

Blayney Shire Council




6 November 2012

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, 12 November 2012 at 6.00 pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Recording of Meeting Statement
- (3) Apologies for non-attendance
- (4) Confirmation of Minutes - Ordinary Council Meeting held on 05.11.12
- (5) Matters arising from Minutes
- (6) Disclosures of Interest
- (7) Reports of Staff
 - (a) General Manager
 - (b) Corporate Services
 - (c) Engineering Services
 - (d) Environmental Services
- (8) Delegates Reports
- (9) Committee Reports
- (10) Information Report

Yours faithfully



GA Wilcox
GENERAL MANAGER

5.30pm

**PRESENTATION BY COUNCIL AUDITORS – Hill
Rogers Spencer Steer Assurance Partners**

NOVEMBER 2012			
Friday 2	2.30 pm	Upper Macquarie County Council	Kelso
Monday 5	4.00 pm	Councillor Workshop – Policies, Delegations, LEP, DCP & IP&R	
Friday 9	9.00 am	NSW Association of Mining Related Councils	Narrabri
Monday 12	6.00 pm	Blayney Ordinary Meeting of Council	BSCC
Thursday 22	10.00 am	Centroc Board	Wellington
Monday 26 – Wednesday 28		Shire Road Tour	
DECEMBER 2012			
Monday 3	4.30 pm	Millthorpe Walking Tour	Millthorpe Post Office
Friday 7	2.30 pm	Upper Macquarie County Council	Kelso
Monday 10	6.00 pm	Blayney Ordinary Meeting of Council	Cadia Room, BSCC
Wednesday 12	10.30 am	Central Tablelands Water Council Meeting	
2013			
JANUARY 2013			
		<i>Traditionally the month of January is kept free for planning purposes.</i>	
FEBRUARY 2013			
Monday 4	4.00 pm	Councillor Workshop – Discuss Budget 2013/14 & IP&R	BSCC
Friday 8	9.00 am	NSW Association of Mining Related Councils – Executive	
Saturday 9*	9.30	Lachlan Regional Transport Committee	
Monday 11	6.00 pm	Blayney Ordinary Meeting of Council	BSCC
Tuesday 12*		Arts OutWest	
Wednesday 13	10.30 am	Central Tablelands Water Council Meeting	Grenfell
Wednesday 27	10.00 am	Centroc Board	

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HELD ON MONDAY 12 NOVEMBER 2012

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GENERAL MANAGER'S REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 12 NOVEMBER 2012



01) **RAIL BRANCH LINES**
(General Manager)

RECOMMENDED:

1. That Council delegate authority to the General Manager and Mayor to take action on behalf of Council (excluding financial commitments above budget estimates) in relation to the continuing rail re-opening project.

REPORT

Rail Branch Lines, T3.8.5

Since 2009 Blayney Shire has been part of a joint project with Weddin, Cowra, Harden and Young Councils to reopen the Blayney-Cowra-Demondrille rail line, including the spur line to Greenethorpe from Koorawatha.

After a study by SAMROM P/L was commissioned by the councils, the NSW Government commissioned a Cost Budget Analysis by Booth & Co in 2011. Since that time the councils have identified freight volumes which have far exceeded the quantity nominated in the Booth & Co report for viability.

Current action is centred around:

- negotiation with Transport for NSW for a Memorandum of Understanding, to be followed by a call for Expressions of Interest from potential rail operators/investors
- discussions with potential rail operators/investors to inform them of the project and ascertain their level of interest
- preparation for a grant application under the next round of the Regional Development Australia Fund
- ongoing liaison with other affected bodies such as the Port Kembla Authority and the Wollongong Trades and Labour Council, both of which have given strong support to the project.

Several meetings have been held with a succession of NSW Transport Ministers, and a meeting with the Federal Minister for Regional Development is currently awaited.

This is a project aimed at reducing heavy vehicle traffic and road maintenance.

BUDGET IMPLICATIONS

Council will be required to support funding to prepare submissions to the RDA and this cost is on a shared basis. It is estimated that funding this financial year would be \$15,000 to \$20,000.

POLICY IMPLICATIONS

No policy implications, however the reopening of the rail line will have a traffic safety impact as trucks could be reduced from the Mid west highway and that

economic development of Blayney Shire can be improved by being a transport node and link east/west and north/south rail transport.

Attachments

Nil

02) **COUNCIL CHRISTMAS SHUTDOWN**
(General Manager)

RECOMMENDED:

1. That the report detailing the Council Christmas Shutdown be received and noted.

REPORT

Council Offices and the Depot will close for the Christmas Shutdown period on Friday 21 December 2012, with employees returning to work on Wednesday 2 January 2013. A skeleton crew will be working during the Christmas/New Year period to ensure that Council is able to respond to any urgent situations over this period.

As has been the practice in previous years, the emergency numbers, as detailed below, will be advertised in the local press, on Council's web page and on the front doors of the Chambers during the month of December.

Emergency Contact Numbers:

Ranger	0407 295 604
Engineering/Roads	0409 307 041
Sewerage	0428 287 509

BUDGET IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

Attachments

Nil

CORPORATE SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 12 NOVEMBER 2012



03) **PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS POLICY**
(Director Corporate Services)

RECOMMENDED:

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

REPORT

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

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

Council's Payment of Expenses and the Provision of Facilities to the Mayor and Councillors as proposed has a number of amendments as marked in the policy. All amendments are within the guidelines outlined in DLG Circular 09-36: *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW* and are consistent that offered by many NSW Councils. Some amendments will assist Council in its strategy to lessen its environmental impact and work more efficiently through a reduction of paper distribution to Councillors and negating the need for regular delivery of papers to Councillors by staff.

The amendments inserted can be summarised as follows:

- Incidental expenses incurred by Councillors whilst travelling shall not exceed the rates as determined by the Australian Taxation Office in its annual Taxation Determination of *reasonable travel and overtime meal allowance expense amounts*. (Clause 3.7)
- Councillors shall be provided with tablet technology equipment i.e. ipads. (Clause 5.4)
- Councillors to be provided appropriate apparel to undertake their civic duties. (Clause 5.5)
- Other facilities to be provided to Councillors i.e. meals / refreshments at meetings; business cards; name badges and postage of official correspondence. (Clause 5.6)
- Councillors to return equipment and facilities during periods of extended leave of absence or upon cessation of civic duties. (Reference to sim card has also been inserted). Councillors will also have the option to purchase equipment previously held at an agreed fair market price or written down value. (Clause 5.7)

- The Claim form has been simplified to allow for seamless administration of claims. (Attachment A)

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

BUDGET IMPLICATIONS

Council has provision in the 2012/13 Operational Plan for purchase of tablet technology for Councillors. Other amendments will be borne within current budget provision.

POLICY IMPLICATIONS

A report seeking the formal adoption of the amended policy will be presented to an Ordinary Meeting of Council following expiration of the public exhibition period.

Attachments

1	Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy	14 Pages
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04) REPORT OF COUNCIL INVESTMENTS AS AT 30 OCTOBER 2012
 (Finance Officer)

RECOMMENDED:

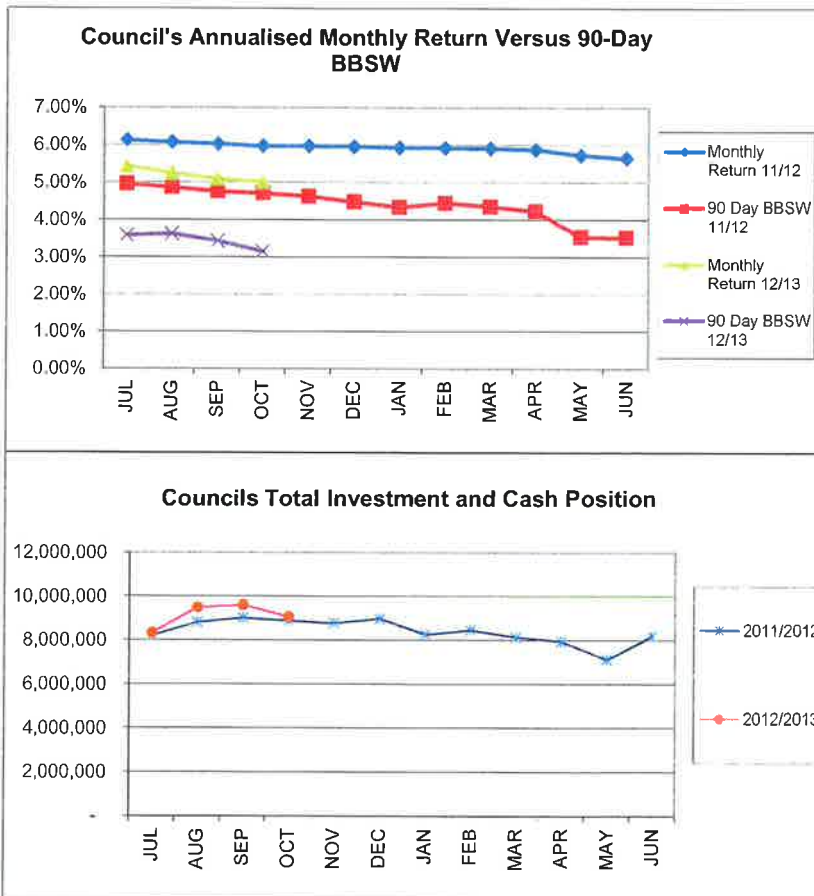
1. That Council report indicating Council’s investment position as at 30 October 2012 be received and noted.
2. That the certification of the Responsible Accounting Officer be noted and the report be adopted.

REPORT
REPORT

This report provides details of Council’s Investment Portfolio as at 30 October 2012.

Council’s total investment and cash position as at 30 October 2012 is \$9,052,722. Investments earned interest of \$39,453 for the month of October 2012.

Council’s monthly net return annualised for October of 5.01% outperformed the 90 day Bank Bill Swap Rate of 3.15%.



REGISTER OF INVESTMENTS AND CASH AS AT 30 OCTOBER 2012

Institution	Maturity	Amount \$	Monthly Net Return Annualised
<u>Term Deposits</u>			
NAB	4/02/2013	500,000.00	5.13%
Bankstown City Credit Union	4/12/2012	500,000.00	5.00%
Rural Bank	4/12/2012	500,000.00	5.05%
Beirut Hellenic Bank Ltd	15/01/2013	500,000.00	4.70%
The Rock Building Society	11/12/2012	500,000.00	4.95%
ME Bank	13/02/2013	500,000.00	4.80%
Bank of Cyprus Australia	27/11/2012	500,000.00	4.90%
Bank of Queensland	6/11/2012	500,000.00	5.10%
Railways Credit Union	14/11/2012	500,000.00	5.00%
IMB	4/12/2012	500,000.00	4.90%
Police & Nurses Credit Union	7/11/2012	500,000.00	4.94%
Gateway Credit Union	20/11/2012	500,000.00	5.01%
ING	30/01/2013	500,000.00	5.17%
Peoples Choice	18/12/2012	500,000.00	4.80%
B & E Ltd	9/01/2013	500,000.00	4.75%
Warwick Credit Union	19/02/2013	500,000.00	5.17%
Total		8,000,000.00	4.96%
<u>Collateralised Debt Obligation (CDO's)</u>			
ANZ Custodian (Kakadu, BBSW + 140 points)	20/03/2014	500,000.00	4.91%
Total		500,000.00	4.91%
Total Investments		8,500,000.00	4.96%
Benchmark: BBSW 90 Day Index			3.15%
Commonwealth Bank - At Call Account		354,976.16	
Commonwealth Bank Balance		197,745.62	
TOTAL INVESTMENTS & CASH		9,052,721.78	

Summary of Investment movements - OCTOBER		
Financial Institution	Invst/(Recall) Amount \$	Commentary
<u>Term Deposits</u>		
Bank West	(507,456.17)	Term Deposit invested 26/09/2012
B & E Ltd	500,000.00	Term Deposit invested 03/10/2012
Beirut Hellenic Bank Ltd	(514,752.74)	Term Deposit matured 09/10/2012
Beirut Hellenic Bank Ltd	500,000.00	Term Deposit invested 09/10/2012
ME Bank	(506,357.53)	Term Deposit matured 16/10/2012
ME Bank	500,000.00	Term Deposit invested 16/10/2012

Collateralised Debt Obligations (CDO's)

As per Council's Auditor recommendations the disclosure of the impact of market conditions on the value of the Collateralised Debt Obligations held is provided. It is estimated by ANZ Custodian Services that the market value of Kakadu is \$62,822 as at 30 June 2012. It is anticipated that as the investment draws near to maturity the market value will increase. Council is also involved in ongoing legal action to minimise any losses.

Council's monthly net return annualised for August on the CDO is 4.91% outperforming the 90 day Bank Bill Swap Rate of 3.15%.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

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

BUDGET IMPLICATIONS

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

POLICY IMPLICATIONS

Nil effect.

Attachments

Nil

05) **QUARTERLY PERFORMANCE REPORT - SEPTEMBER 2012**
(Manager Financial Services)

RECOMMENDED:

1. That the Quarterly Review of Council's 2012/2013 Operational Plan including budget review as at 30 September 2012 be noted and the additional votes of expenditure adopted.

REPORT

Under S.404(5) of the Local Government Act Council is required to report on progress of its Delivery Program including the Operational Plan. The Operational Plan identifies the specific actions to be completed in 2012/2013 under each of the four year objectives expressed in the delivery program. It comprises actions with performance measures and budget required to achieve these.

The Division of Local Government issued new Quarterly Budget Review Statement Guidelines in 2010 as part of the new Integrated Planning and Reporting (IP&R) framework. The guidelines are mandatory for all Council's from 1 July 2011 and provide a list of minimum quarterly reporting requirements for Council.

The purpose of the quarterly review of the Operational Plan performance measures is to inform Councillors of Council's progress to achieve the specific actions planned. In addition, this report allows members of the community to form their own assessment of Council's performance.

The purpose of the quarterly budget review is to act as a barometer of Council's financial health during the year and disclose Council's overall financial health position. It is also a means to ensure council meets its objectives, targets and outcomes as set out in its operational plan.

Following this report is the update of those performance targets set out in the 2012/2013 Operational Plan and the detailed review of Council's 2012/2013 Budget Review covering the September 2012 quarter.

BUDGET IMPLICATIONS

The variations contained within this report maintain a balanced budget as at 30 September 2012, for the 2012/2013 financial year.

POLICY IMPLICATIONS

Nil.

Attachments

- | | | |
|---|--|-------------|
| 1 | First Quarter Operational Plan Performance Status Report -
September 2012 | 22
Pages |
| 2 | Quarterly Budget Review - September 2012 | 17
Pages |

06) **BLAYNEY SHIRE COUNCIL CEMETERY FORUM**
(General Manager)

RECOMMENDED:

1. That Council confirm the nomination of Crs xxxxxxx & xxxxxx as representatives to the Blayney Shire Council Cemetery Forum

REPORT

Committee Objectives

The Cemetery Forum Committee allows community based input for the preservation of the publicly operated cemeteries within Blayney Shire Local Government area. Meetings are held twice a year in December and July.

Reporting to Council

Minutes of meeting to be reported to Council.

Committee Members

- 2 Councillor representatives
- 2 Council Staff representatives
- One Community Representative for each cemetery in the Shire (being Newbridge, Millthorpe, Neville, Hobbys Yards, Blayney, Lyndhurst and Carcoar).

Council Staff Members

- Director Planning & Environmental Services
- Ranger

Community Strategic Plan Objectives

- CSP 1.1
- CSP 1.3
- CSP 1.4
- CSP 1.6
- CSP 2.3
- CSP 4.5
- CSP 5.3
- CSP 6.2

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect

Attachments

Nil

07) **APPOINTMENT OF COMMUNITY MEMBERS TO COMMITTEES**
(Director Corporate Services)

RECOMMENDED:

1. That Council appoint a panel of Councillors with delegation to appoint community representatives to Committees.

REPORT

Council at its meeting held 3 October 2012 appointed committees for the Council term.

Applications for appointment to committees have been invited with applications closing 5 November 2012. Such appointments must be endorsed by Council.

To expedite the appointment and Committee process it is requested that Council endorse a panel with delegation to appoint committee representatives as the closing date for applications is after the meeting agenda "close-off". It is proposed that committees meet soon after these appointments.

A summary of committees and community representatives are as follows:

Committee	No. Community Representatives
Blayney Shire Access Advisory Committee	4
Blayney Shire Economic Development Committee	2 Tourism sector 2 Industry sector
Blayney Shire Financial Assistance Committee	2 1 (Cadia)
Blayney Shire Sports Council	1 from each sporting code
Blayney Shire Tidy Town Committee	1 from each village
Arts Outwest Board	1
Cemetery Committee	7

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect.

Attachments

Nil

08) REVIEW OF DELEGATIONS REGISTER
(Director Corporate Services)

RECOMMENDED:

1. That the Council's Register of Delegations, as amended, be adopted.

REPORT

Council is obligated under the Local Government Act to review all its delegations within twelve (12) months of election to office.

As part of this obligation Council must maintain a Register of Delegations that outlines powers conferred by Council upon the Mayor, General Manager and those powers sub-delegated by the General Manager. Pursuant to the Local Government Act it must be available for review at any time upon request.

A significant revision of the Register of Delegations has occurred reflecting amendments to legislation; regulatory powers and position titles, assisting in the seamless operation of Council and effective provision of service.

The following schedule provides an overview of significant amendments to Council's current Register of Delegations.

A complete Draft Register of Delegations incorporating each of the proposed amendments is provided as an attachment.

Significant Amendments

Delegations conferred upon the General Manager

6K	Access to Information
6L	Informal release of Information*
6R	Signature of Department Correspondence
15A	Residence contracts (Inala Units)
16F	Town Planning Committee
21C	Construction & Safety Act
21H	Retail Trading Act
22B	Shared Traffic Zones
22I	Naming of Public Roads *

(* Denotes new delegation)

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

The Local Government Act (1993) outlines requirements pertaining to delegation of authority.

- S.377 outlines Councils' power to delegate to the General Manager. The following functions cannot be delegated to the General Manager:
 - the appointment of a general manager
 - the making of a rate
 - a determination under section 549 as to the levying of a rate

- the making of a charge
 - the fixing of a fee
 - the borrowing of money
 - the voting of money for expenditure on its works, services or operations
 - the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
 - the acceptance of tenders which are required under this Act to be invited by the council
 - the adoption of integrated planning and reporting documents under section 406 and pursuant to the integrated planning and reporting guidelines
 - the adoption of a financial statement included in an annual financial report
 - a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
 - the fixing of an amount or rate for the carrying out by the council of work on private land
 - the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
 - the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the *Environmental Planning and Assessment Act 1979*
 - the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194
 - a decision under section 356 to contribute money or otherwise grant financial assistance to persons
 - a decision under section 234 to grant leave of absence to the holder of a civic office
 - the making of an application, or the giving of a notice, to the Governor or Minister
 - this power of delegation
 - any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- S.378 outlines functions that may be delegated by the General Manager.
 - S.380 requires Council to review all its delegations within 12 months of election to office.

IP&R LINK

DP6.3.1 Provide a framework for the efficient and effective administration of Council.

Attachments

1 Delegations Register 40 Pages

09) INVESTMENT POLICY AND STRATEGY
(Director Corporate Services)

RECOMMENDED:

1. That the report on Investment Policy and Strategy be noted.

REPORT

Council at its meeting held 3 October 2012 requested advice on Council's investment strategy and asked for a report to be tabled on this matter.

Council manages its Investment funds primarily under the adopted Investment Policy. The practices undertaken under this policy are controlled by:

- The Local Government Act 1993 (Sec.12 and 625 and General Regulation 212)
- Directives from the Department of Local Government (Ministerial Investment Order and Code of Accounting Best Practice Sec.11.3.1 and 11.3.5)
- Australian Accounting Standards (AASB132 and AASB139)
- Council is also subject to take into consideration: NSW Trustee Act 1925 (Sec.14A and 14C)
- Australian Standards – Risk Management Standard (AS4360:2004)

Council's policy aims to:

- Identify, understand and comply with relevant legislation, codes and orders.
- Know, understand and comply with the requirements of a 'prudent person' approach.
- Be in line with Council's investment strategy.
- Measure and report investment performance.

The policy and strategy Blayney Shire Council has used is quite conservative. Council has only dealt in guaranteed transactions such as term deposits and only invests with institutions that have a Standard & Poor's rating of 'A'. This conservative approach, in hindsight, has proven to be good practice, given the collapse of sub-prime market and the flow on effects to some forms of investments practice. The Blayney Shire Council has exposure to collapse of the market, like many other Councils within NSW and WA. This information is outlined and regularly updated in the monthly investment report to Council. The losses and poor investment practices used by Local Government were subject to an independent report (The Cole Report) and the Minister reviewed Investment guidelines as a consequence.

The Ministerial Investment Order issued pursuant to section 625 of the Local Government Act 1993 serves to outline the types of investments that Council is permitted to invest in. The Investment Policy introduces appropriate controls on the investment of Council funds.

Other factors that also impact upon investment decisions are:

- Rates of return
- Timing
- Cashflow
- Market forecasts (RBA decisions etc.)

A copy of the most recent DLG Circular 11-01 informing Councils of the Revised Ministerial Investment Order and the current Investment Policy are attached for information.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

As outlined above.

IP&R LINK

DP6.3.2 Maintain a secure and financial structure for Council.

Attachments

- | | | |
|---|---|---------|
| 1 | DLG Circular 11-01 Revised Ministerial Investment Order | 2 Pages |
| 2 | Policy 4B Investment Policy | 6 Pages |

10) REVIEW OF COUNCIL POLICY REGISTER
(Director Corporate Services)

RECOMMENDED:

1. That Council endorse the amendments to the Policy Register as outlined in Table 1: Policies not changed or repealed.
2. That Council amended policies as outlined in Table 2: Amended Policies be placed on public exhibition for a period of at least 28 days.

REPORT

Policies and procedures are essential to ensure that legal, fair and consistent decisions are made across the Council. They support Council in achieving its corporate objectives and provide crucial guidelines for Councillors, staff and other stakeholders. Without sound policies and procedures there is a greater risk of inconsistency, confusion and inefficiency.

Policies express Council’s position on a particular issue or subject. It records the ‘why’ and ‘what’ of Council decision making. Policies must be formally adopted in a meeting of Council and comply with Council’s legal obligations and relevant community standards. For community transparency, policy amendments are exhibited for a period of 28 days prior to formal adoption and inclusion into Council’s Policy Register.

Procedures describe the specific steps that are to be followed in order to implement a policy and are developed and adopted by Council staff.

A review of existing policies has been undertaken for adoption by Council. Below are tables of Council policies as follows:

- Table 1: Policies unchanged or repealed. This table will require Council endorsement at a meeting of Council prior to updating of Council’s policy register.
- Table 2: Amended policies. This table will require Council to adopt the policy for public exhibition as part of its commitment to community transparency.

Table 1: Policies not changed or repealed

No.	Policy Name	Comment
1B	Code of Conduct	No changes. Under Review by DLG
1C	Code of Meeting Practice	No changes.
1D	Communication between Councillors & Staff	No changes.
2A	Public Notice Format	Repeal. Part of Code of Meeting Practice.
2B	Media Spokesperson Policy	No changes.
2C	Complaints Management Policy	No changes.
2E	Gifts and Benefits Policy	No changes.
2F	Fraud Control Policy	No changes.

No.	Policy Name	Comment
2G	Access to Information Policy	No changes.
2H	Statement of Business Ethics	Repeal.
3A	Responsible Accounting Officer	No changes.
3B	Writing off debts	No changes.
3C	Issuing Receipts	Repeal. Operational matter – procedure.
3D	Asset Registration	Repeal. Operational matter – procedure.
3F	Warrant of Accounts	Repeal. Information available via Information Access request.
3G	Purchase of Goods & Services Policy	No changes. Under review for Council consideration early 2013.
4A	Reserve Funds (interest on investments)	Repeal. Operational matter – procedure.
4B	Investment Policy	No changes.
5A	Writing off Rates & Charges	No changes.
5B	End of Year Write off of rates interest	Repeal. Operational matter – procedure.
5C	Categorisation of land as Farmland for rating purposes	No changes.
5D	Rates and Debtors Recovery Policy	Repeal. Operational matter – procedure.
5E	Pensioner and Hardship Policy	No changes.
6A	Insurance Contributions to Community Organisations	Repeal. Covered by Financial Assistance Program.
6B	Public Liability Insurance – Community Celebrations	Repeal. Covered by Financial Assistance Program.
6C	Package for Doctors Incentives for Retention Attraction	For Review.
7A	Recruitment Procedures	Repeal. Operational matter – procedure.
7B	Pre-Employment Medical Assessment	Repeal. Operational matter – procedure.
7C	Interview Expenses	Repeal. Operational matter – procedure.
7D	Relocation Expenses	Repeal. Operational matter – procedure.
7E	Child Protection Policy and Procedure	Repeal. Operational matter – procedure.
7F	Equal Employment Opportunity Management Plan	Repeal. Operational matter – procedure.
7G	Protective Clothing & Equipment Policy for Outdoor Workers	Repeal. Operational matter – procedure.
7H	Supply of uniform for administrative and technical staff	Repeal. Operational matter – procedure.
7I	Leave Entitlements and reports	Repeal. Operational matter – procedure.
7J	Sick Leave	Repeal. Operational matter – procedure.
No.	Policy Name	Comment
7K	Special Leave	Repeal. Operational matter – procedure.
7L	Employee Development Policy	Repeal. Operational matter – procedure.
7M	Recognition of Service of Council Employees	Repeal. Operational matter – procedure.
7N	Secondary Employment Policy and Procedure	Repeal. Operational matter – procedure.
7O	Return to Work Policy	Repeal. Operational matter – procedure.
7P	Grievance Handling Policy and Procedure	Repeal. Operational matter – procedure.
7Q	Working Alone Policy	Repeal. Operational matter – procedure.
7R	Loss of Licence Policy & Procedure	Repeal. Operational matter – procedure.
7S	Mobile Telephone Policy	Repeal. Operational matter – procedure.

7T	Payment of Higher Duties Policy	Repeal. Operational matter – procedure.
8A	Email and Internet Policy	Repeal. Operational matter – procedure.
9A	Occupational Health and Safety Policy	Repeal. Operational matter – procedure.
9B	Drug and Alcohol Policy	Repeal. Operational matter – procedure.
9C	Smoke Free Workplace Policy	Repeal. Operational matter – procedure.
9D	Chemical Incidents	Repeal.
9E	Hazardous Waste Incident	Repeal.
9F	Emergency Procedures	Repeal. Operational matter – procedure.
9G	Event Management Policy	No changes. Under review for Council consideration early 2013.
9H	Disaster Recovery Plan	Under review for Council consideration early 2013.
10A	Community Centre – Conditions of Hire & use	No changes. Revised policy to be tabled
11A	Acknowledgment of Correspondence	Repeal. Operational matter – procedure.
11C	Privacy Management Plan	No change.
12A	Inala Units – Conditions of Occupancy	Repeal. Commercially managed.
13A	Tender Procedures	Repeal. Operational matter – procedure.
14A	Dog Numbers in Urban Areas	Repeal. Covered by Companion Animals Act.
14B	Keeping of Horses	Repeal. Covered by Local Government Act.
15A	Building Alignment	Repeal. In new SEPP to support BLEP 2012.
15B	Tank Water Storage for new buildings	Repeal. – BASIX requirement.
18A	On-site Disposal of effluent	Repeal – Guideline referenced in DCP.
No.	Policy Name	Comment
18B	On-site sewage management plan	Repeal – Guideline referenced in DCP.
19A	Development Consent Notification	Repeal – Guideline referenced in DCP.
19B	Use of Metal Cladding on Buildings	Repeal – Guideline referenced in DCP.
19C	Use of Footpaths	No changes.
19D	Occupations of Caravans Policy	Repeal. Covered by Local Government Act.
19E	Community Land Management Plan	No changes.
19F	Rural Property Access	Repeal – Guideline referenced in DCP.
19G	Subdivision – Proposed for Footpaths	Repeal – Guideline referenced in DCP.
19H	Sheds in the 1(c) Rural Small Holdings Zone	Repeal – Guideline referenced in DCP.
19I	Erosion and Sediment Control Policy	Repeal – Guideline referenced in DCP.
19J	Flood Study Requirements for Development	Repeal – LEP.
19K	Garage & carport and domestic sheds in villages or urban zones	Repeal – Guideline referenced in DCP.
19L	Onsite during dwelling construction	Repeal.
19M	Planning Agreement	Repeal – Covered in EP&A Act – voluntary agreement.
19N	Inspection of sites subject to Business Paper Reports	Repeal – covered in Policy 1B.
19O	Unapproved Display of Signage Policy	Repeal – Covered in EP&A Act.
19P	Skate Park Code of Conduct	Repeal.
19Q	Enforcement Policy	No changes.
19R	Temporary & Mobile Food Stalls Policy	No changes.
20A	Cemetery Policy	Repeal – guideline. To be addressed in Cemeteries Management Plan.
21A	Incinerator Burning Off	Repeal – covered in Protection of the Environment Operations Act.

22A	Stormwater Management Plan	Repeal.
22B	Asset Management Policy	No changes.
23A	Motor Vehicles – ABS Braking and airbags	Repeal – fleet management procedure.
23B	Air Conditioning	Repeal – fleet management procedure.
23C	Purchase of Motor Vehicles & Plant	Repeal – fleet management procedure.
23D	Motor Vehicle Replacements	Repeal – fleet management procedure.
23E	Plant and Equipment Use	Repeal – fleet management procedure.
23F	Plant Account Financial Operation	Repeal – procedure.
24A	Private Works Policy	Repeal – procedure.
25B	Roadside Timber Removal	Repeal.
25C	Temporary road closures	Repeal – traffic management.
25D	Gutter Crossing	Repeal.
25E	Rural Road Maintenance Strategy	Repeal – procedure.
25F	Road & Street Names	For Review
25G	Gravel Royalties	Repeal.
25H	Footpath Risk Management	Repeal – Footpath Asset Management Plan.
25I	Grazing of Stock on Council Owned Reserves	Repeal – procedure in conjunction.
No.	Policy Name	Comment
25J	Pesticide Notification Plan	Repeal – procedure.
25L	Street Tree Policy	No changes.
26A	Use of Council sporting fields and associated facilities	Repeal – procedure.
26B	Playground Equipment Risk Management	Repeal – Asset management Plan.
26C	Memorials on Council Reserves Policy	Repeal – procedure.
27A	Acceptance of Septic Tank and Pan Waste to the Sewerage System	Repeal – incorporated into 27B: Liquid Trade Waste Policy.
27B	Liquid Trade Waste Policy	No changes.
28A	Vandalism Policy	No changes.

Table 2: Amended policies

No.	Policy Name	Comment
2D	Internal Reporting Policy	Name change: Protected Disclosures – Internal Reporting Policy. No other changes.
3E	Interest – Private Works	Change – interest applicable beyond 30 days not 60 days
4C	Corporate Card Policy	Name change: Corporate Credit Card and procedural attachments removed.
11B	Records Management Policy	Reviewed and updated.
18C	Waste Collection Policy	Reviewed and updated.

The amended policies are provided as an attachment with amendments marked by either “strike through” for deletions or “coloured and underlined” for insertions. As part of Council’s commitment to community transparency it is recommended that the amended policies be placed on public exhibition for a period of 28 days.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

A report seeking the formal adoption of the amended policies will be presented to an Ordinary Meeting of Council following expiration of the public exhibition period.

Attachments

- | | | |
|---|---|----------|
| 1 | 2D Draft Protected Disclosures: Internal Reporting Policy | 21 Pages |
| 2 | 3E Draft Interest - Private Works Policy | 2 Pages |
| 3 | 4C Draft Corporate Card Policy | 7 Pages |
| 4 | 11B Draft Records Management Policy | 5 Pages |
| 5 | 18C Draft Waste Collection Policy | 4 Pages |



Blayney Shire Council

Policy Register

Policy No 1A

Policy Title	Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy
Document/File No	142801
Officer Responsible	Director Corporate Services
Last Review Date	12/11/2012

Objectives

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

Policy Statement

Blayney Shire Council



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

1.

1. OBJECTIVE OF POLICY

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

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

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

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

2. STATUS OF THE POLICY

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

3. PAYMENT OF EXPENSES

3.1. CONFERENCES AND SEMINARS

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

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

3.1.1.

Registration Fees

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

3.1.2. Accommodation

Payment of accommodation costs on the following basis:

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

3.1.3. Car Parking Fees

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

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

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

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

3.2. TRAINING AND PROFESSIONAL DEVELOPMENT

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

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

3.3. REIMBURSEMENT AND RECONCILIATION OF EXPENSES

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

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

3.4. CLAIM FORM

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

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

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

3.5. PAYMENTS IN ADVANCE

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

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

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

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

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

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

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

3.7. INCIDENTAL EXPENSES

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

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

Incidental expenses could reasonably include:

Type of Expenses	Daily Limits
Taxi / Train Fares	\$50.00
Parking Fees	\$50.00
Additional Meals & Refreshments	\$35.00
Other Approved Incidentals by General Manager	\$50.00

3.8. INSURANCE

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

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

Council shall meet any excess applicable under a policy for:

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

3.9. LEGAL EXPENSES

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

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

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

Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs shall only be made available where a formal investigation has been commenced by the Division of Local Government.

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

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

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

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

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

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

3.10. CARER'S PROVISIONS

3.10.1. Carer's Expenses

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

- Attendance at Ordinary and Extraordinary meetings of Council.

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

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

3.10.2. Expenses and Facilities for Councillors with Disabilities

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

4. CONSIDERATION OF SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

4.1. GENERAL TRAVEL ARRANGEMENTS

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

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

4.2. LOCAL TRAVEL ARRANGEMENTS AND EXPENSES

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

- Blayney
- Cowra
- Bathurst
- Orange
- Cabonne

- Wellington

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

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

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

Councillors are encouraged to pool vehicles where practicable.

4.3. NON-LOCAL AND OTHER TRAVEL ARRANGEMENTS AND EXPENSES

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

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

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

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

4.4. TRAVELLING EXPENSES PER KILOMETRE RATE

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

4.5. OTHER EXPENSES

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

5. PROVISION OF FACILITIES

5.1. GENERAL PRINCIPLES

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

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

5.2. TELEPHONE / FACSIMILE LINE

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

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

5.3. FACSIMILE MACHINES

At the expense of Council, each Councillor shall be provided with a facsimile machine.

Maintenance and the supply of toner consumables (toner & paper) for the Council provided facsimile machines shall be provided at Council's expense.

5.4. TECHNOLOGY EQUIPMENT

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

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

5.5. APPAREL

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

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

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

5.6. OTHER FACILITIES

Councillors are to receive the benefit of:

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

5.7. RETURN OF FACILITIES

~~At the completion of their term of office:~~

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

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

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

5.8. SECRETARIAL SUPPORT

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

ATTACHMENT A – CLAIM FORM

**BLAYNEY SHIRE COUNCIL
COUNCILLOR'S EXPENSES CLAIM FORM 2011/12**

Council has adopted a Policy for payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors in relation to discharging the functions of civic office.

Name of Councillor: _____

TRAVEL

Date	Council Meeting/Committee/Other	Kilometres

ACCOMMODATION/ SUSTENANCE/ OUT OF POCKET EXPENSES

Please provide details and attach receipts \$

SIGNATURE: _____ **DATE:** _____

Office Use Only
TRAVEL (Kilometres) _____ @ \$ _____ **PAYMENT** _____

OTHER _____ _____

TOTAL \$ _____
 =====

ATTACHMENT B – TRAVEL AUTHORITY

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

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

Name of Councillor: _____

Purpose of Travel: _____

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

Location: _____

Venue: _____

Mode of Transport: (please circle)

Air Council Vehicle Councillor Vehicle Hire Vehicle

Accommodation (if required):

Single Room: _____ Double Room: _____ Other: _____

Motel preference: _____

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

SIGNATURE: _____ **DATE:** _____

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

Office Use Only

Council meeting date: _____ Minute No.: _____

Transport: _____ Order No.: _____

Motel: _____ Order No.: _____

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

1ST QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - SEPTEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		1ST QUARTER REPORT			
Csp Ref.	DP Ref.	TASK	OP Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 1: GROW THE WEALTH OF THE SHIRE									
1.1	1.1.1	Maintain and strengthen partnerships with organisations responsible for natural resource management	1.1.1.a	Ongoing liaison and support and participating local CMA's and Landcare groups.	Meetings attended. Partnership activities undertaken.	DPES	X		meetings attended during period
	1.1.1	Maintain and strengthen partnerships with organisations responsible for natural resource management	1.1.1.b	Ongoing liaison, support and participation in CENTROC.	Meetings and on-going initiatives undertaken.	DPES	X		meetings attended during period
	1.1.2	Promote sustainable development and protection of our natural resources through the planning system.	1.1.2.a	Actively support local CMA's and Landcare Groups.	Meetings and activities undertaken.	DPES	X		meetings attended and activities undertaken during period
	1.1.2	Promote sustainable development and protection of our natural resources through the planning system.	1.1.2.b	Disseminate information to the community as it becomes available	Information disseminated to the public	DPES	X		available information disseminated during period
	1.1.3	Ensure planning activates support long term sustainability of agricultural sector.	1.1.3.a	BLEP2011 and DCP maintained in accordance with statutory requirements and any Council adopted studies	Ongoing maintenance and review of BLEP 2011 and DCP	DPES	X		Planning and Infrastructure for final PC review and sign off by Council before plan is implemented. DCP be completed within 6 months
	1.1.3	Ensure planning activates support long term sustainability of agricultural sector.	1.1.3.b	Provide technical advice/planning advice to sector as required.	Provision of advice as requested.	DPES	X		advice provided as requested
	1.1.4	Explore and promote opportunities for Agriculture value adding industries.	1.1.4.a	Seek funding opportunities for production of economic development strategy	Grant application lodged.	DCS	X		Available funding programs being investigated

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN			1ST QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	OP Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
1.2	1.2.1	Manage the development of mining as it develops in the Shire in order to preserve sustainable industrial diversity into the future.	1.2.1.a	Encourage and support cooperation of mining industry in relation to the environment and addressing mining impacts; and review Council's land planning with the provision of information regarding industry growth and future land requirements and other industry information.	Meetings and interaction undertaken.	DPES	X		meetings with current mining company/s during period and meetings with prospective miners during period.
	1.2.1	Manage the development of mining as it develops in the Shire in order to preserve sustainable industrial diversity into the future.	1.2.1.b	Address issues in Council's response to any proposed mining activities in Blayney Shire.	Provision of assistance as required.	DPES	X		assistance provided as required/requested during period
	1.2.1	Manage the development of mining as it develops in the Shire in order to preserve sustainable industrial diversity into the future.	1.2.1.b	Participate in individual Mine Community Consultative Committee Meetings.	Attendance at meetings, communication of meeting outcomes to Council.	DPES	X		Community Consultative Cttee meetings attended during period
	1.2.1	Manage the development of mining as it develops in the Shire in order to preserve sustainable industrial diversity into the future.	1.2.1.c	Actively contribute to Cadia Mine Communities initiatives.	Provide information to community groups, as appropriate.	DPES	X		community groups provided with information when requested/necessary
	1.2.2	Improve transport linkages across the Local Government Area to support the mining industry.	1.2.2.a	Provide for the upgrade of road linkages supporting the Cadia Valley district.	Projects completed within budgetary constraints.	DIS	X		Projects identified in consultation with Newcrest, project planning underway.

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN			1ST QUARTER REPORT		
Csp Ref.	DP Ref.	TASK	OP Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
	1.2.2	Improve transport linkages across the Local Government Area to support the mining industry.	1.2.2.b	Attend Roads and Maritime Services Regional Consultative Committee and Public Engagement Group (PEG) meetings on a regular basis.	Meetings attended.	DIS		X	Annual Regional Consultative Committee meeting attended. Quarterly PEG meeting attended.
	1.2.3	Build meaningful relationships between the mining industry and community.	1.2.3.a	Participate in the Association of Mine Related Council's meetings.	Attendance at meetings.	GM	X		Association meetings attended during period
	1.2.3	Build meaningful relationships between the mining industry and community.	1.2.3.b	Advocate the upgrading of the Blayney - Demondrille Railway to support the transport of bulk materials to/from the Blayney Local Government Area.	Meetings and interaction undertaken	GM, DIS	X		The 5 Council group meetings attended, progress occurring with state agencies and private sector, meeting with commonwealth being arranged.
1.3	1.3.1	Implement Blayney Shire Tourism Plan	1.3.1.a	Develop and market tourism products	Participation in marketing campaigns.	DCS	X		Working with Central NSW Tourism in a number of campaigns.
	1.3.1	Implement Blayney Shire Tourism Plan	1.3.1.b	Identify new and developing products and commercial opportunities.	Work with state agencies to develop opportunities.	DCS	X		Awaiting appointment of Economic & Community development Officer
	1.3.1	Implement Blayney Shire Tourism Plan	1.3.1.c	Implement the tourism/visitor strategy for Blayney Shire that increases visitation and length of stay and yield.	Develop relationships with tourism operators.	DCS	X		Some actions commenced, awaiting appointment of Economic & Community Development Officer
	1.3.2	Develop a structure to effectively support and grow tourism and local business.				DCS			Planned for future years.

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1.4	1.4.1	Work with the community and organisations within the region to develop a recognised brand for the Blayney Shire.				DCS			Planned for future years.	
1.5	1.5.1	Advocate for increased funding for transportation assets through Federal and State programs	1.5.1.a	Meet with Australian and NSW Government Transport Department representatives on a regular basis.	Representations made by Council.	GM, DIS	X		Meetings held Minister Gay and dept staff, as to rail and last mile road provisions for regional transport delivery.	
	1.5.2	Promote sustainable energy development and use within the Shire.	1.5.2.a	Provide information to public regarding sustainable energy practices e.g. BASIX	Information provided to public.	DPES	X		Information provided to public during period	
1.6	1.6.1	Seek opportunities to build a vibrant local retail and business sector.				DCS			Planned for future years.	
	1.6.2	Build and retain relationships with government bodies and NGOs to assist small business				DCS			Planned for future years.	
	1.6.3	Support and encourage the establishment or expansion of local businesses				DCS			Planned for future years.	
	1.6.4	Develop an environment that will attract technology or internet based industry to come to Blayney.				DCS			Planned for future years.	

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STRATEGIC DIRECTION 2: A CENTRE FOR SPORTS AND CULTURE									
2.1	2.1.1	Encourage development of a calendar of sport and cultural events.				DCS			Planned for future years.
	2.1.2	Engage with key groups and organisations with a view to developing community partnerships for conducting activities and programs.				DCS			Planned for future years.
	2.1.3	Engage with the Shire youth to facilitate progress and activities across the Shire.	2.1.3.a	Consultation through Youth Council meetings held in partnership with Blayney High School	Attendance at meetings.	DCS	X		Review of future to be undertaken.
	2.1.3	Engage with the Shire youth to facilitate progress and activities across the Shire.	2.1.3.b	Youth activities held in Shire during Youth Week.	Grant submission and acquittal completed in accordance with requirements.	DCS	X		Funding program open November 2012.
	2.1.4	Work proactively with the community groups to assist with event management.	2.1.4.a	Develop a how to guide to conduct community events	Guide to organising community events available.	GM	X		Ongoing.
	2.1.4	Work proactively with the community groups to assist with event management.	2.1.4.b	Review and update Council policy for holding events at Council facilities.	Policy review and updated.	GM	X		Ongoing. Policy to be revised and updated.
	2.1.5	Encourage and facilitate an active and healthy community by developing accessible programs through Centrepoint and local sporting groups.	2.1.5.a	Participate in programs and maintain Council membership to Western Region Academy of Sport	Continued community promotion of healthy living.	DPCS	X		promotion of Centrepoint activities and facilities carried out during period
2.2	2.2.1	Encourage active participation in sport.	2.2.1.a	Continue partnership in Sport Award Program to encourage participation at representative level.	Membership renewed	DCS	X		Awaiting membership renewal.
	2.2.1	Encourage active participation in sport.	2.2.1.b		Sports awards issued.	DCS	X		Working with Radio 2BS to promote awards program.

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	2.2.2	Establish and support a community based representative body for sporting groups.				DIS	X		Sports Council to be established at October Council meeting
2.3	2.3.1	Encourage participation and continue relationships with music organisations.	2.3.1.a	Participate in programs and maintain Council's membership to Regional Music Programs.	Membership renewed.	DCS	X		Awaiting membership renewal.
	2.3.1	Encourage participation and continue relationships with music organisations.	2.3.1.b	Continue partnership in the Blayney Shire Music Scholarship program with regional partners	Music scholarships awarded.	DCS		X	Auditions held 22/09/2012. Scholarship awardees to be advised by Mitchell Conservatorium and Orange Regional Conservatorium.
	2.3.2	Develop partnerships with other arts organisations to help deliver arts and cultural activities	2.3.2.a	Actively support and promote the Arts Outwest division of NSW Ministry of the Arts.	Programs promoted in the Shire	DCS	X		Ongoing.
	2.3.3	Encourage the use of the Blayney Shire Community Centre as a facility for arts and culture.	2.3.3.a	Develop marketing and promotional information for website and distribution to promote use of the facility.	Marketing and promotional information developed	DCS	X		Ongoing.
	2.3.4	Provide library services in the Blayney Shire	2.3.4.a	Maintain and operate Blayney Library	Maintain membership of Central West Libraries	DCS	X		Membership renewed.
	2.3.4	Provide library services in the Blayney Shire	2.3.4.b	Proceeds from sale of surplus Council assets restricted for future infrastructure purpose (ie. Infrastructure Reserve)	Funds transferred	DCS	X		Ongoing.

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STRATEGIC DIRECTION 3: PRESERVE AND ENHANCE OUR HERITAGE AND RURAL LANDSCAPES									
3.1	3.1.1	Protect and enhance biodiversity, native, vegetation, river and soil health.	3.1.1.a	Assess all DA's with appropriate regard to the minimisation and mitigation of loss or harm to native vegetation.	Proper regard given to native vegetation in DA Assessment/Determination.	DPES	X		applied to all applications assessed/determined during period
	3.1.1	Protect and enhance biodiversity, native, vegetation, river and soil health.	3.1.1.b	Engage with CMA's and landcare group to promote value of retention of native vegetation	Attendance at meetings and availability of information.	DPES	X		meetings attended and available information considered during period
	3.1.1	Protect and enhance biodiversity, native, vegetation, river and soil health.	3.1.1.c	Mapping and calculate area of remnant native vegetation in Blayney Shire	In consultation with Centroc identify remaining native cover mapped in BLEP 2011.	DPES	X		initial discussions held with Lachlan CMA and Central West CMA re availability of mapping during period
	3.1.2	Facilitate the delivery of more planting on Council owned and controlled land.	3.1.2.a	Identify suitable planting areas	Areas identified and mapped.	DIS	X		Ongoing.
	3.1.2	Facilitate the delivery of more planting on Council owned and controlled land.	3.1.2.b	Complete Roadside Vegetation Management Plan (RVMP)	Completed RVMP	DIS	X		Consultant continues to undertake study
3.2	3.2.1	Adopt and implement the Draft Integrated Water Cycle Management Plan.	3.2.1.a	Prepare a report for Council consideration to adopt IWCM Plan	IWCM Plan adopted	DIS	X		Awaiting Ministerial signoff
	3.2.2	Enhance the community's understanding of biodiversity issues and work towards positive behavioural change	3.2.2.a	Actively participate in local and regional catchment management groups to increase sharing of knowledge and participate in catchment wide projects and programs	Number of meetings attended	DPES	X		meetings attended during period
3.3	3.3.1	Pursue recognition of heritage items in draft LEP 2011.	3.3.1.a	Implement heritage matters adopted in the BLEP 2011	Implement BLEP 2011	DPES	X		awaiting making of BLEP 2012 - expected late 2012.
	3.3.1	Pursue recognition of heritage items in draft LEP 2011.	3.3.1.b	Review and promote Heritage Grants program	Promotion of Heritage Grants program	DPES	X		on-going review and promotion during period

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								COMMENT
	3.3.1	Pursue recognition of heritage items in draft LEP 2011.	3.3.1.c	Provide quality functional and accessible heritage advice	Heritage Advisor service available	DPES	X	service continues to be provided monthly
	3.3.2	Identify items of natural heritage in Blayney Shire.	3.3.2.a	Source funding for natural heritage research and identification	Apply for grants, as appropriate.	DPES	X	grant applications made when money available and appropriate
	3.3.2	Identify items of natural heritage in Blayney Shire.	3.3.2.b	Promote advantages of heritage listing and availability of funding/grants through Heritage branch and Council.	Public information made available. Number of local grants made.	DPES	X	local grants made reported to Council and public information made available in Council foyer and on website
	3.4	Pursue sustainable land use practices based on the protection and restoration of natural resources, innovative land use policies and government and community partnerships.	3.4.1.a	Regularly attend and participate in local Catchment Management Authority meetings/workshops	Maintain regular contact with CMA	DPES	X	CMA meetings attended and regular contact maintained during period
	3.4.1	Pursue sustainable land use practices based on the protection and restoration of natural resources, innovative land use policies and government and community partnerships.	3.4.1.b	Liaise with and support local Bushcare and Landcare groups.	Maintain regular contact with local landcare groups.	DPES	X	in process of establishing existence of local Landcare groups and contacts
	3.4.1	Pursue sustainable land use practices based on the protection and restoration of natural resources, innovative land use policies and government and community partnerships.	3.4.1.c	Investigate/review best practice in local government related to sustainable land use practices for urban and rural areas.	Review information as available.	DPES	X	Information reviewed as it becomes available and it is considered for use in Blayney Shire Council

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STRATEGIC DIRECTION 4: DEVELOP AND MAINTAIN SHIRE INFRASTRUCTURE									
4.1	4.1.1	Manage Local Road Network to agreed service levels.	4.1.1.a	Sealed roads are provided to meet the needs of road users within financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Construction undertaken, as per budget. Reseal program, as per budget. Record customer issues and monitor response times.	DIS	X		Reseal program being finalised for December completion.
	4.1.1	Manage Local Road Network to agreed service levels.	4.1.1.b	Unsealed roads are maintained in accordance with Council's Asset Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Gravel re-sheeting program undertaken, as per budget. Length of road maintained (e.g. Graded, patched, table drains) for each classification. Record customer issues and monitor response times.	DIS	X		Gravel resheeting programme continues with focus on disaster funding delivery.
	4.1.1	Manage Local Road Network to agreed service levels.	4.1.1.c	Bridges and major culverts are maintained in accordance with Council's Assets Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Record customer issues and monitor response times.	DIS	X		Bridge structure deficiencies continue to be identified

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	4.1.2	Manage Regional and State Road Network to agreed service levels.	4.1.2.a	Sealed roads are maintained in accordance with Council's Assets Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program designed and implemented in line with financial constraints. Record customer issues and monitor response times.	DIS	X		Ongoing.
	4.1.3	Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	4.1.3.a	Footpaths and cycle ways are provided to meet the needs of pedestrians within financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan Construction program designed and implemented in line with financial constraints. Construction program designed and completed as per budget constraints. Record customer issues and monitor response times.	DIS	X		Kerb ramp replacement investigation of Adelaide Street and Church/Orange Road undertaken for development of program in conjunction with RMS

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4.1.3		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	4.1.3.b	Kerb and gutter is provided in accordance with Council's Assets Management Plan.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program designed and implemented in line with financial constraints. Construction program designed and implemented as per budget constraints. Record customer issues and monitor response times.	DIS	X		Ongoing.
4.1.3		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	4.1.3.c	Parking areas provided in accordance with Council's Assets Management Plan.	Construction of new parking areas in line with financial constraints. Record customer issues and monitor response times.	DIS	X		Ongoing.
4.1.3		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	4.1.3.d	Bus facilities are provided for new residential and rural residential estates, in accordance with Council's Section 94 Plans.	Conditions applied to Development Applications.	DIS	X		Shelters for Quamby Street fabricated

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4.1.3		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	4.1.3.e	Traffic facilities are provided, in accordance with Council's Asset Management Plan, to enhance road safety.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program developed in line with financial constraints. Record customer issues and monitor response times.	DIS	X		Ongoing.
4.1.3		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	4.1.3.f	Street lighting is provided to meet the needs of road users and reduce Council's costs.	Compliance within Australian Standards is maximised as funding permits.	DIS	X		Essential Energy has undertaken energy efficient lighting replacement program
4.1.3		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	4.1.3.g	Street cleaning is undertaken, as required.	Street cleaning program is developed and implemented.	DIS	X		Ongoing.
4.1.4		Source road making materials in environmentally responsible manner.	4.1.4.a	Ensure compliance with legislation pertaining to operation of gravel pits.	Asset inspections carried out. Performance reports developed to identify legislative requirements.	DIS	X		Injury survey undertaken on quarterly basis. Production Manager training undertaken
4.1.4		Source road making materials in environmentally responsible manner.	4.1.4.b	Manage contractors engaged in the processing of road making materials to ensure legislative compliance	Review Contractors and Performance	DIS	X		Contractors plant inspected as required
4.1.4		Source road making materials in environmentally responsible manner.	4.1.4.c	Road making materials stocks are maintained at a level to ensure timely supply for works.	Stockpile levels are monitored on a regular basis. Road making materials availability is linked to works program.	DIS	X		Disaster funded road repairs have required crushing operations to be undertaken at various Council quarries

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	4.1.4	Source road making materials in environmentally responsible manner.	4.1.4.d	Closed gravel pits are rehabilitated	Pit Management Plans are developed	DIS	X		Ongoing.
	4.1.4	Source road making materials in environmentally responsible manner.	4.1.4.e	Road making supplies are sought to ensure future needs are met	New road making supply sources are identified.	DIS	X		Ongoing.
	4.1.5	Implement the Blayney Shire Council Asset Management Plan	4.1.5.a	Data for the Asset Management Plan is collected in a timely manner	Information recorded in the asset management database. Asset Management Plan is maintained and up to date.	DIS	X		Ongoing.
	4.1.5	Implement the Blayney Shire Council Asset Management Plan	4.1.5.b	Programs are developed in accordance with Road Asset Management Plan principles	Works programs are developed utilising data and principles from the Roads Asset Management Plan	DIS	X		Works program developed
	4.1.6	Seek additional grant funding for construction and maintenance of roads and associated facilities	4.1.6.a	Applications are prepared and submitted for funding under the NSW Government's REPAIR Program on a yearly basis	Applications are submitted in full and on time	DIS	X		Funding request phase to commence in Q2
	4.1.6	Seek additional grant funding for construction and maintenance of roads and associated facilities	4.1.6.b	Applications are prepared and submitted for funding under Government programs as they arise	Applications are submitted in full, and on time.	DIS	X		Ongoing.
	4.1.6	Seek additional grant funding for construction and maintenance of roads and associated facilities	4.1.6.c	Representations are made through the local State and Federal Members of Parliament for assistance to obtain additional funding for significant projects	Details of representations made are recorded including outcomes	DIS	X		Ongoing.
	4.1.7	Plan for future transport and road infrastructure to service future needs	4.1.7.a	Road network and supporting facilities are analysed to identify opportunities for development	Projects identified for further investigation	DIS	X		Ongoing.

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4.1.7		Plan for future transport and road infrastructure to service future needs	4.1.7.b	Projects are scoped and designed to a 'job ready' state for when funding opportunities arise.	A suite of suitable projects have documentation prepared.	DIS	X		Ongoing.
4.1.8		Investigate opportunities for stormwater harvesting and reuse				DIS, DPES			Planned for future years.
4.1.9		Apply the principles of Water Sensitive Urban Design (WSUD) to stormwater management				DIS, DPES			Planned for future years.
4.1.10		Prepare Stormwater Management Plans				DIS, DPES			Planned for future years.
4.1.11		Maintain cemeteries in accordance with the community's needs and expectations	4.1.11.a	Maintain Cemetery Records in accordance with adopted procedures	Cemetery records up to date. Burial permits and approvals for monumental work issued.	DPES	X		updated records maintained and approvals issued
4.1.11		Maintain cemeteries in accordance with the community's needs and expectations	4.1.11.b	Cemetery Management Plan developed	Draft Cemetery Management Plan adopted. Consultation conducted.	DPES	X		currently being developed and will be referred to Cemetery C'tee for recommendation to Council
4.1.11		Maintain cemeteries in accordance with the community's needs and expectations	4.1.11.c	Maintain cemeteries within available funding levels	Record customer issues and monitor response times	DPES	X		issues and response times monitored
4.1.12		Identify surplus Council owned assets for possible sale to be invested in infrastructure reserve.	4.1.12.a	Undertake review of Council surplus to identify those surplus to requirements	Review commenced	DPES, DIS	X		ongoing review to be continued
4.1.13		Maintain and improve Council owned building assets	4.1.13.a	Complete buildings asset management plan	Asset Management Plan available for review.	DPES			Ongoing. Plan to be part of IP&R Plan documents review.

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4.2	4.2.1	Maintain the availability and quality of water for use in rural areas	4.2.1.a	Manage the water supply bores in rural locations to provide a secure 'non potable' supply of water to the Shire	Maintain bore licences and comply with conditions.	DIS	X	Ongoing.	
	4.2.1	Maintain the availability and quality of water for use in rural areas	4.2.1.b	Meet with Central Tablelands Water representatives on a regular basis	Meetings attended	DIS	X	Ongoing.	
	4.2.1	Maintain the availability and quality of water for use in rural areas	4.2.1.c	Participate in Centroc Water Utilities Alliance	Meetings attended.	DIS	X	Meeting attended in September	
	4.2.2	Ensure Sewerage Treatment Plant are able to meet needs of the Blayney Shire	4.2.2.a	Manage treatment plant to effectively treat raw sewage	Ensure compliance with licence requirements.	DIS	X	Ongoing.	
	4.2.3	Provide an effective and safe Sewerage Collection Network for Blayney Shire	4.2.3.a	Maintain the network of collection mains and manholes	Number of overflows. Annual replacement program implemented. Provide a level of service for connections including attending to chokes and overflows. Problem sewer mains identified and remedial works undertaken.	DIS	X	Nil overflows, chokes reduced due to improved jetting and cleaning regime	
	4.2.3	Provide an effective and safe Sewerage Collection Network for Blayney Shire	4.2.3.b	Monitor and maintain pump stations to provide efficient conveyance of sewage	Number of overflows annually	DIS	X	Nil overflows	
	4.2.3	Provide an effective and safe Sewerage Collection Network for Blayney Shire	4.2.3.c	Provide treated effluent to Cadia Valley Operations	Compliance with agreement.	DIS	X	Ongoing.	
	4.2.3	Provide an effective and safe Sewerage Collection Network for Blayney Shire	4.2.3.d	Update the 'Developer Servicing Plan' in relation to sewer services.	Consultation undertaken and Plan updated	DIS	X	To be undertaken in conjunction with CWUA	

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	4.2.3	Provide an effective and safe Sewerage Collection Network for Blayney Shire	4.2.3.e	Review Best Practice Compliance	Review undertaken to identify compliance gaps and development of action plan	DIS	X	Ongoing.	
	4.2.4	Ensure that the disposal of liquid waste in rural areas is carried out in a healthy manner without negative environmental impact.	4.2.4.a	Review and update Council's Sewer Management Facilities Procedure	Review and update of procedure completed.	DPES	X		review and update to done by EH&BS, when employed
	4.3	Lobby to improve public transport around the shire	4.3.1			DCS			Planned for future years.
	4.4	Advocate for the upgrading of rail infrastructure	4.4.1.a	Advocate the upgrading of the Blayney-Demondrille Railway to support transport to/from the Blayney Local Government Area	Meetings attended.	DIS, GM	X	Ongoing.	
	4.5	Develop and promote programs that increase the participation of the community in recycling and reducing waste going to landfill.	4.5.1.a	Develop programs with Netwaste that support recovery, reuse and recycling.	Attend Netwaste meetings. Waste going to landfill. Manage solid waste in an efficient, affordable and sustainable manner.	DPES	X		meetings attended during period and solid waste management by JR Richards monitored quarterly

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STRATEGIC DIRECTION 5: DEVELOP STRONG AND CONNECTED COMMUNITIES								
5.1	5.1.1	Assist incorporated village committees, progress associations and hall committees.	5.1.1.a	Identify Village Committees, progress associations and hall committees requiring assistance to develop programs and local improvements.	Implement insurance contributions funding program.	DCS	X	Community Insurance contributions program implemented.
	5.1.2	Promote living in the Blayney Shire	5.1.2.a	Develop a Promotions Program for living in the Blayney Shire	Information on website. Develop new residents pack.	DCS	X	Ongoing.
	5.1.2	Promote living in the Blayney Shire	5.1.1.c	Participate in Blayney Shire Access Committee	Attendance at Access Committee Meetings	DCS	X	Committee being formed.
5.2	5.2.1	Build partnerships with community groups to increase use of parks and reserves	5.2.1.a	Identify Community groups using parks and reserves	Meet with community groups. Identify strategic plans to enhance existing facilities across the Shire.	DIS	X	Meeting held with Millhorpe Village Committee in September
	5.2.2	Provide for the implementation of projects, identified in Council's Pedestrian and Access Mobility, Bike Plan to improve community health and fitness	5.2.2.a	Develop annual implementation plan of priority pedestrian/cycling projects	Plan is developed annually. PAMP is used to identify remaining priority projects.	DIS	X	Ongoing.
	5.2.2	Provide for the implementation of projects, identified in Council's Pedestrian and Access Mobility, Bike Plan to improve community health and fitness	5.2.2.b	Implement the annual pedestrian cycling projects plan.	Projects compliant with RMS funding guidelines to maximise funding potential	DIS	X	Ongoing.

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CSP Ref.	DP Ref.	TASK	OP Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
5.3	5.3.1	Implement programs to build community skills with computer technology, and community participation and social inclusion amongst older Australians.	5.3.1.a	Provide support for the provision of information and communication technologies in the Shire	Information provided on Council's website and Blayney Library. Internet access available at library. Identify opportunities within villages for internet café or public access. Promote Seniors Broadband program.	DCS	X		Information on website. Internet access available at Library.
5.4	5.4.1	Develop and implement a community engagement process and policy	5.4.1.a	Utilise electronic survey processes, social and print media to promote, research and engage with the community.	Undertake community surveys. Issued press releases. Respond to community issues and needs in future delivery plans.	DCS	X		Ongoing. Initial investigation being done by Strategic Planner and plans to be developed and implemented when staff and time permit
	5.4.2	Develop and implement plans for villages and township				DPES	X		
	5.4.3	Encourage volunteerism within the Community				DCS			Planned for future years.

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		1ST QUARTER REPORT			
CSP Ref.	DP Ref.	TASK	Op Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 6: LEADERSHIP									
6.1	6.1.1	Councillors to exhibit leadership on Council participate in communities and community organisations.	6.1.1.a	Council delegates participate in committees and community organisations.	Delegate Reports included in Council's Business Papers.	GM	X		New committee structure adopted by council 3/8/2012 includes requirement for delegate reporting to council.
	6.1.2	Promote resource sharing and collaboration with regional organisations.	6.1.2.a	Active participation in the WBC Alliance, Centroc and Central Tablelands Water.	Regional organisations remains strong and provides valuable outcomes.	GM	X		Joint meetings, initiatives and projects ongoing.
	6.1.3	Encourage sound governance practice in community organisations.				DCS			Planned for future years.
6.2	6.2.1	Identify and engage with Shire Community Groups.	6.2.1.a	Identify social, sporting, business groups across the Shire.	Develop an online community register	DCS	X		Register available on website currently.
	6.2.1	Identify and engage with Shire Community Groups.	6.2.1.b	Council initiates Social Media to communicate with the broader community	Social media networks developed and monitored.	DCS	X		Updates to electronic media occurring on an ongoing basis.
	6.2.2	Implement Council's Community Engagement Plan	6.2.2.a	Council conduct community surveys, as required to enhance its community services and needs.	Utilise online surveys	DCS	X		Ongoing.
	6.2.3	Develop communications between Councillors and the community to provide community opinion.	6.2.3.a	To implement and promote Councillor communication through electronic and print media.	Strategies and communications put in place.	GM	X		Council has established web site, face book and twitter accounts and will use these to promote council activities.
	6.2.3	Develop communications between Councillors and the community to provide community opinion.	6.2.1.d	Provide training for Councillors and staff	Identified Training programs for Councillors and staff	GM	X		Councillor training arranged in Blayney with DLG
	6.2.4	Manage a customer request system to assist communications between community and Council.	6.2.4.a	Monthly actively report provided to Management.	Reports provided to Management Team	DCS	X		Reports provided monthly to GM & Directors.

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		1ST QUARTER REPORT			
CSP Ref.	DP Ref.	TASK	Op Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
	6.2.4	Manage a customer request system to assist communications between community and Council.	6.2.4.b	Develop process of 'acknowledgment of receipt' for customer requests.	Customer request acknowledgements issued.	DCS	X		Planned as part of phase 2 of Business Software implementation.
	6.3.1	Provide a framework for the efficient and effective administration of Council.	6.3.1.a	Implement internal audit program.	Business process reviews undertaken.	DCS	X		Ongoing.
	6.3.1	Provide a framework for the efficient and effective administration of Council.	6.3.1.b	Review of policies every 4 years.	25% of policies reviewed.	DCS	X		Policies for review by Council November 2012.
	6.3.1	Provide a framework for the efficient and effective administration of Council.	6.3.1.c	Undertake a Better Practice Review of Council activities	Review commenced	DCS	X		Ongoing.
	6.3.2	Maintain a stable and secure financial structure for Council.	6.3.2.a	Review ten year financial plan	Plan reviewed.	DCS	X		Part of IP&R plan review.
	6.3.2	Maintain a stable and secure financial structure for Council.	6.3.2.b	Review and report on Council's budget performance	Quarterly Budget review to Council.	DCS	X		Ongoing.
	6.3.2	Maintain a stable and secure financial structure for Council.	6.3.2.c	Council's annual statements completed per statutory requirements.	Audited statements lodged with DLG within statutory timeframe.	DCS		X	Audited statements lodged with Division of Local Government 25/09/2012.
	6.3.3	Support actions for the sustainable future of local government.				GM	X		Council to review IP&R documents and Asset plans to establish budget and work priorities.
	6.3.4	Develop strategies that respond to the impact of climate change on the community.	6.3.4.a	Promote activities that reduce the volume of greenhouse gases emitted into the atmosphere.	Attend regional organisation meetings and provide information on Council's website.	DPES	X		meetings attended during period and info to website when available and of interest to community

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN			OPERATIONAL PLAN			1ST QUARTER REPORT	
CSP Ref.	DP Ref.	TASK	Op Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
6.4	6.4.1	Provide support for emergency management in Blayney Shire in accordance with SERM Act	6.4.1.a	Provide executive support to the Local Emergency Operations controller and the Local Emergency Management Committee	LEMO organises and attends meetings. ERM Displan reviewed. Exercises conducted with support of Council. The EOC is maintained in a state of readiness.	DIS (LEMO)	X		LEMIC conducted in August
	6.4.1	Provide support for emergency management in Blayney Shire in accordance with SERM Act	6.4.1.b	Support the operation of the SES	Plant and equipment funded. Provide accommodation and support for SES unit.	DIS (LEMO)	X		Ongoing.
	6.4.1	Provide support for emergency management in Blayney Shire in accordance with SERM Act	6.4.1.b	Provide and maintain active and passive recreation facilities for the shire communities	Maintenance to be provided as in accordance with Council's adopted Assets Management Plan.	DIS, DCS	X		Ongoing.
	6.4.1	Provide support for emergency management in Blayney Shire in accordance with SERM Act	6.4.1.c	Actively lobby all levels of government for support for the Cadia Valley Operation and future mining projects.	Representations and contact made by Council.	DIS, DPES	X		Representations and contact made on opportunities available
	6.4.1	Provide support for emergency management in Blayney Shire in accordance with SERM Act	6.4.1.d	Council ensures that adequate access is provided to all buildings and public spaces, as required by legislation.	Street-side access issues identified are assessed and included in future works programs where warranted.	DIS, DPES	X		access issues, where applicable, addressed in all applications lodged with Council
6.4.2		Undertake regulatory responsibilities for environmental health and animal control.	6.4.2.a	Provide the statutory animal control services	Animal control services provided.	DPES	X		animal control services provided during period

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		1ST QUARTER REPORT			
CSP Ref.	DP Ref.	TASK	OP Ref.	TASK	MEASURE	RESPONSIBLE OFFICER	ONGOING	COMPLETED	COMMENT
	6.4.3	Educate communities on road and pedestrian safety	6.4.3.a	Work with state and regional organisations in the retention of a Road Safety Officer	Provide financial support for the employment of the Road Safety Officer	DIS	X		RSO position extended for further 12 months.
	6.4.3	Educate communities on road and pedestrian safety	6.4.3.b	Assist in the development of the annual Road Safety Action Plan	Annual Plan Developed.	DIS	X		2013-2014 program to be developed in March 2013
	6.4.4	Review risk management of council operations.	6.4.4.a	Develop Enterprise Risk Management Plan	Plan completed.	GMI	X		Risk Manager position to be advertised in 2012
	6.4.4	Review risk management of council operations.	6.4.4.b	Implement Risk Management Plan	Implementation commenced.	GMI	X		Plan identified with councils insurer and implemented



Quarterly Budget Review 2012 – 2013

Period ending 30 September 2012

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

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Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Blayney Shire Council for the quarter ended 30/09/12 indicates that Council's projected financial position at 30/6/13 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Chris Hodge
Responsible Accounting Officer

date:

5/11/12

Blayney Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2012

Income & Expenses - Council Consolidated

	Operating Income					Operating Expenditure				
	\$ (000) Original Budget	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	%	\$ (000) Original Budget	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	%
Administration										
Corporate Support	124	87	184	97	46%	1,697	110	1,807	617	34.1%
Engineering & Works	16	1	1	1	5.0%	826	17	843	82	9.8%
Other Support Services	30	-	-	-	0.0%	(18)	102	84	(19)	-23.0%
Governance	-	-	-	-	-	441	17	458	101	-
WBC Alliance	-	-	-	-	-	-	-	-	-	-
	170	88	186	98		2,946	246	3,192	781	
Public Order & Safety										
Fire Service Levy	6	3	8	5	58.6%	376	-	376	55	14.6%
Rural Fire Service	7	100	2	2	28.8%	110	125	110	29	26.2%
Animal Control	-	-	100	-	0.0%	45	125	170	21	12.5%
Emergency Services	13	103	110	7		532	125	657	105	
Health										
Administration	27	-	4	4	13.1%	356	0	356	162	45.5%
Noxious Weeds	-	-	-	-	0.0%	62	0	62	-	0.0%
	27	-	4	4		418	0	418	162	
Community Services & Education										
Administration	27	-	11	11	41.6%	22	-	22	0	0.4%
Child Care	-	-	-	-	0.0%	11	8	11	-	0.0%
Aged & Disabled	51	10	4	4	8.7%	62	10	69	23	32.6%
Youth Services	1	10	15	5	40.2%	14	10	24	1	4.7%
	79	10	30	20		109	17	126	24	

This statement forms part of Council's Quarterly Budget Review Statement (QBRRS) for the quarter ended xxxxxx and should be read in conjunction with the total QBRRS report

	\$ (000)	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	%	\$ (000)	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	%
Housing & Community Amenities										
Housing	133		-	-	0.0%	1		1	1	94.8%
Town Planning	811		51	51	38.5%	300		300	59	19.5%
Domestic Waste Management	71		790	790	97.4%	791		791	128	16.2%
Other Waste Management	-		10	10	14.4%	98		98	8	8.1%
Street Cleaning	-		-	-	0.0%	155		155	27	17.3%
Urban Stormwater Drainage	-		-	-	0.0%	82		82	16	20.1%
Public Cemeteries	38		11	11	28.4%	38		38	13	35.9%
Public Conveniences	-		-	-	0.0%	82		82	16	19.5%
Total	1,053	-	862	862	0.0%	1,546	-	1,546	268	17.4%
Recreation & Culture										
Public Libraries	36	0	2	2	4.4%	144	(0)	144	35	24.2%
Museums	-		-	-	-	15		15	-	-
Public Halls	5		2	2	31.9%	169		169	33	19.7%
Sporting Grounds	5		1	1	23.4%	379	5	385	97	25.3%
Blayne Showground	11	(6)	(5)	0	6.6%	44	(2)	42	9	21.1%
Parks & Gardens	3		1	1	28.9%	576	2	578	129	22.4%
Centrepont Sport & Leisure	385		63	63	16.5%	607		607	116	19.1%
Other Cultural Services	-		-	-	0.0%	5	0	5	5	100.0%
Total	444	(6)	63	69	0.0%	1,941	4	1,945	425	21.9%
Mining Manufacturing & Construction										
Building Control	90		26	26	29.1%	61		61	-	0.0%
Quarries & Pits	180		67	67	37.2%	143		143	92	64.2%
Total	270	-	93	93	0.0%	204	-	204	92	45.1%
Transport & Communication										
Urban Roads - Local	117		(21)	(21)	-18.1%	252		252	58	22.8%
Rural Roads Sealed - Local	392	90	31	(59)	-12.3%	1,617	168	1,785	201	11.3%
Rural Roads Sealed - Regional	568		(72)	(72)	-12.6%	233		233	333	142.8%
Rural Roads Unsealed - Local	300		203	203	67.8%	1,930		1,930	661	34.2%
Bridges - Urban Roads Sealed - Local	-		-	-	0.0%	-		-	-	0.0%
Bridges - Local	22	350	353	3	0.7%	329		329	67	20.3%
Bridges - Regional	59		14	14	22.9%	59		59	-	0.0%
Bridges - Rural Roads Unsealed - Local	-		-	-	0.0%	56		56	-	0.0%
Ria Works (Ria Assets)	56		(24)	(24)	-43.0%	288		288	124	222.7%
Ancillary Roadworks	15		15	15	96.9%	168		168	35	12.2%
Total	1,528	440	498	58	0.0%	4,764	168	4,932	1,478	31.2%

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRs report

	(\$'000's)				(\$'000)				Notes	
	Original Budget	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	%	Original Budget	Variations for this Sep Qtr	Projected Year End Result		Actual YTD figures
Economic Affairs										
Tourism & Area Promotion	0		-	-	0.0%	86		86	11	12.6%
Industrial Development & Promotion	-		-	-	0.0%	2		2	-	0.0%
Saleyards & Markets	-		-	-	0.0%	-		-	-	0.0%
Real Estate	4		-	-	0.0%	31		31	3	11.1%
Other Business	213		1	1	0.6%	164		164	19	11.6%
	217	-	1	1		284	-	284	33	
General Purpose Revenue										
General Purpose Revenues	7,334	267	6,483	6,217	81.8%	-		-		
Non Operating Funds										
Non Operating Funds	-		-			-		-		
Sewerage Services										
Sewerage Services	1,239		992	992	80.1%	1,156		1,156	234	20.3%
Surplus/(Deficit) From Ordinary Activities Before Capital Amounts	12,374	902	9,323	8,421		13,900	561	14,461	3,602	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xxxxxx and should be read in conjunction with the total QBRs report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2012

Income & Expenses - Council Consolidated

(\$'000's)	Original Budget 2012/13	Variations for this Sep Qtr	NOTES	Projected Year End Result	Actual YTD figures	% of Budget
Income						
Administration	170	88	27	258	98	37.91%
Public Order & Safety	13	103	2	116	7	6.34%
Health	27	-		27	4	13.12%
Community Services & Education	79	10	4	89	20	22.52%
Housing & Community Amenities	1,053	-		1,053	862	81.92%
Recreation & Culture	444	6		439	69	15.70%
Sewer Supplies	1,239	-		1,239	992	80.11%
Mining, Manufacturing & Construction	270	-		270	93	34.49%
Transport & Communication	1,528	440		1,968	58	2.95%
Economic Affairs	217	-		217	1	0.62%
General Purpose Revenues	7,334	267	1	7,601	6,217	81.79%
Total Income from Continuing Operations	12,374	902		13,275	8,421	
Expenses						
Administration	2,946	246	500.67	3,192	781	24.47%
Public Order & Safety	532	125		657	105	15.98%
Health	418	0		418	162	38.73%
Community Services & Education	109	17		126	24	18.90%
Housing & Community Amenities	1,546	-		1,546	268	17.32%
Recreation & Culture	1,941	4		1,945	425	21.84%
Sewer Supplies	1,156	-		1,156	234	20.26%
Manufacturing & Construction	204	-		204	92	45.05%
Transport & Communication	4,764	168		4,932	1,478	29.97%
Economic Affairs	284	-		284	33	11.77%
Total Expenses from Continuing Operations	13,900	561		14,461	3,602	
Net Operating Result from Continuing Operations	(1,526)	341		(1,185)	4,819	
Discontinued Operations						
Net Operating Result from All Operations	(1,526)	341		(1,185)	4,819	
Net Operating Result before Capital Items					4,903	

This statement forms part of Council's Quarterly Budget Review Statement (QBRSS) for the quarter ended xxx/xx/xx and should be read in conjunction with the total QBRSS report.

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/07/12 to 30/09/12

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2012

Income & Expenses - Council Consolidated

	Original Budget 2012/13	Variations for this Sep Ctr	Projected Year End Result	Actual YTD figures	% of Budget
Income					
Rates and Annual Charges	7,271	267	7,538	7,515	99.69%
User Charges and Fees	1,388	6	1,382	226	16.32%
Interest and Investment Revenues	386	-	386	188	48.80%
Other Revenues	131	88	219	104	47.69%
Grants & Contributions - Operating	3,171	113	3,284	389	11.83%
Grants & Contributions - Capital	858	440	1,298	-	0.00%
Net gain from disposal of assets	-	-	-	-	-
Total Income from Continuing Operations	13,205	902	14,107	8,421	
Expenses					
Employee Costs	5,121	53	5,174	1,295	25.02%
Borrowing Costs	223	-	223	24	10.75%
Materials & Contracts	2,664	111	2,776	638	22.98%
Depreciation	4,427	-	4,427	1,107	25.00%
Legal Costs	34	40	74	36	49.39%
Consultants	-	-	-	-	-
Other Expenses	1,431	356	1,787	503	28.13%
Interest & Investment Losses	-	-	-	-	-
Net Loss from disposal of assets	-	-	-	-	-
Share of interests in Joint Ventures	-	-	-	-	-
Total Expenses from Continuing Operations	13,900	561	14,461	3,602	
Net Operating Result from Continuing Operations	(695)	341	(354)	4,819	
Discontinued Operations	-	-	-	-	-
Net Operating Result from All Operations	(695)	341	(354)	4,819	
Net Operating Result before Capital Items		(99)	(1,652)	4,819	

This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBR report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1.	Variation being change in Rates forecast to actual. A Conservative approach was taken when budgeting for the Mining Special Rate Variation.
2.	Statewide Mutual workers compensation dividend.
3.	Grant awarded for the study of flood prone areas.
4.a	Boarding house transport subsidy has been granted.
4.b	Inala units maintenance
5.a	Increase in Building Maintenance & Repairs to coincide with adopted Asset Management Plan.
5.b	Increase in Minor Plant purchases to coincide with adopted Asset Management Plan.
6.	Upgrade software and fuel system to be compatible with Windows 7.
7	Rates recovery to increase in 2012/13 year.
8.	Carried over works from 2011/12. Offset by grant contribution.
9	Support Funding/Grant for Bridges

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/07/12 to 30/09/12

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2012

Capital Budget - Council Consolidated

	Original Budget 2012/13	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	%
Capital Expenditure					
New Assets					
- Plant & Equipment	634	32	667	113	16.9%
- Land & Buildings	51		51		0.0%
- Sewer	285		285		0.0%
Renewal Assets (Replacement)					
- Plant & Equipment	12		12		0.0%
- Land & Buildings	60		60		0.0%
- Roads, Bridges, Footpaths	2,473	873	3,346	227	6.8%
- Sewer	128		128	10	7.6%
Other Structures	5		5		0.0%
Total Capital Expenditure	3,649	905	4,554	350	
Capital Funding					
Rates & Other United Funding	1,728		1,728		0.0%
Capital Grants & Contributions	858	440	1,298	211	16.2%
Reserves:					
- External Restrictions/Reserves					0.0%
- Internal Restrictions/Reserves	62	433	495		0.0%
New Loans	1,000		1,000		0.0%
Total Capital Funding	3,649	873	4,522	211	0.0%
Net Capital Funding	(0)	(32)	(32)	(139)	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xxx/xx/xx and should be read in conjunction with the total QBRs report

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/07/12 to 30/09/12

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2012

Capital Budget - Council Consolidated

	Original Budget (,000)	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures	%
ADMINISTRATION						
CORPORATE SUPPORT						
Computer Equipment	81	-		81	42	51.5%
Network Cabling	12	-		12	-	0.0%
Office Equipment	3	-		3	0	-1.7%
Office Furniture	3	-		3	-	0.0%
Motor Vehicles (Net Cost)	31	-		31	-	0.0%
	129	-		129	42	
ENGINEERING AND WORKS						
Motor Vehicles (Net Cost)	18	-		18	15	82.3%
Major Plant	365	-		365	-	0.0%
Minor Plant	102	-		102	12	11.6%
Works Depot - Triscan Fuel System	-	9		9	9	100.0%
Engineering - Autocad	-	7		7	7	100.0%
	485	17		502	43	
PUBLIC ORDER & SAFETY						
Motor Vehicles (Net Cost)	-	15		15	15	100.0%
HEALTH						
Motor Vehicles (Net Cost)	23	-		23	12	53.9%
TOWN PLANNING						
Motor Vehicles (Net Cost)	9	-		9	-	0.0%
TOTAL ADMINISTRATION	646	32		663	113	17.0%
RECREATION AND CULTURE						
LIBRARY						
Disability & Geographical Grants Purchase	6	-		6	-	0.0%
SPORTING GROUNDS						
Lyndhurst Cricket Nets (Finish)	20	-		20	-	0.0%
Lyndhurst Cricket Carpark	25	-		25	-	0.0%
Redmond Oval Tennis Courts	-	5		5	-	0.0%
	45	-		45	-	0.0%
CENTREPOINT SPORT & LEISURE						
Long Term Improvement Plan	60	-		60	-	0.0%
PARKS & GARDENS - RENEWALS						
Garbage bin	5	-		5	-	0.0%
TOTAL RECREATION AND CULTURE	116	-		116	-	0.0%

	Original Budget (,000)	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	%
TRANSPORT AND COMMUNICATION					
URBAN ROADS - LOCAL					
Local Reseal Program					
Adelaide to Henry St/Charles to Church	43	-	43	-	0.0%
Medway, Somers, Euroka	43	-	43	-	0.0%
Heavy Patching Allowance	150	-	150	-	0.0%
	<u>236</u>	<u>-</u>	<u>236</u>	<u>-</u>	<u>0.0%</u>
RURAL ROADS SEALED - LOCAL					
Local Rehabilitation Program					
Forest Reefs Road	350	-	350	2	0.5%
Browns Creek Road	-	168	168	168	
	<u>350</u>	<u>168</u>	<u>518</u>	<u>170</u>	<u>32.7%</u>
Local Reseal Program					
Vittoria Road	78	-	78	-	0.0%
Long Swamp Road	40	-	40	-	0.0%
Tallwood Road	78	-	78	-	0.0%
Garland Road	66	-	66	-	0.0%
Barry Road	24	-	24	-	0.0%
Carcoar Dam Road	57	-	57	-	0.0%
Carcoar Road	60	-	60	-	0.0%
Errowanbang Road	27	-	27	-	0.0%
Nyes Gates Road	30	-	30	-	0.0%
	<u>461</u>	<u>-</u>	<u>461</u>	<u>-</u>	<u>0.0%</u>
RURAL ROADS SEALED - REGIONAL					
Regional Rehabilitation Program					
Hobbys Yards Road	300	-	300	-	0.0%
Regional Reseal Program					
Hobbys Yards Road	35	-	35	-	0.0%
ANCILLARY ROADWORKS					
Footpaths Renewal/Upgrade Program					
Roseberry to Orange Road	10	-	10	-	0.0%
Orange Rd Binstead to Exist	28	-	28	-	0.0%
Hawke St Torrens to Binstead	16	-	16	-	0.0%
Binstead Hawke to Tucker Northern	31	-	31	-	0.0%
Montgomery Street	7	-	7	-	0.0%
Bike Path - Albion/Somer St	-	-	-	14	
	<u>92</u>	<u>-</u>	<u>92</u>	<u>14</u>	<u>15.1%</u>
BRIDGES					
Carcoar Road (Cowriga Creek)	1,000	- 1,000	-	-	0.0%
Newbridge Road		1,090	1,090	19	1.8%
Garland Road		615	615	25	4.0%
	<u>1,000</u>	<u>705</u>	<u>1,705</u>	<u>44</u>	<u>2.6%</u>
TOTAL TRANSPORT AND COMMUNICATION	2,473	873	3,346	227	6.8%

	Original Budget (,000)	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures	%
SEWERAGE SERVICES						
New Assets						
Tfr Main Investigation and Augmentation	231	-		231	-	0.0%
Village Extensions	55	-		55	-	0.0%
	<u>285</u>	<u>-</u>		<u>285</u>	<u>-</u>	<u>0.0%</u>
Asset Replacement/Renewal						
Replace Sewer Mains	55	-		55	-	0.0%
Telemetry Renewal	35	-		35	10	28.1%
Pump Replacement	29	-		29	-	0.0%
Manhole Renewal	10	-		10	-	0.0%
	<u>128</u>	<u>-</u>		<u>128</u>	<u>10</u>	<u>7.6%</u>
TOTAL SEWERAGE SERVICES	413	-		413	10	2.4%
TOTAL CAPITAL EXPENDITURE	3,649	905		4,538	350	7.7%

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

1	Triscan Fuel System:	Upgraded to the latest fuel system to be compatible with Windows 7.
2	Autocad Software:	Upgraded to a newer version to be compatible with Windows 7.
3	Public Order & Safety:	Delay in supply. Vehicle ordered in February 2012.
4	Bridges:	Additional funding needed in relation to Council Bridges Rehabilitation Program and council's commitment to the Local Infrastructure Support Fund agreement.

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2012

Cash & Investments - Council Consolidated

(\$'000's)

	Original Budget 2012/13	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures
Externally Restricted (1)				
Developer Contributions - General (D)	520		520	436
Developer Contributions - Sewer Fund (D)	632		632	618
Specific Purpose Unexpended Grants (F)	527		527	527
Specific Purpose Unexpended Grants (F) - Sewer Fund	4		4	4
Sewerage Services (G)	2,999		2,999	2,729
Rates - Special Variation	945	267	1,212	945
Other	62		62	62
Total Externally Restricted	5,689	267	5,956	5,321
<i>(1) Funds that must be spent for a specific purpose</i>				
Internally Restricted (2)				
Plant & Vehicle Replacement	1,360	(15)	1,345	1,188
RMS Debtor Restriction	(1,375)		(1,375)	(1,375)
Employees Leave Entitlement	564		564	564
DWM Rehabilitation Reserve	20		20	20
Blayney Town Works	185		185	185
Cemeteries	6		6	6
Construction of Buildings	8		8	8
Election Reserve	42		42	42
Internal Audit	5		5	5
Financial Assistance Grant	1,156		1,156	1,156
Golden Gully	23		23	23
Inala Units	12		12	12
Multipurpose Centre	193		193	163
Property Account				468
Quarry	480		480	364
Asset Replacement Reserve	1,091	(433)	658	793
Showground Improvement Fund	6		6	6
Tourism Promotion Fund	20		20	20
Community Centre - PA	50		50	50
Local Museums	15		15	15
Grant Matching Reserve	25		25	25
Total Internally Restricted	3,885	(448)	3,437	3,688
<i>(2) Funds that Council has earmarked for a specific purpose</i>				
Unrestricted (ie. available after the above Restrictions)	466	(252)	214	3
Total Cash & Investments	10,040	(433)	9,607	9,011

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended xxxxxx and should be read in conjunction with the total QBRs report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

Cash & Investments Budget Review Statement

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$9,011

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconcilia:

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

	\$ 000's
Cash at Bank (as per bank statements)	1,011
Investments on Hand	8,000
Reconciled Cash at Bank & Investments	9,011
Balance as per Review Statement:	9,011
Difference:	-

Blayney Shire Council

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 30 September 2012

Current Projection Amounts Indicator	Actuals Prior Periods	
	12/13	11/12 10/11
(\$'000's)	12/13	11/12 10/11

The Council monitors the following Key Performance Indicators:

1. Unrestricted Correct Ratio	Current Projection	Actuals
Current Assets less all External Restrictions	6946	4.8
Current Liabilities less Specific Purpose Liabilities	1457	4.3

Purpose of this ratio is to assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

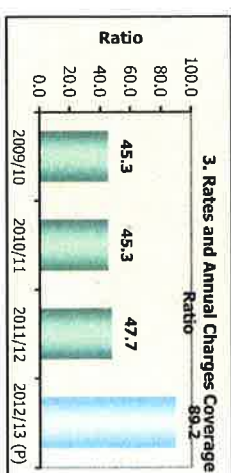
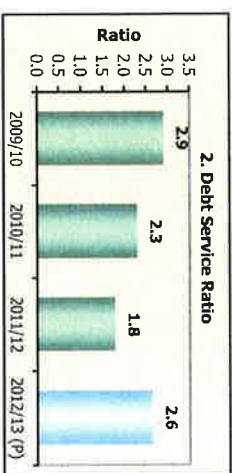
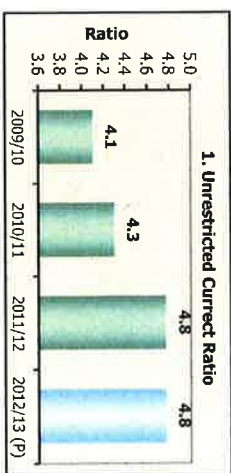
2. Debt Service Ratio	Current Projection	Actuals
Debt Service Costs	222	2.6
Income from Continuing Operations	8421	1.8 2.3

Purpose of the debt service ratio is to assess the impact of loan principal and interest repayments on the discretionary revenue of Council.

3. Rates and Annual Charges Coverage Ratio	Current Projection	Actuals
Rates and Annual Charges	7515	89.2
Income From Continuing Operations	8421	47.7 45.3

Purpose of this ratio is to assess the degree of Council's dependence upon revenue from rates and annual charges and to assess the security of Council's income.

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12



Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/07/12 to 30/09/12

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies		
Legal Fees	38,800	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

Legal Fees: Costs associated with recovery of unpaid rates. Legal costs are recovered through recovery of outstanding debtors.

Blayney Shire Council Delegations Register



ADOPTED: 13 JULY 2009 MINUTE NO.: 0907/008
AMENDED: 9 AUGUST 2010 MINUTE NO.: 1008/022
AMENDED: 14 FEBRUARY 2011 MINUTE NO.: *Power of Attorney motion lost.*
AMENDED: 20 JUNE 2011 MINUTE NO.: 1106/007
AMENDED: 12 NOVEMBER 2012 MINUTE NO.:

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MAYOR

Pursuant to the Local Government Act and Regulations, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act 1993 and every other enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

- 1. Council Seal**
Authorise the Mayor to be the necessary witness to documents requiring Council's seal.
- 2. Media Relations**
To make media statements or releases on behalf of Council.
- 3. Policy Making**
To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.
- 4. Correspondence**
To sign correspondence on behalf of the Council.
- 5. Urgent Works**
To authorise any work which is deemed urgent at a cost not exceeding \$5,000 provided that such expenditure is reported to the Council at its next Ordinary Meeting.
- 6. Complaints Against the General Manager**
The Mayor shall have the power to investigate substantive written complaints against the General Manager and shall, if warranted, report to the next Ordinary meeting of Council.

DEPUTY MAYOR

1. Council Seal

Authorise the Deputy Mayor to be the necessary witness to documents requiring Council's seal.

2. In the absence of the Mayor

In the absence of the Mayor and subject to compliance with the requirements of the Local Government Act 1993, and any expressed policy or direction of the Council, the Council pursuant to the provisions of Section 377 of the Act, and every other enabling statutory power, delegates to the person who occupies the position of Deputy Mayor to exercise and perform on behalf of the Council the powers, authorities, duties and functions of the Mayor including the powers, authorities, duties and functions which the council has delegated by this Instrument to the Mayor.

BLAYNEY SHIRE COUNCIL TRAFFIC COMMITTEE

1. Pursuant to the delegation of powers from the Roads and Traffic Authority of NSW Roads and Maritime Services, the authority for regulation of traffic and traffic control signs on public roads. This authority is limited to the powers, authorities, duties and functions that are specified in the Roads and Traffic Authority of NSW Roads and Maritime Services Instrument of Delegation to Council, from the Roads and Traffic Authority Roads and Maritime Services. Refer the following link for more information:

http://www.rta.nsw.gov.au/doingbusinesswithus/lgr/downloads/information/committees/traffic_committees.html

GENERAL MANAGER

The General Manager's powers to act on behalf of Council are given through power of attorney, his/her employment contract and delegations made by Council pursuant to Section 377 of the Local Government Act (1993).

Contracts

The General Manager, ~~Director Corporate Services, Director Engineering, and Director Environmental Services~~ are employed under contracts that are performance based.

The legislative requirements for Council to have a contract with the General Manager results in delegations being included under schedule B of the contract of employment as well as by resolution under the Local Government Act 1993.

Delegation

Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:

Corporate and Executive Powers

1. To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council.
2. To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.
3. To authorise any action necessary to comply with any policy or code of Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.
4. To obtain legal advice from Council's Solicitors or Counsel where necessary.
5. To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary.
6. Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.
7. Authorise action to be taken in connection with any complaints or requests received.

8. Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.
9. To affix the seal of Council to a document.
10. To prepare and lodge applications for grants provided such action is consistent with Council's Strategic & Business Plan or Council Policy.
11. To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.
12. Control communications internally and externally.
13. Rearrange and reorganise staff in all departments.
14. Sign legal contracts where Council has approved the making of that Contract.
15. Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.
16. To deal with all matters pertaining to Cadia Valley Operations, including the application of Council's Seal, where appropriate and a report be presented to Councillors when the delegated authority is utilised.
17. To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.
18. Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse license and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the following acts and associated regulations and to implement the provisions as relating to the operation of Council of the following Acts and associated regulation, including but not limited to:
 - (i) Companion Animals Act 1998
 - (ii) Community Land Development Act 1989
 - (iii) Conveyancing Act 1919
 - (iv) ~~Construction Safety Amendment (Amusement Devices) Regulation 1998 under the Construction Safety Act 1912 (section 157C)~~
 - (v) Crown Lands Act 1989
 - (vi) ~~Dividing Fences Act 1994~~
 - (vii) ~~Dog Act, 1966 and the Dog (Amendment) Act 1988 as amended~~
 - (viii) Environmental Planning and Assessment Act, 1979 as amended
 - (ix) Food Act, 2003 and Food Regulation, 2010
 - (x) ~~Freedom of Information Act 1989~~ Government Information (Public Access Act) 2009
 - (xi) Fire Brigades Act 1989
 - (xii) ~~Heritage Act 1977~~

- (xiii) Impounding Act, 1993 as amended
- (xiv) Interpretation Act 1987
- (xv) Interstate Road Transport Act 1985
- (xvi) Land Acquisition (Just Terms Compensation) Act 1991
- (xvii) Library Act 1939
- (xviii) Local Government Act 1993
- (xix) Native Title Act 1993, as amended
- (xx) Noxious Weeds Act, 1993 as amended
- ~~(xxi) Occupation Health and Safety Act 2000~~ Workplace Health & Safety Act 2011
- (xxii) Ombudsman Act 1976
- (xxiii) Protection of Environment Operations Act 1997; Protection of the Environment Operations (Waste) Regulation 2005; Protection of the Environment Operations (Clean Air) Regulations, 2010 and related legislation
- (xxiv) Public Health Act 2010 and Public Health Regulation 2012
- (xxv) Recreation Vehicles Act, 1983
- (xxvi) Road Transport (Safety and Traffic Management) Act 1999
- (xxvii) Roads Regulation 2008.
- (xxviii) Roads Act 1993.
- (xxix) Roads Transport (General) Act 2005
- (xxx) Rural Fires Act 1997.
- (xxxi) Rural Lands Protection Act 1998
- (xxxii) Strata Schemes (Freehold Development) Act 1973
- (xxxiii) Strata Schemes (Leasehold Development) Act 1986
- (xxxiv) State Emergency and Rescue Management Act 1989
- (xxxv) State Emergency Service Act 1989
- (xxxvi) Swimming Pools Act 1992 and Swimming Pools Regulation 2008.
- (xxxvii) Transport Administration Act 1988
- (xxxviii) Tobacco Advertising Prohibition Act 1992
- (xxxix) Transport Administration Act 1988
- (xl) Unclaimed Money Act 1995

Corporate Services/Administration

- 101 To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise:
- (a) Reports on matters that cannot be determined under delegated authority;
 - (b) Reports required to be submitted under any Act or Ordinance;
 - (c) Reference to any deputation's which the Council has agreed to receive;
 - (d) Matters requiring a determination of Policy;
 - (e) Reports directed by Council to be submitted;
 - (f) Matters essential for the Council's information;
 - (g) Matters requiring a vote;
 - (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.
- 102 Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.
- 103 Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council. Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.
- 104 Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.
- 105 Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.
- 106 Authority to establish, maintain, alter or terminate leaseback agreements with employees.
- 107 To approve payment of expenses for elected members.
- 108 Authorise such employees time off for fighting fires within the boundaries of the Blayney Shire without loss of pay if properly called out by the Fire Brigade or the Bush Fire Brigade, where employees of the Council are members of the Blayney Voluntary Fire Brigade or the voluntary bush fire brigade.
- 109 Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.
- 110 To determine levels of public liability insurance required in accordance with Council's adopted policy.
- 111 The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Strategic Defence Initiatives applying to:
- (a) Public roads;
 - (b) Footpaths;
 - (c) Carparks;
 - (d) Parks, reserves, recreational facilities, gardens and cemeteries;
 - (e) Solid Waste Disposal Depot;
 - (f) Council owned and managed public buildings and facilities;

- (g) Floodplain Management.
 112 Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further, that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.

Finance

- 201 To authorise the payment of salaries and wages of the staff of the Council.
 202 To authorise the purchase of goods, works and services and to obtain tenders for items over \$150,000.
 203 To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act, 1993 and regulations.
 204 Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act, 1993.
 205 Sign cheques and vouchers on behalf of Council
 206 To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required.
 207 To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.
 208 To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act.
 209 To take action at any time for recovery of unpaid rates and any other amounts owing to Council.
 210 To approve applications for extension of time to pay accounts.
 211 To lay information, issue Summonses, swear statements and Affidavits for enforcing Default Judgements and institute any other legal and approved procedure necessary for the recovery outstanding amounts and debts owing to the Council.
 212 To determine assistance to ratepayers experiencing genuine and substantial hardship.
 213 To certify that prices and computations on vouchers have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.
 214 To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.
 215 To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$1,000.
 216 To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$500
 217 To sign Section 603 Certificates on behalf of Council.
 218 To authorise the disposal of surplus materials and goods.

219 To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements [Local Government (General) Regulation 2005 - Division 3].

Engineering

301 To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.
302 To determine applications for the use of (approve, subject to conditions, or refuse) public roads.

303 Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council.

~~304 (i) To sign and issue approval of designs for subdivision plans and construction certificates;~~

~~(ii) To sign survey requests/amendments to the Land Titles Office;~~

~~(iii) To sign property identification reports;~~

~~(iv) To sign survey plans;~~

To sign and issue approval of engineering plans/designs for subdivision and engineering works and related construction certificates.

305 To order the removal of obstructions placed illegally on road reserves, footpaths and public places.

306 To close roads, or parts thereof, temporarily for repairs or construction.

307 To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.

308 Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.

309 To write to affected landowners seeking an indication on whether they wish the construction of a concrete foot paving to be done, upon receipt of such requests for such work, and then arrange a report to Council.

310 Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate.

311 Authorise the private planting of trees and /or shrubs on footpaths.

312 To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.

313 To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.

314 (i) To purchase new vehicles and dispose of existing vehicles where the standard of the vehicle remains the same;

(ii) To have the discretion to dispose of vehicles at other than in accordance with Council current accepted practice;

(iii) Obtain trade prices when replacing vehicles; and

(iv) To have the discretion to dispose of vehicles by either auction, trade-in or public tender.

- 315 To authorise the release of Council plant and other resources to assist fire fighting, emergency work, and assist the Local Emergency Management Committee in emergency work.
- 316 Authorise the carrying out of sewer extensions up to 75 m per tenement.
- 317 To determine the conditions of use of parks, gardens, reserves and other public places under Council's control.

Planning & Development

- 401 To determine Development Applications, Complying Development Certificates, Construction Certificates and Building Applications.
- 402 To determine the fast tracking of Development Applications.
- 403 To issue or refuse to issue compliance, construction, subdivision and occupation certificates under Part 4A.
- 404 To defend appeals against failure or refusal to issue Part 4A certificates.
- 405 To give notice of intention to serve orders, and modify or revoke orders pursuant to Division 6 of Part 2A.
- 406 ~~To review determinations of development applications made by other staff under delegated authority.~~
- 407 To issue or refuse to issue a complying development certificate.
- 408 To modify or refuse to modify a complying development certificate.
- 409 To vary or extend the lapsing period of a consent in accordance with Sections 95 and 95A.
- 410 To approve or refuse applications to modify development consents, ~~being consents originally determined under delegated authority and defend appeals made pursuant to Division 8 of Part 2.~~
- 411 To refer for comment Development Applications within the a Conservation area to the National Trust, where deemed appropriate.
- 412 That Council delegate to the General Manager the powers, authorities, duties and functions delegated to Council pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 50 or 51 of the Local Government (General) Regulation 2005.
- 413 To ensure that premises used for the preparation, storage and/or sale of food are maintained.
- 414 To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, and the Local Government Act 1993 and the Food Act 2003.
- 415 To exercise powers conferred under the Protection of Environment Operations Act 1997; Protection of the Environment Operations (Waste) Regulation 2005 and related legislation.
- 417 Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.
- 418 To sign Section 149 and Section 149A Certificates.
- 419 To sign and issue Section 121ZP and Section 735A Certificates on behalf of Council.
- 420 To exercise all of the powers of Council in respect of:

- (a) Applications for all those matters listed in Part A of the Table contained in Section 68 of the Local Government Act 1993.
- (b) The variation of building lines made under Council's Approvals Policy.
- (c) The variation of Restrictive Covenants created pursuant to Section 88B of the Conveyancing Act 1919, as amended, provided that the subject of the variation complies with the relevant planning instrument.
- (d) Applications for those matters contained in Items 5 and 6 of Part B of the Table contained in Section 68 of the Local Government Act 1993.
- i. Applications for all those matters listed in Part C of the Table contained in Section 68 of the Local Government Act 1993.
- ii. Applications for those matters contained in Items 3, 4, 5 and 6 of Part D of the Table contained in Section 68 of the Local Government Act 1993.
- iii. Applications for all those matters listed in Part E of the Table contained in Section 68 of the Local Government Act 1993.
- iv. Applications for all those matters listed in Part F of the Table contained in Section 68 of the Local Government Act 1993.
- 421 Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.
- 422 To administer the policy in relation to advertising on light standards.
- 423 To commence the preparation of a draft Local Environmental Plan under Section 54(1) of the Environmental Planning and Assessment Act, 1979 as amended:
- (a) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with Sections 56-64 and 66-67 of the Act.
- (b) To exercise any delegation conferred upon him/her from time-to-time by the Director General of the Department Urban Affairs and Planning under Section 65 and, or, 69 of the Act.
- 424 To prepare a draft Development Control Plan in accordance with Section 72 of the Act and in accordance with the appropriate Regulations, but not including Clause 24(1) of the Regulations, and exhibit, but not to adopt or amend, Town Planning Codes, Guidelines and Policies.
- 425 ~~Development Applications~~
- (a) ~~To make any decision or to take any actions required of or open to Council to take in accordance with Part IV "Environmental Planning Control" of the Environmental Planning and Assessment Act 1979, as amended but not including the power:~~
- (1) ~~To determine any Development Application in respect of a designated development as defined in Section 4~~
- (2) ~~To determine any Development Application in relation to which a negative submission has been received and where relevant planning considerations raised in that submission have not been resolved, or unable to assess DA with complaint of~~

~~(c) To revoke or modify a Development Consent (not being at the applicant's request) in accordance with Section 103;~~

~~(b) To call meetings of the Town Planning Committee in relation to any Development Application or Compliance Certificate;~~

~~(c) To call meetings of the Town Planning Committee in relation to any Development Application or Compliance Certificate;~~

426 To assume the concurrence of the Director General of the Department of Urban Affairs and Planning for variations of development standards in accordance with State Environmental Planning Policy 1 and Department of Environment and Planning Circular 117. ??? See new LEP

427 (i) To sign and issue approval of designs for subdivision plans and construction certificates.

(v) To sign survey requests/amendments to the Land Titles Office.

(vi) To sign property identification reports.

(vii) To sign survey plans.

428 To order the removal of obstructions placed illegally on road reserves, footpaths

429 To refund unexpended Development Application fees on actual costs basis.

430 To commission an independent structural assessment of a building for which a development application has been made for demolition where, in assessing the Development, the building is found to be of heritage significance.

1. Administration – Accounting

Subject	Description	Delegation	Levels of Delegation
1A – Cheque Signatory	That the General Manager be delegated authority to act as a cheque signatory to for Council's bank accounts.	GM	DCS DIS DPES FO MFS
1B – Authorisation of Invoices	That the General Manager be delegated authority to authorise invoices for the payment of goods and services received by Council, to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 within the votes of expenditure approved by Council	GM	AO DCS DIS DPES EA HRO ITSA MFS SH&BS OM PF RS CM STP
1C – Sign Purchase Orders	That the General Manager be delegated authority to Obtain quotations and authorise the purchase of goods, works and services to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 and Council's Purchasing Policy, sign orders for the Supply and Delivery of Goods and Services within the votes of expenditure approved by Council.	GM	DCS DIS DPES MFS SH&BS STP OM PF

1D – Recover Outstanding Debts (other than Rates)	That the General Manager be delegated authority to Recover Outstanding Debts (other than Rates).	GM	DCS MFS RO
1E – Write off Debts (other than Rates)	That the General Manager be delegated authority to write off all debts, other than rates, charges and interest, not exceeding \$1,000, and that the General Manager report half yearly on the amounts written-off.	GM	-
1F – Disposal of Assets	To approve disposal of assets that are surplus to requirements in accord with Management Plan. To approve disposal of assets that are surplus to requirements with a book value of less than \$1,000.	GM	-
1G – Request for Refunds	To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits for the use of Council facilities.	GM	DCS DIS DPES MFS FO

2. Administration – Banking & Investments

Subject	Description	Delegation	Levels of Delegation
2A – Operation of Bank Accounts	That the General Manager be delegated authority to Operate Bank Accounts.	GM	DCS DIS DPES MFS FO
2B – Investment of Funds	That the General Manager be delegated authority to Invest Funds in Authorised Securities, in accordance with Council's Investment Policy.	GM	DCS MFS FO
2C – Bank Guarantees	That the General Manager be delegated authority to accept Bank Guarantees for due performance.	GM	DCS

3. Administration – Celebrations

Subject	Description	Delegation	Levels of Delegation
3A – Australia Day Awards	That the Australia Day Committee be delegated authority to invite nominations and select the recipients of Australia Day Awards.	ADC	-

4. Administration – Councillors

Subject	Description	Delegation	Levels of Delegation
4A – Councillors	That the General Manager be delegated authority to liaise with Councillors and approve attendance at training and development seminars.	GM	-

5. Administration – Authority to Enter Premises

Subject	Description	Delegation	Levels of Delegation
5A – Authority to Enter Premises - LGA	That the General Manager be delegated authority to enter premises and make an inspection in accordance with Section 199 of the Local Government Act 1993.	GM	DPES SH&BS R RR STWO EHBS TEHBS STP TTP
5B – Authority to Enter Premises - EPA	That the General Manager be delegated authority to enter premises and make an inspection, in accordance with Section 118A of the Environmental Planning and Assessment Act 1979.	GM	DPES SH&BS R RR STP EHBS TEHBS TTP
5C – Authorised Officer, Protection of the Environment Operations Act, 1997	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPES SH&BS STP R RR EHBS TEHBS TTP

6.

Administration – General

Subject	Description	Delegation	Levels of Delegation
6A – Penalty Notices	That the General Manager be delegated authority to issue Penalty Notices under Section 679 of the Local Government Act 1993.	GM	DPES SH&BS STP R RR
6B – Bi-Annual Stocktake	That the General Manager be delegated authority to write off stores and materials to a value not exceeding \$1,000, following a Bi-Annual stocktake	GM	-
6C – Insurance Renewals	That the General Manager be delegated authority to negotiate Council's insurance renewals.	GM	DCS MFS
6D – Issue Orders	That Council delegate to the General Manager the power to issue Orders as listed in the Table to Section 124 of the Local Government Act and the Public Health Act and Regulations there under.	GM	DPES SH&BS R STP EHBS
6E – Donations – Delegation to Refuse Requests	That the General Manager be delegated authority, to consider applications for financial assistance, and determine which requests are to be referred to Council for decision.	GM	-
6F – <u>Community Improvement Financial Assistance Program</u>	That the General Manager be delegated authority to approve <u>Community Improvement Program</u> <u>Financial Assistance Program</u> applications.	GM	-
6G – Press Statements	That the General Manager be delegated authority to authorise and issue press statements on Council's behalf.	GM	-
6H – Public Liability & Profession Indemnity Claims	That the General Manager be delegated authority to deny or accept liability for public liability and professional indemnity claims up to the excess as determined from time to time by Statewide.	GM	-
6I – Motor Vehicle Insurance Claims	That the General Manager be delegated authority to deny or accept liability for motor vehicle insurance claims up to	GM	-

	\$1,000.	
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<p>6J – Legal Proceedings</p>	<p>That the General Manager be delegated authority to represent Council as required in any legal or court proceedings.</p>	<p>GM</p>	<p>DCS DPES DIS SH&BS STP</p>
<p>6K – Freedom of Information Applications Access to Information</p>	<p>That the General Manager be delegated authority to determine applications exercise functions under the Freedom of Information Legislation Government Information (Public Access) Act 2009, and as the officer authorised to:</p> <ul style="list-style-type: none"> i. <u>To be responsible for responding to formal access applications under Part 4 of the Government Information (Public Access) Act</u> ii. <u>To be responsible for responding to applications for an internal review under Part 5 of Government Information (Public Access) Act.</u> <p>legislation and to authorise access to Council files and records in accordance with Section 12 of the Local Government Act 1993.</p>	<p>GM</p>	<p>DCS</p>
<p>6L – Informal release of Information</p>	<p>That the General Manager be delegated authority to exercise functions under the Government Information (Public Access) Act 2009, and as an officer authorised to:</p> <ol style="list-style-type: none"> 1. <u>Informally release information identified as being held by Council and not subject to a 'formal' Access Application.</u> <p><u>Exemptions</u></p> <ol style="list-style-type: none"> 1. <u>Any personal information covered under the Privacy and Personal Information Protection Act 1998;</u> 2. <u>Any information for which a formal access application is required under the Government Information (Public Access) Act 2009;</u> 3. <u>Any information deemed for which it is to be conclusively presumed that there is an overriding public interest against disclosure and is therefore exempt under the provisions of the Government Information (Public</u> 	<p><u>GM</u></p>	<p><u>All staff</u></p>

	<p>Access) Act 2009 - s14 (and Schedule 1); and</p> <p>4. Exempt documents under interstate FOI legislation - corresponding laws under the provisions of the Government Information (Public Access) Regulation 2009 - s10.</p>		
6LM – Destruction of Records	That the General Manager be delegated authority to authorise the destruction of appropriate Council records in accordance with the Local Government Retention and Disposal Manual.	GM	-
6MN – Filming on Council Reserves and Property	To approve, approve with conditions as may be appropriate in the circumstances and subject to the payment of charges and fees as determined by Council, or disapprove of applications to use public reserves, beaches, public roads or Council property for filming or photographic purposes.	GM	-
6NQ – Applications under Privacy and Personal Information Act	To determine applications made under the Privacy and Personal Information Protection Act 1998	GM	DCS
6QP – Internal Reviews under Privacy and Personal Information Act	To determine applications for internal reviews made under the Privacy and Personal Information Protection Act 1998.	GM	-
6PQ – Signature of all Correspondence	Sign correspondence in relation to Council operations.	GM	-

<p>6QR – Signature of Department Correspondence</p>	<p>Sign standard correspondence in relation to day to day operations of the officers' department with the exception of:-</p> <ul style="list-style-type: none"> • correspondence to any Federal or State Minister or Member of Parliament • correspondence or memo advice to Councillors • contracts and lease documents • letters of appointment for new employees • letters to employees regarding disciplinary matters and grievances • responses to complaints <u>against staff</u> 	GM	DCS DIS DPES EA OM SH&BS MFS HRO PO CM STP RO AO RS FO
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7. Administration – Rating

Subject	Description	Delegation	Levels of Delegation
7A – Write off Rates & Charges	That the General Manager be delegated authority to Write-Off Rates, Charges and Interest debtors not exceeding \$1,000.	GM	-
7B – Section 603 Certificates	That the General Manager be delegated authority to Issue Section 603 Rating Certificates.	GM	DCS MFS RO
7C – Change in Rate Category	That the General Manager be delegated authority to approve or refuse Applications for Change in Rate Category.	GM	DCS MFS
7D – Recovering Outstanding Rates	That the General Manager be delegated authority to recover Outstanding Rates, Charges and Interest.	GM	DCS MFS RO
7E – Rating Certificate	That the General Manager be delegated authority to issue the appropriate Rating Certification under the Local Government Act 1993.	GM	-

8.

Administration – Staff

Subject	Description	Delegation	Levels of Delegation
8A – Staff Training, Seminars & Conferences	That the General Manger be delegated authority to approve staff attendance at Training Seminars and Conferences, in accordance with the Staff Training Program and within the approved Budget.	GM	DCS DIS DPES
8B – Public Officer	That the General Manager be delegated authority to undertake the duties as Public Officer, as prescribed by Section 343 of the Local Government Act 1993.	GM	DCS
8C – Staff	Direct staff within the Manager's area of operations, in accordance with an organisation structure and resources approved by the Council. Make recommendations to the General Manager in respect of the employment / dismissal of employees within the Director's area of operation, in accordance with Council's organisation structure, resources, procedures and adopted policies.	GM	DCS DIS DPES

9. Administration – Tenders & Contracts

Subject	Description	Delegation	Levels of Delegation
9A – Tender & Quotations	That the General Manager be delegated authority to open Tenders & Quotations.	GM	DCS DIS DPES MFS SH&BS STP OM
9B – Works & Services Contracts	That the General Manager be delegated authority to sign contracts for works and services in accordance with the resolution of Council.	GM	-

10. Plant

Subject	Description	Delegation	Levels of Delegation
10A – Purchase of Motor Vehicles, Plant and Equipment	That the General Manager be delegated authority to purchase Motor Vehicles, Plant and Equipment, within the approved budget allocations.	GM	DIS OM MFS PF
10B – Registration of Motor Vehicles	Sign as nominee for vehicle registrations.	GM	DIS IM

11.

Dogs

Subject	Description	Delegation	Levels of Delegation
11A – Companion Animals	That the General Manager be delegated authority to act on Council's behalf under Sections 18, 19, 22, 32, 52, 57, 75, 90, 92 and 98 of the Companion Animals Act 1998.	GM	D PES SH&BS EHBS R RR TEHBS

12. Impounding

Subject	Description	Delegation	Levels of Delegation
12A – Impounding Officer	That the General Manager be appointed Impounding Officer in accordance with Section 5(1) of the Impounding Act 1993.	GM	D PES SH&BS EHBS R RR TEHBS

13. Emergency

Subject	Description	Delegation	Levels of Delegation
13A – Emergency Incidents	That the General Manager be delegated authority to approve the use of Council Plant, Equipment and Employees in response to Emergency Incidents.	GM	LEMO DIS OM OS DFC

14. Health

Subject	Description	Delegation	Levels of Delegation
14A – Health Matters	That the General Manager be delegated authority to exercise each of the powers, authorities, duties and functions conferred by the Food Act 2003 and Food (General) Regulations 2010 as amended.	GM	DPES SH&BS EHBS
14B – Inspect Regulated Premises	That the General Manager be delegated authority to inspect Regulated Premises, in accordance with the Public Health Act 2010 and Regulations made there under.	GM	DPES SH&BS EHBS TEHBS
14C – Issuing of Orders	That the General Manager be delegated authority to issue orders as listed in the Local Government Act and the Public Health Act and Regulations there under.	GM	DPES SH&BS

15. Inala Retirement Units

Subject	Description	Delegation	Levels of Delegation
15A – Residence Contract	That the General Manager be delegated authority to sign the Inala Retirement Units Residence Contract, and associated documents, on behalf of Council.	GM	DCS

16.

Town Planning

Subject	Description	Delegation	Levels of Delegation
<p>16A – Development Application Consent</p>	<p>That the General Manager be delegated authority to consent to Development Applications for:</p> <ul style="list-style-type: none"> a) The erection, alteration and addition to dwellings. b) The erection of garages, workshops, ancillary and minor building works. c) The construction of private swimming pools. d) Complying development as listed in the LEP. e) The alteration, addition and ancillary matters relating to industrial and commercial development. f) Applications made under State Environmental Planning Policy No. 4 (Development Without Consent). g) Commercial and industrial development with a value up to a maximum of \$1m. h) Subdivision in the village and Rural 1c zones which comply with the provisions of BLEP 1998. i) Subdivision in the Rural 1a, 7a, and 7c zones which comply with the provisions of BLEP 1998. j) The approval of Development Applications, were a State Environmental Planning Policy No.1 objection has been received, to which Council may assume the NSW Director of Planning's concurrence through arrangements approved by the Director pursuant to section 81 of the Environmental Planning and Assessment Act 1979. k) The approval of Applications made under section 96 of the EP&A Act to modify a Development Application, which was approved by the Council at a Council Meeting. 	GM	<p>DPES STP* SH&BS**</p> <p>*excluding j); k); l)</p> <p>**excluding f); h); i); j); k); l)</p>

	<p>l) To provide flexibility in the application of planning controls operating by virtue of development standards in circumstances where strict compliance with those standards would, in any particular case, be unreasonable or unnecessary, an "equal to or greater than 90 percent" rule, as applied with SEPP1, may be applied when assessing applications which do not meet the strict numerical standards set by Council Policy.</p> <p>m) Except where a negative submission to the development that has set out planning grounds of the objection is received and where the matters raised in that submission have not been resolved.</p> <p>n) Except where a refusal to the development is proposed.</p> <p>o) Except where the General Manager considers the matter should go before Council.</p> <p>p) Except where a Councillor requests the matter go before Council</p>		
16B – Section 149 Certificates	That the General Manager be delegated authority to issue Certificates under Section 149 of the Environmental Planning and Assessment Act 1979.	GM	DPES STP
16C – Subdivision Certificates	That the General Manager be delegated authority to issue Subdivision Certificates.	GM	DPES
16D – Removing Advertising	That the General Manager be delegated authority to remove Advertising, in accordance with Section 17 of the Tobacco Advertising Prohibition Act 1992.	GM	DPES SH&BS STP

16E – Department of Planning	That the General Manager be delegated Council's functions under Section 65(1) and 69 of the Environmental Planning and Assessment Act 1979.	GM	-
16F – Town Planning Committee	That the Town Planning Committee be delegated authority to consider Developments or Refuse Consent, in accordance with the Environmental Planning and Assessment Act 1979 and associated legislation.	GM	TPC
16G – Use of Footpaths	That the General Manager be delegated authority to approve the use of the footpath area for commercial activities.	GM	DPES STP
16H – Environmental Planning & Assessment	That the General Manager be delegated authority to issue orders as listed in the Environmental Planning & Assessment Act 1979 as amended.	GM	DPES SH&BS STP

17. Environment

Subject	Description	Delegation	Levels of Delegation
17A – Blayney Waste Disposal Depot Operation	That the General Manager be delegated authority for the day to day operation of the Blayney Waste Disposal Depot.	GM	DPES
17B – Waste Minimisation & Management	That the General Manager be delegated authority to exercise the powers and functions under Protection of Environment Operations Act 1997 and Protection of the Environment Operations (Waste) Regulation 2005.	GM	DPES SH&BS EHBS
17C – Environment Protection	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPES SH&BS EHBS R RR
17D – Clean Air Regulations	That the General Manager be delegated authority to exercise the Powers and Functions under the Protection of the Environment Operations (Clean Air) Regulations, 2002.	GM	DPES SH&BS EHBS R RR

18. Cemeteries

Subject	Description	Delegation	Levels of Delegation
18A – Exhumations	That the General Manager be delegated authority to supervise Exhumations in accordance with the Public Health Regulation 2012.	GM	DPES SH&BS

19. Playing Fields / Swimming Pool / Reserve

Subject	Description	Delegation	Levels of Delegation
19A – Approve use of Swimming Pools & Reserves	That the General Manager be delegated authority to approve the use of Playing Fields, Swimming Pool and Reserves.	GM	DCS DIS
19B – Ordering Swimming Pool Closure	That the General Manager be delegated authority to issue an Order to Close the Swimming Pool, in accordance with Clause 8 of the Public Health Regulation 2012.	GM	DIS DPES SH&BS R
19C – Revoking Order to Close Swimming Pool	That the General Manager be delegated authority to revoke an Order to Close a Swimming Pool, in accordance with the Public Health Regulation 2012.	GM	DIS DPES SH&BS
19D – Carnivals and Circuses	That the General Manager be delegated authority to consider, approve or refuse applications for the operation of carnivals, circuses and the like and when approved, impose conditions deemed necessary. That all other applications be referred to Council for consideration on their merits.	GM	-

20.

Sewerage

Subject	Description	Delegation	Levels of Delegation
20A – Drainage Diagrams	That the General Manager be delegated authority to issue Drainage Diagrams.	GM	DPES SH&BS EHBS TEHBS
20B – Annual Treatment Works Return	That the General Manager be given delegated authority to sign future returns for the Blayney Sewerage Treatment Works in accordance with Section 377 of the Local Government Act, 1993.	GM	DIS OM

21. Building

Subject	Description	Delegation	Levels of Delegation
21A – Temporary Occupation of Land	That the General Manager be delegated authority to Consent to applications for temporary occupation of land, in terms of Council policy.	GM	DIS DPES SH&BS
21B – Issuing of Building Certificate	That the General Manager be delegated authority to the Issue of Building Certificates.	GM	DPES SH&BS
21C – Determining Objections	That the General Manager be delegated authority to Determine Objections in accordance with Section 82(3A) of the Local Government Act 1993, in relation to the Local Policy.	GM	DPES SH&BS
21D – Minimum Building Line Reduction	That the General Manager be delegated authority to approve a Reduction in the Minimum Building Line, where it is appropriate to do so.	GM	DPES
21E – Inspection of Regulated Premises	That the General Manager be delegated authority to inspect regulated premises in accordance the Public Health Act 2010.	GM	DPES SH&BS EHBS
21F – Swimming Pools Act	That the General Manager be delegated authority to exercise functions under the Swimming Pools Act 1992.	GM	DPES SH&BS EHBS R
21G – Construction & Safety Act	That the General Manager be delegated authority to exercise functions under the Construction and Safety Act	GM	DPES SH&BS EHBS
21H – Retail Trading Act	That the General Manager be delegated authority to exercise functions under the Retail Trading Act 2008.	GM	DPES SH&BS EHB

21G – Issue Construction, Compliance and Occupation Certificates	That the General Manager be delegated authority where Council is the Principle Certifying Authority for the erection of a building, for the issuing of Construction Certificates, Compliance Certificates and Occupation Certificates.	GM	DPES SH&BS EHBS
21H – Footpath Deposits	That the General Manager be delegated authority to authorise the refund of footpath deposits and to determine road restoration charges.	GM	-
21K – Minor Numerical Variations to Council Policy	That the General Manager be delegated authority to approve minor numerical variations to Council policy where variations are not greater than 10%.	GM	DPES SH&BS

22. Roads / Streets

Subject	Description	Delegation	Levels of Delegation
22A – Temporary Street Closures	That the General Manager be delegated authority to approve temporary street closures for community functions	GM	DIS OM IM
22B – Shared Traffic Zones	That the General Manager be delegated authority in accordance with Sch. 1, cl. 2 (Shared Traffic Zone) Road Transport (Safety and Traffic Management) Act 1999.	GM	DIS OM
22C – Traffic Control Signs	That the General Manager be delegated authority to assume the functions in accordance with Sub-Sections 52, 53, and 55 (Traffic Control Devices) of the Road Transport (Safety and Traffic Management) Act 1999.	GM	DIS OM
22D – Regulation of Traffic by Road Authorities	That the General Manager be delegated authority to assume the functions in accordance with Division 2 of Part 8 (Regulation of Traffic by Roads Authorities) in accordance with Roads Act 1993.	GM	DIS OM

<p>22D – Breaches under the Roads Act 1993 & Interstate Road Transport Act 1985</p>	<p>That the General Manager be delegated authority to be the Authorised Officer to commence action for breaches under the Roads Act 1993 & Interstate Road Transport Act 1985, within Council's area, in accordance with the CENTROC Weight of Loads Group Agreement.</p>	<p>GM</p>	<p>DIS R RR</p>
<p>22F G– Impounding Items Risking Public Safety</p>	<p>That the General Manager be delegated authority to be the Impounding Officer under the Impounding Act 1993.</p>	<p>GM</p>	<p>DIS DPES SH&BS EHBS OM R RR</p>
<p>22G H – Matter Escaping onto Road</p>	<p>That the General Manager be delegated authority to be the authorised officer under the Roads 1993 Regulations 2008.</p>	<p>GM</p>	<p>DPES SH&BS EHBS R RR DIS OM IM</p>
<p><u>22I – Naming of Public Roads</u></p>	<p>That the General Manager be delegated authority to approve the use of approved road names in accordance with Council guidelines for the naming of public roads, pursuant to Section 162 of the Roads Act 1993.</p>	<p><u>GM</u></p>	<p><u>DIS</u></p>

23. Private Works

Subject	Description	Delegation	Levels of Delegation
<p>23A – Private Works</p>	<p>That the General Manager be delegated authority to undertake Private Works in accordance with Council's Policy.</p>	<p>GM</p>	<p>DIS OM OS</p>

24.

Schedule of Abbreviations

Abbreviation	Position Title
ADC	Australia Day Committee
AO	Administrative Officer
DCS	Director Corporate Services
CM	Centre Manager
DFC	Depot / Fleet Coordinator
DIS	Director Infrastructure Services
DPES	Director Planning & Environmental Services
DS	Depot Supervisor
EA	Executive Assistant to GM
EHBS	Environmental Health & Building Surveyor
FO	Finance Officer
GM	General Manager
HRO	Human Resources Officer
IM	Infrastructure Manager
ITSA	Information Technology Systems Administrator
LEMO	Local Emergency Management Officer
MFS	Manager Financial Services
OM	Operations Manager
OS	Overseer
PO	Payroll Officer
R	Ranger
RO	Revenue Officer
RR	Relief Ranger
RS	Records Supervisor
STP	Senior Town Planner
SH&BS	Senior Health & Building Surveyor
STWO	Sewerage Treatment Works Operator
TEHBS	Trainee Environmental Health & Building Surveyor
TPC	Town Planning Committee
TTP	Trainee Town Planner

25. Schedule of Purchase Authorisation Limits

Position Title	Purchase Authorisation Limit	Position Title	Purchase Authorisation Limit
<u>Executive Services</u>		<u>Corporate Services</u>	
General Manager	Unlimited	Director Corporate Services	\$100,000
Executive Assistant to GM	\$ 5,000	Manager Financial Services	\$ 50,000
Human Resources Officer	\$ 5,000	Records Supervisor	\$ 5,000
<u>Planning & Environmental Services</u>		Information Technology Systems Administrator	\$ 5,000
Director <u>Planning & Environmental Services</u>	\$100,000	<u>Economic & Community Development Officer</u>	\$ <u>5,000</u>
Senior Health & Building Surveyor	\$ 50,000	<u>Engineering Infrastructure Services</u>	
<u>Centre Manager</u>	\$ <u>5,000</u>	Director <u>Engineering Infrastructure Services</u>	\$100,000
Senior Town Planner	\$ 5,000	Operations Manager	\$ 50,000
Administrative Officer	\$ 5,000	<u>Infrastructure Manager</u>	\$ <u>50,000</u>
		<u>Depot / Fleet & Depot Supervisor Coordinator</u>	\$ <u>50,000</u> <u>\$25,000</u>
		<u>Depot / Fleet & Depot Supervisor Officer</u>	\$ <u>5,000</u>



Circular No. 11-01
Date 17 February 2011
Doc ID. A232163

Contact Finance Policy Section
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REVISED MINISTERIAL INVESTMENT ORDER

A revised Investment Order pursuant to section 625 of the *Local Government Act 1993* has been issued. The Minister for Local Government signed the revised Order on 12 January 2011 and it was published in the NSW Government Gazette on 11 February 2011. It replaces the Order dated 31 July 2008. The revised Order is attached to this circular.

Changes to the Investment Order include:

- the removal of the ability to invest in the mortgage of land (part (c) of the Investment Order dated 31 July 2008)
- the removal of the ability to make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)
- the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a council's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guidelines (Circular to Councils 10-11 refers). It is expected that all councils will by now have adopted an Investment Policy in accordance with the Guidelines.

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

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LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

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

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

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government



Blayney Shire Council

Policy Register

Policy No 4B

Policy Title	Investment Policy
Document/File No	A8-1
Officer Responsible	Manager Financial Services
Last Review Date	14/11/2011

Objectives

To outline Council's investment Strategy

Policy Statement

Blayney Shire Council



Investment Policy

Policy

1.1 Objectives

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

1.2 Legislative Requirements

All investments are to be made in accordance with:

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

1.3 Delegation of Authority

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

1.4 Authorised Investments

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

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

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

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

Transitional Arrangements

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

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

1.5 Prudent Person Standard

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

1.6 Ethics and Conflicts of Interest

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

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

1.7 Prohibited Investments

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

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

1.8 Risk Management Guidelines

Investments are to comply with the following criteria:

- (a) Preservation of Capital - all reasonable measures are to be taken to prevent losses in portfolio value (considering the time value of money);
- (b) Institutional Diversification:
 - a. Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed.
 - b. Direct investments shall not exceed \$500,000 with any one institution, at any one time.
 - c. All term deposit investments are to be made with authorised deposit taking institutions covered under the Australian Government Guarantee;
- (c) Maturity Risk - the investment portfolio is to be invested within the following maturity constraints:

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

- (d) Market/Credit Risk - consideration shall be given to the risk that the fair value or the future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest on an investment;
- (e) Liquidity Risk -
 - a. Matching investments with cash flow requirements.
 - b. Ensure access is available within seven (7) days to at least \$1,000,000 or 10% of value of total investments, whichever is greater.

1.9 Performance Benchmarks

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

1.10 Measurement

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

1.11 Reporting and Responsibilities of Council Officers

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

- (i) The documentary evidence must provide Council legal title to the investment.

1.12 Investment Advisor

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

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

1.13 Review of Investment Policy

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

End of Policy

Adopted:	Date: 14/10/2003	Minute: 123
Last Reviewed:	Date: 11/10/2005	Minute: 280
	Date: 14/05/2007	Minute: 07/094
	Date: 09/08/2010	Minute: 1008/04
	Date: 14/03/2011	Minute: 1103/010
	Date: 08/08/2011	Minute: 1108/004
	Date: 14/11/2011	Minute: 1111/011
Next Review:	Date: 18/06/2012	



Blayney Shire Council

Policy Register

Policy No 2D

Policy Title	<u>Public Interest Disclosures: Internal Reporting Policy</u>
Document/File No	C13-12
Officer Responsible	Director Corporate Services
Last Review Date	30/10/2012

Objectives

This policy establishes 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, its staff and Councillors.

Policy Statement

Blayney Shire Council



Internal Reporting Policy