and planning on the proposed development of the Blayney Health Multipurpose Service. Health Council advocating for no reduction of aged care beds in proposed refurbishment of Blayney Multipurpose Health Service.
<b>1.6 The community supports and values the local village and town primary schools so that they remain active and operational educative facilities.</b>			
1.6.1	Advocate on behalf of the community to NSW Government to support accessible quality local education.	Advocate on behalf of the community to NSW Government to support accessible quality local education.	NSW Education communication to Council regarding Mandurama Public School enrolments earlier in financial year.
<b>1.7 Seek opportunities from the Federal Government and NSW Government to re-open the Blayney – Demondrille Railway Line which will provide significant regional benefits, cost effective port and market access for many regional industries.</b>			
1.7.1	Lobby and advocate for the re- opening of the Blayney- Demondrille Railway Line.	Work with our railway alliance Councils, Central NSW Joint Organisation and stakeholders to lobby the NSW Government for investment to reinstate the Blayney-Demondrille Railway Line.	TfNSW have appointed SMEC to develop the concept design for the Blayney to Demondrille railway.
<b>1.8 Full and equitable access and strong usage of information and communication technologies across the Shire.</b>			
1.8.1	Lobby the Federal Government for improved internet and mobile phone access to all our villages to facilitate business growth.	Lobby and advocate on behalf of the community to the Federal Government for improved mobile phone access to Carcoar and other localities.	Council continued its lobby and advocacy for improved telecommunication services within the Blayney Shire.
<b>1.9 Investment by the NSW Government to re-open both Millthorpe and Newbridge Railway Stations for On Request Services.</b>			
1.9.1	Advocate on behalf of the villages to NSW Transport to facilitate investment by the NSW Government to reinstate On Request Services at both Millthorpe and Newbridge.	Support the investigation of the Business Case for On Request Services in Millthorpe. Advocate on behalf of Newbridge to NSW Transport to facilitate the reinstatement of On Request Services at Newbridge.	On Request Service at Millthorpe Railway Station operational. Council engaging with TAHE and TfNSW Heritage to advocate for repurposing/reactivation of Newbridge Railway Station.

DP Ref.	DP Task	OP Measure	Current Status
<b>Future Direction 2 - Build the Capacity and Capability of Local Governance and Finance</b>			
<b>2.1 Build on the strength of the individual Town Association &amp; Village Committees so that they are capable, self-sufficient communities involved in decision making about issues that affect their own community.</b>			
2.1.1	Encourage sound governance practice and build the capacity and capability of local leaders within community organisations	Recognise Town & Village Committees and Progress Associations facilitating two way communication with Council and with each other.	Village Committees engaged to prepare Village Plans.
		Provide ongoing financial support for the Community Development Coordinator roles and engagement with the Tourism, Town and Villages Committee.	Development Coordinator Program reviewed, and program dissolved.
		Support the development and implementation of improvement projects for the local Halls, School of Arts and other Community facilities.	Various projects completed, or in progress.
		Continue to support local Community infrastructure projects via the Financial Assistance Program and Village Enhancement Plan allocations.	Financial Assistance Program - Round 1 and Round 2 for 2021/22 assessed and funds distributed. VEP monies allocated to village projects as identified in Village Community Plans.
2.1.2	Work proactively with the community groups to assist with event management.	Review and update Council Events Management Policy and procedure for holding events within the community, on Council roads and facilities.	Policy reviewed and adopted. Website and Information Guideline reviewed and updated to be more informative to Event Organisers.
		Review risk assessments supporting Event Management Applications and provide feedback where required.	Support given to event organisers. Risk assessments and event management applications reviewed with feedback provided where required.
<b>2.2 Whether you choose to live in the town of Blayney or any of our villages, there is both space and time to build the home of your dreams.</b>			
2.2.1	Facilitate the development of new residential housing blocks and availability in Blayney and Villages.	Commence review of the Blayney Settlement Strategy.	Settlement Strategy review completed in 2021.
		Invest and develop available land to stimulate the release of housing blocks in Blayney to meet demand and facilitate investment growth.	3 Planning Proposal commenced to implement the recommendations in the Settlement Strategy. Sale of land to Housing Plus finalised during year.
<b>2.3 Our local planning instruments supports the agricultural, industry, business/tourism and residential growth demands in a sustainable manner.</b>			
2.3.1	Ensure planning activities support long term sustainability of agricultural sector.	Adopt a comprehensive Development Control Plan for the Shire.	Completed in 2018.
		Review the 2008 Blayney, Cabonne & Orange Sub Regional Rural and Industrial Strategy.	Blayney public exhibition completed.
<b>2.4 Maintain meaningful two-way communication and engagement between State and Federal Governments, our Town Association and Village Committees, Business, Industry, Stakeholders, Council and communities of interest.</b>			
2.4.1	Councillors to exhibit leadership on Council participating in committees and implementing Council's Community Engagement Strategy.	Council delegates are included in committees and community organisation engagement opportunities.	Review of Council Committees undertaken and reported to April Council meeting.
		Active participation in the Central NSW Joint Organisation.	Council continues to support and participate in CNSW JO
<b>2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering Council services effectively and efficiently, in a sustainable manner.</b>			
2.5.1	Provide a framework for the efficient and effective administration of Council.	Implement collaboration with Central NSW Joint Organisation.	Council will continue collaboratively with our neighboring Councils and the local government sector.
		Review policies every 4 years following Council election. Introduce and amendment of policies as required.	Council continues to introduce, review and improve policies. With election of new Council the review of the suite of Council Policies will commence in accordance with review
		Provide training for Councillors and staff.	Councillor inductions delayed to January 2022 following deferral of election until 4 December 2021. Staff training ongoing in accordance with Training Plan.
		Delivery of Office of Local Government statutory compliance activities within required timeframes.	Reports furnished to Council on six monthly basis on Statutory Compliance and Reporting activities.



DP Ref.	DP Task	OP Measure	Current Status
2.5.2	Council responsible management and delivery of sustainable services and assets are delivered across the Blayney Shire.	Review and report on Council's performance against Long Term Financial Plan and ensure its meets OLG Financial Performance Ratios.	Performance ratios reported upon against OLG benchmark in Audited 2020/21 Financial Reports and End of Term Report. Review of Long Term Financial Plan undertaken and Operational Plan finalised.
		Council's Financial Statements are prepared as per statutory requirements and unqualified.	Financial Statements and audit finalised. Reports lodged with OLG on 13/10/2021. Tabled to December 2021 Council meeting. Audit opinion unmodified.
		Equitable distribution of rates and charges and responsible collection of rates and debtors.	Debt collection undertaken in accordance with Council's Rates Debtors Recovery Procedure. Practices for recovery align with OLG Debt Management and Hardship Guidelines.
		Asset management strategy and plans that ensures intergenerational equity.	Asset Management Strategy and Asset Management Plans for inclusion into IP&R documents adopted at June 2022 meeting.
2.5.3	Support the sustainable future of local government.	Participate in leading advocacy networks including Local Government NSW, Country Mayors Association and Central NSW Joint Organisation.	Country Mayors not held due to Council Elections
2.5.4	Undertake regulatory responsibilities for environmental health and animal control.	Provide animal control services in accordance with agreed Service Levels.	20 dogs impounded, of those: - 5 unsuitable for re homing - 15 Returned to owners
2.5.5	Review Risk Management Strategy of Council operations.	Review and test the Business Continuity Plan.	Pandemic sub plan revised during Covid. BCP testing programmed for 2023 with Statewide.
		Implement Statewide Risk Management Action Plans.	In progress. Manager Assets developing policy and procedures to meet criteria to complete action plans. Action
		Regular meeting of Audit, Risk and Improvement Committee.	Audit, Risk and Improvement Committee meetings conducted.
		Ensure a Risk Management Panel considers all major projects prior to commencement.	Ongoing. Panel established with each new major project.
2.5.6	Continue to be an attractive employer that people want to work for.	Implement Workforce Management Plan strategies.	Workforce Management Plan strategies reviewed and used to inform workforce planning initiatives. Organisational Review effective 2 August 2021.
2.5.7	Administrative and technical services are undertaken to support the organisation.	Fleet services are managed	Fleet maintenance undertaken as programmed and new fleet ordered / supplied as budgeted.
		Payment of suppliers within trading terms.	Payments to suppliers made within trading terms.
		Payroll services undertaken within statutory requirements and on a timely basis	Payroll services delivered on time and obligations per statutory requirements met.
		Management and ongoing development of I.T. Geographical Information and Communication services.	Heritage and Crown Land data into GIS system in progress. Data sharing arrangement with CTW has been established.
2.5.8	Effective management of land under Council control.	Management of leases and licences.	Leases of Crown Lands in abeyance awaiting finalisation of Crown Lands Plan of Management Program. Crown Lands Negotiation program with State Government and Orange Local Aboriginal Lands Council due for re-commencement pending finalisation of meeting date.
		Development of Plans of Management for Crown Reserves.	Crown Lands Plans of Management program progressing. Plans of Management for Parks and Open Spaces reviewed and pending required amendments. Classification of Crown Lands and Categorisation of Crown Lands assessed. Minor amendments required prior to finalisation. Plans of
		Facilitate property sales and development.	EOI for Industrial Land listed on Council's website.
2.5.9	Customer services and information are delivered effectively and efficiently.	Customer support services are provided from Council from all service points.	Customer requests captured and request status reviews / follow up undertaken.
		Manage public access for information (GIPA) and privacy.	Agency Information Guide adopted by Council in July 2021. Statutory reporting and Formal GIPA requests being attended to within statutory timeframe.
		Council's records are maintained and captured in accordance with statutory requirements.	Records management continue per statutory requirements. Progress continues to improve Council's processes to ensure compliance with requirements.
<b>2.6 A diverse population with the rights to live safely and securely in our communities and villages with opportunity to develop positive neighbourhood relationships.</b>			
2.6.1	Provide support for emergency management in Blayney Shire in accordance with the State Emergency and Rescue Management (SERM) Act.	Provide executive support to the Local Emergency Management Committee.	Director Infrastructure Services (DIS) chairs Local Emergency Management Committee, on quarterly basis, and provides executive support where required.
		Support the operation of the SES.	Support provided as and when requested.
2.6.2	Educate communities on road and pedestrian safety.	Continued support to the role and function of a Road Safety Officer and implementation of the annual Road Safety Action Plan.	Central Tablelands Road Safety role remains vacant. Council working with partners (Bathurst Regional Council, Orange City Council and TfNSW) to review role.

DP Ref.	DP Task	OP Measure	Current Status
<b>Future Direction 3 - Promote Blayney Shire to grow the Local and Visitor Economy</b>			
<b>3.1 A viable and productive, sustainable agricultural sector with opportunities for niche production and access to markets.</b>			
3.1.1	Support the growth of the Shire in order to preserve productive agricultural land and integrate sustainable industrial diversity into the future.	Explore and promote opportunities for Agricultural value adding industries.	Promotion of local produce and associated opportunities ongoing.
		Review the 2008 Blayney, Cabonne & Orange Sub Regional Rural and Industrial Strategy.	Blayney public exhibition completed.  Blayney public exhibition completed. Awaiting finalisation of Orange Settlement Strategy prior to finalisation of the BCO Sub Regional Strategy.
		Participate in Central NSW Joint Organisation Planners Group, ensuring input into Department of Planning and Environment proposed policy changes.	DPES attended all meetings.
3.1.2	Maintain the availability and quality of water for use in rural areas.	Manage the water supply bores in rural locations to provide a secure 'non-potable' supply of water to the Shire.	Data being regularly collated from meters for further analysis.
		Participate in Central NSW Water Utilities Alliance.	Ongoing
		Support water pipeline projects with Central Tablelands Water.	Council continues to liaise with Central Tablelands Water as requested.
<b>3.2 A responsible and thriving mining industry that is engaged and works towards the betterment of the Shire with the community and Council as leading corporate citizens.</b>			
3.2.1	Encourage and support cooperation of mining industry in relation to the economic growth of the shire to protect the environment and address potential impacts.	Actively lobby all levels of government for support for the Cadia Valley Operations and future mining projects.	Director Planning and Environmental Services attended most Cadia and Flyers Creek CCC.
		Participate in the Energy and Mining Related Councils Association and Cadia Consultative Committee.	
		Lead Voluntary Planning Agreement negotiations with Regis Resources.	VPA agreed between 2 parties.
<b>3.3 A well-established, connected and prosperous tourism industry supported by local communities.</b>			
3.3.1	Implement Blayney Shire Destination Marketing Plan to grow the visitor economy.	Encourage engagement with tourism and business groups to build relationships and build on local events and attractions.	Successful in getting \$239,651 to host a series of events through the Reconnection Regional NSW Community Event Program across the Blayney Shire.  Allocate funding through the Tourism Development Program to support local businesses and community groups. Supported Carcoar in winning the NSW Top Tourism Town Award in May 2022.
3.3.2	Implement Blayney 2020 Masterplan projects.	Identify those projects that meet Council's objectives and develop Business Cases as opportunities arise.	Masterplan concepts are complete and waiting adoption by Council.
3.3.3	Facilitate the re-opening of Junction Reefs Reserve for camping.	Facilitate communication between Council, Oceania Gold, Crown Lands and NSW Government to resolve the public access, environmental and road ownership issues to Junction Reefs Reserve.	Opened in 2021, Council provided funding to assist with promotion of Junction Reefs and Bakers Shaft Reserve
3.3.4	Ensure Food Premises comply with the requirements of the Food Act.	Undertake annual food shop inspections and investigate any food related complaints.	19 temporary food shop inspections undertaken in the period. 45 inspections of permanent food shops undertaken in the period. 12 mobile food premises inspected in the period.
<b>3.4 An internationally recognised brand for the Orange Region that adds value to the vision and appeal of our heritage villages and tourism product within the Shire.</b>			
3.4.1	As a founding member of Orange Region Tourism, Council works with members to develop a recognised brand and promote the region.	Support Orange Region Tourism activities.	Council continues work with and support of Orange360.
		Support the initiatives of Central NSW Tourism.	



DP Ref.	DP Task	OP Measure	Current Status
<b>3.5 Sustainable water, renewable energy options and transport sectors support future growth of business, industry and residents.</b>			
3.5.1	Promote sustainable energy development and use within the Shire.	Provide information to public regarding sustainable energy practices. Investigate sustainable energy opportunities on Council land and infrastructure.	REAP review completed and adopted by Council. REAP Working Group meets regularly to progress action items. Business case for medium scale solar array in Blayney in progress. CNSWJO providing support to Councils on renewable energy and energy reduction projects. Construction of Blayney Effluent Recycling Plant complete, commissioning and validation to be finalised on 5 September 2022 BCO Alliance continuing to liaise on future renewable energy projects.
<b>3.6 A vibrant local retail and business sector that employs local people supported by Council and the community.</b>			
3.6.1	Seek opportunities to build a vibrant local retail and business sector.	Improve the directional signage and Visitor Information messaging along the Mid-Western Highway and remove old signs of businesses which have closed. Undertake a review of the Heritage Conservation Areas within the Blayney Shire.	Completed. Council continues to monitor signage. Completed
3.6.2	Complete a Business Case considering a new Cultural Centre bringing together the Library and Family History Group for arts and cultural activities.	Complete plans for new Cultural Centre on current library site to a shovel ready status so that funding submissions may be lodged.	Completed
3.6.3	Investigate options for the utilisation of the Railway Station buildings at Newbridge, Carcoar and Blayney for community, art, social and tourism activities.	Build relationships with Government bodies and NGO's to assist small business. Support and encourage the establishment or expansion of local businesses.	Interpretative Heritage Visitor Experience Installations officially opened 10 December 2021 Masterplan concepts are complete and waiting adoption by Council.
3.6.4	Provide specialist access consulting advice to facilitate development.	Support the engagement of an Access Consultant to assist businesses with specialist access advice for lodgement of development applications.	Budget allocation provided. No business utilized the service during the period.
<b>3.7 A range of quality and affordable childcare and family support services will be available and supported.</b>			
3.7.1	Continue to advocate and support children's services.	Advocate for children's services in the Shire.	A number of programs were provided for children by Council including junior sporting awards program; sport related funding for regional, state and national representation through the Community Financial Assistance Program; and Music Scholarship program at the Mitchell Conservatorium and the Orange Regional Conservatorium.
<b>3.8 Implementation of the Regional Economic Development Strategies identified for Blayney Shire.</b>			
3.8.1	Review the Blayney Local Environmental Plan (2012).	Undertake a review of the Heritage Conservation Areas within the Blayney Shire, Blayney Cabonne Orange Strategy sub regional strategy and Blayney Settlement Strategy in preparation of the Blayney Local Environmental Plan (2012) review. Undertake the review of the Blayney Local Environmental Plan (2012) in the time period specified in the amendments to the EPAA 1979.	Completed as part of the 2020 Settlement Strategy review. 3 Planning Proposals commenced following adoption of the 2020 Blayney Shire Settlement Strategy.

DP Ref.	DP Task	OP Measure	Current Status
<b>Future Direction 4 - Enhance facilities and networks that support Community, Sport, Heritage and Culture</b>			
<b>4.1 Cultural and sporting events are supported by Council, volunteers and state sporting bodies so that they are coordinated and well resourced.</b>			
4.1.1	Development of a calendar of sport and cultural events.	Promote Council website and social media platforms for promotion of major sporting and cultural events by groups.	Council provides regular posts to social media platforms of local sporting events and directs training opportunities to Sports Council members.
4.1.2	Implement Blayney Shire Sports and Recreation Masterplan to enhance and improve sporting facilities.	Continue to engage Sports Council to develop business cases for and prioritise sport and recreational facilities capital projects.	The following grant funded projects have been completed: <ul style="list-style-type: none"> <li>- Multipurpose Courts in Neville</li> <li>- Millthorpe Junior Skate Park</li> </ul> Work continues on the following projects: <ul style="list-style-type: none"> <li>- Change rooms at KGO</li> <li>- Netball Centre and KGO upgrades (Parking, fencing and pathways)</li> <li>Light up Blayney project</li> </ul>
		Deliver Multipurpose Covered Arena project at Blayney Showground.	Central West Equestrian and Livestock Centre completed.  Further surface amendments undertaken successfully, with positive user group feedback.
		Prepare Business Case for King George Oval refurbishment project and seek funding opportunities.	Council was successful in receiving funding for the KGO and Netball courts fencing, parking and pathways under RFRB. KGO change rooms have been completed, and the lighting at the Blayney netball courts will be completed by the end of September/early October 2022
<b>4.2 There is capacity to host within the Shire regional and state sporting events and competitions that will attract strong participation.</b>			
4.2.1	Encourage active participation in sport.	Participate in programs and maintain Council membership to the Western Regional Academy of Sport.	Membership renewed.
<b>4.3 Blayney Shire is a centre for cultural interest, heritage and history, arts, performance and entertainment.</b>			
4.3.1	Engage with the Shire youth to facilitate projects and activities across the Shire.	Facilitate youth activities held in Shire during Youth Week.	Applications for 4 events in Blayney Shire as part of 2022 Youth Week funding program. Funding distributed and acquitted.
		Support the hosting of the regional Skate Boarding event in Millthorpe.	Event not programmed in 2021/22.
4.3.2	Encourage participation and continue relationships with music organisations.	Participate in programs and maintain Council's membership to Regional Music Programs.	Music Scholarship program run with 1 scholarship awarded.
4.3.3	Develop partnerships with other arts organisations to help deliver arts and cultural activities.	Actively support and promote the Arts OutWest.	Membership renewed and Council representative on committee appointed at January 2022 meeting.
		Encourage the use of the Blayney Shire Community Centre as a facility for arts and culture.	Community Centre received a good volume of bookings for use of its facility for arts and cultural purposes.
4.3.4	Provide effective and consumer friendly library services in the Blayney Shire.	Maintain and operate Blayney Library via Service Level Agreement in place with Orange City Council.	Agreement finalised and in place.
		Undertake access and refurbishment works to current library in conjunction with planning for Cultural Centre.	Accessibility project completed with footpath upgrade, automatic doors installed, construction of accessible toilets and RFID equipment relocated.

DP Ref.	DP Task	OP Measure	Current Status
<b>4.4 Implementation of the Blayney Shire Sports and Recreation Masterplan priorities and strategies will realise opportunities for improved healthy lifestyle for our community.</b>			
4.4.1	Implement the priorities identified in Blayney Sport and Recreation Masterplan to enhance and improve our sporting facilities.	Provide and maintain active and passive recreation facilities for the shire communities.	Routine inspections undertaken as programmed and non-routine inspections as required, subject to Customer Requests or other demand. With maintenance response delivered in accordance prioritisation and within budget allocations.  Capital enhancements completed/under construction: - Neville Multipurpose court completed Construction of the KGO Change Rooms
		Investigate opportunities to develop “shovel ready” projects and implement the Blayney Sport and Recreation Masterplan to improve facilities at our major sporting precincts.	Footbridge has been designed, and excepted. Contractor has been appointed to supply & install. Boardwalk construction to commence in August.
		Undertake an audit and upgrade the Children’s play equipment in the Shire’s parks and recreation grounds.	Project completed.
<b>4.5 The Blayney Health Service Integrated Care Program will provide innovative methods to connect health care providers, ancillary and community services for those in need and deliver better preventative health outcomes.</b>			
4.5.1	Encourage and facilitate an active and healthy community by developing accessible programs through CentrePoint and local sporting groups.	Establish CentrePoint as the Shire’s health and fitness centre.  Lobby Federal and NSW Government’s for funding to undertake the CentrePoint Sport and Leisure swimming pools major refurbishment project.	YMCA engaged for a further 2 years to manage CentrePoint until 30 June 2024.  Completed.
4.5.2	Advocate and support Integrated Care Management Plan and Disability Services.	Support Blayney Shire Interagency and implement Disability Inclusion Action Plan.	Access Committee meetings held in July and October. Disability Inclusion Working Group established following election of new Council. Nominations to Working Group invited in June 2022.

DP Ref.	DP Task	OP Measure	Current Status
<b>Future Direction 5 - Protect Our Natural Environment</b>			
<b>5.1 Retention and regeneration of native vegetation corridors and removal of invasive weed and pest species throughout the Shire.</b>			
5.1.1	Maintain and strengthen partnerships with organisations responsible for natural resource management.	Ongoing liaison, support and participation with Local Land Services, Landcare and Upper Macquarie County Council.  Continue with native planting and river health programs.	Council continues to actively participate in Local Land Services (LLS) programs, and as part of the Environment and Waterways Alliance.  Council Officers attend regular UMCC meetings.  Ongoing native plantings undertaken and routine maintenance along Belubula River Walk, Blayney, Mandurama Recreation Ground, Pound Flat Carcoar.
<b>5.2 Biodiversity and cleaning up of the Belubula River waterways and tributaries within the Central NSW region water catchment.</b>			
5.2.1	Enhance the communities' understanding of biodiversity issues and work towards positive behavioural change.	Actively participate in local and regional catchment management groups to increase sharing of knowledge and participate in catchment wide projects and programs.  Continue with the Belubula River Restoration Program at riverbank areas in Blayney and Carcoar to remove willow trees and other noxious species, to plant natives and improve water quality and fish habitat.  Clean up the creeks throughout the Shire, including removal of willow trees and other noxious species, to create wildlife habitat.	Council continues to actively participate in Environment and Waterways Alliance.  Maintenance of native planting areas along Belubula River Walk, Blayney, Mandurama Recreation Ground, and Pound Flat Carcoar continue.  Works to remove noxious weeds on Belubula River, Blayney, in vicinity of "The Island" completed.
<b>5.3 Heritage and Indigenous significant sites in the natural and built environment are identified and protected.</b>			
5.3.1	Identify items of natural and built heritage in Blayney Shire.	Promote Council's Heritage Assistance Fund to owners of Heritage items to assist with maintenance of heritage items.  Heritage Advisory services are continued to be provided to owners of heritage items ensuring heritage is preserved whilst allowing development to occur.  Undertake review of the Heritage Conservation Areas within the Blayney Shire.  Install interpretative signage within our Town and Villages at historically significant sites.	Heritage Assistance Program advertised, and 4 applications approved.  Provided on a monthly and referral basis.  Completed.  Signage undertaken when identified as priority by Village Committees. Signage design in progress for Lyndhurst.
5.3.2	Ensure the Shire's 8 heritage listed cemeteries are maintained and protected.	Support the engagement of specialist stone masons to commence restoration works on derelict graves.  Continue to eradicate vermin and install vermin prevention measures.	Council seeking to confirm responsibility and approval process to undertake such works. Council also awaiting input from Blayney Family History Group to identify priorities.  Vermin control programs were undertaken as needed.
<b>5.4 Sustainable land use practices across the Shire is improved and tree planting projects are supported.</b>			
5.4.1	Promote sustainable development and protection of our natural resources.	Disseminate information to the community as it becomes available.  Facilitate the delivery of environment initiatives on Council owned and controlled land.	Information widely available on internet. Most building above BASIX requirements.  Ongoing.  Footbridge has been designed and accepted. Contractor has been appointed to supply & install.
5.4.2	Pursue sustainable land use practices based on the protection and restoration of natural resources, innovative land use policies and government and community partnerships.	Undertake a review of the Blayney Cabonne Orange Sub Regional Strategy and Blayney Settlement Strategy in preparation of the Blayney Local Environmental Plan (2012) review.  Improve the look of the town and villages by ongoing tree planting program including on the highway, and cleaning up entrances.	Updated Blayney Shire Settlement Strategy adopted by Council in February 2021.  Blayney public exhibition completed. Awaiting finalisation of Orange Settlement Strategy prior to finalisation of the BCO Sub Regional Strategy.  Tree planting is continuing
<b>5.5 Rural Fire Services, Weeds and Local Land Services protect and manage environmentally significant areas to maintain biodiversity of native vegetation.</b>			
5.5.1	Protect and enhance biodiversity, native vegetation, river and soil health.	Assess all DA's with appropriate regard to the minimisation and mitigation of loss or harm to native vegetation.	Ongoing subject to legislative requirements.

DP Ref.	DP Task	OP Measure	Current Status
<b>5.6 Crown Lands are better managed to control weeds, pest species and bushfire.</b>			
5.6.1	Participate and share resources required to complete the NSW Crown Land Negotiation program with Orange Local Aboriginal Lands Council, Orange City and Cabonne Councils.	Provide resources and participate in NSW Crown Land Negotiation program with Orange Local Aboriginal Lands Council, Orange City and Cabonne Councils.	Crown Lands Plans of Management program commenced however in abeyance. No progress during period.
<b>5.7 Sustainable waste management and recycling or reuse of waste will extend the life of Council's landfill and provide opportunities for industry to reduce costs</b>			
5.7.1	Ensure Waste Management Services are delivered in a financially sustainable manner.	Review services at the Blayney Waste Facility before proceeding to re-tender the contract management of the Blayney Waste Facility.	Completed.
		Encourage separation of products at the Blayney Waste Facility to reduce the amount of material deposited to landfill.	Education programs undertaken by NetWaste.
		Implement a new covering plan technique, to cap completed areas once they have been filled with waste.	Completed.
5.7.2	Develop and promote programs with NetWaste that increase recycling within the community and reduce the volume of waste going to landfill.	Consider installation of additional collection points for waste transfer and recycling in the villages if the need is identified.	NetWaste to undertake audit of recycling bins (including public transfer stations on Blayney and Millthorpe) due to increasing contamination rates. Retention of public recycling bins to be considered in the future.
		Investigate installation of a CDS reverse vending machine for Blayney.	Royal Hotel provides an over the counter service and a reverse vending machine has been installed in the carpark of IGA.

**13) NOMINATIONS FOR DISABILITY INCLUSION WORKING GROUP**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 4. Enhance facilities and networks that support Health and Wellbeing of the Community, Sport, Heritage and Cultural interests

**File No:** CM.ME.3

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**Recommendation:**

1. That Lyndall Harrison, Alison Farr, Iris Dorsett, Greg Hooper and Jenny McMahon be appointed as community representatives to the Disability Inclusion Working Group for the duration of the Council term.
2. That Council nominate a Councillor and an alternate Councillor, for when required, to the Disability Inclusion Working Group.

**Reason for Report:**

For Council to receive a report on nominations to the Disability Inclusion Working Group.

**Report:**

Council at its April Council meeting resolved to maintain the Disability Inclusion Working Group.

The Working Group composition comprises representatives as follows:

- 1 Councillor (and 1 alternate)
- Director Corporate Services (ex-officio)
- A minimum of 5 community representatives

The quorum for this group is 4.

Council advertised for nominations for Community representatives to the Disability Inclusion Working Group in June however a poor response saw the advertising period extended into late July. At the conclusion of this advertising period 5 nominations were received as follows:

- Lyndall Harrison;
- Alison Farr;
- Iris Dorsett;
- Greg Hooper; and
- Jenny McMahon

Councillor nominations to the Disability Inclusion Working Group are also sought in the above recommendation.

The Disability Inclusion Working Group is tasked with monitoring and developing strategies to maintain Council's commitment to improving access for all community members to a range of services implementing the Disability

Inclusion Action Plan (DIAP). The Plan sets out Council's actions to support inclusion of people with a disability.

Council is currently preparing its second iteration of the DIAP and feedback from this working group will be integral to finalisation of the plan. The Disability Inclusion Working Group will also be a valuable conduit, going forward, for reporting on the effectiveness of the DIAP and the reporting process to the Council and community.

The DIAP provides strategies for Council to:

- develop positive community attitudes and behaviours;
- create liveable communities;
- support access to meaningful employment; and
- improving access to mainstream services through better systems and processes

Going forward feedback from the Working Group will also be important for the Active Movement Strategy and those capital infrastructure projects that aim to improve local community amenities and facilities.

**Risk/Policy/Legislation Considerations:**

Upon endorsement, nominees will act as Community Representatives for the duration of the Council term unless the Working Group is dissolved earlier.

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**14) DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT****Department:** Infrastructure Services**Author:** Acting Director Infrastructure Services**CSP Link:** 1. Public Infrastructure and Services**File No:** GO.ME.1**Recommendation:**

That the Director Infrastructure Services Monthly Report for August 2022 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****Cadia Road Temporary Closure**

On Friday, 29 July 2022 representatives of Cadia Valley Operations made a request to Blayney Shire Council to close the section of Cadia Road from the Woodville Road intersection to the Panuara Road intersection. This request was made as a precautionary approach due to the potential risk being identified with respect to the competency of the Cadia Road, directly adjacent to issues associated with the VR14-1 site.

Council Officers made their own assessment of the communicated risks and decided that the best course of action was to close the road and install a detour as requested to ensure the safety of their road users. This was installed by 6:00pm, Friday 29 July 2022.

The condition of the detour is currently being monitored and a road dilapidation & road safety report is being prepared.

Cadia Valley Operation has been working well with Council in providing daily updates of the situation and has a plan to resolve the issue; ultimately repair the vent rise & reopen Cadia Road with a cost neutral impact to Council.

**Major Contracts****KGO Change Rooms**

All works have been completed on both the northern and southern change rooms, except for the installation of the smarthub locking system, and a few minor issues. The change rooms will be able to be used in the coming weeks.

**Gallymont Road Bridge**

This project is now fully complete.



### Leabeater Street Bridge

For construction drawings have been approved. Establishment will occur in September.

### Lucan Road Bridge

Detailed design is currently underway. The current project plan shows precast concrete components commencing manufacture in August with establishment occurring in October.

### Boondaroo Road Bridge

Mobilisation for this bridge is due to commence in the second week of August, pending weather. Completion is currently programmed for early October.

## **Major Works**

### Panuara Road Reconstruction

The contracted works are complete. There is one defect in Stage 1 which the contractor will repair in warmer months. Additionally, pavement failed just outside the contracted area near Stage 3. Council will look to repair this in the coming months with surplus funds.

### Hobbys Yards Road Repair

Works are currently being scoped and planned for the remainder of the funds under Resources for Regions Round 8.

## **Road Maintenance Works**

Road maintenance works including pothole patching, vegetation management, gravel road maintenance and signage works have been undertaken in the Browns Creek Road Area, Neville Area, Belubula Way, and Hobbys Yards Road.

### Gravel Re-sheeting

Some gravel re-sheeting works have been completed at Ferndale Lane. Works are now underway at Mallowgrove Road. These roads have been completed under the Fixing Local Roads Round 3 Program.

### Culvert Renewal Program

The Doust Street culvert replacement has made substantial progress with the base slab poured and the precast culvert put in place. Glenlea Road culvert replacement required some further excavation due to weather conditions and the base slab is currently being prepared for pour.

## **Footpaths**

The footpath at Coombing Street has commenced and is approximately 60% complete. This project is being completed under Resources for Regions, Round 8.

## **Assets**

Asset staff are finalising the revaluation of the sewer network including calculating the financial impacts and methodology documentation for the end

of year audit. Work is also well advanced for the preparation of the end of year reporting, including the reconciliation of other asset classes.

Staff have begun preparing the footpath defect and reseal programs and continue to work with the consultant to develop the Active Movement Strategy 2022 review, for presentation at a future Councillor Workshop.

### **Parks and Recreation**

The Parks and Recreation team are continuing routine maintenance such as, tree trimming, brush cutting, and whipper snipping within the open space and sporting oval network. Mowing has decreased because of the colder/wet weather.

#### Smart Hub Lighting & Access Control

Physical installation and point commissioning of all sites has been completed, except for King George Oval at the new changerooms. Outstanding installation works at the changerooms are to commence in the coming month pending delivery of the initial Smart Hub scope. CWELC lighting, Dakers Oval amenities, and Redmond Oval lighting and access control sites are online with final programming and software deliverables outstanding.

Once completed and commissioned, this will enable Council to provide, monitor and control, access and lighting at these sites remotely. The development of access levels to facilities and their utilities for user groups and external stakeholders has been completed, with community engagement yet to commence with this to occur after initial handover of the project from the automation contractor.

Front-end development and final programming have commenced, with demonstrations of the preliminary access control interfaces showing a working PoC setup. Finalisation of front-ends/features and handover documentation is yet to be completed. Soft handover is expected by Friday 12<sup>th</sup> August, with full handover of initial Smart Hub scope by end of month.

#### Belubula River Walk – Stage 3

Council has engaged a contractor to manufacture and install the foot bridge, and the mini-mesh has been delivered to the Council depot. Weather permitting works to install the boardwalk will start in the next two weeks.

#### Millthorpe Cricket nets

Works have commenced with the cricket nets, and completion will be in the next two weeks, weather permitting.

### **Wastewater**

#### Recycled Water Treatment Plant

Amped Automation & Laser Electricals have revisited the site on the 13th of July, due to the chlorine dosage not working correctly. The validation has been postponed again, till early September, when Atom Consulting will return. Ongoing issues with the plant have delayed the validation.

**Fleet, Plant & Depot**

Some items due for renewal this financial year have been released for quotation. Once the quotations close Council Officers will begin assessments in determining the best value for money.

The security gate upgrade of Council's depot is underway with the new access installed and the gates expected to be operational in the coming weeks.

**Risk/Policy/Legislation Considerations:**

Information report only

**Budget Implications:**

Information report only

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**15) FIXING COUNTRY BRIDGES PROGRAM - ROUND 2A**

**Department:** Infrastructure Services

**Author:** Acting Director Infrastructure Services

**CSP Link:** 1. Maintain and Improve Public Infrastructure and Services

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

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**Recommendation:**

That Council;

1. Accept the NSW Government funding offer of \$1,424,900 under the Fixing Country Bridges Program Round 2A and endorse the General Manager signing of the Funding Deed.
2. Invite tenders for the Swallow Creek Bridge (Four Mile Creek Road) by the open tendering method.

**Reason for Report:**

To seek Council approval to accept the Fixing Country Bridges Program Round 2A funding, and commence the project.

**Report:**

In November 2021, Council submitted a funding application to the Fixing Country Bridges Round Two program, totalling \$1,674,900, including a Council co-contribution of \$250,000, which and will need to be included in the 23/24 budget.

Council received formal advice from the Minister for Regional Transport and Roads the Hon. Sam Farraway MLC that Council's submission was successful. This was publicly announced on the 22<sup>nd</sup> of July, 2022.

**Four Mile Creek Road Bridge over Swallow Creek**

The existing bridge is a timber bridge with a non-structural concrete deck, which resides approximately 2.3km north of the Panuara Road intersection.

The new bridge will be 21m long & 9m wide single span bridge, on a different alignment. The existing bridge will remain in service until the new bridge and associated road works are completed to maintain access as an alternate by-pass route would be impractical, particularly for the school bus, which accesses properties further north on Four Mile Creek Road.

**Risk/Policy/Legislation Considerations:**

This project was selected because they were nominated to commence within the next eighteen months, to deliver immediate stimulus benefits to the community. Under Round 2A, Council must start construction on these projects within eighteen months of the Funding Deed date and complete the projects within thirty months from that date.

While there is uncertainty in the current market, the project estimate has allowed for a contingency factor. The contingency is based on a number of factors, including potential further increases in materials prices, minor land acquisitions, contractor availability, remoteness of the location and inclement weather. This project was estimated in November 2021, based on upper limit rates in recent tendered bridges.

As the Swallow Creek Bridge project value will exceed \$250,000, Council is required to undertake the project in accordance with s55 of the Local Government Act (1993). Council is required to invite tenders before entering into a contract. Clause 166-169 of the Local Government (General) Regulation (2005) identifies the types of tendering methods that councils can use. Council must decide whether it is going to use an open or selective tendering process.

The design and specifications for the Swallow Creek Bridge project have not been developed, however based upon previous experience a Design and Construct procurement methodology via Open Tender is recommended as the most appropriate tendering method.

**Budget Implications:**

The full cost of the project is \$1,674,900, with Council committing \$250,000 in project management and part of the contingency to deliver the project.

Council had programmed to replace this asset in 2023/24. It is the intention that Council officers would commence the preliminary works and engage a contractor so that the project can be completed in the 23/24 financial year.

The estimated write down of the old bridge is approximately \$5,000.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**16) MILLTHORPE VILLAGE CENTRE MASTERPLAN**

**Department:** Infrastructure Services

**Author:** Acting Director Infrastructure Services

**CSP Link:** 1. Maintain and Improve Public Infrastructure and Services

**File No:** PR.PL.3

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**Recommendation:**

That Council adopt the Millthorpe Village Centre Concept, and seek funding to implement the projects.

**Reason for Report:**

The draft Millthorpe Village Masterplan Implementation Concept is presented to Council for adoption following the public exhibition period. The design has been prepared by Place Design Group and Council.

**Report:**

Background

The draft Millthorpe Village Centre Master Plan is the first strategic look at the needs of the local community, visitors and local businesses, and identifies future projects within the village centre that will ensure a vibrant streetscape, and improve the pedestrian experience.

The Village Centre Master Plan, includes overall design strategies, proposed vehicle and pedestrian circulation and connections, material and planting palettes, parking strategies, etc for the village centre of Millthorpe.

Community Engagement

Council engaged Place Design Group in February 2021.

An initial meeting was held with the Millthorpe Village Committee, Transport for NSW (TfNSW) officers, Councillors and Council staff in late February 2021, and provided the opportunity for Place Design to undertake a detailed walk through of the project area.

Place Design undertook community consultation in May 2021 with an online survey, to obtain local opinion, and gain an understanding of how things have changed, and what is needed for the future of the area. The community responses provided information on what people like most about the village centre and what they thought the village centre needs to be.

Following preparation of the initial draft concept, and early feedback from Council and TfNSW, Place Design undertook modifications, and a virtual Community Consultation session was delivered on 15 September 2021.

Place Design delivered a presentation on their investigations, thoughts and ideas, with attendees provided with an opportunity to ask questions, express their thoughts and provide alternate options to those presented in the initial draft.

The community engagement session was well attended by Councillors and members of the community. The event was recorded and made available via Council's website for those unable to attend. The Blayney Chronicle also ran an article, including the use of its Facebook page, generating community input.

Following the consultation session, the community were given the opportunity to provide their thoughts in writing or respond to Council's online survey, which closed at the end of November.

Public submissions and survey results were then provided to Place Design Group, and a summary of the positive aspects aligned into the themes of movement and place, which are key focuses of Transport for NSW (TfNSW) and important to ensuring TfNSW remain engaged in the process, and any future outcomes as they relate to speed zones, notably Victoria, Pym and Park Streets, and potentially adjoining streets.

Upon finalising the summary sheet, this was provided to the Millthorpe Village Committee, as well as a community Project Update.

A further information session was undertaken on 5 April 2022, and enabled Place Design Group to present the updated concept to the community with attendees provided an opportunity to ask questions, express their thoughts and provide alternate options to those presented in the second draft.

Input from the community related to further consideration of speed zones (notably around Millthorpe Public School), the inclusion of Mill Green and its relationship to the Master Plan, road threshold treatments, kerbing and parking. It was also raised that the Golden Memories Museum could provide valuable input in the development of interpretive signage.

The document has been further revised subsequent to the community input and has been received by Council. Due to the large size, only the key plans have been included as attachments. The full document can be made available upon request.

#### Public Exhibition Period

At the ordinary April meeting, Council resolved to place the concept documentation on public exhibition for a period of 28 days, with promotion via the GM Conversation in the Blayney Chronicle and Council's social media platforms. The exhibition period closed on 19 May with no formal submissions received.

Council also made a direct request for TfNSW to provide a written submission, which was then also discussed directly with TfNSW, before providing information to Place Design Group.

#### Transport for NSW Submission

The submission is addressed under the following focus points:-

**Speed Zoning** – It was noted that Station Place (proposed 10km/h Shared Zone) and Pym St (30km/h HPAA) were disconnected by Elliott Street (50km/h zone). It was recommended that Elliott Street (East) therefore be included as part of the 30km/h zone. Pedestrians should also be given priority across Elliott Street. This will be incorporated in speed zone review by TfNSW scheduled for 2023/24.

**Line Marking** - Should be removed from within the 30km/h HPAA, to ensure it looks like a local street and offers a pedestrian focus.

**Accessibility** – It was noted that kerb heights in Millthorpe are generally high, and if work is to be done to refurbish the blue-stone kerbing it would be opportune to re-set and lower the kerb height. This should improve accessibility for some people, and reduce nuisance damage to cars parking against the high kerbs. It should also be noted that bluestone kerbs and in-road/path ‘features’ may prove to be trip hazards or uncomfortable to traverse for some people.

**Park and Victoria Intersection** – TfNSW acknowledge that the concept of a roundabout will have some design issues to overcome to cater for safe movement of heavy vehicles, in particular (i) the size of the roundabout central island and appropriate deflection of through vehicles – the road width and availability of land may require a non-standard/thoughtful design; and (ii) the steep slope on the western side may promote roll-over type crashes of northbound heavy vehicles if not designed thoughtfully.

**Lighting** – There is no mention of lighting included, and this should be considered in the Shared Zone, the HPAA and all pedestrian access points across the roads.

**Vegetation** – Selection and type should be carefully considered at intersections, and particularly at the Park and Victoria Streets intersection (roundabout) to ensure sight distances are compliant.

**Public Seating** – Should be placed outward facing against building/property lines for improved weather protection, rather than inward facing.

Prior to delivering any of the improvement works / projects detailed investigation and design work will be required, and Council should seek to identify funding opportunities.



Heritage Advice

As Councillors would know, the Grand Western Lodge has been going through refurbishment in recent years, and Council has received enquiry about a new treatment for the footpath outside the building. Due to the prominent location of the building, and this would be the first piece of footpath improvements following the concept plan, a request was made to Council Heritage Advisor for guidance on appropriate treatment(s) that would be in keeping with the heritage of the village.

He has advised that Council should be seeking to achieve a traditional period character, to the footpaths that has the look of gravel but is safe for pedestrians and does not draw attention to itself as a feature. It is for this reason they should be constructed of a dark grey oxide concrete and expressed with a black aggregate.

The use of cobbles is not generally supported, as they are not a traditional element for the village but could be used in place of modern tactile tiles where appropriate. To further identify crossing locations, these should be constructed similar to the footpaths, with a defined edge of cobbles as a tactile indicator for pedestrians and rumble strip for motorists.

Costings

Place Design have provided an Opinion on Probable Costs (OPC) on the landscaping, facilities, and civil works for the complete concept. It should be noted that this is a very high-level estimate, and detailed pricing would be included as part of the detailed design process for individual elements (projects).

The OPC was also reviewed to discern between those costs that could be capitalised (roads, paths etc), or considered as operational (trees, lawn etc) elements, in delivery of the overall concept, and a determination of the annual depreciation and annual operational (mowing etc) costs. This has resulted in the following total project costs and annual costs, as part of the Whole of Life (WOL) cost analysis.

<b>Project Estimate (\$)</b>	<b>Write Down (\$)</b>	<b>Depreciation (\$ / annum)</b>	<b>O + M (\$ / annum)</b>	<b>Total Annual Cost (\$)</b>
16,652,727	TBD	170,202	3,500	173,701

**Risk/Policy/Legislation Considerations:**Asset Management

Council owns and manages all roads included within the project scope area, with the exception of the Millthorpe Railway Station carpark, and Park Street (travelling lanes from 1m outside the edge lines are maintained by Transport for NSW).

Policy

The Village Centre Master Plan has been developed in consultation with the community and Transport for NSW and provides Council with clear direction

on what the community seeks in the village centre and immediately surrounding streets. It provides evidence for well-developed projects that can be considered shovel ready for grant applications, and where to target future expenditure of funds.

#### High Pedestrian Activity Area

As the agency in charge of speed zones. TfNSW has provided advice on the extent of a High Pedestrian activity Area (HPAA) zone for Victoria and Pym Streets and made contributions toward the consideration of both shared zones and other HPAA (less than 40) on adjoining streets for Council to consider and are incorporated within the current concept.

#### **Budget Implications:**

The Master Plan was jointly funded by Council and the Millthorpe Village Committee. Council currently has no funding allocated to the delivery of infrastructure works associated with the Masterplan.

TfNSW has advised Council that it has made provision within its 2023/24 program to complete the investigation into the future HPAA zones within the Village.

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

1	Millthorpe Village Centre Masterplan	4 Pages
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#### **Attachments (separate document)**

Nil

## 4.1 Overall Strategy

STRATEGIC THEME:

KEY OBJECTIVE:

STRATEGIC ACTION:

<p><b>1 CHARACTER &amp; HERITAGE</b></p>	<p>To maintain the 'Village feel' with its quirky character and heritage charm</p>	<ul style="list-style-type: none"> <li>Collaborate with Museum to curate as comprehensive collection of early street photos as are available.* Restoration of the original features of the streetscape in reference to these photos; such as the verandahs on buildings, cobblestone sections of the streets &amp; biestone kerb and guttering.</li> <li>Retain + restore the intact heritage materials and details* - i.e. Kerbs and gutters</li> <li>Relocate the existing power network underground along Pym St</li> <li>Additional heritage style footpath seating</li> <li>Upgrade Milithorpe biestone gutters. Undertake audit of condition: identify gaps, remove cement sections, repaint, replace &amp; refurbish blue stone guttering within the Village Centre</li> <li>Avoid all decorative treatments and adopt a minimalist approach to ensure that the buildings dominate the setting*</li> <li>Stone/granite setts to threshold treatments on the basis of interpreting the early basalt gutter treatments*</li> <li>Grey oxide concrete with black local aggregate recommended to concrete pavements*</li> </ul>
<p><b>2 PEDESTRIAN SAFETY</b></p>	<p>To slow traffic and create a sense of pedestrian ownership on the streets of the Village Centre</p>	<ul style="list-style-type: none"> <li>Introduction of a 30km/hr High Pedestrian Activity Area (HPAA)</li> <li>Improve line marking to clearly identify traffic lanes</li> <li>Traffic calming devices in Victoria Street at HPAA thresholds</li> <li>Improved/advanced warning lights at the school crossing in Park Street</li> <li>Heavy vehicles and through traffic diverted via Glenorie Road</li> <li>Upgraded intersections with planted corners, tree blisters and accessible road crossing points</li> </ul>
<p><b>3 ACCESSIBILITY &amp; WAYFINDING</b></p>	<p>To promote the connectivity of the Village for less able people &amp; holiday visitors to park and walk</p>	<ul style="list-style-type: none"> <li>'Park and Walk' signage to promote and connect the available parking at the Bowling Club, Railway Station and Redmond Oval</li> <li>Clear signage to promote where caravans and trailers can park</li> <li>Clear signage to public toilets at Redmond Oval and the Railway Station</li> <li>Install reverse angle parking on Victoria Street between Park and Pym Street</li> <li>Improve walkways, footpath surfaces and install new pram ramps</li> </ul>
<p><b>4 FUNCTION &amp; WORKABILITY</b></p>	<p>To support the working nature of the Village</p>	<ul style="list-style-type: none"> <li>Seal the Railway Station car park</li> <li>Install 1x dual port (destination charger) charging point at Station Place</li> <li>Maintain clear zones and vehicle access for parking, deliveries and times of emergency in the Village Centre</li> <li>Rollover roundabout to guide traffic flow from Park St (Subject to Transport for NSW)</li> </ul>
<p><b>5 COMMUNITY VALUE</b></p>	<p>To value the street as open space infrastructure supporting social interaction, sense of identity and business</p>	<ul style="list-style-type: none"> <li>Install temporary timber bollard system to support temporary closure of Pym St for community festivals, markets and other special events. Removable sleeved timber bollards recommended to provide minimal visual impact*</li> <li>'Trial 'parklet' concept to Station Place (sensitive to Milithorpe Heritage style theme) to provide summer outdoor dining and seating</li> <li>Station Place to become a shared zone</li> </ul>

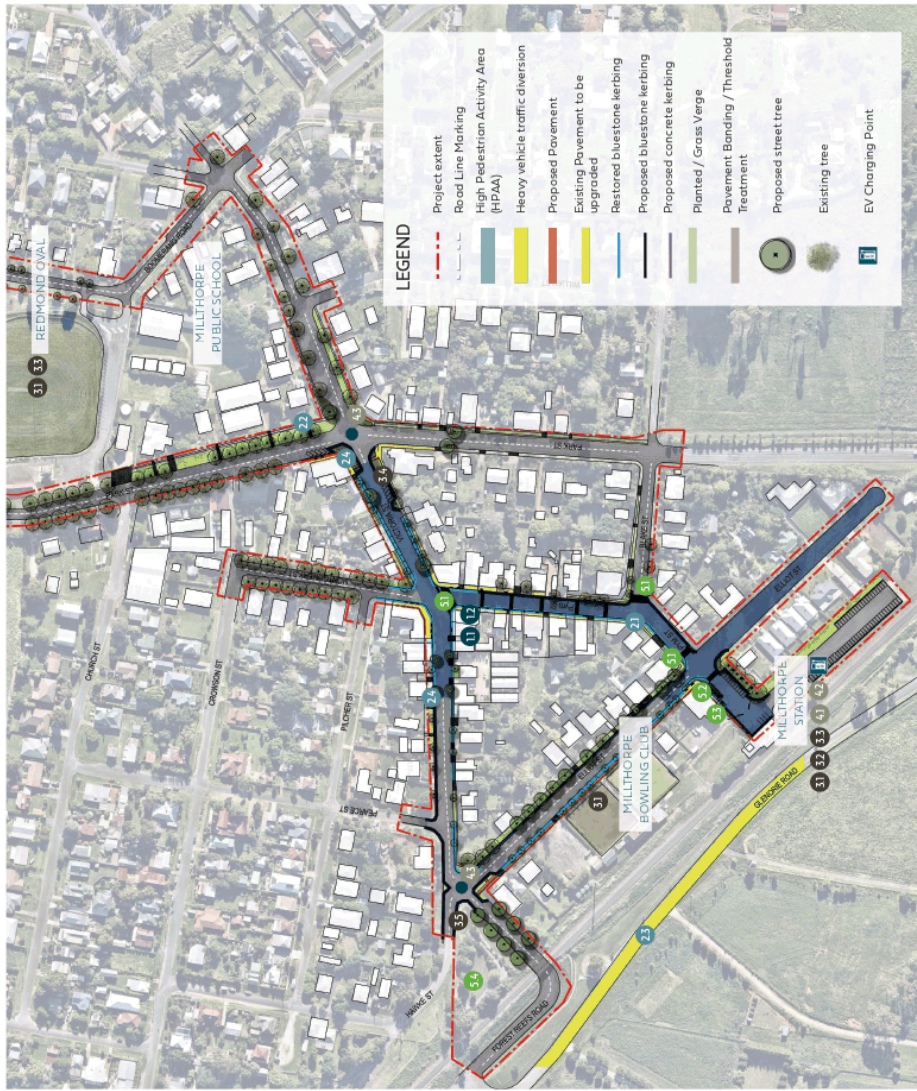
Milithorpe Village Centre  
Concept Update

\*Actions detailed according to David Scobie, Heritage Advisor to Blayney Shire Council

Place Design Group  
July 2022 22

## 4.2 Overall Strategy / Masterplan Concept

- 1. CHARACTER & HERITAGE**
    - 1.1 Reference Museum's photograph collection of early street photos to restoration the original features of the streetscape, such as the verandahs on buildings, cobblestone sections of the streets & buestone kerb and guttering
    - 1.2 Upgrade Millthorpe buestone gutters. Undertake audit of condition. Retain intact, identify gaps, remove cement sections, respoint, replace & refurbish blue stone guttering within Village Centre.
  - 2. PEDESTRIAN SAFETY**
    - 2.1 Introduction of a 30km/hr High Pedestrian Activity Area (HPAA)
    - 2.2 Improved/advanced warning lights at the school crossing in Park Street
    - 2.3 Heavy vehicles and through traffic diverted via Glenorie Road
    - 2.4 Upgraded intersections with planted corners, tree bisters and accessible road crossing points
  - 3. ACCESSIBILITY & WAYFINDING**
    - 3.1 'Park and Walk' signage to promote and connect the available parking at the Bowling Club, Railway Station and Redmond Oval
    - 3.2 Clear signage to promote where caravans and trailers can park
    - 3.3 Clear signage to public toilets at Redmond Oval and the Railway Station
    - 3.4 Installing reverse angle parking on Victoria Street between Park and Pym Street
    - 3.5 Removal / relocation of existing bus shelter
  - 4. FUNCTION & WORKABILITY**
    - 4.1 Seal the Railway Station car park
    - 4.2 Install 1 Dual Port (destination charge) charging point at Station Place
    - 4.3 Roundabout to guide traffic flow (subject to Transport for NSW to review)
  - 5. COMMUNITY VALUE**
    - 5.1 Install temporary timber bollard system to support temporary closure of Pym St for community festivals, markets and other special events
    - 5.2 'Tria' 'Parklet' concept to Station Place (sensitive to Millthorpe Heritage style theme) to provide summer outdoor dining and seating
    - 5.3 Station Place to become a shared zone
    - 5.4 Improve visual connection and access to Mill Green Park
- \*Actions detailed according to David Scoble, Heritage Advisor to Blayney Shire Council



Millthorpe Village Centre  
Concept Update

100M/1:100000/K3  
Place Design Group  
July 2022 23



### 4.3 Village Centre Concept / Plan

#### 1. CHARACTER & HERITAGE

Restoration of the original features of the streetscape; such as the verandahs on buildings, cobblestone sections of the streets & biestone kerb and guttering

- 11 Additional heritage style footpath seating
- 12 Relocate the existing power network underground
- 13 Upgrade Mithorpe Blue Stone Gutters. Undertake audit of condition. Retain intact. Identify gaps, remove cement sections, repaint, replace & refurbish blue stone guttering of Station Place, Pym, Victoria, Blake and Elliott Streets.
- 15 Threshold treatment using stone/granite sets to accessible road crossing points, sympathetic to heritage style.

#### 2. PEDESTRIAN SAFETY

- 21 Introduction of a 30km/hr High Pedestrian Activity Area (HPAA)
- 22 Improve line marking to clearly identify traffic lanes
- 23 Traffic calming devices at HPAA thresholds
- 24 Upgraded intersections with planted corners, tree blisters and accessible road crossing points

#### 3. ACCESSIBILITY & WAYFINDING

- 31 Improve walkways, footpath surfaces and install new pram ramps
- 32 Upgraded heritage interpretation + wayfinding signage
- 33 Installing reverse angle parking on Victoria Street between Park + Pym St (TBC with Traffic Consultant)
- 34 Raised threshold for more level access across deep kerbs

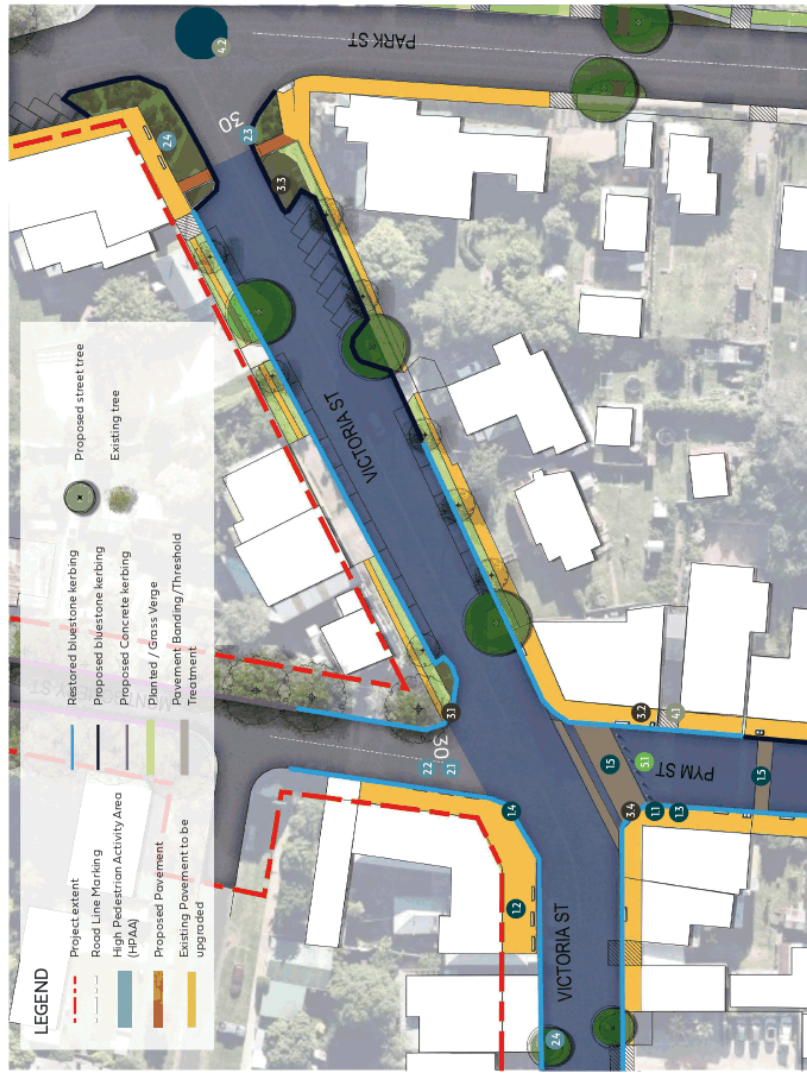
#### 4. FUNCTION & WORKABILITY

- 41 Maintaining clearances and vehicle access for parking, deliveries and times of emergency in the Village Centre
- 42 Roll-over roundabout to guide traffic flow (subject to Transport for NSW review)

#### 5. COMMUNITY VALUE

- 51 Install temporary bollard system to support temporary closure of Pym St for community festivals, markets and other special events

\*Actions detailed according to David Scoble, Heritage Advisor to Blayney Shire Council



Millthorpe Village Centre  
Concept Update



Place Design Group  
July 2022

### 4.4 Station Place Concept / Plan

**1. CHARACTER & HERITAGE**  
 Upgrade Millthorpe bluestone outfalls. Undertake audit of condition. Retain intact, identify gaps, remove concrete sections, repoint, repace & refurbish base stone guttering of Station Place, Pym, Victoria, Blake and Elliott Streets.

**2. PEDESTRIAN SAFETY**  
 21 Introduction of a 30km/hr High Pedestrian Activity Area (HPAA)  
 22 Improve line marking to clearly identify traffic lanes  
 23 HPAA thresholds treatment using stone/gamite sets to accessible road crossing points sympathetic to heritage style  
 24 Upgraded intersections with planted corners, tree blisters and accessible road crossing points

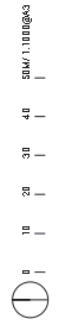
**3. ACCESSIBILITY & WAYFINDING**  
 31 Improve walkways, footpath surfaces and install new pram ramps  
 32 Park and Walk signage to promote and connect the available parking at the Bowling Club, Railway Station and Redround Oval  
 33 Clear signage to public toilets at the Railway Station

**4. FUNCTION & WORKABILITY**  
 41 Sealing the Railway Station car park  
 42 Refurbish second toilet block at railway station  
 43 Install 1 Dual Port (destination charge) charging point at Station Place

**5. COMMUNITY VALUE**  
 51 Install temporary timber board system to support temporary closure of Pym St for community festivals, markets and other special events  
 52 Trial 'Parklet' concept to Station Place (sensitive to Millthorpe Heritage style theme) to provide summer outdoor dining and seating  
 53 Station Place to become a shared zone



Millthorpe Village Centre  
 Concept Update



Place Design Group  
 July 2022

**17) MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD 5 AUGUST 2022****Department:** Infrastructure Services**Author:** Acting Director Infrastructure Services**CSP Link:** 4. Community, Sport, Heritage and Culture**File No:** TT.ME.1**Recommendation:**

1. That the minutes of the Blayney Traffic Committee Meeting, held on Friday 10 June 2022, be received and noted.
2. That Council note the change of date for the undertaking of the Pollie Pedal 2022 Charity Cycle Ride, to be staged on Hobbys Yards Road, Mid Western Highway, Orange Road, Neville Road, Mandurama Road, and Belubula Way, on 3 and 4 October 2022, and that the event approval be subject to the conditions as detailed in the Director Infrastructure Services' Report of June 2021.
3. That Council endorse the Traffic Guidance Scheme for the Orange Running Festival, to be held on 5 March 2023 on roads in the vicinity of Forest Reefs and Spring Terrace, in the Orange City LGA, as a Class 2 event, and subject to the conditions detailed in the Director Infrastructure Services' Report.
4. That:
  - a) Signs indicating a bus stop should not be erected at Eves Lane, Millthorpe;
  - b) Appropriate use of signage be investigated following any future alterations to the bus stop.
5. That:
  - a) The application for a rural bus route and rural bus stop at the corner of Wimbledon Road and Gresham Lane, Newbridge be approved.
  - b) That vegetation trimming be undertaken and available sight distance be subsequently reassessed prior to Council approval.
  - c) Design and creation of an approved bus bay would be outside Council's current budgetary capabilities

**MINUTES OF THE BLAYNEY SHIRE COUNCIL TRAFFIC COMMITTEE MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 5 AUGUST 2022, COMMENCING AT 10:00AM****PRESENT****Members:** Cr John Newstead (Blayney Shire Council - Chair), Reg Rendall (Paul Toole Representative), Wayde Hazelton (TfNSW), Thomas Worley (TfNSW), Steven Chaplin (NSW Police).**Present:** Jacob Hogan (Acting Director Infrastructure Services), Nikki Smith (Administration Officer).

**APOLOGIES**

Grant Baker (Director Infrastructure Services), noting that as of 1 August 2022, Grant has commenced working at Bland Shire Council.

**CONFIRMATION OF MINUTES****MINUTES OF THE PREVIOUS MEETING BLAYNEY SHIRE COUNCIL TRAFFIC COMMITTEE MEETING HELD 10 JUNE 2022****Recommendation:**

That the Minutes of the Blayney Shire Council Traffic Committee Meeting held on 10 June 2022, be confirmed to be a true and accurate record of that meeting.

(Reg Rendall / Steve Chaplin)

**MATTERS ARISING FROM THE MINUTES**

Nil.

**DECLARATION OF INTEREST**

Nil.

**CORRESPONDENCE**

Nil.

**REPORTS****20220803:01 STREET EVENT - POLLIE PEDAL CHARITY CYCLE RIDE - 3 & 4 OCTOBER 2022****Recommendation:**

That Council note the change of date for the undertaking of the Pollie Pedal 2022 Charity Cycle Ride, to be staged on Hobbys Yards Road, Mid Western Highway, Orange Road, Neville Road, Mandurama Road, and Belubula Way, on 3 and 4 October 2022, and that the event approval be subject to the conditions as detailed in the Director Infrastructure Services' Report of June 2021.

(Wayde Hazelton / Cr John Newstead)

**20220803:02 STREET EVENT - ORANGE RUNNING FESTIVAL - 5 MARCH 2023****Recommendation:**

That Council endorse the Traffic Guidance Scheme for the Orange Running Festival, to be held on 5 March 2023 on roads in the vicinity of Forest Reefs and Spring Terrace, in the Orange City LGA, as a Class 2 event, and subject to the conditions detailed in the Director Infrastructure Services' Report.

(Steve Chaplin / Reg Rendall)



**20220803:03 RURAL BUS STOP - EVES LANE, MILLTHORPE****Recommendation:**

1. That signs indicating a bus stop should not be erected at Eves Lane, Millthorpe.
2. That appropriate use of signage be investigated following any future alterations to the bus stop.

(Reg Rendall / Wayde Hazelton)

**20220803:04 RURAL BUS STOP - WIMBLEDON ROAD****Recommendation:**

1. That the application for a rural bus route and rural bus stop at the corner of Wimbledon Road and Gresham Lane, Newbridge be approved.
2. That vegetation trimming be undertaken and available sight distance be subsequently reassessed prior to Council approval.
3. Design and creation of an approved bus bay would be outside council's current budgetary capabilities.

(Reg Rendall / Cr John Newstead)

**TRAFFIC REGISTER****20220803:05 TRAFFIC REGISTER**

Nil.

**GENERAL BUSINESS****20220803:06 SPEEDING CONCERNS - GILCHRIST, COOPER, MARSDEN & PERCY STREETS, BLAYNEY****Actions**

Noted, NSW Police will continue to monitor.

**20220803:07 GENERAL BUSINESS - MISCELLANEOUS ITEMS****Actions**

1. Noted the Orange Classic & Café Racer – Bike Show.
2. Noted the Fathers Day – Cars & Coffee Blayney.
3. That Council's Design & Development Engineer review the procedure for Rural School Bus Routes and Bus Stops and report to a future Traffic Committee Meeting.

**20220803:08 INTERSECTION MID WESTERN HIGHWAY & HILL STREET, BLAYNEY**

Cr John Newstead advised that he experienced a truck being too close to the rear of the bus he was driving when turning from Mid Western Highway into Hill Street, Blayney.

**Action:**

TfNSW will investigate the intersection and report to a future Traffic Committee Meeting.

20220803:09 **INTERSECTION MID WESTERN HIGHWAY & ADELAIDE STREET NORTH, BLAYNEY**

Cr John Newstead enquired if the one way street on the Cnr of Mid Western Highway and Adelaide Street North, Blayney could be considered to be re-opened back to a two way

**Action:**

Council in conjunction with TfNSW will investigate the intersection with consideration of being within the vicinity of school and pedestrian crossing, and report to a future Traffic Committee Meeting.

20220803:10 **FOREST REEFS ROAD SPEED**

Cr John Newstead enquired if Forest Reefs Road could be changed from an 80km zone to a 100km zone.

**Action:**

TfNSW to do a speed zone review of Forest Reefs Road.

**INFORMAL MATTERS**

20220803:12 **CHIFLEY POLICE DISTRICT - SERIOUS/FATAL MVA REPORT - JUNE 2022**

**Actions**

That the information be noted.

**FUTURE MEETING DATES - 2022**

30 September 2022

9 December 2022

There being no further business, the meeting concluded at 11:15am.

**COUNCIL ISSUES**

Development of Policy and Guidelines for Advisory Signs.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil