

3 July 2015

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, 13 July 2015 at 6.00 pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Recording of Meeting Statement
- (3) Apologies for non-attendance
- (4) Disclosures of Interest
- (5) Public Forum
- (6) Confirmation of Minutes
 - Ordinary Council Meeting held on 15.06.15
- (7) Matters arising from Minutes
- (8) Reports of Staff
 - (a) Executive Services
 - (b) Corporate Services
 - (c) Infrastructure Services
 - (d) Planning and Environmental Services
- (9) Delegates Reports
- (10) Questions from Councillors
- (11) Closed Meeting

Yours faithfully

Rebecca Ryan

General Manager

Meeting Calendar 2015

July

Time	Date	Meeting	Location
5.00 pm	9 July 2015	Economic Development Committee	Community Centre
6.00 pm	13 July 2015	Council Meeting	Community Centre
4.00pm	21 July 2015	Councillor Workshop	Community Centre
9.00 am	22 July 2015	Audit Committee	Community Centre
4.00pm	28 July 2015	Councillor Workshop	Community Centre

August

Time					
Time	Date	Meeting	Location		
2.30 pm	7 August 2015	UMCC Meeting	Evan Shire Building Kelso		
6.00 pm	10 August 2015	Council Meeting	Community Centre		
10.00 am	12 August 2015	Central Tablelands Water	Grenfell		
10.00am	12 August 2015	Centroc Board Meeting	Parliament House Canberra		
5.00 pm	13 August 2015	Cemetery Forum	Community Centre		
5. 45 pm	13 August 2015	Access Advisory Committee	Community Centre		
4.00 pm	18 August 2015	Local Emergency Management Committee	Community Centre		
5.30 pm	20 August 2015	Sports Council	Community Centre		
10.00 am	21 August 2015	Traffic Committee	Community Centre		
4.00pm	25 August 2015	Councillor Workshop	Community Centre		

September

Time	Date	Meeting	Location
6.00 pm	14 September 2015	Council Meeting	Community Centre
6.00 pm	17 September 2015	Towns and Villages Committee	Community Centre
2.30 pm	18 September 2015	UMCC Meeting	Evan Shire Building Kelso

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01) MINUTES OF THE PREVIOUS MEETING

Department: Executive Services

Author: General Manager

CSP Link: 6.3 A well-run Council organisation.

File No: GO.ME.3

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 15 June 2015, being minute numbers 1506/001 to 1506/029 be confirmed.

MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE THE CHAMBERS, BLAYNEY SHIRE COMMUNITY CENTRE, ON 15 JUNE 2015, COMMENCING AT 6.00 PM

Crs S Ferguson (Mayor), A Ewin, D Kingham, S Oates, Present:

K Radburn and D Somervaille

General Manager (Mrs R Ryan), Director Corporate Services (Mr A Franze), Director Infrastructure Services (Mr G Baker), Director Planning & Environmental Services (Mr M Dicker), Administrative Officer (Ms S Hibbert), Administrative Officer

(Mrs N Smith)

ACKNOWLEDGEMENT OF COUNTRY

RECORDING OF MEETING STATEMENT

APOLOGIES

Cr G Braddon OAM

RESOLVED 1506/001

That the apology of Cr G Braddon be accepted.

(Ewin/ Kingham)

CARRIED

CONFIRMATION OF MINUTES

RESOLVED 1506/002

That the Minutes of the Ordinary Council Meeting held on 11 May

2015, being minute numbers 1505/001 to 1505/018 be

confirmed.

(Kingham/Ewin)

CARRIED

Cr Somervaille left the meeting and Council Chambers

1506/003

RESOLVED

That the Minutes of the Extraordinary Council Meeting held on 18 May 2015, being minute numbers 1505/E001 to 1505/E003 be confirmed.

> (Radburn/Oates) **CARRIED**

Cr Somervaille returned to the meeting and Council Chambers

MATTERS ARISING FROM THE MINUTES

DISCLOSURES OF INTEREST

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

Councillor/ Staff	Interest	Item	Pg	Matter	Reason
Somervaille	Pecuniary	2	8	Feral Goat Abattoir Newbridge Road Blayney NSW 2799	Cr Somervaille owns a property adversely affected by the proposed Development. Cr Somervaille's wife operates a business adversely affected by the proposed Development.

PUBLIC FORUM

Ms Ruth Stone - DA 14/2015, 29 Pilcher Street MILTHORPE Mr James Splithof - DA 14/2015, 29 Pilcher Street MILTHORPE

EXECUTIVE SERVICES REPORTS

CONTRACTUAL CONDITIONS SENIOR STAFF RESOLVED

1506/004

That Council notes the reporting of contractual conditions of senior staff for the period 2014/15.

(Kingham/Somervaille)

CARRIED

VILLAGE COMMUNITY PLANS

1506/005

RESOLVED

That Council endorse the commencement of the Fit for the Future Action Plan and development of individual Village and Town Community Plans in reviewing the Blayney Shire Community Strategic Plan 2016/2036.

> (Oates/Ewin) **CARRIED**

FIT FOR THE FUTURE COUNCIL IMPROVEMENT PROPOSAL (EXISTING STRUCTURE)

1506/006

RESOLVED

That Council endorse the Blayney Shire Council Improvement Proposal (Existing Structure) Template Two (2) to be submitted under the NSW Governments Fit for the Future Program.

(Somervaille/Radburn) **CARRIED**

CULTURAL CENTRE AND COMMUNITY HUB PLANNING BLAYNEY RESOLVED

1506/007

That Council endorse the facilitation of exploring the future possibilities of a Cultural Centre and Community Hub in Blayney.

(Ewin/Kingham) **CARRIED**

CORPORATE SERVICES REPORTS

2015/2016 COUNCILLOR AND MAYORAL FEES RESOLVED

1506/008

That in accordance with the 2015 Determination from the Local Government Remuneration Tribunal, the Councillor annual fee

be increased by 2.5% to \$10,740 and the additional Mayoral annual fee be increased by 2.5% to \$23,440 for the 2015/2016

financial year effective from 1 July 2015.

(Radburn/Oates) **CARRIED**

DISTRIBUTION OF BLAYNEY DISTRICT BUSINESS GROUP **FUNDING**

1506/009

RESOLVED

That Council approve the distribution of funding held in Trust in the amount of \$921.13 from the Blayney Business Group to the Blayney Town Association.

(Ewin/Somervaille)

CARRIED

ADOPTION OF 2015/16 OPERATIONAL PLAN RESOLVED

1506/010

1. That in accordance with Sections 402-406 of the Local Government Act 1993, 2015/16 Operational Plan be adopted by Council;

- 2. That Council adopt the Revenue Policy for 2015/16, as outlined in the 2015/16 Operational Plan;
- 3. That Council adopt the Statement of Rating Structure and their respective short names as contained in the Operational Plan 2015/16 including the special variation to general income increase of 5.11% approved by the Independent Pricing and Regulatory Tribunal (IPART) and make the Ordinary Rate and charges, including domestic waste management charges and sewer charges for Blayney and Millthorpe, pursuant to section 494 and 496 of the Local Government Act 1993 detailed in the tables below;

Category & sub category	Base Amount (p.a.)		Ad Valorem	Rate yield
	%	\$	(rate in \$)	(\$)
Residential				
Ordinary Rate	42%	275	0.00350212	738,656
Sub Categories:				
Blayney	44%	325	0.00638491	931,393
Millthorpe	38%	325	0.00513176	275,582
Carcoar	49%	275	0.00596604	50,440
Business				
Ordinary Rate	27%	325	0.00731261	74,739
Sub Category:				
Blayney, Millthorpe & Carcoar	25%	325	0.01009290	257,427
Farmland				
Ordinary Rate	14%	400	0.00415561	2,063,798
Mining				
Ordinary Rate	7%	1000	0.05966590	15,320
Sub Category:				
Gold and Copper	0.02%	1000	0.05816375	4,148,075
TOTAL YIELD				\$ 8,555,430

	Access	Quarterly	Min.	TOTAL
Sewerage Services	Charge		quarterly	YIELD

	(p.a.)	before SDF applied	amount charge	
	%	\$	(rate in \$)	(\$)
Residential				
Connected	\$545	\$0	\$0	\$794,610
Vacant/Unmetered	\$280	\$0	\$0	\$37,800
Non Residential				
20mm Water Service	\$450.00	\$113	\$136	
25mm Water Service	\$696.00	\$174	\$136	
32mm Water Service	\$1,141.00	\$285	\$136	
40mm Water Service	\$1,783.00	\$446	\$136	
50mm Water Service	\$2,785.00	\$696	\$136	
80mm Water Service	\$7,127.00	\$1,782	\$0	
100mm Water Service	\$11,136.00	\$2,784	\$0	
150mm Water Service	\$25,057.00	\$6,264	\$0	
Vacant/Unmetered	\$280.00	\$0	\$0	
Non Residential (Estimated)				\$325,000
TOTAL YIELD (ESTIMATED)				\$ 1,157,410

Waste Management Charges	Annual Charge	Total Yield
Domestic		
Domestic Waste Management Charge	\$370	\$775,890
Domestic Waste Management Charge – Vacant Land	\$40	\$12,600
Domestic Waste Management Charge – Rural Areas	\$370	\$119,880
Non-Domestic		
Non-Domestic Waste Management Charge	\$400	\$106,400
Extra Services		
Additional Garbage Charge – per bin	\$210	\$15,960
Additional Recycling Charge – per bin	\$190	\$6,080
TOTAL YIELD		\$1,036,810

4. That the Office of Local Government be advised of Council's adopted 2015/16 Operational Plan within 28

This is Page No. 5 of the Business Paper of the Ordinary Council Meeting of Blayney Shire Council held on 13 July 2015

- days of adoption by Council;
- That the Community Financial Assistance Policy be 5.
- That the Community Financial Assistance Program under 6. Local Government Act section 356 be adopted;
- That that the submission on the 2015/16 Operational Plan 7. and Community Financial Assistance policy be accepted. (Radburn/Oates)

CARRIED

MINUTES OF THE FINANCIAL ASSISTANCE COMMITTEE **MEETING HELD 12 MAY 2015 RESOLVED**

1506/011

- 1. That the Minutes of the Financial Assistance committee meeting, held on 12 May 2015, be received and noted.
- 2. That the feedback be included as a submission to the 2015/16 Operational Plan for consideration by Council. (Somervaille/Oates)

CARRIED

MINUTES OF THE ECONOMIC DEVELOPMENT COMMITTEE **MEETING HELD 7 MAY 2015**

1506/012

RESOLVED

That Council note that the Economic Development meeting due to held 7 May 2015 did not proceed due to a lack of quorum. (Radburn/Oates)

CARRIED

ARTS OUTWEST MEMORANDUM OF UNDERSTANDING RESOLVED

1506/013

That Council execute the Memorandum of Understanding between Council and Arts Outwest for the 2015 – 2018 period. (Ewin/Radburn)

CARRIED

REPORT OF COUNCIL INVESTMENTS AS AT 31 MAY 2015 **RESOLVED**

1506/014

- 1. That the report indicating Council's investment position as at 31 May 2015 be received and noted.
- 2. That the certification of the Responsible Accounting Officer be noted and the report be adopted.

(Somervaille/Kingham)

CARRIED

REQUEST FOR REFUND OF LIQUID TRADE WASTE CHARGES - 29 ADELAIDE STREET

1506/015

RESOLVED

That the request for refund of Liquid Trade Waste charges by the property owner of 29 Adelaide Street be declined.

(Radburn/Oates)

CARRIED

REQUEST FOR REFUND OF LIQUID TRADE WASTE CHARGES - 1 OSMAN STREET, BLAYNEY RESOLVED

1506/016

That the request for refund of Liquid Trade Waste charges by the property owner of 1 Osman Street, Blayney for be declined.

(Radburn/Ewin)

CARRIED

INFRASTRUCTURE SERVICES REPORTS

INFRASTRUCTURE SERVICES MONTHLY REPORT RESOLVED

1506/017

That the Infrastructure Services monthly report for June 2015 be received.

(Oates/Ewin)

CARRIED

TRIPLE BOTTOM LINE (TBL) SEWER BENCHMARKING REPORT

1506/018

RESOLVED

That the summary of the results of the 2013/14 Blayney Shire Council Triple Bottom Line (TBL) Performance Report as published by the NSW Office of Water be noted.

(Radburn/Ewin)

CARRIED

ROAD CLOSURE/OPENING - NYES GATES ROAD, GREGHAMSTOWN

1506/019

RESOLVED

- 1. That Council approve
 - a. the dedication to the public as public road, those road widenings (variable width) shown as 'R', 'W' and 'X' in DP128757, and,
 - b. the closure of public road identified as Lots 3 and 4 in DP128757, to be provided in compensation to the owners of Lot 1 and Lot 2 respectively.
 - c. the Mayor and General Manager to affix the council seal and execute all associated documents.

(Oates/Radburn)
CARRIED

BRIDGE CONDITION REPORT

1506/020

RESOLVED

RESOLVED

RESOLVED

That Council note the Bridge Condition report undertaken by Local Government Engineering Services.

(Ewin/Oates)
CARRIED

MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD ON THURSDAY 21 MAY 2015 AT THE BLAYNEY COMMUNITY CENTRE

1506/021

1. That the Minutes of the Blayney Shire Sports Council Meeting, held on Thursday 21 May 2015, be received and noted.

(Kingham/Somervaille)

CARRIED

PLANNING AND ENVIRONMENTAL SERVICES REPORTS

DEVELOPMENT APPLICATION 14/2015 - ERECTION OF A DWELLING - LOT A DP103235 - 29 PILCHER STREET MILLTHORPE

1506/022

That Council approve Development Application 14/2015 for a proposed dwelling on Lot A DP 103235, 29 Pilcher Street, Millthorpe, subject to the conditions at **Enclosure 5**.

(Radburn/Ewin)

Carried

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

FOR	AGAINST
Councillor Ewin	
Councillor Oates	
Councillor Kingham	
Councillor Somervaille	
Councillor Ferguson	
Councillor Radburn	
Total (6)	Total (0)

LOCAL HERITAGE ASSISTANCE FUND 2014-2015 RESOLVED

1506/023

That Council receive and note the Local Heritage Assistance Fund 2014-2015 report.

(Oates/Ewin)

CARRIED

DELEGATES REPORTS

WBC ALLIANCE EXECUTIVE OFFICER REPORT

1506/024

RESOLVED

That the report from the WBC Alliance Executive Officer to May 2015 be received and noted.

(Ewin/Somervaille)

CARRIED

CLOSED MEETING

1506/025

RESOLVED

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

TENDER FOR CONDITION ASSESSMENT OF SEWER AND STORMWATER MAINS USING CCTV - CENTROC

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

TENDER FOR CONDITION ASSESSMENT OF SEWER SERVICE LINES USING SMOKE TESTING - CENTROC

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

GENERAL MANAGERS INTERIM HALF YEARLY PERFORMANCE REVIEW

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

(Oates/Somervaille)

CARRIED

CONFIDENTIAL MEETING REPORTS

TENDER FOR CONDITION ASSESSMENT OF SEWER AND STORMWATER MAINS USING CCTV - CENTROC RESOLVED

1506/026

- 1. That Council
 - a. approve Sewer Services as the preferred supplier for the Condition Assessment of Sewer and Stormwater Mains using CCTV inspection techniques.
 - **b.** approve the placement of the Council seal on all associated documents.
 - c. advise Centroc of its decision.

(Radburn/Ewin)

CARRIED

TENDER FOR CONDITION ASSESSMENT OF SEWER SERVICE LINES USING SMOKE TESTING - CENTROC RESOLVED

1506/027

- 1. That Council
 - a. approve ADS Environmental Services and All About Pipes as preferred suppliers for the Condition Assessment of Sewer Service Lines using Smoke Testing.
 - approve the placement of the Council seal on all associated documents.
 - c. advise Centroc of its decision.

(Radburn/Ewin)

CARRIED

GENERAL MANAGERS INTERIM HALF YEARLY PERFORMANCE REVIEW RESOLVED

1506/028

That Council accepts the recommendations of the General Managers Performance Review Panel (April 2015).

(Ferguson/Oates)

CARRIED

1506/029

RESOLVED

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

(Ewin/Oates)
CARRIED

AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR ANNOUNCED THE OUTCOMES OF RESOLUTION NUMBERS 1506/026 TO 1506/028.

There being no further business, the meeting concluded at 7.42pm

02) LGNSW ANNUAL CONFERENCE 2015

Department: Executive Services

Author: General Manager

CSP Link: 6.1 Good governance across our communities.

File No: GR.ME.2

Recommendation:

1. That Council nominate the Mayor as voting delegate to the LGNSW Conference 2015 for both; voting in the elections for Office Bearers and the Board and voting on motions.

2. That Council approve the Mayor, Deputy Mayor and General Manager to attend the LGNSW Conference 2015 as Blayney Shire Council delegates.

Reason for Report:

To inform Council of the Local Government NSW (LGNSW) Annual Conference 2015, including requirements arising under the rules of the Local Government and Shires Association of NSW.

Report:

The LGNSW Annual Conference is to be held at Rosehill Gardens Racecourse in Sydney, from Sunday 11 October to Tuesday 13 October 2015.

This year the Conference will involve two types of voting, one for voting in the elections for Office Bearers and the Board, and a separate roll of voters voting on motions. LGNSW will notify Council of the number of both types of voting delegates in late July. Previously Blayney Shire Council has been allocated one vote.

Council will need to nominate the name of its delegate for both types of voting by 18 September.

In order to improve the quality of motions presented and provide for a productive Conference, the LGNSW Board has resolved that motions will be included in the Business Paper for the Conference where they:

- 1. Are consistent with the objects of the Association (see Rule 4 of the Association's rules)
- 2. Relate to Local Government in NSW and/or across Australia
- 3. Concern or are likely to concern Local Government as a sector
- 4. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association

- 5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws)
- 6. Are clearly worded and unambiguous in nature
- 7. Do not express preference for one or several members over one or several other members.

Further, for a motion to be included in the Business Paper for the Conference the submitting Council member needs to provide evidence of its support for the motion to be included.

Issues:

To allow printing and distribution of the business paper, Council is encouraged to submit motions by 24 August. The absolute closing date for submitting motions for inclusion in the Business Paper for the Conference is 14 September.

At the LGNSW Rural and Regional Issues Workshop held in Sydney on Friday 4 June, Blayney Shire Council was nominated to work with others to frame a motion around the topic of County Councils remaining as entities in the new Local Government Act. Further, that Water County Council's be included in JO's, or at least the JO's are flexible to include them as full members. Central Tablelands Water has taken this motion development on board, and it is anticipated that support would be provided from Blayney Shire for this motion.

It is proposed that motions are bought forward for consideration by Council at the August meeting.

Budget Implications:

The 2015/16 budget includes an allocation for the Mayor, Deputy Mayor and General Manager to attend the LGNSW Conference. As per Councils 'Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy' Council will meet the Registration, Accommodation, Travel and Car Parking costs for Council Delegates attending the LGNSW Conference as authorised by Council Resolution.

Any additional accommodation costs incurred as a result of the attendance of partners shall be borne by the Councillor or Delegate.

Enclosures (following report)

Nil

<u>Attachments</u> (separate document)

Nil

03) COUNCIL RESOLUTION REPORT

Department: Executive Services

Author: General Manager

CSP Link: 6.3 A well-run Council organisation.

File No: GO.ME.1

Recommendation:

That Council notes the Resolution Report from January to June 2015.

Reason for Report:

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

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

Council have requested a Resolution Report on a quarterly basis.

Report:

This Council Resolution Report commences from January 2015 up until the June 2015 Meeting.

There were a total of 59 Resolutions for the quarter April 2015 to June 2015 with 10 Resolutions remaining 'In Progress', compared to the January 2015 to March 2015 quarter which had a total of 36 Resolutions with 8 Resolutions "In Progress".

As data is collated the Resolution Report will commence from July 2014 to align with Financial Year and Operational Plan.

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

Meeting	Resolution Number	Subject
Ordinary Council Meeting 09 February 2015 RESOLVED:	1502/012	Wire mesh replacement in Carcoar and Newbridge

That Council vote funding in the amount of \$95,000 from Council's reserves for the replacement of wire mesh fencing in Carcoar and Newbridge with wire rope guardrail.

(Braddon/Ewin) Carried

Status

06 July 2015 - In progress - Request for quotes have been called for 11 Jun 2015 - In progress

01 May 2015 - In progress - Budget amendment made in the March QBRS

Meeting	Resolution Number	Subject
Ordinary Council		Planning Proposal to Amend
Meeting 09	1502/018	Blayney Local Environmental Plan
February 2015		2012
RESOLVED:		

That Council forward a Planning Proposal to the Minister for Planning and Infrastructure seeking an amendment to the Blayney Local Environmental Plan 2012 to replace Zone E3 Environmental Management with Zone RU1 Primary Production.

(Oates/Kingham) Carried

FOR	AGAINST
Councillor Braddon	
Councillor Ewin	
Councillor Ferguson	
Councillor Kingham	
Councillor Oates	
Councillor Radburn	
Councillor Somervaille	
Total (7)	Total (0)

Status

08 Jun 2015 - In progress - On public exhibition until 15 June 2015 01 May 2015 - In progress - Under preparation for Public Exhibition 02 Jul 2015 - In progress - Summarising submissions after public exhibition

Meeting	Resolution Number	Subject
Confidential Ordinary Council Meeting 09 March 2015	1503/016	Land acquisition for road widening at 280 Forest Reefs Road, Millthorpe.

RESOLVED:

That Council approve

- a. the acquisition of land for the purpose of road widening, being that part of Lot 2 DP546309 identified on the plan as required for road alignment safety improvements along the Forest Reefs Road, and the land be classified as Public Road.
- b. the placement of Council seal on all associated documentation.

(Kingham/Oates)

Carried

Status

06 Jul 2015 - In progress - Crennan Legal advised that they are awaiting a response from Logan's solicitor

11 Jun 2015 - In progress - as per previous notes

08 Jun 2015 - In progress - advice provided to legal consultant to progress land transfer

Meeting	Resolution Number	Subject
Confidential Ordinary Council Meeting 09 March 2015	1503/017	Land acquisition for road widening at 1324 Errowanbang Road, Errowanbang.

RESOLVED:

That Council approve

- a. the acquisition of land for the purpose of road widening, being that part of Lot 1 DP231602 identified on the plan as required for road alignment safety improvements along the Errowanbang Road, and the land be classified as Public Road.
- b. the placement of Council seal on all associated documentation.

(Kingham/Oates)

Carried

Status

06 Jul 2015 - In progress - Report included in July Council Business Paper 08 Jun 2015 - In progress - Advice provided to legal consultant, to progress land transfers

Meeting	Resolution Number	Subject	
Ordinary Council		Community Corrections	
Meeting 13 April	1504/002		
2015			

RESOLVED:

That Council authorise the participation in the Community Service Order Scheme and make application to become an accredited Community Agency Partner with NSW Corrective Services.

(Oates/Braddon) Carried

Status

08 Jun 2015 - In progress

Meeting	Resolution Number	Subject
Ordinary Council Meeting 11 May 2015	1505/003	Code of Meeting Practice

RESOLVED:

That Council approve the Code of Meeting Practice and place on public exhibition for a period of 28 days for comment.

(Oates/Somervaille) Carried

Status

08 Jun 2015 - In progress

Meeting	Resolution Number	Subject
Ordinary Council Meeting 11 May 2015	1505/006	Community Banner Poles Policy

RESOLVED:

That the draft Community Banner Poles Policy be placed on public exhibition for a period of at least 28 days.

(Oates/Ewin) Carried

Status

16 Jun 2015 - In progress - Policy for adoption by Council.

Meeting	Resolution Number	Subject
Ordinary Council Meeting 11 May 2015	1505/013	Planning Proposal to Amend Blayney Local Environment Plan 2012

RESOLVED:

That Council forward a Planning Proposal to the Minister for Planning and Environment seeking to amend Schedule 5 and the corresponding Heritage Maps within the Blayney Local Environmental Plan 2012.

(Oates/Ewin) Carried

FOR AGAINST

Councillor Ewin
Councillor Braddon
Councillor Oates
Councillor Kingham
Councillor Somervaille
Councillor Ferguson

Councillor Radburn

Total (7) Total (0)

Status

08 Jun 2015 - In progress - Gateway determination from DOP received. Preparing for public exhibition

Meeting	Resolution Number	Subject
Ordinary Council Meeting 11 May 2015	1505/014	Flyers Creek Windfarm - Voluntary Planning Agreement (VPA)

- 1. That the report be received for information,
- 2. Council place on public exhibition for 28 days the proposed Voluntary Planning Agreement and Explanatory Note,
- 3. Following the public exhibition and community consultation period should no submissions be received that Council authorise the General Manager to enter into and sign the Voluntary Planning Agreement.

(Oates/Kingham) Carried

FOR	AGAINST	
Councillor Ewin	Councillor Braddon	
Councillor Oates		
Councillor Kingham		
Councillor Somervaille		
Councillor Ferguson		
Councillor Radburn		
Total (6)	Total (1)	

Status

08 Jun 2015 - In progress - Under preparation for public exhibition 03 Jul 2015 - In progress — Currently on public exhibition

Issues:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

<u>Attachments</u> (separate document)

Nil

04) MINUTES OF THE BLAYNEY SHIRE TOWNS AND VILLAGES COMMITTEE MEETING

Department: Executive Services

Author: General Manager

CSP Link: 5.4 Capable, self sufficient communities engaged in decision

making about issues that affect them.

File No: GO.ME.1

Recommendation:

That the Minutes of the Blayney Shire Towns and Villages Committee Meeting, held on 11 June, be received and noted.

MINUTES OF THE BLAYNEY SHIRE TOWNS AND VILLAGES COMMITTEE MEETING HELD ON THURSDAY 11 JUNE 2015 AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 6.00pm.

PRESENT

Cr Allan Ewin, Rebecca Ryan, Alvaro Marques, Anastasia Webster-Hawes, Cathy Griffiths, Judy Belecky, Richard Bloomfield, Wayne Moore

APOLOGIES

Bill Burdett, Elizabeth Russ, Kerry Adams, Loretta Kervin, Melanie Monico, Sally Ryan and Rebecca Price

RECOMMENDED: That the apologies be accepted.

A Marques / R Bloomfield

FORESHADOWED GENERAL BUSINESS

Nil

DISCLOSURES OF INTEREST

Nil

ADOPTION OF PREVIOUS MINUTES

RECOMMENDED: That the minutes of the meeting held on Thursday 12 March 2015 be received and noted as a true and accurate record.

C Griffiths / J Belecky

BUSINESS ARISING

Cooee and Boomerang Marches - Boomerang March progressing well with local contacts organised

School Bus /Traffic at Barry and Newbridge being dealt with by Road Safety Officer

AGENDA ITEMS

Your Carcoar – Village Community Plan Workshop scheduled for Tuesday 16 June

Village Progress Association – Umbrella Group

- a. P/L Insurance
- b. Model Rules

Village Enhancement Program – Year 2 and progress to be reviewed and discussed with each Village Committee

Fit for Future submission due 30 June 2015. Community Survey will be closing 12 June.

OTHER GENERAL BUSINESS

- Round 1 Financial Assistance Program July
- Recycled Water Water refill station Millthorpe
- Newbridge Winter Solstice Saturday 20 June

NEXT MEETING

Next meeting is scheduled for 17 September 2015 commencing 6pm.

Future meeting dates are as follows:

Thursday 17 September 2015 Thursday 10 December 2015

MEETING CLOSE

The meeting closed at 6.35pm.

Enclosures (following report)

Nil

<u>Attachments</u> (separate document)

Nil

05) ADOPTION OF COMMUNITY BANNER POLES POLICY

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 1.3 A well established, connected and prosperous tourism

industry.

File No: RC.PO.2

Recommendation:

That the draft Community Banner Poles Policy be adopted and included in Council's policy register.

Reason for Report:

To establish a Council policy for arrangements and administration associated with using community banner poles by event holders.

Report:

Council at its meeting held 11 May 2015 resolved to place the draft Community Banner Poles Policy on public exhibition.

The aim of the policy is to provide details and parameters for use of the Community Banner Poles and assist not-for-profit community groups and organisations to erect banners in Blayney to promote community events.

At the closing date of the exhibition period Council had received no submissions.

A copy of the policy has been provided as an attachment to this report.

Issues:

There are no issues foreseen by the endorsement of this policy for public exhibition.

Budget Implications:

There is no cost to Council associated with endorsement of this policy. There will however be a cost incurred by Council as staff will facilitate hanging of the banners as applications are received.

Enclosures (following report)

1 Community Banner Poles Policy

4 Pages

<u>Attachments</u> (separate document)

Nil

Blayney Shire Council



Policy Register

Reference No. 9I

Title Community Banner Poles Policy

Officer Responsible Director Corporate Services

Last Review Date 13/07/2015

Objective

To set out Council's policy for the approval of banner displays by community organisations wishing to utilise banner poles provided by Council.

Blayney Shire Council



Community Banner Pole Policy

1. PURPOSE

- 1.1 To describe Blayney Shire Council's approach to the approval of banner displays for installation on permanent purpose built banner poles, at designated community banner pole sites on Council managed land.
- 1.2 To establish a framework to assist community groups to determine if a proposed banner display can be approved for display at Council managed community banner pole sites.

2. **DEFINITIONS**

- 2.1 <u>Commercial or for-profit enterprise</u> is defined as any group that is NOT a non-profit organisation and which operates for the profit or gain of its individual members, whether these gains would have been direct or indirect.
- 2.2 <u>Community benefit</u> generally refers to an outcome, usually of an event, program or activity, that delivers an improvement to the welfare or well-being of a community or which seeks to reduce a social or economic disadvantage within a community. In broad terms a community benefit involves an activity which:
 - Responds to needs of special populations such as persons living in poverty and other disenfranchised persons
 - Aims to supply, augment or maintain a social services or program that would likely be discontinued or reduced without financial assistance
 - Responds to a public health or public safety need
 - Raises community awareness or involves education or research that improves overall community health and well-being
 - Supports the active participation of residents in community and civic life who otherwise might face barriers which would prevent their participation usually generates a low or negative financial return
- 2.3 <u>Community event</u> is an event whose primary purpose is not to generate income for private gain and which is generally open to all residents to attend. Where an entry fee is payable, the level of the fee is generally determined on a cost recovery basis or alternatively has been imposed to raise funds for a charitable purpose usually in conjunction with an advertised community appeal.
- 2.4 Community or not-for-profit organisation is taken to refer to a community association or legal entity registered under the Associations Incorporation Act 2009 which has generally been established for the purpose of engaging in small-scale, non-profit and non-commercial activities. A not-for-profit organisation is one which does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation may generate income to operate; including profit, but this income must be used to carry out its purposes and cannot be distributed to owners, members or other private people.

3. SCOPE

This Policy applies to community organisations and other entities requesting to display banners at Council managed banner poles sites.

4. BACKGROUND

4.1 In response to requests from not-for-profit community organisations to erect banners in Blayney to promote community events and activities, Council has erected permanent banner poles.

5. PRINCIPLES

- 5.1 Council acknowledges that it has a role in assisting community organisations to raise awareness about issues impacting on residents and to promote activities and events which are undertaken for the community's benefit.
- 5.2 Council recognises that working in partnership with community groups to promote community events and to publicise public health and safety messages will complement Council's strategic and operational objectives.
- 5.3 Council has established community banner pole sites to provide safe and permissible locations for the display of banners by community organisations. Council's primary aim in establishing these sites is to support local community groups, with limited access to funds, to undertake promotional activities. Council will operate these sites in a way that minimises the cost to community organisations of accessing these sites for the display of banners deemed to be in the community interest.
- 5.4 Approval to display a banner at a designated community banner pole site managed by Council may convey an implied association between Council and the banner applicant. In providing a community organisation with access to a community banner pole site for the purpose of promotion and/or information sharing, there will be an obligation on the part of the banner applicant to ensure that the text of the banner is appropriate and is consistent with the principles outlined in this Policy. While the text and content of a banner remains the responsibility of the banner applicant, the banner applicant should be aware that the wording and intent of a banner displayed at a community banner pole site may be perceived by the community as communicating information which Council has approved or endorsed.
- 5.5 Where a banner which has been approved for display is subsequently determined to be in breach of the provision of Clause 4.2 or 4.4 Council reserves the right to remove and impound a banner without reference to the banner applicant.

6. BANNER SPECIFICATIONS

- 6.1 The banner dimensions should as follows:
 - 2900mm Horizontally
 - 1200 mm Vertically
 - One reinforced eye-lit on each 4 corners and one centred at top and bottom of banner.
 - The border around the banner shall be double stitched.
 - To minimise wind damage there should be strategically placed slits within the banner to allow wind to pass through.

7. SPONSORSHIP CONTENT

7.1 Council acknowledges that a degree of sponsorship is typically negotiated to assist in the staging of a banner campaign. The advertising slogan or corporate or organisational logo of such a sponsor may be allowed to occupy some space on a flag or banner. Such advertising on a banner can occupy a maximum of 10% of its total area. If there are a number of companies or organisations sponsoring an event, a maximum of 20% of the area of the banner may be allocated for advertising.

8. MESSAGE GUIDELINES

- 8.1 Messages on banners must relate to an event or activity that promotes community events affecting; or with the potential to affect the Blayney Shire LGA.
- 8.2 Potentially offensive messages or images will not be permitted.
- 8.3 Politically or religiously biased messages will not be permitted.
- 8.4 Material deemed to be inappropriate or offensive to the community at large, or a particular community sector, will not be permitted

9. SUITABLE EVENTS FOR PROMOTION

- 9.1 As a guide Council considers events including, but not limited to, those listed below to be suitable for promotion:-
 - Community
 - Recreational
 - Cultural
 - Economic development
 - Educational
 - Artistic
 - Tourism
 - Sustainability
 - Environmental
 - Awareness raising
 - Commemorative
 - Celebratory

10. UNSUITABLE EVENTS FOR PROMOTION

- 10.1 Blayney Shire Council does not consider the following events suitable for promotion:
 - Events promoting the manufacture, distribution and wholesaling of tobacco related products, pornography and addictive drugs;
 - Events coordinated by those found guilty of illegal or improper conduct by ICAC or any other legal authority;
 - · Events which promote political fields; and
 - Events that involve services or products that are considered to be injurious to health, or are seen to be in conflict with Council's policies and responsibilities to the Community.

11. SPECIAL CONSIDERATIONS

11.1 Special consideration may be given at an ordinary meeting of Council, regarding promotion of a significant New South Wales company or advertising event, e.g. a bicentennial of a company, award recipients etc.

12. ADMINISTRATION OF POLICY

12.1 Administration of this policy will be conducted in conjunction with the Community Banner Poles Procedure.

13. APPROVAL PROCESS

13.1 Applications will be assessed on a merit basis in accord with requirements of policy.

END

Adopted:	Date: 13/07/2015	Minute:
Last Reviewed:	Date: 13/07/2015	Minute:
Next Reviewed:	Date:14/11/2016	

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

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 6.3 A well-run Council organisation.

File No: GO.PO.1

Recommendation:

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

Reason for Report:

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

Report:

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

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

Council's Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy as proposed has no amendments apart from updating the reference of Annual Shires Conference, which is now named the Local Government NSW Annual Conference (clause 3.6).

The policy is 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 is consistent with many NSW Councils.

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

Issues:

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

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

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

07) REVIEW OF AGENCY INFORMATION GUIDE

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 6.3 A well-run Council organisation.

File No: IM.CO.3

Recommendation:

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

Reason for Report:

To review and adopt Council's Agency Information Guide.

Report:

Council is required under Section 21 of the Government Information (Public Access) Act (2009) to adopt an Agency Information Guide.

Section 21 of the Government Information (Public Access) Act (2009) also prescribes that Council must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. Council last adopted this guide at its July 2014 meeting.

An "agency information guide" is a guide that:

- a) Describes the structure and functions of the Council, and
- Describes the ways in which the functions (including, in particular, the decision-making functions) of the Council affect members of the public, and
- Specifies any arrangements that exist to enable members of the public to participate in the formulation of the Council's policy and the exercise of the Council's functions, and
- d) Identifies the various kinds of government information held by the Council, and
- e) Identifies the kinds of government information held by the Council that the Council makes (or will make) publicly available, and
- f) Specifies the manner in which the Council makes (or will make) government information publicly available, and

g) Identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

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

Issues:

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

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

1 Blayney Shire Council Agency Information Guide 12 Pages

08) RESIGNATIONS AND NOMINATION FOR CEMETERY FORUM COMMITTEE

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 5.4 Capable, self sufficient communities engaged in decision

making about issues that affect them.

File No: CM.ME.3

Recommendation:

1. That the resignations of Mr Gerry Nolan and Mr Geoff Avard be received;

- 2. That Council appoint Mrs Helen Dent as a community representative to the Blayney Shire Cemetery Forum Committee for the remainder of this Council term.
- 3. That Council advertise the vacancy of a community representative to the Blayney Shire Cemetery Forum Committee.

Reason for Report:

For Council to receive that 2 members of the Blayney Shire Cemetery Forum Committee have resigned and that the Blayney Shire Local & Family History Group Inc. has nominated a replacement which requires Council endorsement.

Report:

Council has received a letter of resignation from Mr Gerry Nolan for the Blayney Shire Cemetery Forum Committee. Council has also been approached by the Blayney Shire Local & Family History Group Inc. seeking appointment of Mrs Helen Dent following resignation of Mr Geoff Avard as one of two representatives from this group to the Blayney Shire Cemetery Forum Committee. The other current representative of the Blayney Shire Local & Family History Group Inc. is Mr Graham Mendham.

The committee composition comprises representatives as follows:

- 2 Councillor representatives;
- 2 Council Staff representatives (ex-officio);
- 8 Community Representatives including two (2) from Blayney Shire Local & Family History Group Inc.

The committee community representatives, as endorsed by Council to date, are Mr Graham Mendham (Blayney Local Family and History Group Inc appointees); Mr Scally Radburn; Ms Candice Braddon; Ms Vicki Pulling, Ms Sylvia Lovenfosse and Ms. Hayley Lavers.

Council will advertise for a community representative to this committee and report back to Council for their appointment.

Issues:

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

Budget Implications:

Nil effect.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

09) ADOPTION OF STATEMENT OF BUSINESS ETHICS

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 6.3 A well-run Council organisation.

File No: RC.PO.2

Recommendation:

 That the submission on the draft Statement of Business Ethics be received: and

2. That the draft Statement of Business Ethics be adopted and included in Council's policy register.

Reason for Report:

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

Report:

Council at its meeting held 8 December 2014 resolved to place the draft Statement of Business Ethics on public exhibition.

Blayney Shire Council is committed to high ethical standards outlined in its Code of Conduct and other policies. This Statement of Business Ethics sets out the standards the Council requires of Council officials (Councillors, staff and delegates), contractors and their staff and other business associates.

The Statement of Business Ethics aims to provide parameters for maintaining our high ethical standards in all contract work. Blayney Shire Council expects all parties to perform their duties with integrity, honesty and fairness.

At the closing date of the exhibition period Council had received one Councillor Submission. The feedback suggested the following:

"To reinforce the importance of Council staff maintaining the confidentiality of Council information (which includes knowledge of Council procedures and practices) and commercial in confidence information received from other contractors and suppliers (as required under the Council's Code of Conduct), I would like to see contractors acknowledge that they will not offer employment to Council staff while they are employed by Council or within 12 months of ceasing employment.

This will ensure confidential Council information and council resources obtained through work with the council is not used inappropriately or for the

wrong purposes and therefore will ensure confidence by contractors, suppliers and other dealing with Council in the fairness and impartiality of Council's processes and administration."

The suggested insertion under "What we ask of you" was:

 "To ensure the integrity and confidentiality of Council information and commercial in confidence information received from other contractors and suppliers you will not offer to employ or engage in any capacity Council staff while they are employed by Council or within 12 months of ceasing employment"

This suggested insertion has been considered however was deemed problematic from an enforcement perspective. However following a recent Councillor Workshop agreement was reached on wording as follows:

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

The Statement of Business Ethics has also been reviewed in conjunction with the Independent Commission Against Corruption publication "Developing a Statement of Business Ethics: A guide to building ethical business relationships between NSW public sector organisations and the private sector" and amended for consistency.

The adoption of this Statement of Business Ethics sets the benchmark for all Council officials, contractors and their staff and other business associates to work together to maintain our excellent reputation.

A copy of the Statement of Business Ethics is provided as an enclosure within this report, with amendments highlighted in red text.

Issues:

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

Budget Implications:

Nil

Enclosures (following report)

1 Statement of Business Ethics

7 Pages

Attachments (separate document)

Nil

Blayney Shire Council



Policy Register

Policy No 2H

Policy Title Statement of Business Ethics

Officer Responsible General Manager

Last Review Date 13/07/2015

Objectives

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

Blayney Shire Council



Statement of Business Ethics

Introduction

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

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

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

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

Our Key Business Principles

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

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

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

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

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

What you can expect of us

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

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

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

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

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

What we ask of you

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

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

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

Why is compliance important?

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

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

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

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

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

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

Consequences for Council staff or officials may include:

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

Guidance Notes

Incentives, gifts, benefits

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

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

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

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

Tendering

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

Supplier Interaction

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

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

Conflict of Interest

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

Secondary Employment and Post - separation employment

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

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

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

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

<u>Staff must not disclose confidential information obtained in the course of their employment.</u>

• <u>Staff must not convert any property of the Council to their own use unless properly authorised.</u>

Confidentiality

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

Communication between parties

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

Use of Blayney Shire Council equipment, resources and information

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

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

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

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

91 Adelaide Street PO Box 62 Blayney NSW 2799 Phone: (02) 6368 2104

Fax: (02) 6368 3290

Email: council@blayney.nsw.gov.au

End of Policy

	Date	Minute
Adopted:	09/02/2009	0902/006
Review History:	09/02/2009	0902/006
Last Reviewed:	13/07/2015	
Next Review:	14/11/2016	
Repealed:	12/11/2012	1211/014

10) ADOPTION OF CODE OF MEETING PRACTICE

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 6.3 A well-run Council organisation.

File No: RC.PO.2

Recommendation:

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

Reason for Report:

For Council to adopt the Code of Meeting Practice following a review in May 2015 and more recently a Councillor workshop.

Report:

Council must have a Code of Meeting Practice as per the sections 360 – 364 of the Local Government Act (1993).

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

Council at its meeting held 11 May 2015 resolved to place the draft Code of Meeting Practice on public exhibition.

At the closing date of the exhibition period Council had received one Councillor submission. This submission and a proposal to amend timing of meetings were discussed further at a recent Councillor Workshop. From this process the following further amendments are proposed;

- 3.1 Frequency of meetings Dates
 - Council meets at 6:00pm on the third Monday of each month.
 - Council adopts an annual schedule of dates for Council and Council Committee meetings at the September meeting.
- 9.4 Dealing With (Debating) Motions
 - Mover Deletion of clause (3): The mover's right to speak shall only be exercised at the time the proposition is made. The mover cannot reserve this right to be exercised at a later stage of the debate.

 Debate – Insertion to phrase (1): Upon the mover exercising, waiving, or deferring, their right of address, and their motion being seconded, the Chairperson shall invite Councillors or committee members to debate the motion, in the order of one speaker against the motion and one speaker for the motion.

Issues:

The reviewed Code of Meeting Practice follows with the amendments as reported in May and in this report noted in red so that Councillors and the public may see the changes as recommended.

Budget Implications:

Nil effect.

Enclosures (following report)

Nil

<u>Attachments</u> (separate document)

1 Code of Meeting Practice

58 Pages

11) TCORP REVIEW OF COUNCIL FINANCIAL CAPACITY

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 6.3 A well-run Council organisation.

File No: FM.AU.1

Recommendation:

NSW Treasury (TCorp) Financial Assessment and Sustainability Report (June 2015) for Blayney Shire Council be received and noted.

Reason for Report:

For Council to be informed on the independent assessment of Blayney Shire Council's financial capacity by NSW Treasury Corporation, undertaken as part of Council's Fit for the Future submission.

Report:

In March 2012, the Minister for Local Government announced the establishment of an Independent Local Government Review Panel. The Review Panel role was to develop options to improve the strength and effectiveness of local government in NSW.

In July 2012 to assist this process it was announced that TCorp would be commissioned to provide an independent assessment of each Council's financial sustainability. This preliminary independent assessment of Council's financial capacity by TCorp was informed to Council in April 2013 with the following outcomes:

Financial Sustainability Rating: Moderate

Outlook: Negative

In November 2013, a further independent assessment of Council's financial capacity was undertaken as part of Council's Special Rate Variation application, based on Maintained Services Model. From this assessment the following improved result was reported:

Financial Sustainability Rating: Moderate

Outlook: Neutral

In June 2015, as part of Council's Fit for the Future proposal, Council sought a further independent assessment review of its Long Term Financial Plan (2015-2025) by TCorp. This review produced a further favourable outcome with the following result reported:

Financial Sustainability Rating: Moderate

Outlook: Positive

The Financial Assessment and Sustainability Report by TCorp also makes the following references:

The key observations from our review of Council's updated 10 year forecasts for its General Fund are:

- Operating results (excluding capital grants and contributions) are forecast to return to a surplus position of \$0.5m in 2015, and expected to reach \$1.1m by 2024. This represents an improvement in comparison to the 'Maintained Services' scenario modelled in the previous LTFP, where a surplus was not going to be achieved until 2019.
- Council has historically had sound liquidity levels, this is expected to continue and improve over the 10 year forecast period.
- Council's reliance on external funding reduces as indicated by their increasing Own Source Operating Revenue Ratio.
- Council's Interest Cover Ratio and Debt Service Cover Ratio (DSCR)
 consistently perform above benchmark which suggests that they have
 the capacity to undertake additional borrowings for future capital
 expenditure if required.
- The Capital Expenditure Ratio is volatile for the entire forecast period but mostly performing above benchmark. Council has been trying to expand their asset base and at the same time reduce their Infrastructure Backlog. The annual expenditure is partially reliant on the amount of capital grants and contributions received each year.

In respect of the long term Sustainability of the Council our key observations are:

- Council's forecast improvement in operating results will assist in being able to operate sustainably and eliminate its Infrastructure Backlog.
- Council has predicted minimal increases in grants and contributions throughout the forecast period. This enables their Own Source Operating Revenue Ratio to perform consistently above benchmark.
- Council has forecast to reduce its total borrowings while maintaining the existing standard of services to the community. This is considered to be achievable given their improving performance, and Council is also forecasting a build-up in cash reserves which could be used to meet unexpected expenditure.
- Council is expecting to eliminate its Infrastructure Backlog by 2023, whilst its Asset Maintenance Ratio, Building and Infrastructure Asset Renewal Ratio and Capital Expenditure Ratio comfortably meet benchmark levels.

A copy of the draft TCorp Financial Assessment and Sustainability Report has been provided as an attachment to this business paper, and is on Council's website.

Issues:

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

Budget Implications:

The cost of the assessment of Council's financial capacity by TCorp has been funded from the 2014/15 Operational Plan, and was estimated at \$12,000.

Enclosures (following report)

Nil

Attachments (separate document)

1 NSW Treasury Corporation Financial Assessment and Sustainability Report 33 Pages

12) REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2015

Department: Corporate Services

Author: Chief Financial Officer

CSP Link: 6.3 A well-run Council organisation.

File No: FM.IN.1

Recommendation:

1. That the report indicating Council's investment position as at 30 June 2015 be received.

2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

Reason for Report:

For Council to endorse the Report of Council Investments as at 30 June 2015.

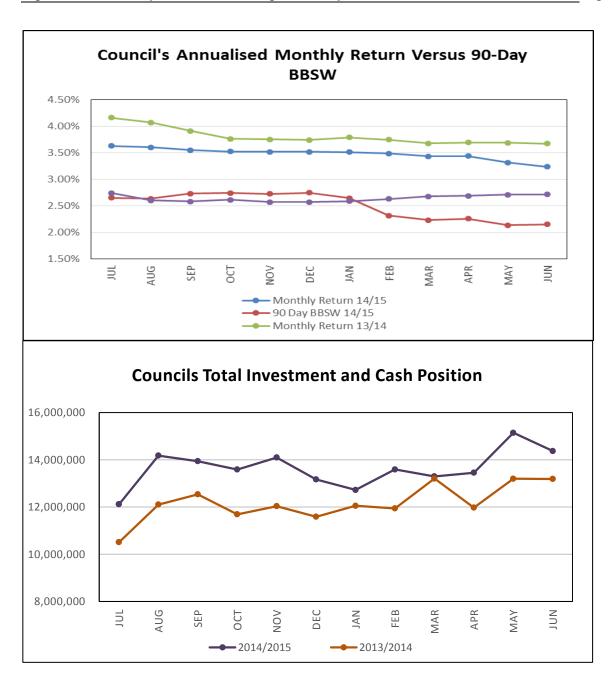
Report:

This report provides details of Council's Investment Portfolio as at 30 June 2015.

Council's Investment Policy will be under review and tabled in the November Council Meeting.

Council's total investment and cash position as at 30 June 2015 is \$14,369,478. Investments earned interest of \$39,558 for the month of June 2015.

Council's monthly net return on Term Deposits annualised for June of 3.23% outperformed the 90 day Bank Bill Swap Rate of 2.15%.



Institution	Rating	Maturity	Amount \$	Interest Rat
AMP Bank	A1/A+	6/01/2016	500,000	3.40%
AMP Bank	A1/A+	10/05/2016	500,000	2.75%
AMP Bank	A1/A+	31/05/2016	500,000	2.75%
AMP Bank	A1/A+	3/11/2015	500,000	3.30%
AMP Bank	A1/A+	18/08/2015	500,000	3.50%
Bank of Queensland	A2/A-	6/01/2016	500,000	2.95%
Bank of Queensland	A2/A-	2/09/2015	500,000	3.50%
Bank of Queensland	A2/A-	20/01/2016	500,000	2.95%
Bank of Queensland	A2/A-	2/02/2016	500,000	3.00%
Bankwest	A1+/AA-	6/10/2015	500,000	2.90%
Bankwest	A1+/AA-	20/10/2015	500,000	3.00%
Bankwest	A1+/AA-	2/12/2015	500,000	2.90%
Bendigo & Adelaide Bank	A2/A-	17/11/2015	500,000	3.35%
Bendigo & Adelaide Bank	A2/A-	14/06/2016	500,000	2.85%
Beyond Bank Australia	A2/BBB+	25/08/2015	500,000	2.73%
MB	A2/BBB	3/09/2015	500,000	3.50%
NG Bank	A2/A-	18/08/2015	500,000	3.46%
Macquarie Bank	A1/A	2/09/2015	500,000	3.35%
Macquarie Bank	A1/A	9/02/2016	500,000	3.00%
ME Bank	A2/BBB+	1/09/2015	500,000	3.50%
NAB	A1+/AA-	5/04/2016	500,000	2.96%
NAB	A1+/AA-	1/12/2015	500,000	3.60%
NAB	A1+/AA-	25/05/2016	500,000	2.96%
NAB	A1+/AA-	22/09/2015	500,000	3.09%
Rural Bank	A2/A-	7/07/2015	500,000	3.52%
Nide Bay Australia Ltd	A2/BBB	8/03/2016	500,000	3.01%
Nide Bay Australia Ltd	A2/BBB	5/01/2016	500,000	3.50%
Nide Bay Australia Ltd	A2/BBB	17/12/2015	500,000	3.55%
Total Investments			14,000,000	3.17%

Benchmarks: BBSW 90 Day Index RBA Cash Rate		2.15% 2.00%
RDA Casti Rate		2.00%
Commonwealth Bank - At Call Account	151,179	1.50%*
Commonwealth Bank Balance - General	218,299	1.85%*
TOTAL INVESTMENTS & CASH	14,369,478	

^{* %} Interest rates as at 30/06/2015

Summary of Investment Movements - June			
	Invst/(Recall)		
Financial Institution	Amount \$	Commentary	
Bank of Queensland	(508,850.68)	Term Deposit Matured 03/06/2015	
Bank of Queensland	500,000.00	Term Deposit Reinvested 03/06/2015	
Bank of Queensland	500,000.00	Term Deposit Invested 03/06/2015	
Bankwest	500,000.00	Term Deposit Invested 03/06/2015	
National Australia Bank	(513,537.81)	Term Deposit Matured 09/06/2015	
National Australia Bank	500,000.00	Term Deposit Reinvested 09/06/2015	
ING Bank	(508,802.05)	Term Deposit Matured 09/06/2015	
Bendigo & Adealaide Bank	500,000.00	Term Deposit Invested 11/06/2015	
Bank of Queensland	(514,719.18)	Term Deposit Matured 30/06/2015	
Bank of Queensland	500.000.00	Term Deposit Reinvested 30/06/2015	

Short Term Credit Rating*	Policy Maximum	Current Holding %	Current Holding \$
A-1+	100%	25%	3,000,000
A-1	80%	25%	3,500,000
A-2	60%	50%	6,500,000
A-3	40%	0%	-
•		•	13,000,000

^{*}Councils current investment portfolio contains only short terminvestments and has therefore been rated accordingly.

^{**} Non rated institutions will be phased out as the investments mature. The last non rated investment matured in April 2015.

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

Individual Institution Limit	Rating	Policy Maximum	Actual Maximum
AMP Bank	A1/A+	3,000,000	2,500,000
Bank of Queensland	A2/A-	3,000,000	2,000,000
Bankwest	A1+/AA-	3,000,000	1,500,000
Bendigo & Adelaide Bank	A2/A-	3,000,000	1,000,000
Beyond Bank Australia	A2/BBB+	3,000,000	500,000
IMB	A2/BBB	3,000,000	500,000
ING Bank	A2/A-	3,000,000	500,000
Macquarie Bank	A1/A	3,000,000	1,000,000
ME Bank	A2/BBB+	3,000,000	500,000
NAB	A1+/AA-	3,000,000	2,000,000
Rural Bank	A2/A-	3,000,000	500,000
Wide Bay Australia Ltd	A2/BBB	3,000,000	1,500,000
-			14,000,000

RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS	
	\$ 000's
External Restrictions - Sewer	4,416
External Restrictions - Other	2,459
	6,875
Internal Cash Restrictions	6,065
Available Working Capital	1,429
	7,494
TOTAL CASH & INVESTMENTS	14,369

^{*} Restrictions represent balance as at 1 July 2014

CERTIFICATION - RESPONSIBLE ACCOUNTING OFFICER

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

Issues:

Nil

Budget Implications:

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

Enclosures (following report)

Nil

<u>Attachments</u> (separate document)

13) DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 4.1 Adequate provision of transport, roads, rail, information and

communication technologies and community social assets.

File No: GO.ME.1

Recommendation:

That the Director of Infrastructure Services Monthly report for July 2015 be received.

Reason for Report:

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

Report:

Major Works

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

- Adelaide Street Intersection upgrade Work has progressed with minor delays associated with wet weather and unidentified services relocations. Paving and landscaping works has commenced on the north western corner, with works focused on "Miskells Corner". Upgrades to the road pavement and placement of an Asphaltic Cement (AC) wearing surface is also underway. The new pavement and seal protecting the road surface from ingress of moisture that may result in long term damage. The program is currently 2 weeks behind schedule. The project team remains committed to completing the project within the allotted program, with weekend works programmed where appropriate.
- Gravel resheeting and maintenance grading works have continued across the shire, with major resheeting works undertaken on Old Lachlan Road, between Trunkey and Three Brothers Roads, and maintenance grading on Caloola Road.
- Work has commenced on the upgrade of signage on the Newbridge/Village Road intersection to provide improved visual cues to reduce runoff incidents at this location. Funding has been provided from the Australian Governments Blackspot program. Further signage (safety and directional) improvements along Newbridge Road are programmed to be undertaken at the same time.

Major Contracts

Newbridge Tennis Court

 Council has reviewed submissions and accepted a quotation for the renewal of the Newbridge Recreation Ground tennis court. Works will include construction of a new concrete base and acrylic sports surface, hit up wall, and renewal of the court fencing.

Revive! Belubula River at Pound Flat project

 Council has reviewed submissions and accepted a quotation for the timber removal, and strategic placement of river protection works on the Belubula River at Pound Flat Carcoar. A community inception meeting has been programmed for Saturday 11 July, with on ground works expected to commence shortly after.

Active Transport Plan

 Council has issued a Request for Quotation for suitable consultants to prepare an Active Transport Plan (formerly known as a Pedestrian Access Master Plan and Bike Plan) for Blayney Shire. The successful consultant will be expected to undertake various levels of community engagement (including via Council's Access and Traffic Committees), in order to ensure a clear understanding of walking and cycling needs in the villages across the Shire.

Land Development

Cook Street (11 Lot subdivision)

 Council has reviewed submissions and accepted a quotation to undertake further investigatory works to ensure that no contamination exists, and that any fill provides suitable bearing capacity for the construction of houses on the site. The total works will take approximately 6-8 weeks.

Wastewater

- Council has received from NSW Public Works, final technical documents for a Request for Quotation for the Millthorpe transfer main to address significant Hydrogen Sulphide attack on concrete structures. Works will include reconstruction of the transfer manhole at Chambers Hill, installation of an activated carbon filtration system and associated improvement works on the road verge to provide a safe work environment at that location.
- The Calcium Nitrate dosing system at the Millthorpe Pump Station has been installed and commissioned.

Recreation and Environment

Redmond Oval Upgrade

 Design documentation for the extensions to the amenities building has been approved and is currently being finalised by the engaged Architect. Further discussions have been held in regard the redevelopment of the
playing field, both with sub-committee members and other central
western council's that have recently undertaken similar type works to
determine the most effective way forward. An order has been raised to
engage a geotechnical consultant to undertake soil sampling in order to
develop the most suitable turf growing media profile.

King George Oval

- Building renewal works on the grandstands and commentary box are progressing, Council's contractor is currently awaiting delivery of cladding materials for the commentary box. Installation of intermediate steps in the grand stands has been completed.
- Quotations are currently being obtained for the refit of the canteen.
 Following a review of the proposed works, further quotations have been requested to replace the existing fitout with stainless steel benchtops with an intermediate stainless shelf. Such work is considered more cost effective and provides a longer service life.
- Council has been advised to expect delivery of the new electronic scoreboard by the end of July.

Lyndhurst Recreation Ground

 Quotations for upgrade work at the recreation ground "club house" have been reviewed and a successful contractor engaged to undertake the works (including shower and kitchen upgrades).

Asset Management

Road Revaluation

 Council staff are continuing to work on the Road Revaluation. Assets have been condition assessed and now unit rates and useful life are being finalised for the valuation.

Asset Management System

• Assetfinda staff will be visiting Council on the 4th and 5th of August to implement the new system and provide training for staff.

Infrastructure Services Personnel

Council recently undertook interviews for a Water and Wastewater Engineer, with a strong field of applicants, following the interview period an offer and acceptance has been finalised. The successful applicant will commence work in late July.

Issues:

Nil.

Budget Implications:

Nil.

Enclosures (following report)

Nil

Attachments (separate document)

14) MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ON FRIDAY 19 JUNE 2015 AT THE BLAYNEY SHIRE COMMUNITY CENTRE - CADIA ROOM

Department: Infrastructure Services

Author: Administration Officer Infrastructure Services

CSP Link: 4.1 Adequate provision of transport, roads, rail, information and

communication technologies and community social assets.

File No: TT.ME.1

Recommendation:

That the Minutes of the Blayney Traffic Committee Meeting, held on Friday 19 June 2015 be accepted, and Recommendations be adopted by Council.

MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ON FRIDAY 19 JUNE 2015 AT THE BLAYNEY SHIRE COMMUNITY CENTRE – CADIA ROOM

Meeting commenced at 10.00am

PRESENT

Prue Britt (Roads & Maritime Services), Deanne Freeman (Roads & Maritime Services), Reg Rendall (Paul Toole Representative), Geoff Paton (Blayney Shire Council), Cr Kevin Radburn (Chair) and Iris Dorsett (Roads Safety Officer), Peter Foran (NSW Police)

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held on Thursday, 17 April 2015 be confirmed to be a true and accurate record of that meeting. (Reg Rendall/ Cr Kevin Radburn)

TRAFFIC REGISTER

Update provided and information noted.

CORRESPONDENCE

20150619:01 - Guyong Road – Intersection onto Mid Western Highway RESOLVED: That the Local Traffic Committee recommends that Council investigates installing yellow delineation flaps (on the centre line) to better define the intersection. (Cr Kevin Radburn/Peter Foran)

20150619:02 - Newman's Bus Service - Caution Bus Turning Sign

RESOLVED: That the Local Traffic Committee recommends that Council writes to Newman's Bus Service and offers to work with the operator to identify safer options. Also that Council reminds the operator that it is illegal to turn over double lines, except into a driveway. (Peter Foran/Reg Rendall)

20150619:03 - Traffic Control Plans - Coo-ee Re-enactment

RESOLVED: That the Local Traffic Committee notes Traffic Control Plans (TCP) and routes through Blayney Shire (Cr Kevin Radburn/Peter Foran)

20150619:04 - School Crossing - Blayney Public School

RESOLVED: That the Local Traffic Committee notes response from RMS advising that the Jenene Pout, Safety Around Schools Officer will inspect the parking situation at the crossing in Church Street Blayney.

GENERAL BUSINESS

20150619:05 - Carcoar Parking - Parks Close to Road

RESOLVED: That the Local Traffic Committee recommends Council take no further action. Council to write to and advise proponent of LTC outcome. (Reg Rendall/Cr Kevin Radburn)

20150619:06 - Parking – Millthorpe

RESOLVED: That the Local Traffic Committee advise Council to refer the issue of angle parking in Victoria Street, Millthorpe to local police. Council to monitor and discuss with shop owners to determine if there is an issue. (Peter Foran/Reg Rendall)

INFORMAL MATTERS

20150619:07 - Monthly Road Safety Reports – April 2015.

Reports were noted.

20150619:08 - Blayney Export Meats Small Stock Abattoir - Traffic Impact Assessment (Intersect, 2015)

RESOLVED: That the Local Traffic Committee notes the proposal and advises Council of major concerns with the proposal for Burns Street intersection. Local Traffic Committee recommends broader consideration including Martha Street/Adelaide Street intersection with Hobbys Yards Road and use of Martin Street or Lower Farm Lane as an alternative. (Peter Foran/Reg Rendall)

20150619:09 - Parking Changes - Ogilvy Street Lower End

RESOLVED: That the Local Traffic Committee notes parking changes on Ogilvy Street, Blayney.

20150619:10 - Local Roads Review - Lyndhurst

RESOLVED: That the RMS does not support individual street signage.

20150619:11 - Church Street/Orange Road - Truck Parking

RESOLVED: That the Local Traffic Committee recommends that Council pass concerns of truck load restraints and registration numbers onto Local Police.

20150619:12 - IGA - Traffic Control

RESOLVED: That the Local Traffic Committee recommends that Council's Planning and Environmental Services Section investigate any breach of Development Application (Cr Kevin Radburn/Reg Rendall)

FUTURE MEETING DATES

- Friday 21 August 2015
- Friday 16 October 2015
- Friday 11 December 2015

MEETING CLOSED

The meeting closed at 11:40am.

TRAFFIC COMMITTEE REGISTER

IGA/Farm Lane

- · Refer any complaints to Work Cover.
- Only offence is obstructing traffic not likely to be enforceable.
- Council have done everything they can for now.
- Enforcement at IGA site in Bathurst may have flow on.

B Double Old Lachlan Road

- Talk to Mr Death and see if he can:
 - Establish a pattern
 - Take photo from front, but advice that by may have to go to Court.
- Council to investigate use of:
 - Cameras or using RMS mobile TRTL
 - Weight of Loads enforcement (can contractor be made an authorised person). Need to look into.
- Iris to talk with CTLX and put up maps of approved routes.

COUNCIL ISSUES

Development of Policy and Guidelines for Advisory Signs

Enclosures (following report)

Nil

<u>Attachments</u> (separate document)

15) <u>LAND ACQUISITION FOR ROAD WIDENING AT 1649</u> <u>ERROWANBANG ROAD, ERROWANBANG</u>

Department: Infrastructure Services

Author: Director Infrastructure Services

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

community.

File No: GS.RP.3 RD.AD.1

Recommendation:

That Council approve

- 1. The compulsory acquisition of Lots 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14 in DP1208480 registered 9 June 2015; and
- 2. The making of an Application to the Minister for Local Government and Governor for approval of such compulsory acquisition; and
- 3. Upon acquisition the land be classified as "operational land" under Section 31 of the Local Government Act (1993); and
- 4. The placement of Council's seal on all documentation associated with the compulsory acquisition for the realignment of Errowanbang Road including on any Deed of Agreement for Compulsory Acquisition pursuant to Section 30 of the Land Acquisition (Just Terms Compensation) Act (1991).

Reason for Report:

Council's approval is required for the acquisition and transfer of lands associated with the Errowanbang Road, road alignment safety improvement project recently completed by Council.

Report:

Councillors may recall the Confidential Report presented to the May ordinary meeting of Council, in regard approving the acquisition of land for the Errowanbang Road, road alignment safety improvement project funded by Council under the Cadia Special Rate Variation.

Due to the existence of crown land (roads) within those lands that make up the subject lands, Council legal representatives have been involved in exchanges with Council Surveyors, and the Office of Local Government (OLG).

These exchanges have determined that a change of approach is required in order to close unnecessary roads, compulsorily acquire the existing public road, and transfer lands to adjoining owners in compensation (in accordance with the May report).

The application will be made on the one application form and OLG has advised that it has a 90 day service guarantee, such that once approval has been given it is capable of gazettal immediately thereafter.

Council's legal representatives have advised that based upon previous experience, specific wording of a Council resolution is required for compulsory acquisition. The resolution referencing it as a compulsory acquisition, and identifying the specific Lot and DP number.

It is recommended that Council adopt the recommendation to approve the acquisition.

Issues:

Negotiations with the landholder have been undertaken in an open and agreeable manner.

The ongoing delay in completion of this matter has been due to the detailed investigation and exchanges required with OLG, to ensure the proposal progresses to a satisfactory outcome.

Budget Implications:

The acquisition of lands and the associated costs are within existing budget allocations.

Enclosures (following report)

Nil

Attachments (separate document)

16) <u>LAND ACQUISITION FOR ROAD WIDENING AT 1324</u> <u>ERROWANBANG ROAD, ERROWANBANG</u>

Department: Infrastructure Services

Author: Director Infrastructure Services

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

community.

File No: GS.RP.3 RD.AD.1

Recommendation:

That Council approve

- 1. The compulsory acquisition of Lots 3 and 4 in DP1208480 registered 9 June 2015; and
- 2. The making of an Application to the Minister for Local Government and Governor for approval of such compulsory acquisition; and
- 3. Upon acquisition the land be classified as "operational land" under Section 31 of the Local Government Act (1993); and
- 4. The placement of Council's seal on all documentation associated with the compulsory acquisition for the realignment of Errowanbang Road including on any Deed of Agreement for Compulsory Acquisition pursuant to Section 30 of the Land Acquisition (Just Terms Compensation) Act (1991).

Reason for Report:

Council's approval is required for the acquisition and transfer of lands associated with the Errowanbang Road, road alignment safety improvement project recently completed by Council.

Report:

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These exchanges have determined that a change of approach is required in order to compulsorily acquire the existing public road, and transfer lands to adjoining owners in compensation (in accordance with the May report).

The application will be made on the one application form and OLG has advised that it has a 90 day service guarantee, such that once approval has been given it is capable of gazettal immediately thereafter.

Council's legal representatives have advised that based upon previous experience, specific wording of a Council resolution is required for compulsory acquisition. The resolution referencing it as a compulsory acquisition, and identifying the specific Lot and DP number.

It is recommended that Council adopt the recommendation to approve the acquisition.

Issues:

Negotiations with the landholder have been undertaken in an open and agreeable manner.

The ongoing delay in completion of this matter has been due to the detailed investigation and exchanges required with OLG, to ensure the proposal progresses to a satisfactory outcome.

Budget Implications:

The acquisition of lands and the associated costs are within existing budget allocations.

Enclosures (following report)

Nil

<u>Attachments</u> (separate document)

17) MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM MEETING HELD ON TURSDAY 11 JUNE 2015

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

CSP Link: 3.4 Sustainable land use practices across the Shire.

File No: GO.ME.1

Recommendation:

That Minutes of the Blayney Shire Cemetery Forum Meeting, held on 11 June 2015, be received and noted.

Minutes:

MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM MEETING HELD ON TURSDAY 11 JUNE 2015

Meeting commenced at 5.00pm.

Present

Councillor Geoff Braddon (chair), Kevin Radburn (senior), Vicki Pulling, Candice Braddon, Helen Dent and Mark Dicker.

Apologies

Graham Mendham

Confirmation of Minutes

The minutes of the previous meeting held on 26 February 2015 were confirmed to be a true and accurate record of that meeting (Vicki Pulling/Candice Braddon).

It was highlighted on page 2 under the heading media campaign that the word "working" should be replaced with "wording".

Declarations of Interest

Nil.

Business Arising

Rabbits

 Mark Dicker advised LLS have undertaken a rabbit eradication program at both Millthorpe and Blayney cemeteries and Carcoar will be scheduled for 2015/16.

Millthorpe

 An inspection of Millthorpe cemetery revealed that the access road was not of concern and that damage to a single grave near the road appeared to be caused by rabbits not cars. Chair Braddon advised he had also undertaken an inspection and agreed that damage appeared to be caused by rabbits.

Media Campaign

 Mark Dicker advised this will be undertaken now Councils Community Development and Tourism Projects Officer has commenced.

Lyndhurst

- Mark Dicker advised Councils Infrastructure Services have advised this will take place next time works are to be undertaken in the area.
- Vicki Pulling advised that Councils Parks and Gardens have undertaken an excellent job maintaining Lyndhurst cemetery including the parking area in the road verge, however the grading of the area still has not been undertaken.
- Mark Dicker advised the RMS had contacted Council about the amount of burials that take place at Lyndhurst each year.
- Vicki Pulling advised that the 80kmph signs have moved however it was not being sought that "80kmph ahead" signs like in Blayney are installed on the western side of the hill towards Cowra.

Neville

- Mark Dicker reported that Infrastructure Services have advised there currently are no plans to realign the corners near Neville cemetery.
- Works to address sucker growth may be undertaken upon finalisation of the Infrastructure Services restructure, utilising the Federal Government's "Green Army" or NSW Corrective Services program.
- Cr Kevin Radburn advised that if the road is not considered to be realigned then the vegetation needs to be removed and signage displayed. This would significantly improve the line of site for the corner and the signage would warn drivers of the corner ahead.
- Cr Radburn indicated the Green Army and Corrective Service options for sucker growth removal should be investigated further.

General Business

- Discussion was had about investigating options of funding including grants for repair works to be undertaken to graves.
- Discussion was had that cemeteries are a potential tourist attraction and Blayney Shire should make a brochure and including a map detailing the cemeteries within the Blayney Shire.

Next Meeting

The next meeting of the Cemetery Forum will be held on Thursday 13 August 2015 commencing at 5.00pm.

Meeting Close

The meeting closed at 5.35pm.

Enclosures (following report)

Nil

Attachments (separate document)

18) MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE MEETING HELD ON THURSDAY 11 JUNE 2015

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

CSP Link: 4.1 Adequate provision of transport, roads, rail, information and

communication technologies and community social assets.

File No: GO.ME.1

Recommendation:

That Minutes of the Blayney Shire Access Advisory Committee Meeting, held on 11 June 2015, be received and noted.

MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE MEETING HELD ON THURSDAY 11 JUNE 2015

Meeting commenced at 5.45pm.

Present

Councillor Shane Oates, Jenny McMahon, Tom Williams, Marlena Hayhow and Mark Dicker

Apologies

Sharon Kearney, Iris Dorsett

Confirmation of Previous Minutes

The minutes of the previous meeting held on 12 February 2015 were confirmed to be a true and accurate record of that meeting (Jenny McMahon/Tom Williams).

Disclosures of Interest

Nil

Business Arising From Previous Meeting

Liberty Swing

The committee were informed that Variety Club of NSW have advised Councils application for Variety to purchase the Liberty Swing was successful.

Council is still awaiting determination of two grants from;

- 1. The NSW Government's Office of Sport, and
- 2. Australian Post

If successful with the NSW Government grant the project would be able to be undertaken with no additional revenue required to be sourced.

Mark Dicker advised he will have to confirm when determination of the abovementioned grants are to be undertaken.

Mark Dicker advised that a Mr Alan White from the company ALS visited Blayney last week. Mr White is on the board of Variety Club NSW and his company also undertakes installation of Variety Swings. Mr White was very impressed with the proposed location of the swing specifically noting it was a great location being so close to the other able bodied park equipment.

Millthorpe Oval

Jenny McMahon advised that the accessibility issue at the entrance into Redmond oval from Boomerang Street grass car park raised at the previous meeting was fixed prior to the Millthorpe Markets.

Adelaide Street

Mark Dicker advised he needs to contact Hill & Croft CRT to discuss the potential of extending the accessible carpark in front of the layback.

General Business

Blayney

Marlena Hayhow asked if it was legal under Disability Standards for outdoor footpath dining to be against the walls of shops? A general discussion was had about the National Disability Standard and that it would be worse if outdoor dining was required to be away from buildings it would also place dining closer to the street and parking cars.

Marlena Hayhow raised concerns about the condition and grade of the footpath intersection which gains access to the side access doors to the IGA building (if going through the chemist).

Recommended: That Council investigate the suitability of the ramp.

Marlena Hayhow raised concern about the condition and grade of the footpath intersection at Ogilvy Street and Farm Lane. Jenny McMahon agreed that it is a difficult footpath intersection to manoeuvre in a wheel chair.

Recommended: That Council investigate the suitability of the footpath intersection.

Future Agenda Items

Wheelchair day

Next Meeting

The next meeting of the Access Advisory Committee will be held on Thursday 13 August 2015 commencing at 5.45pm.

Meeting Close

The meeting closed at 6:15pm.

Enclosures (following report)

Nil

Attachments (separate document)

19) WBC ALLIANCE EXECUTIVE OFFICER REPORT

Department: Executive Services

Author: Acting EA to GM

CSP Link: 6.2 Meaningful communication between the Shires communities

and Council.

File No: CM.ME.3

Recommendation:

That the report from the WBC Alliance Executive Officer to May 2015 be received and noted.

Reason for Report:

Attached is a report from the Wellington, Blayney and Cabonne (WBC) Alliance Executive Officer, that notes the activities and actions of the WBC Alliance for the previous month.

Budget Implications:

Nil

Enclosures (following report)

1 WBC Alliance Executive Officer Report

2 Pages

<u>Attachments</u> (separate document)



WBC EXECUTIVE MANAGER'S REPORT - July 2015 Council meeting

Fit for the Future:

The last month has been very busy for the member councils finalising their Fit for the Future responses. This has been such a resource hungry process it is certainly nice to have reached the submission date. I have really enjoyed the challenges this process provided and feel confident that the submissions have been thoroughly researched, prepared and consulted on.

Updated DA Forms:

One of the very first projects that the Alliance completed when I first started was the development of joint DA forms and templates. Blayney Council have just completed an update of these for everyone.

Asbestos Management Planning:

Councils are required to have asbestos management plans in place for any structures/buildings that have been identified as containing asbestos. This is a specialist area that will require contractors. The WBC councils (excluding Wellington) have agreed to advertise a joint EOI for the engagement of suitably qualified consultants to undertake the following work:

- Inspection of Council assets
- Testing of material to identify the presence of asbestos
- · Reporting condition of asbestos containing material
- · Recommendations for management of asbestos containing material
- Develop Asbestos Material Register
- Meeting mandatory requirements of Work Health and Safety Regulation 2011 by following
 How to Manage and Control Asbestos in the Workplace and How to Safely Remove Asbestos
 Codes of Practice in developing the plan.

Thanks to Gavin Rhodes (CTW), Jennie Robson (Blayney) and David Kidd (Cabonne) for coordinating this work.

Sewer Relining Contract

In a similar way Cabonne and Blayney are considering a joint EOI for the engagement of suitably qualified specialists to provide sewer relining services. There has been a contract in place with Centroc but there may be opportunity to engage contractors directly which provides more ability to Schedule work and perhaps a cheaper rate (as Centroc include an additional administrative fee)

Future of the WBC Alliance

The WBC Board held its recent meeting in Wellington on Thursday 11 June. As expected Wellington Council have advised they will be withdrawing from the Alliance effective 31 December 2015. This means that the 1/3rd of funding provided by Wellington to support the WBC Executive Manager costs and other Alliance costs will cease. The Board have requested the General Managers and the WBC Executive Manager to work together in the coming month to:

- Agree on the exit strategy for Wellington including the funding implications
- Prepare a work plan for the period July Dec 2015 whilst Wellington are still a member council to ensure they still receive support services from WBCEM.
- Consider options for a new subregional Alliance complimentary to the new Joint
 Organisation including the purpose, membership and funding arrangements of such a new partnership/Alliance

There are a number of common strategies and actions in the FFF Improvement Plans that could be coordinated or managed on a collective way through the WBC. These include:

- Ongoing commitment to identifying opportunities for shared services
- Business improvement including service reviews to:
 - o Determine cost of service delivery
 - o Establishing agreed service levels with users
- IPR documentation all needs to be revised and revamped for outgoing council in Sept 2016
- Fleet management
- Procurement
- Asset management

The General Managers are meeting on 20 July.

The next Board meeting is the Annual General Meeting and will be held in **Blayney on 29th September** (postponed from earlier in the month to allow for the completion of the Mayoral election process in September). The Chair and Secretariat roles will transfer to Blayney at the AGM.

20) BLAYNEY TO BATHURST (B2B) ORGANISING COMMITTEE UPDATE

Department: Executive Services

Author: Cr Oates

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

File No: RC.EM.2

Recommendation:

That the summary of the Blayney to Bathurst (B2B) Organising Committee special meeting held on 2 June 2015, be received and noted.

Reason for Report:

To update Council on matters associated with the organisation and strategic planning of the Blayney to Bathurst (B2B) cycling event.

Report:

On the 2nd June 2015, the Rotary Club of Bathurst Daybreak held a special meeting of the nabB2B Organising Committee and relevant stakeholders to discuss future possibilities and organisation of the B2B event. Representatives included; Blayney Shire Council, Cycling NSW and Bathurst Regional Council.

The following matters were discussed;

- The possibility of course changes to limit and minimize the effect of road closures on local residents along the course routes.
 Dependent on the suitability of the road surface and maintenance programs of Councils to upgrade portions of the road network along alternate routes.
- Rotary Club of Bathurst Daybreak to liaise with a promoter, Councils and / or other Rotary clubs to help facilitate running and promoting the event.
- Closer integration and working relationships with both Cycling NSW and Bicycle NSW to promote the event to their respective membership bases.
- Bathurst Regional Council expressed an interest to act as promoter
 of the event in conjunction with Rotary Club of Bathurst Daybreak
 and Cycling NSW. Blayney Shire Council would need to have
 representation on / to any group, committee or body promoting the
 event to ensure the best outcomes are achieved for the Blayney
 Shire and fair representation in marketing.

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Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)