

Blayney Shire Council



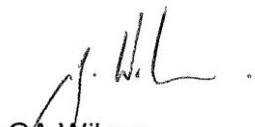
5 February 2013

Dear Councillor,

Your attendance is requested at an Ordinary Council Meeting of the Blayney Shire Council to be held in the Council Chambers of the Blayney Shire Community Centre on Monday 11 February 2013 at 6.00 pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Recording of Meeting Statement
- (3) Apologies for non-attendance
- (4) Confirmation of Minutes - Ordinary Council Meeting held on 10.12.12
- (5) Matters arising from Minutes
- (6) Disclosures of Interest
- (7) Mayoral Minute
- (8) Reports of Staff
 - (a) General Manager
 - (b) Corporate Services
 - (c) Engineering Services
 - (d) Environmental Services
- (9) Delegates Reports
- (10) Committee Reports
- (11) Questions from Councillors

Yours faithfully



G.A. Wilcox
GENERAL MANAGER

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HELD ON MONDAY 11 FEBRUARY 2013

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GENERAL MANAGER'S REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 11 FEBRUARY 2013



01) DRAFT CODE OF CONDUCT
(General Manager)

RECOMMENDED:

1. That Council adopt the Model Code of Conduct as required under section 440 of the Local Government Act 1993 and delete all previous versions of the code from its Policy register.

REPORT

The Division of Local Government has published the Draft Model Code of Conduct in the NSW Government Gazette to come into effect on 1 March 2013.

The Model Code of Conduct is made for the purposes of Section 440 of the *Local Government Act 1993* which requires that all councils adopt a code of conduct that incorporates the provisions of the Model Code.

Councillors, administrators, members of staff, independent conduct reviewers and members of council committees including delegates of the council must comply with the provisions of council's code of conduct in carrying out their functions as council officials.

Failure to comply with the provisions of the code of conduct constitutes misconduct for the purposes of the Act and penalties that can be imposed for misconduct include suspension or disqualification from civic office.

Procedures for the Administration of the Model Code of Conduct have also been developed.

Amendments to the 2008 Model Code of Conduct include:

- Binding caucus voting is prohibited in relation to matters to be considered by a council or committee meetings but does not apply to the election of the Mayor or Deputy Mayor.
- Councillors that have received or knowingly benefited from a reportable political donation made by a major political donor in the previous four years or that has a matter before council must declare a non-pecuniary conflict of interest. Major political donor is defined in Section 84 of the *Election Funding, Expenditure and Disclosure Act 1981*. This will not prohibit a councillor from participating in a decision to delegate council's decision making role to council staff through the General Manager or appointing another person or body to make the decision.
- Where council does not have a quorum to consider a matter the council or committee must resolve to delegate the matter in question to another person.

- Where the Director General allows a council to make a decision where a quorum cannot be formed for the matter, all councillors must still disclose any interest in the matter.
- Personal benefits will now include the receipt of any gift or benefit even when they are a prize of token value and cash like gifts include gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, memberships or entitlements to discounts.
- Council's external auditors or the Chair of Council's audit committee may request information from individual councillors so they can perform their functions.
- Council staff must ensure that any participation in political activity outside the service of the council does not conflict with the performance of their official duties.
- Councillors and administrators will only be able approach staff and staff organisations to discuss broad workplace policy issues. The same will apply to staff approaching councillors.
- Council staff will not be able to meet with Development Approval (DA) objectors alone and outside office hours to discuss DAs or proposals.
- The GM and the Public officer will be responsible for access to the *Government Information (Public Access) Act 2009*.
- Council resources, property or facilities will not be allowed to be used for assisting in the election campaigns unless those facilities are available for use or hire by the public and any applicable fee is paid.
- Council letterheads, crests or other information that may give the appearance that it is official council material must not be used for election campaign or other non-official purposes.
- The Model Code of conduct is not to be used for an improper purpose and this includes trivial, frivolous, vexatious purposes or not made in good faith. It must not be used to intimidate or harass or damage another councillor's reputation or to gain a political advantage.
- Detrimental action must not be taken against any person in reprisal for a complaint that has been made by way of the Model Code.
- Breaches of the provisions of the Model Code dealing with maintaining the integrity of the Code are to be reported to the Division of Local Government.

BUDGET IMPLICATIONS

The adoption of the Draft Code will not impact on Councils budgets

POLICY IMPLICATIONS

The adoption of the Draft Model Code of Conduct will replace all previous versions of the codes of conduct

IP&R LINK

The adoption of the Code is in accordance with DP 6.1.1, DP6.1.3 and DP6.3.1.

Attachments

1 Model Code of Conduct 22 Pages

02) REQUEST FOR LEAVE
(General Manager)

RECOMMENDED:

1. That Council grant the request for leave application, from Cr Ewin, in relation to the March 2013 Ordinary Meeting of Council.

REPORT

A request has been received from Cr Ewin for a Leave of Absence from the March 2013 Council meeting.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect

IP&R LINK

DP6.1.1 – Councillors to exhibit leadership on Council and participate in committees and Community organisations.

Attachments

1 Request for leave 1 Page

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CORPORATE SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 11 FEBRUARY 2013



03) REPORT OF COUNCILS INVESTMENTS AS AT 31 DECEMBER 2012
(Manager Financial Services)

RECOMMENDED:

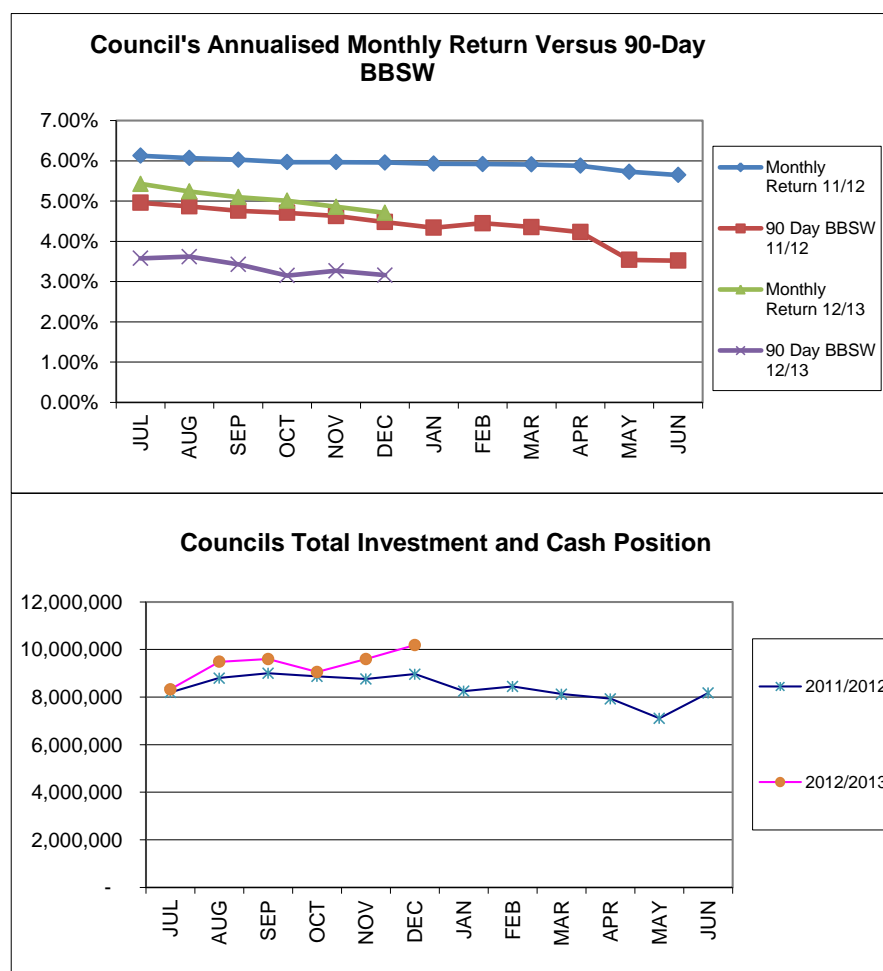
1. That the report indicating Council's investment position as at 31 December 2012 be received and noted.
2. That the certification of the Responsible Accounting Officer be noted and the report be adopted.

REPORT

This report provides details of Council's Investment Portfolio as at 31 December 2012.

Council's total investment and cash position as at 31 December 2012 is \$10,188,942. Investments earned interest of \$37,003 for the month of December 2012.

Council's monthly net return annualised for December of 4.71% outperformed the 90 day Bank Bill Swap Rate of 3.16%.



REGISTER OF INVESTMENTS AND CASH AS AT 31 DECEMBER 2012

Institution	Maturity	Amount \$	Monthly Net Return Annualised
<u>Term Deposits</u>			
NAB	4/02/2013	500,000.00	5.13%
Bankstown City Credit Union	4/03/2013	500,000.00	4.30%
Rural Bank	4/06/2013	500,000.00	4.55%
Beirut Hellenic Bank Ltd	15/01/2013	500,000.00	4.70%
The Rock Building Society	12/03/2013	500,000.00	4.45%
ME Bank	13/02/2013	500,000.00	4.80%
Defence Bank Ltd	26/02/2013	500,000.00	4.65%
Bank of Queensland	5/02/2013	500,000.00	4.65%
Railways Credit Union	19/02/2013	500,000.00	4.43%
IMB	3/04/2013	500,000.00	4.40%
Police & Nurses Credit Union	7/02/2013	500,000.00	4.38%
Gateway Credit Union	26/02/2013	500,000.00	4.41%
ING	30/01/2013	500,000.00	5.17%
Peoples Choice	16/04/2013	500,000.00	4.46%
B & E Ltd	9/01/2013	500,000.00	4.75%
Police Credit Union	26/03/2013	500,000.00	4.71%
Warwick Credit Union	19/02/2013	500,000.00	5.17%
Total		8,500,000.00	4.62%
<u>Collateralised Debt Obligation (CDO's)</u>			
ANZ Custodian (Kakadu, BBSW + 140 points)	20/03/2014	500,000.00	4.55%
Total		500,000.00	4.55%
Total Investments		9,000,000.00	4.61%
Benchmark: BBSW 90 Day Index			3.16%
Commonwealth Bank - At Call Account		-	
Commonwealth Bank Balance		1,188,941.87	
TOTAL INVESTMENTS & CASH		10,188,941.87	

Summary of Investment movements - DECEMBER		
Financial Institution	Invst(Recall) Amount \$	Commentary
<u>Term Deposits</u>		
Defence Bank Ltd	500,000.00	Term Deposit invested 28/11/2012
IMB Ltd	(506,108.22)	Term Deposit matured 04/12/2012
IMB Ltd	500,000.00	Term Deposit invested 04/12/2012
Bankstown City Credit Union	(500,000.00)	Term Deposit matured 04/12/2012
Bankstown City Credit Union	500,000.00	Term Deposit invested 04/12/2012
Rural Bank	(500,000.00)	Term Deposit matured 04/12/2012
Rural Bank	500,000.00	Term Deposit invested 04/12/2012
The Rock Building Society	(506,102.74)	Term Deposit matured 11/12/2012
Peoples Choice Credit Union	(505,983.56)	Term Deposit matured 18/12/2012
Peoples Choice Credit Union	500,000.00	Term Deposit invested 18/12/2012

Collateralised Debt Obligations (CDO's)

As per Council's Auditor recommendations the disclosure of the impact of market conditions on the value of the Collateralised Debt Obligations held is provided. It is estimated by ANZ Custodian Services that the market value of Kakadu is \$106,385 as at 30 December 2012. It is anticipated that as the investment draws near to maturity the market value will increase. Council is also involved in ongoing legal action to minimise any losses.

Council's monthly net return annualised for December on the CDO is 4.55% outperforming the 90 day Bank Bill Swap Rate of 3.16%.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

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

BUDGET IMPLICATIONS

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

POLICY IMPLICATIONS

Nil effect.

IP&R LINK

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

Attachments

Nil

04) ADOPTION OF COMMUNITY ENGAGEMENT STRATEGY
(Director Corporate Services)

RECOMMENDED:

1. That the Community Engagement Strategy be adopted.

REPORT

Council at its meeting held 14 May 2012, minute number 1205/006, resolved the following:

RESOLVED:

1. *That Council endorse the draft Community Engagement Strategy; and*
2. *That Council exhibit for public comment for a period of 28 days.*
(Radburn/Ewin)

The formal adoption of this strategy was overlooked when Council adopted its corporate plans in June 2012. In the summary of review of Integrated Planning and Reporting Documentation by the Division of Local Government it was noted that the Community Engagement Strategy was in draft form.

In the development of the Community Strategic Plan Council established a strategy to engage the community.

The Strategy will guide Council on how it engages in the future and will ensure that key stakeholders are identified and invited to participate in meaningful discussions about their aspirations and visions for the future of Blayney Shire.

The Community Engagement Strategy:

1. Outlines how Council will listen, involve and seek feedback from the community.
2. Includes input from internal staff from across the organisation.
3. Is based on feedback and lessons learnt from previous engagement undertaken by Council.
4. Involves collaboration with Government agencies and non-Government organisations.
5. Follows social justice principles to ensure that a broad range of community members are engaged to reflect the Shire's demographics.
6. Ensures Council will deliver a variety of engagement activities across the Shire to maximise access.
7. Meets Council's requirements under the Local Government Act 1993.
8. A number of factors and key principles have guided the development of the draft Community Engagement Strategy; these include the diverse nature of the Blayney Shire community, social justice principles and the quadruple bottom line.

Council is committed to genuine engagement with the community and stakeholders into the future. The Community Engagement Strategy includes a variety of stakeholder engagement and communication methods and aims to involve our diverse community in future decisions made by Council.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect

IP&R LINK

DP6.3.1 Develop and implement a community engagement process and policy.

DP6.2.2 Implement Council's Community Engagement Plan.

Attachments

1 Community Engagement Strategy 18 Pages

05) BLAYNEY SHIRE COMMUNITY CENTRE PROJECT UPDATE
(Director Corporate Services)

RECOMMENDED:

1. That the Blayney Shire Community Centre Project report be noted.
2. That Council proceed with the purchase and installation of audio visual equipment subject to funds being voted.

REPORT

The Blayney Shire Community Centre project was completed and opened in June 2012. A number of outstanding matters have or are in the process of being addressed.

The purpose of this report is to update Councillors on the financial status of this project.

Council funded the project through a special variation to rates approved by the Minister for Local Government for the period 2008/09 to 2017/18. It is forecast that funding this will only be required until 2015/16.

A summary of income and expenditure associated with the project is provided for information. This summary reflects expenditure to date and forecast expenditure. An estimated project deficit is forecast in the amount of \$4,758 at this point however is subject to final project works budgeted being on target.

An aspect of the project not included due to financial constraints was the purchase and installation of audio visual equipment for the main stage and council chambers. For the Community Centre to attract events this equipment will be essential. A detailed outline of equipment proposed is provided below:

Main Stage:

- 1 x full high definition projector with Wi-Fi inbuilt
- 1 x digital antenna- shared between both rooms
- Connection from projector to automated projector screen already installed
- 1 x full high definition set top box to provide free to air TV services
- Links installed on the stage to connect external equipment, e.g. laptop, Blu-ray player to play via projector

Chambers:

- 1 x full high definition projector with Wi-Fi inbuilt
- 1 x 150 inch motorised projector screen
- 1 x full high definition set top box for free to air TV services
- Links installed on wall to connect external equipment, e.g. laptop, Blu-ray player to play via projector

It is envisaged that an amount of \$30,000 will be required for this equipment.

BUDGET IMPLICATIONS

The project income and expenditure has been included into Council's current and future financial plan. No action is required regarding the forecast deficit until all works are completed. No provision currently exists for purchase of audio visual equipment. Subject to available finance it is proposed that this item be included in the next quarterly budget review (March). This item will otherwise be included in the 2013/14 financial plan deliberations. In the event that expenditure associated with project completion is below forecast, expenditure associated with audio visual equipment will be attributed to this project.

POLICY IMPLICATIONS

Nil effect.

IP&R LINK

DP2.3.3 Encourage the use of the Blayney Shire Community Centre as a facility for Arts and Culture.

Attachments

1 Blayney Shire Community Centre Project Summary 1 Page

06) QUARTERLY PERFORMANCE REPORT - DECEMBER 2012
(Manager Financial Services)

RECOMMENDED:

1. That the Quarterly Review of Council's 2012/2013 Operational Plan including quarterly budget review as at 31 December 2012 be noted and the adjustments to votes of income and expenditure adopted.

REPORT

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

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

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

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

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

BUDGET IMPLICATIONS

The variations contained within this report maintain a balanced budget as at 31 December 2012, for the 2012/2013 financial year.

POLICY IMPLICATIONS

Nil.

IP&R LINK

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

Attachments

- 1 Quarterly Budget Report
- 2 Quarterly Performance Report

21 Pages
23 Pages

ENGINEERING SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 11 FEBRUARY 2013



07) CHAIR - LOCAL EMERGENCY MANAGEMENT COMMITTEE
(Director Infrastructure Services)

RECOMMENDED:

That the report on recent amendments to the State Emergency and Rescue Management Act be received and noted.

REPORT

Executive Summary

Emergency Management in New South Wales is coordinated by The State Emergency Management Committee, and was established under the *State Emergency and Rescue Management Act* (the act) to ensure that New South Wales has a system to cope with emergencies which is robust, effective and flexible enough to deal with the range of hazards experienced in New South Wales.

The Act provides the legislative basis for co-ordination of emergency preparedness, response and recovery operations.

The Act provides for:

- the preparation of a State Disaster Plan (Displan) and subordinate plans to ensure a co-ordinated response for necessary operations;
- the establishment of Emergency Management Committees at State, District and Local Government levels; and
- arrangements for controlling emergency operations

Amendments were recently passed to the State Emergency and Rescue Management Act 1989, that affect functions of the Blayney Shire Local Emergency Management Committee (LEMC).

Background Information

The Blayney Shire Council – DISPLAN currently states:

The Local Emergency Management Officer

Blayney Shire Council shall provide executive support facilities for the Local Emergency Management Committee (LEMC) and the Local Emergency Operations Controller in the Blayney Shire area.

The principle executive officer of the LEMC is to be known as the Local Emergency Management Officer (LEMO).

The functions of the Local Emergency Management Officer (LEMO) are as follows:

- a. Assist and support the Local Emergency Operations Controller during response and recovery operations.*
- b. Ensure the preparedness of the Local Emergency Operations Control Centre (LEOC).*
- c. Ensure that other officers are available to provide support, either in the absence of the LEMO or for extra duty in the LEOC, and that the LEOCON is advised accordingly.*

In accordance with the changes to the act, the Chair of the Local Emergency

Management Committee requires Council's General Manager to Chair the LEMC.

Discussion in the past six months has included if Section 378 of the Local Government Act 1993, allows the General Manager to delegate this function. The attached correspondence from the State Emergency Management Committee advises that it is government policy that the General Manger Chair the LEMC.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's Delegations Register delegates authority to the General Manager to approve use of Council Plant, Equipment and Employees in response to Emergency Incidents. Secondary delegation is provided to the Local Emergency Management Officer, Director Infrastructure Services, Operations Manager, Overseer, and Depot/Fleet Coordinator.

There is no requirement to amend the delegations.

IP&R LINK

DP 6.4.1 – Provide support for emergency management in Blayney Shire in accordance with the SERM Act.

Attachments

1 State Emergency and Rescue Management Act Amendments 5 Pages

**08) APPLICATION FOR FUNDING UNDER THE COMMUNITY
ENERGY EFFICIENCY PROGRAM**
(Director Infrastructure Services)

RECOMMENDED:

1. That Council support the application for funding under the Community Energy Efficiency Program and;
2. That Council approve the variation to the Management Plan for the work to proceed as detailed in the report.

REPORT

Council may recall that at its meeting on 9 May 2011, a variation to the Management Plan was approved to investigate the option to reduce the power consumption of Council's Sewage Treatment Plant. This investigation concluded that by upgrading the control system to the aerators, energy savings as high as 20% could be achieved in addition to improving effluent quality and increasing the plant capacity.

Council is aware that funding is available through the Community Energy Efficiency Program for projects such as this. This program is a competitive, merit-based grant program where meeting the assessment criteria does not guarantee funding. Applications will need to also demonstrate a high level of merit against the criteria and be competitive against other applications. The program is currently open with applications closing on 7 February 2013. The program is administered by the Commonwealth Department of Climate Change and Energy Efficiency.

Depending on specified criteria, funding for half or two thirds of the project cost is available. It is estimated that the project will cost \$85,000 to complete.

It is a requirement within the application process to include evidence of support of Council on behalf of the community. Accordingly Council support is sought for the application. A copy of the submitted application is attached. Council's concurrence is therefore sought.

BUDGET IMPLICATIONS

Funds are available for this project in Council's sewer fund reserves. Funding for the project is detailed below:

Project Cost		Payback Period @ 20%	
No funding	\$85,000	85 months	7 years, 1 month
50% funding	\$42,500	43 months	3 years, 7 months
67% funding	\$28,300	29 months	2 years, 5 months

POLICY IMPLICATIONS

Nil effect.

IP&R LINK

DP4.2.2 – Ensure Sewerage Treatment Plants are able to meet needs of the Blayney Shire.

Attachments

Nil

09) UPDATE ON CENTROC WEIGHT OF LOADS GROUP
(Operations Manager)

RECOMMENDED:

1. That Council receive and note the disbanding of the Centroc Weight of Loads Group.

REPORT

Council officers attended a meeting of the Centroc Weight of Loads Group on 22 January 2013.

During this meeting it was resolved to wind up the Weight of Loads Group effective 30 June 2013 due to declining membership.

Council officers will investigate the options contained within the minutes to ensure that enforcement can continue on Council's local roads.

Councillors should be aware of the importance of enforcing of heavy vehicle loads, as even minor overloading of a vehicle dramatically increases the damage to the road pavement.

BUDGET IMPLICATIONS

Payment to CENTROC for provision of Weight of Loads monitoring no longer required from next financial year, however provision should be made for alternative enforcement options.

POLICY IMPLICATIONS

Nil effect

IP&R LINK

DP6.1.2 – Promote resource sharing and collaboration with regional organisations.

Attachments

- 1 Minutes of Centroc Weight of Loads Group 22 January 2013 7 Pages

10) LEASE OF OLD ERROWANBANG LANE
(Operations Manager)

RECOMMENDED:

1. That Council approve the leasing of Old Errowanbang Lane to the land owner of Lot 51 DP 39600 for a period of five (5) years.

REPORT

Executive Summary

As a result of conditions of consent requiring road upgrades for Development Application numbers 130/2012 and 155/2012, Council received an application for the closure of Old Errowanbang Lane.

Background

Council received two (2) applications for developments gaining access off Old Errowanbang Lane, the nature of the developments proposed would substantially increase the traffic volumes along this lane. As a result of this increase in traffic volumes, during the assessment a condition of consent was placed on both of the applications stipulating that Old Errowanbang Lane be upgraded to Council's minimum bitumen road standard, being 8m wide formation with a 6m wide seal.

Due to the potential expense of this option, the applicant submitted to Council to close the road and take over ownership as a private driveway, so as to minimise the cost to the development.

Issues With Closure of Roads

Councillors may be aware that Council receives a Financial Assistance Grant that provides funding for works to be undertaken on roads. One factor in the determination of the amount of this grant is based on the total length of formed public road that Council owns. The closure of a formed road would reduce the amount of the Grant that Council would receive, given the complex nature of the Grant, it is unknown what the reduction may be if Council closes this road.

Leasing of Old Errowanbang Lane

One possible solution may be to lease Old Errowanbang Lane to the land owner subject to conditions relating to maintenance of the lane, and a nominal lease fee.

Discussions with the applicant have indicated that this would be considered a reasonable outcome for them.

Conditions that Council have utilised on leased land in the past that are applicable are as below:

1. Council require the lot applied for to be fenced to a stock proof standard, and a swing gate installed to allow access for vehicles up to 4 metres wide.
2. The lot cannot become a fire hazard. Should the lot, in Council's opinion become a fire hazard, Council will arrange for the lot to be slashed at the expense of the lessee.
3. Council will forward its account annually for payment of the lease during the first month following commencement / lease renewal date. This account is to be paid in full within Council's trading terms.
4. The lessee will be responsible for noxious weed control.

5. Council requires the applicant to hold a current Public Liability Insurance Cover policy to the value of \$10 million, which nominates Blayney Shire Council as a principal. A copy of insurance cover shall be forwarded to Council prior to lease commencement and every year following renewal.
6. The lessee cannot sub-lease the lots to a third party without it being approved by Council.
7. The lease is for a period of five (5) years with an option for an additional five (5) years, unless terminated during the term.
8. If, for any reason, conditions of this lease agreement are breached, the lease will be terminated.

In addition to these standard conditions, it is proposed that Council stipulate the following conditions:

1. That prior to the lease Council shall undertake an inspection to determine the condition of Old Errowanbang Lane. The lessee shall ensure that at the end of the lease the condition of Old Errowanbang Lane shall not be below that prior to the lease
2. That the lessee be approved under section 138 of the Roads Act 1993 to undertake maintenance of Old Errowanbang Lane.
3. That a gate be erected on Old Errowanbang Lane a minimum of 15m off the edge of seal on Errowanbang Road.
4. That a nominal annual lease fee of \$365 per annum be charged for the lease.
5. Maintenance of fencing shall be the responsibility of the lessee
6. That the lease be renegotiated upon change of ownership of Lot 51 DP 39600

BUDGET IMPLICATIONS

Leasing of Old Errowanbang Lane will reduce the maintenance liability on Council.

POLICY IMPLICATIONS

Nil effect.

IP&R LINK

DP4.1.12 – Identify surplus Council owned assets for possible sale to be invested in infrastructure reserve.

Attachments

Nil

ENVIRONMENTAL SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 11 FEBRUARY 2013



11) **VANDALISM INCIDENT AT CENTREPOINT**
(Director Planning and Environmental Services)

RECOMMENDED:

1. That Council note with concern the vandalism which occurred in the women's change room at the Centrepoint complex.
2. That Council authorise the General Manager to exclude and/or ban people found vandalising property at Centrepoint or behaving in a manner that is dangerous or offensive to users of the Centrepoint complex.

REPORT

Recently two young girls were found running from the ladies change rooms, following a large noise heard by staff in the kiosk/office area.

Staff advised that the girls had been 'playing' in the change room and one of them had been swinging on the shower cubicle door, causing the door to fall off its frame.

It is fortunate the door did not fall on the young girl, which could have caused serious injury to her.

The Centre Manager spoke to the two girls, who were at the Centre under the supervision of an older brother, and advised them that they would have to leave because of the incident.

The Manager was advised that their mother was picking them up, from the Centre, and so they were asked to wait in the main foyer.

When the mother arrived to collect the children, the Manager explained the incident and why the girls were asked to leave, and the mother was very angry and offensive to the Manager.

The reaction to the Manager's actions are disappointing and unnecessary, the potential damage or injury to the young girls and the damage to the Centre appearing to be of no importance or concern to the parent concerned.

Also disappointing is this damage to the Centrepoint property which has recently been repaired and all the maintenance and repairs carried out in the change rooms.

Following this incident and following the repairs to the replacement of doors and benches in the change rooms, a similar incident occurred just prior to Christmas 2012. At this time a newly replaced door was torn off the door frame.

It is considered necessary that Council express its concern with this vandalism and disregard of the Centre Manager's responsibility to enforce behavioural standards at Centrepont and send a clear message to the users of Centrepont that vandalism and bad behaviour will not be tolerated.

It should be noted that every time Council has to repair damage from incidents such as this, it is using money that could be spent elsewhere in the Centre.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect.

IP&R LINK

DP6.1.1 – Councillors to exhibit leadership on Council and participate in committees and community organisations.

DP6.4.1 – Review risk management of Council operations.

Attachments

Nil

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COMMITTEE REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 11 FEBRUARY 2013



12) FINANCIAL ASSISTANCE COMMITTEE
(Director Corporate Services)

RECOMMENDED:

1. That the recommendations for round 1 of the Financial Assistance Program by the Financial Assistance Committee be received and noted.

REPORT

The first round of Financial Assistance Program applications for 2012/13 was considered by the Financial Assistance Committee during January and recommendations made. The committee did not convene a meeting however deliberated remotely through use of email to arrive at final determinations.

An amount of \$25,000 in financial assistance was available for distribution. There were 12 applications with a total value of \$140,320 seeking \$52,739.50 in financial assistance.

There are a number of categories of funding as follows:

Funding Type	Maximum funding levels available annually per application
Recurrent Financial Assistance	Generally up to \$1,000 for new projects except school prizes. School prize of \$50 per School per annum.
Non- Recurrent Financial Assistance - Council: Projects of demonstrated broad community benefit, including school projects - the applicant must demonstrate the uniqueness of the project, how it will benefit the community and how it meets Council's vision statement(s) objectives.	Generally up to \$3,000 Special projects enhancing a community facility may receive up to \$10,000 **
Fees and Charges	As specified in Council's Fees and Charges.
Sporting Related: Financial Assistance for junior representatives is considered by Council's Sports Advisory Committee.	<ul style="list-style-type: none"> • up to • \$100.00 for regional selection • \$300.00 for state selection • \$500.00 for national selection

Recommendations are pursuant to the above criteria and the Financial Assistance Program guidelines.

Recommendations for financial assistance total \$14,312.50 and are summarised in the attachment to this report. All applications were approved with one exception. An application for Kiosk Restoration at Redmond Oval has been deferred pending more information on the project and guidance from Council. The project seeks funding in the amount of \$30,000, which is outside the scope of the guidelines, for an \$80,000 project. It is proposed that this matter be considered as part of deliberations by Council on the Long Term Financial Plan and other Integrated Planning documentation.

BUDGET IMPLICATIONS

Council has an amount of \$50,000 allocated in 2012/13 for this purpose.

POLICY CONSIDERATIONS

Nil effect.

IP&R LINK

DP5.1.1 Assist incorporated village committees, progress associations and hall committees.

DP6.2.1 Identify and engage with Shire Community Groups.

Attachments

1 Round 1 2012/13 Financial Assistance Program Applications 1 Page

13) **MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE**
MEETING HELD ON FRIDAY 14 DECEMBER 2012
(Assets Manager)

RECOMMENDED:

1. That the recommendations of the Blayney Traffic Committee meeting held on 14 December 2012 be adopted.

Attachments

- 1 Traffic Committee Minutes 14.12.2012 2 Pages

INFORMATION REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 11 FEBRUARY 2013



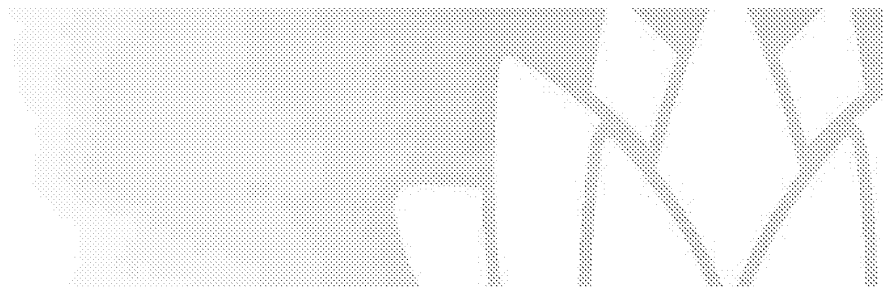
ATTACHMENTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 11 FEBRUARY 2013





Premier & Cabinet
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The Model Code of Conduct for Local Councils in NSW



March 2013

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PART 1 INTRODUCTION

This Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made for the purposes of section 440 of the *Local Government Act 1993* ("the Act"). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code. For the purposes of section 440 of the Act, the Model Code of Conduct comprises all parts of this document.

Councillors, administrators, members of staff of council, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council must comply with the applicable provisions of council's code of conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code and regularly review their personal circumstances with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office.

Failure by a member of staff to comply with council's code of conduct may give rise to disciplinary action.

A better conduct guide has also been developed to assist councils to review and enhance their codes of conduct. This guide supports this code and provides further information on the provisions in this code.

PART 2 PURPOSE OF THE CODE OF CONDUCT

The Model Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation.

The Model Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

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PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:
- a) contravenes the Act, associated regulations, council's relevant administrative requirements and policies
 - b) is detrimental to the pursuit of the charter of a council
 - c) is improper or unethical
 - d) is an abuse of power or otherwise amounts to misconduct
 - e) causes, comprises or involves intimidation, harassment or verbal abuse
 - f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
 - g) causes, comprises or involves prejudice in the provision of a service to the community. (*Schedule 6A*)
- 3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (*section 439*)
- 3.3 You must treat others with respect at all times.

Fairness and equity

- 3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.5 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

Harassment and discrimination

- 3.6 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Development decisions

- 3.7 You must ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the development assessment process.
- 3.8 In determining development applications, you must ensure that no action, statement or communication between yourself and applicants or objectors

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conveys any suggestion of willingness to provide improper concessions or preferential treatment.

Binding caucus votes

- 3.9 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.10 For the purposes of clause 3.9, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.11 Clause 3.9 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.12 Clause 3.9 does not apply to a decision to elect the Mayor or Deputy Mayor or to nominate a person to be a member of a council committee.

PART 4 CONFLICT OF INTERESTS

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary.

What is a pecuniary interest?

- 4.5 A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (section 442)
- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (section 443)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
- a) councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (section 449)
 - b) councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (section 451)
 - c) designated persons immediately declare, in writing, any pecuniary interest. (section 459)
- 4.8 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the general manager and other senior staff of the council.
- 4.9 Where you are a member of staff of council, other than a designated person (as defined by section 441), you must disclose in writing to your supervisor or the general manager, the nature of any pecuniary interest you have in a matter you are dealing with as soon as practicable.

What are non-pecuniary interests?

4.10 Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

4.11 The political views of a councillor do not constitute a private interest.

Managing non-pecuniary conflict of interests

4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

4.13 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.

4.14 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

4.15 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

4.16 If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
- b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply

4.17 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

- 4.18 If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.
- 4.19 Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff through the general manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

Reportable political donations

- 4.20 Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21 Where a councillor has received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) where the major political donor has a matter before council,
- then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).
- 4.22 For the purposes of this Part:
- a) a "reportable political donation" is a "reportable political donation" for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
 - b) a "major political donor" is a "major political donor" for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.
- 4.23 Councillors should note that political donations below \$1,000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.
- 4.24 If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented from participating in a decision to delegate council's decision-making role to council staff through the general manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

Loss of quorum as a result of compliance with this Part

- 4.25 Where a majority of councillors are precluded under this Part from consideration of a matter the council or committee must resolve to delegate consideration of the matter in question to another person.

- 4.26 Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.
- 4.27 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:
- a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
 - b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
- 4.28 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.
- 4.29 A councillor, who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:
- a) the matter is a proposal relating to
 - i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and
 - b) the councillor declares any interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.

Other business or employment

- 4.30 If you are a member of staff of council considering outside employment or contract work that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the general manager in writing. (*section 353*)
- 4.31 As a member of staff, you must ensure that any outside employment or business you engage in will not:
- a) conflict with your official duties
 - b) involve using confidential information or council resources obtained through your work with the council
 - c) require you to work while on council duty
 - d) discredit or disadvantage the council.

Personal dealings with council

4.32 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

PART 5 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and benefits

- 5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.
- 5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

- 5.3 Generally speaking, token gifts and benefits include:
- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
 - e) prizes of token value.

Gifts and benefits of value

- 5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

- 5.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty

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- d) accept any gift or benefit of more than token value
- e) accept an offer of cash or a cash-like gift, regardless of the amount.

- 5.6 For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- 5.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

Improper and undue influence

- 5.8 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.
- 5.9 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

PART 6 RELATIONSHIP BETWEEN COUNCIL OFFICIALSObligations of councillors and administrators

6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.

6.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (*section 352*)
- b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (*Schedule 6A of the Act*)
- c) contact a member of the staff of the council on council related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Obligations of staff

6.3 The general manager is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay.

6.4 Members of staff of council must:

- a) give their attention to the business of council while on duty
- b) ensure that their work is carried out efficiently, economically and effectively
- c) carry out lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not conflict with the performance of their official duties.

Obligations during meetings

6.5 You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the *Local Government (General) Regulation 2005* during council and committee meetings.

6.6 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

Inappropriate interactions

6.7 You must not engage in any of the following inappropriate interactions:

- a) Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
- b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
- c) Council staff refusing to give information that is available to other councillors to a particular councillor.
- d) Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council.
- e) Councillors and administrators being overbearing or threatening to council staff.
- f) Councillors and administrators making personal attacks on council staff in a public forum.
- g) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
- h) Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.
- j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's general manager or, in the case of the Mayor or administrator, exercising their power under section 226 of the Act.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCESCouncillor and administrator access to information

- 7.1 The general manager and public officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The general manager must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.
- 7.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures.
- 7.4 Members of staff of council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.
- 7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

Councillors and administrators to properly examine and consider information

- 7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

Refusal of access to documents

- 7.7 Where the general manager and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 7.8 In regard to information obtained in your capacity as a council official, you must:
- a) only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

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Use and security of confidential information

7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.

7.10 In addition to your general obligations relating to the use of council information, you must:

- a) protect confidential information
- b) only release confidential information if you have authority to do so
- c) only use confidential information for the purpose it is intended to be used
- d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
- f) not disclose any information discussed during a confidential session of a council meeting.

Personal information

7.11 When dealing with personal information you must comply with:

- a) *the Privacy and Personal Information Protection Act 1998*
- b) *the Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.

7.13 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.

7.15 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

- 7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.18 You must not convert any property of the council to your own use unless properly authorised.
- 7.19 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Councillor access to council buildings

- 7.20 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.
- 7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.

8.3 For the purposes of clause 8.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

- a) to intimidate or harass another council official
- b) to damage another council official's reputation
- c) to obtain a political advantage
- d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
- e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
- f) to avoid disciplinary action under this code
- g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
- h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
- i) to prevent or disrupt the effective administration of this code.

Detrimental action

8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code except as may be otherwise specifically permitted under this code.

8.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code except as may be otherwise specifically permitted under this code.

8.6 For the purposes of clauses 8.4 and 8.5 detrimental action is an action causing, comprising or involving any of the following:

- a) injury, damage or loss
- b) intimidation or harassment
- c) discrimination, disadvantage or adverse treatment in relation to employment
- d) dismissal from, or prejudice in, employment
- e) disciplinary proceedings.

Compliance with requirements under this code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.
- 8.9 You must comply with a practice ruling made by the Division of Local Government.
- 8.10 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

- 8.11 You must report breaches of this code in accordance with the reporting requirements under this code.
- 8.12 You must not make allegations of suspected breaches of this code at council meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

- 8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the general manager or an administrator are to be made to the Division of Local Government.
- 8.15 Complaints alleging a breach of this Part by other council officials are to be made to the general manager.

PART 9 DEFINITIONS

In the Model Code of Conduct the following definitions apply:

the Act	the <i>Local Government Act 1993</i>
act of disorder	see the definition in clause 256 of the Local Government (General) Regulation 2005
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Division of Local Government, Department of Premier and Cabinet
committee	a council committee
conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
council committee	a committee established by resolution of council
“council committee member”	a person other than a councillor or member of staff of a council who is a member of a council committee
council official	includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council
councillor	a person elected or appointed to civic office and includes a Mayor
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	see the definition in section 441 of the Act
election campaign	includes council, State and Federal election campaigns
personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion

The Model Code of Conduct for Local Councils in NSW – March 2013

the Regulation the Local Government (General) Regulation 2005

The term “you” used in the Model Code of Conduct refers to council officials.

The phrase “this code” used in the Model Code of Conduct refers also to the procedures for the administration of the Model Code of Conduct prescribed under the Local Government (General) Regulation 2005.

The Model Code of Conduct for Local Councils in NSW – March 2013

Cr Allan Ewin

“Weston”

76 Weston Lane,

Browns Creek, 2799.

22nd January, 2013.

Blayney Shire Council,

General Manager,

Mr. Glenn Wilcox.

P.O. Box 62,

Blayney. NSW. 2799.

Dear Glenn,

I wish to advise Blayney Council of my intention in requesting “Notice of Leave “ for the Ordinary Meeting of Council to be held on Monday, 11th March,2013.

I ask that my request be an inclusion in the February, Blayney Shire Council,Business paper.

Yours Faithfully,

Cr Allan Ewin.



Community Engagement Strategy & Policy

March 2012



A joint initiative of the WBC Alliance

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Introduction

Council is committed to improving quality of life in Blayney Shire through the involvement of the community in development of policies, programs and services. Council is also committed to ensuring that all views are considered through inclusive deliberation and active involvement of the community.

Engaging the community is required by all Councils under Council's Charter Section 8 of the NSW Local Government Act 1993. The charter comprises a set of principles, where eleven out of fourteen principles directly reflect why Council should engage the community. These principles include:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to account for and manage the assets for which it is responsible
- to engage in long-term strategic planning on behalf of the local community
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- to keep the local community and the State government (and through it the wider community) informed about its activities

For our Council to meet these principles, it needs to ensure that effective levels of engagement are implemented depending on the project's current impact on the community and into the future. This means that the Council needs to be open and accountable to the community and provide ample opportunity for feedback. Council also acknowledges that by involving a cross section of the community in a consultative process, it can make better decisions. Council also knows that strong relationships with the community is integral and is built on trust, goodwill and respect with the

community. It is intended that this Community Engagement Strategy and Policy framework will give the community a clear understanding of:

- Council's commitment to Community Engagement
- when Community Engagement will occur
- what level of engagement will occur
- how Community Engagement process will be managed.

Language and meaning

- **Community Engagement**

Community Engagement is a term that covers all the ways a Council and its Community come together to improve decision-making, build relationships and partnerships, raising awareness and complementing representative democracy. It is a way of working side-by-side and building support for the shared goal of making the community a better place to live. Community engagement is an outcome. Engagement covers a wide variety of Council / Community connections, ranging from information sharing through community consultation to active participation in government policy development and its decision making processes.

Engagement acknowledges the right of citizens to have a say and to get involved in the business of Council. It is not about public relations or marketing a particular viewpoint or issue, rather it involves assisting Council to fulfil its obligations to the community having regard to the long term and cumulative effects of decisions. Effective community engagement allows Council to tap into diverse perspectives and potential solutions to improve the quality of its decision making.

- **Consultation**

The process of developing understanding of the issues and boundaries around a particular topic or issue before decisions are made. We consult with one another when the boundaries around a decision are not understood.

- **Communication**

The exchange of information. We communicate when the boundaries around a decision are understood.

- **Capacity building**

The development of knowledge, skills and attitudes to achieve a purpose.

- **Communities of interest**

All those who influence or are influenced by a particular proposed project, programme, issue or action

What are the benefits of Community Engagement?

- **It is central to participatory democracy**

Communities rightfully expect to have input into matters that affect them and seek involvement and engagement beyond the election of their political representatives. Community engagement complements the official electoral process and is a key method of participatory democracy.

- **Decision making is improved**

Better decisions are made when information and all points of view are heard and understood. Where feasible and desirable, Council's decisions need to match the needs and aspirations of the community.

- **It builds trust**

Trust and understanding are likely to grow in an environment where engagement and involvement is taken seriously and is well done.

- **It builds networks**

When we work together we build relationships and have the opportunity to form purposeful networks and partnerships. In this environment collaboration, occurs more easily.

- **It helps build resilience and stronger communities**

Trusting, confident and involved communities tend to be stronger and able to respond to change and circumstances 'together', combining expertise, experience and resources.

What are the risks associated with community engagement?

- **The costs of poor engagement processes and tools**

Communities recognise poor engagement processes and tools. Poorly managed community engagement will lead to scepticism and loss of trust. You need to use the right process in the right way.

- **Managing expectations**

Engagement does not give decision-making powers to non-elected representatives. Sometimes engagement can raise unrealistic expectations of both Council and Community. Again, this is usually a product of poor practices.

- **Balancing the act**

More is not necessarily better. The most appropriate form of engagement needs to be understood and well undertaken.

- **Budget and project management**

Community engagement is 'part of' not an 'add on' to any project or programme.

- **The cost of not collaborating or sharing resources**

Working on things that matter to the community without engagement can lead to conflict and costly rework.

What are the guiding principles for community engagement?

The design and development of engagement activities in Blayney Shire will be guided by the following principles. We will strive to make all engagement – communication, consultation, involvement, collaboration and partnerships:

- Inclusive and accessible
- Productive and enterprising
- Approachable and welcoming
- Consistent so we know where we stand
- Engaging, exciting and inspiring

What are the characteristics of successful community engagement in our Shire?

These 'characteristics of success' will guide and inform how we design, implement and provide feedback on the outputs and outcomes of our community engagement activities:

- **The purpose of the engagement and how the input of the engagement will be used is clearly stated:**

The purpose of the engagement is to be stated clearly from the outset. Checking the understanding of the purpose should also be undertaken at the beginning of any interaction so there is no confusion or unrealistic expectations. Similarly how the engagement input will be used should also be stated from the outset.

- **Activities are timely, held at the right time and given enough time.**

Input is sought before decisions are made. Engagement activities are held so they do not clash with other events or activities; at a convenient time for those participating and enough time is given to discussion, comment capture and agreeing outcomes and actions.

- **Include all groups and organisations that have an interest in the engagement topic or issue**
This will include demographic groupings, different cultural backgrounds, social economic-groups and geographic representation.

- **Create safe space and a positive atmosphere**

Engagement should be seen as part of community life where people come together to discuss issues, opportunities and challenges. The atmosphere needs to be positive and welcoming, not combative. It should be a space where all alternatives can be explored in safety. Respect for one another and actively listening to understand the different points of view will help create 'safe space'. Just as community views and priorities are heard, so too are Council's views and priorities. It is a two-way activity.

- **Information is accessible**

Information is written in plain English so it is easily understood. The implications of the information are also explained.

- **Existing networks are used**

Communities are made up of different networks. Geographically based networks and communities of interested need to be understood and motivated to support engagement activities. Using this approach you are building and working from what already exists.

- **The capacity and capabilities of community leaders is developed and strengthened**

The capacity of community leaders within these networks is developed and strengthened. Each community engagement activity is an opportunity to learn more about our community and the things that affect the Shire. Engagement knowledge, skills and attitudes can be built both within Council and also with community leaders.

- **It is not a 'one size fits all'**

Different processes and mediums are used to engage different groups in the community.

What level to use.

- The level of engagement is directly related to the complexity of the information needed and the degree of impact a project, programme or action could have on the community. The higher the impact, the more complex the information, the greater the potential risk within the decision and therefore the more engagement is needed.
- The following Impact/Complexity Matrix links the likely impact and complexity of information with the types of community engagement that might be considered.

How will we implement the Community Engagement Strategy?

This strategy aims to be a resource for Council to ensure that its engagement processes are appropriate, accessible, well-planned and integrated, and adequately resourced.

- **Objectives**

This Strategy strives to:

1. Provide a process for co-ordination of a strategic plan for Blayney that takes account of the broad community desires and expectations
2. Ensure that the views of a wide cross section of the community are incorporated into the process, by selecting engagement methods that are flexible, inclusive and appropriate to the people being consulted
3. Enable the development of a community “vision” for Blayney that will help guide subsequent Council strategic plans; and support ongoing opportunities for involvement in and shared “ownership” of Council’s decision making and strategy development
4. Keep the Blayney community well informed about issues, strategies or plans that may affect them
5. Assist Council in meeting its legislative requirements regarding community engagement
6. Provide staff with the support and training to conduct effective community engagement processes
7. Improve Council’s internal systems and procedures to ensure a co-ordinated and comprehensive approach to engagement.

- **Principles of Engagement**

The following principles underpin Blayney Shire Council’s approach to community engagement:

1. Integrity – where there is openness and honesty about the scope and purpose of engagement
2. Inclusion – where there is an opportunity for a diverse range of values and perspectives to be freely expressed and heard
3. Deliberation – where there is sufficient and credible information for dialogue, choice and decisions, and where there is space to weigh options, develop common understanding and to appreciate respective roles and responsibilities
4. Influence – where people have input in designing how they participate, when policies and services reflect their involvement and when their impact is apparent.

- **Levels of Community Engagement**

The level of community engagement will depend on the particular circumstances of the issue:

- 1. Inform**

Information processes are “one-way” methods of engagement, often used to explain “why” a decision has been made or the processes used for making a decision. Used in isolation, they do not provide the community with the opportunity to express their views. Common methods for providing information are media releases, fact sheets, newsletters, websites and notification letters.

- 2. Consult**

Consulting involves the exchange of information between the Council and the community. These processes are “two-way” methods of engagement, allowing community members the opportunity to express their opinions on a particular issue or proposal. Common methods for consulting include surveys, focus groups, staffed public displays and meetings.

- 3. Involve**

This type of engagement requires Council to actively seek the involvement of the affected community as part of the planning and decision making process. Community members have the opportunity to be involved in discussion and debate and to influence Council’s decision-making. Common methods of involving the community include advisory committees, community workshops and site meetings.

- 4. Collaborate**

Engagement at a collaborative level provides the community with a high level of involvement in Council’s decision-making. This type of community engagement encourages community members to be involved in identifying solutions to local issues. Collaboration encourages community involvement up front and is focussed on finding the best possible result for the community as a whole. Common collaboration methods include community reference groups, community design teams, and forums.

- 5. Empower**

This places the final decision-making in the hands of the public. Common methods include ballots, constitutional referenda, and delegated decisions.

When to Engage?

Council **must** consult when:

- It is required by legislation
- It wants to identify community issues, needs and priorities

Council **should** consult when:

- Any proposed changes will impact on current users or customers of a Council service or facility
- Any proposed changes which will affect the rights or entitlements of community members, including minority groups
- There is potential impact on surrounding neighbours
- It wants to monitor customer satisfaction with Council's services facilities
- There is a level of controversy or sensitivity about a particular issue
- There is conflict among community members about an issue.

Factors affecting Engagement

A number of factors impact the effectiveness of community engagement, such as access, resources and timeframe.

1. Access

Community members should have equal opportunity to participate in community engagement processes. Therefore, access is a critical issue to consider when planning community engagement. In this instance, access refers to any barriers that may impede a person's ability to participate. Specific areas to consider include:

- Selecting a venue and engagement technique appropriate to the people involved in the community engagement (e.g. Aboriginal and Torres Strait Islander people; people from diverse cultural and linguistic backgrounds; people with disabilities; older and young people)
- Ensuring venues are accessible to wheelchairs and have appropriate facilities (e.g. Disabled toilets)
- Ensuring community education and information is easily understood
- Being aware of and supporting any potential language, sight or hearing impairments
- Promoting the engagement in a manner that reaches a wide cross-section of the community (e.g. Newspapers, schools, local radio, etc)

2. Resources

Another key component in community engagement is adequate resourcing. Effective community engagement requires sufficient resourcing in terms of finance, staff time and materials.

3. Timeframe

Sufficient timeframes are critical to give participants time to provide feedback or attend consultation displays/meetings and to incorporate feedback into Council's processes. Time constraints should not compromise Council's engagement with the community.

When and how will we engage – what are the triggers?

Various factors influence the need to engage with the community on a specific issue. On an overall basis community engagement has two principal components for these purposes.

- The first is at an overarching Strategy Planning level. This is the process adopted by Council to support development of a Community Strategic Plan that will determine priorities and community vision for the future. This Plan will also consider the varying strategies that both the community, and the Council, may adopt to give effect to the vision.
- The second component to community engagement surrounds the body of techniques and approaches that develop and sustain working relationships between Blayney Shire Council and the wider community. The triggers for the level and type of engagement will be determined by Council's assessment of the likely impact on the community, and on the complexity of the issue to be addressed. These levels of engagement will follow four of the stages outlined previously (viz: Inform; Consult; involve; and/or collaborate).

Assessment criteria

The examples provided below are indicative, not prescriptive: each issue should be considered on its merits.

Level of Impact	Criteria (one or more of the following)	Examples
Level A High Impact - Blayney Shire High level of impact or risk, perceived or real, on the whole or a large part of Blayney Shire	<ul style="list-style-type: none"> Potential high impact on State or regional strategies or directions High level of real or perceived impact or risk across Blayney Shire Any significant impact on attributes that are considered to be of high value to the whole of Blayney Shire, such as the natural environment or heritage Any impact on the health, safety or well-being of the Blayney Shire community Potential high degree of controversy or conflict Likely high level interest across Blayney Shire 	<ul style="list-style-type: none"> Shire wide or regional plans A change to land categorisation i.e. selling land Disability action plan Strategies, plans or policies, e.g. Culture, Youth, Aged Removal of a facility or service catering across Blayney Shire, e.g. Library Services Provision of a district or regional facility, e.g. skate park, indoor sports centre Key changes to a Blayney Shire wide service, e.g. waste management Changes to or impact on natural bushland or waterway (where the natural values could be affected)
Level B High Impact – Local High level of impact or risk, perceived or real, of a local nature, e.g. a local area, specific community or user group	<ul style="list-style-type: none"> High level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service The loss or significant change to any facility or service to a local community Potential high degree of controversy or conflict at the local level 	<ul style="list-style-type: none"> Removal or relocation of a local playground Change to or loss of valued activity or program, e.g. local youth activity Re-development of a sportsground Major development or redevelopment of non-regional parks Local street road closure Increase or removal of car parking in local shopping centre
Level C Lower Impact – Blayney Shire Lower level of impact on the whole or a large part of Blayney Shire	<ul style="list-style-type: none"> Lower, although still some real or perceived impact of risk across Blayney Shire Potential for some controversy or conflict Potential for some although not significant impact on State or regional strategies or directions 	<ul style="list-style-type: none"> Improvements to a Blayney Shire wide service, e.g. Library Services Upgrade of a district or regional facility Changes to Customer Services processes, e.g. payment of rates Most changes to fees and charges (unless contentious) Provision of a community wide event Review of community needs, e.g. recreational needs assessment
Level D Lower Impact - Local Local	<ul style="list-style-type: none"> Lower level of real or perceived impact or risk on a local area, small community or user group(s) of a specific facility or service Only a small change or improvement to a facility/ service at the local level Low or no risk of controversy or conflict at the local level 	<ul style="list-style-type: none"> Upgrade of a local playground Local street or streetscape upgrade Changes to a local activity program, e.g. timing or venue/location

Four tier community engagement guide

A four tier level of community engagement is used to guide Council's approach to conducting consultation.

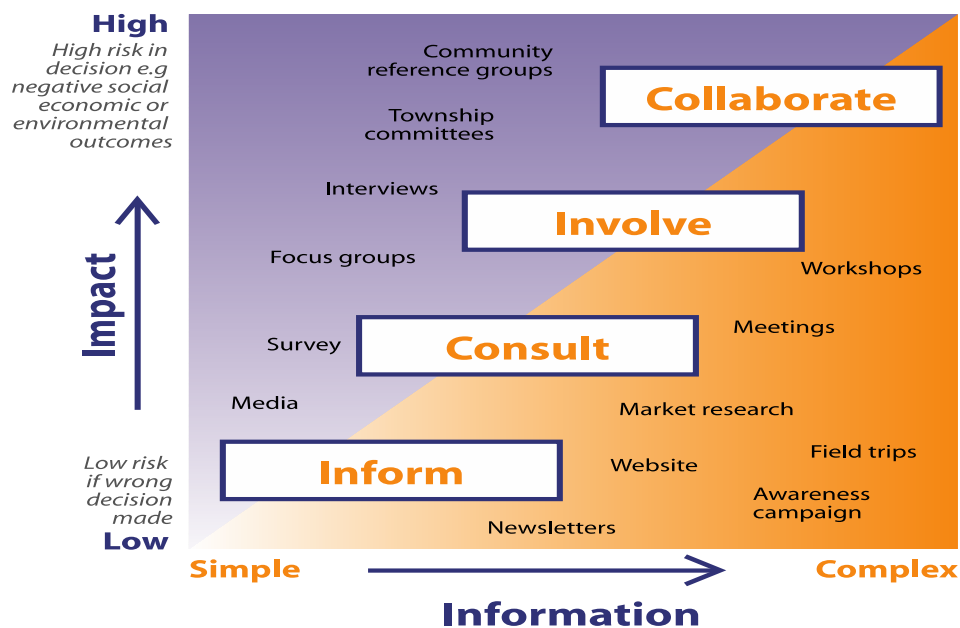
Typical Level of Engagement	Definition	Typical highest level of impact
1. Informing	<ul style="list-style-type: none"> • Advising the community of a situation or proposal • Informing on a decision or direction • Providing advice on an issue • No response is required, although people are free to seek a further level of participation 	<ul style="list-style-type: none"> • Level A • Level B • Level C • Level D
2. Consulting	<ul style="list-style-type: none"> • Undertaking market research to identify needs or issues • Seeking comment on a proposal, action or issue • Seeking feedback on a service or facility • Requiring a response, but limited opportunity for dialogue • Option for people to seek a further level of participation 	<ul style="list-style-type: none"> • Level A • Level B • Level C • Level D
3. Involving	<ul style="list-style-type: none"> • Involving the community in discussion and debate • Ensuring informed input through briefings and information • Adopting a more personal and innovative approach through personal contact meetings/sessions that encourage participation • Involving at different times in the planning process, i.e. keeping informed and enabling further comment 	<ul style="list-style-type: none"> • Level A • Level B
4. Collaborating	<ul style="list-style-type: none"> • Establishing a structure for involvement in decision-making, e.g. committee • Enabling ongoing involvement and keeping informed • Allocating responsibility in achieving initiatives 	<ul style="list-style-type: none"> • Level A • Level B

The engagement approach applied in each instance will be influenced by the assessed impact level. The impact and complexity level for any given matter will tend to reflect the engagement. The higher the impact, the greater the level of engagement.

Engagement matrix

The level of engagement that may be required is illustrated in the following diagram, giving an indication of the relationship between the degree of impact and the complexity of the information.

Impact/Complexity Diagram



This decision diagram is based on:

- Likely risk, and
- Complexity of the information which needs to be understood for a sound decision.

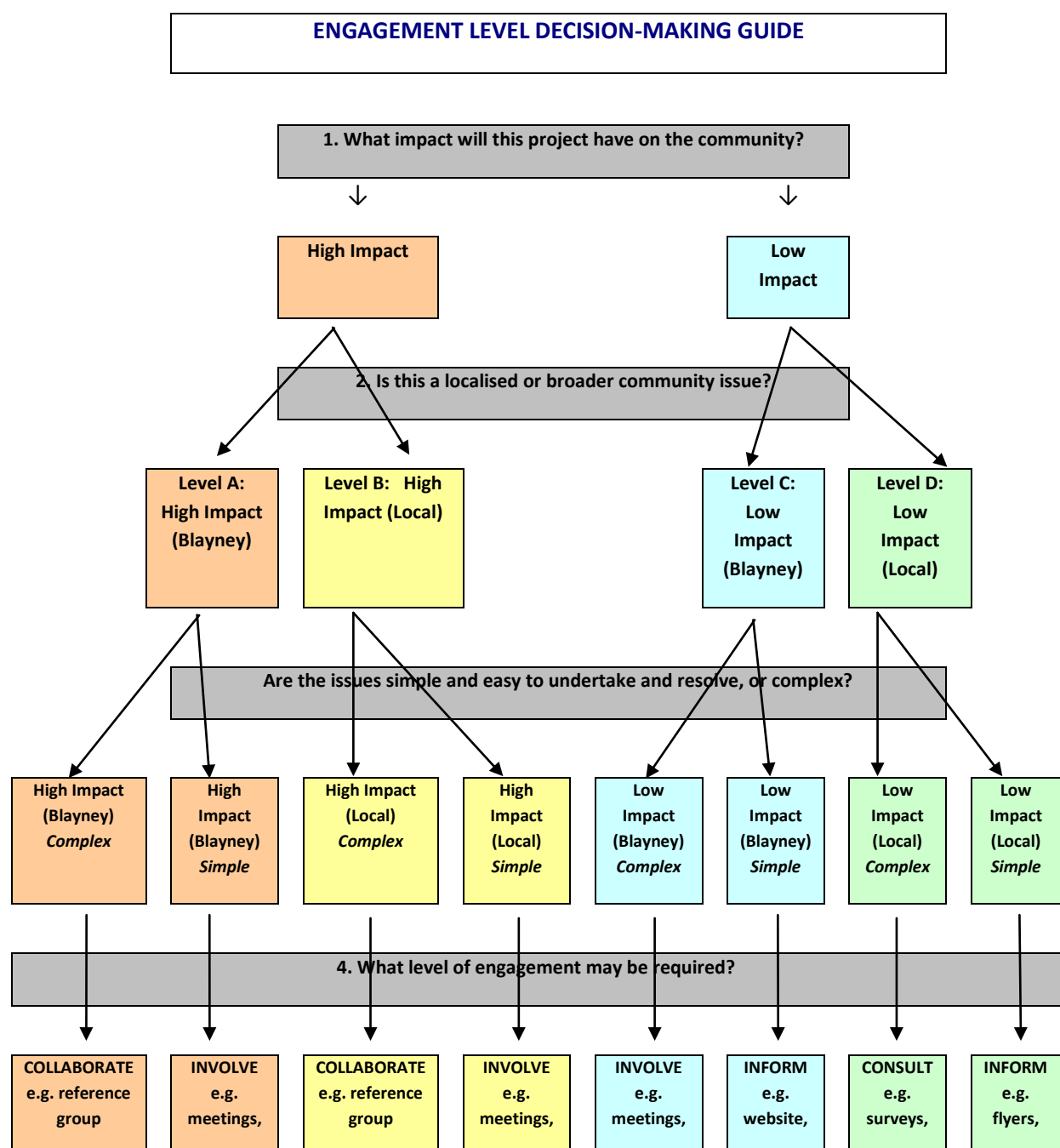
The example methodologies are indicative only of some of the numerous types of community engagement tools that Council may utilise.

Selection methodologies will depend on the outcomes of research that will include demographic, technical, legal and financial data. Recommendations and information provided by Council will, in all cases, be evidence based.

Engagement decision making guide

How the assessment of impact, locality or scope, and complexity works in practice is illustrated in the Engagement Level Decision-Making Guide below.

Council first evaluates the likely impact of the issue or project on the community and Council, and then asks whether it is a local issue or one with ramifications across the entire Shire. Council then considers whether the issue is easily understood or more complex before deciding on the methodologies of engagement. For many issues, it's typical that multiple types of engagement will occur, for example, letter box drops, surveys, focus groups, information sessions and one-on-one conversations.





When will Community Engagement Occur?

Council will engage the community in the following areas:

- **Strategy Planning**

This refers to the development of strategic plans and projects that inform the Management Plan and Business Plans

- **Policy Development and Implementation**

This includes any policy development that has a direct impact on the community

- **Site Specific**

This refers to any changes to a site that may have impact on the community

- **Service Planning**

This includes the development and/or improvement to a service

- **Areas of improvement**

This refers to any improvement required to increase the quality of lifestyle for the community e.g. shopping areas, open spaces, etc

- **Legislative Requirements, including planning issues**

This refers to all prescribed plans and projects under the Local Government Act (1993) and other relevant Acts

What level of Engagement will occur?

Council will call for different levels of engagement depending on the issue, and it's immediate or long term impact on the community. The levels of engagement with the community may include:

Level 1	Inform	Giving information to the community
Level 2	Consult	Obtaining community feedback
Level 3	Involve	Participating directly with the community
Level 4	Collaborate	Partnering with the community to create solutions

How will Community Engagement Activities be managed?

Community engagement activities will include the following elements:

- **Management of the Community Engagement Activity**

Each community engagement activity will be the responsibility of the Manager within the lead unit

When planning community engagement, Managers need to ensure that resources (staff and finance) for engagement activities across Council are effectively allocated and managed. Where possible combine engagement activities with other activities that target similar communities

- **Community Representation**

In planning community engagement, Council will ensure that every effort is made to:

Attract and reach a cross section of the community by using a wide range of communications methods

Invite specific targeted community groups as identified in the project

Accommodate participants' cultural, language and special needs

Involve community groups who are sometimes hard to reach i.e. young people, people with disabilities, women, and people from ATSI backgrounds

- **Reporting back to Participants and the Community**

Upon completion of a community engagement activity, outcomes from the activity will be communicated to all participants and the community

A report will be developed outlining the community engagement outcomes, considerations, and recommendations made by Council

- **Evaluation of Community Engagement**

Upon completion of a community engagement activity, an evaluation will be conducted to assess:

Community representation

Type of communications publicity methods most suitable

Methods utilised for engaging the community

Timing i.e. promotion time and time of the actual activity

Qualitative and quantitative information gained and gathered

These assessment results will be used to improve future engagement plans and processes.

Steps in planning community engagement and questions to ask

When undertaking community engagement, Council will follow six steps and ask a series of associated questions:

Establish the level of impact and complexity of the project, programme or action***Council will ask:***

- What is the likely impact of the project, programme, issue or action on the community? High? Low? Or somewhere In-between?
- Is it localised or does it involve the broader community?
- Is the issue or project straightforward and easy to understand or is it and the implications, complex?
- Where does it sit on the Risk/Complexity matrix?

Identify all those communities of interest who have an interest around the issue***Council will ask:***

- Who has an interest in this project, program, issue or action?
- List all the individuals, groups and organisations.
- Make sure those who engage are 'representative' of all these relevant communities of interest

Plan the engagement process and gather or develop relevant information and resources***Council will ask:***

- What is the purpose of the engagement?
- What processes will we use?
- What information do people need to engage well?
- If there is an engagement event, what are the logistics of the event we have to organise e.g. venue, catering, materials, technology

Engage the relevant and identified communities of interest***Council will ask:***

- Have we given people enough notice?
- Does it clash with another event or priority in the community?
- Have we considered the convenience of participants?
- Am I fully prepared for the engagement?
- How we made it clear what the purpose of the engagement is?
- Does everyone know how their input will be used?

Feedback results of engagement and decision making if relevant***Council will ask:***

- Have we let participants know and got agreement over how their input will be used?
- Have we let people know the outcome of their input?

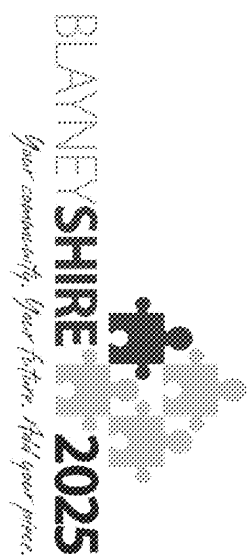
Evaluate the process

Council will ask:

- What would we do differently next time to improve the process?

BLAYNEY SHIRE COMMUNITY CENTRE PROJECT SUMMARY
AS AT 22 JANUARY 2013

	\$
<u>INCOME</u>	
Rates levied to date	
01/07/2008 - 30/06/2009	275,250.00
01/07/2009 - 30/06/2010	275,250.00
01/07/2010 - 30/06/2011	275,250.00
01/07/2011 - 30/06/2012	275,250.00
01/07/2012 - 30/06/2013	275,250.00
	1,376,250.00
Other contributions	
Cadia Contribution	50,000.00
	50,000.00
Rates yet to be levied	
01/07/2013 - 30/06/2014	275,250.00
01/07/2014 - 30/06/2015	275,250.00
01/07/2015 - 30/06/2016	275,250.00
01/07/2016 - 30/06/2017	Not Required
01/07/2017 - 30/06/2018	Not Required
	825,750.00
TOTAL INCOME	2,252,000.00
<u>EXPENDITURE</u>	
Expended to Date	
Planning and Design Work	202,128.00
Tender Costs/Legals	59,523.00
Construction costs including project management	1,505,029.00
Tables / Chairs / Crockery	63,373.00
Landscaping / External works	34,309.00
Opening Costs	3,036.00
Screen/Audio/Piano	9,602.00
Other Costs	13,261.00
Loan Interest	163,318.00
TOTAL EXPENDITURE TO DATE	2,053,579.00
Committed expenditure	
Contract finalisation	36,364.00
Car Park	100,000.00
Loan Interest	66,815.00
TOTAL COMMITTED EXPENDITURE	203,179.00
TOTAL EXPENDITURE	2,256,758.00
ESTIMATED PROJECT SURPLUS/(DEFICIT)	(4,758.00)



Quarterly Budget Review 2012 – 2013

Period ending
31 December 2012

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

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Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Blayney Shire Council for the quarter ended 31/12/12 indicates that Council's projected financial position at 30/6/13 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date: 30/01/2013

Chris Hodge
Responsible Accounting Officer

Blayney Shire Council

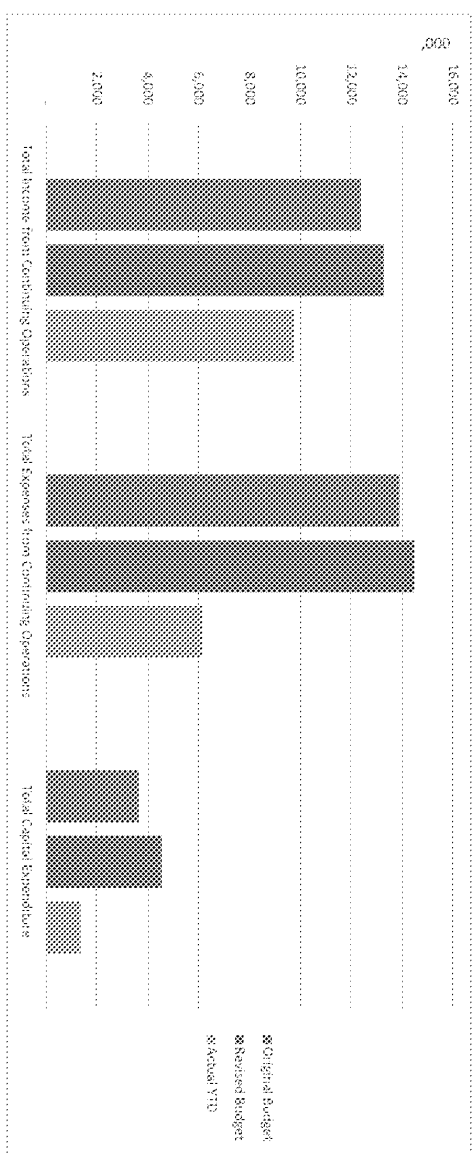
Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2012
Income & Expenses - Council Consolidated

(\$'000's)

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

	Original Budget 2012/13	Revised Budget 2012/13	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures
Total Income from Continuing Operations	12,374	13,276	88	13,188	9,749
Total Expenses from Continuing Operations	13,900	14,461	91	14,370	6,136
Net Operating Result from Continuing Operations	(1,526)	(1,185)	3	(1,182)	3,613
Total Capital Expenditure	3,649	4,554	978	5,531	1,358
Total Restricted Cash Movement	(112)	70	2	72	10,185
Net Movement	(5,286)	(5,669)	975	(6,643)	2,255



Blayney Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2012

Income & Expenses - Council Consolidated

	Operating Income					Operating Expenditure					
	\$ (000) Original Budget	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%
Governance											
Council	-	-		-			458		458	147	
Administration											
Corporate Support	124	211		211	124	58.7%	1,807		1,807	1,027	56.8%
Engineering & Works	16	17		17	18	108.9%	843		843	732	86.8%
Other Support Services	30	30		30	17	56.7%	84		84	78	92.4%
	170	258	-	258	159		2,734	-	2,734	1,837	
Public Order & Safety											
Fire Service Levy	-	-		-			-		-	106	28.2%
Rural Fire Service	6	9		9	5	55.8%	376		376	58	52.9%
Animal Control	7	7		7	3	41.3%	110		110	32	18.6%
Emergency Services	13	116	-	116	8		657	-	657	196	
Health											
Administration	27	27		27	7	26.2%	356		356	251	70.6%
Food Control	-	-		-		0.0%	-		-	251	0.0%
	27	27	-	27	7		356	-	356	251	
Environment											
Noxious Plants	-	-		-		0.0%	62		62	62	100.0%
Domestic Waste Management	811	811		811	772	95.2%	791		791	382	48.3%
Other Waste Management	71	71		71	45	63.4%	98		98	22	22.4%
Street Cleaning	-	-		-		0.0%	155		155	50	32.3%
Urban Stormwater Drainage	-	-		-		0.0%	82		82	32	39.2%
	882	882	-	882	817		1,188	-	1,188	548	
Community Services & Education											
Administration	27	27		27	11	41.2%	22		22	0	0.4%
Child Care	-	-		-		0.0%	11		11	0	0.0%
Aged & Disabled	51	51	(35)	16	9	17.8%	69		69	37	53.3%
Youth Services	1	11		11	9	79.3%	24		24	1	4.3%
	79	89	(35)	54	29		126	-	126	38	

Blayney Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2012

Income & Expenses - Council Consolidated

	Operating Income					Operating Expenditure					
	\$ (000) Original Budget	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%
Housing & Community Amenities											
Housing	-	-		-	71	0.0%	-		1	1	100.0%
Town Planning	133	133		133	71	53.4%	300		300	129	43.0%
Public Cemeteries	38	38		38	17	45.3%	38		38	20	53.3%
Public Conveniences	-	-		-	88	0.0%	82		82	29	35.6%
	171	171	-	171	88		420	-	420	179	
Recreation & Culture											
Public Libraries	36	36		36	2	5.6%	144		144	95	66.0%
Museums	-	-		-	3	0.0%	15		15	56	33.4%
Public Halls	5	5		5	0	0.7%	169		169	56	33.4%
Sporting Grounds	5	5		5	0	0.9%	385		385	13	3.1%
Blayney Showground	11	5		5	1	49.4%	42		42	250	43.2%
Parks & Gardens	3	3		3	158	41.1%	578		578	350	57.6%
Centrepont Sport & Leisure	385	385		385		0.0%	607		607	5	100.0%
Other Cultural Services	-	-	-	-	165		5		5	769	
	444	439	-	439			1,945	-	1,945		
Mining Manufacturing & Construction											
Building Control	90	90		90	44	48.4%	61		61	0	0.8%
Quarries & Pits	180	180		180	244	135.6%	143		143	196	136.7%
	270	270	-	270	288		204	-	204	196	
Transport & Communication											
Urban Roads - Local	117	117		117	59	50.0%	252		252	67	26.5%
Rural Roads Sealed - Local	392	482		482	222	46.1%	1,785		1,785	463	26.9%
Rural Roads Sealed - Regional	568	568		568	164	28.8%	233	(38)	195	85	43.5%
Rural Roads Unsealed - Local	300	300		300	110	36.7%	1,930		1,930	654	33.9%
Bridges - Urban Roads Sealed - Local	-	-		-	19	0.0%	-		-	329	0.0%
Bridges - Local	22	372	(53)	6	38	0.0%	329	(53)	6	182	327.2%
Bridges - Regional	59	59		-	15	0.0%	59		-	20	7.0%
Bridges - Rural Roads Unsealed - Local	56	56		56	38	69.1%	56		56		
Ria Works (Ria Assets)	15	15		15	626	96.9%	288		288		
Ancillary Roadworks	1,528	1,968	(53)	1,915			4,932	(91)	4,841		

Blayney Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2012

Income & Expenses - Council Consolidated

	Operating Income						Operating Expenditure					
	\$ (000) Original Budget	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%	
Economic Affairs												
Tourism & Area Promotion	0	0		0		0.0%	86		86	24	27.9%	
Industrial Development & Promotion	-	-		-		0.0%	2		2		0.0%	
Saleyards & Markets	-	-		-		0.0%	-		-		0.0%	
Real Estate	4	4		4		0.0%	31		31	37	0.0%	
Other Business	213	213		213	3	1.4%	164		164	37	22.8%	
	217	217	-	217	3		284	-	284	61		
General Purpose Revenue												
General Purpose Revenues	7,334	7,601		7,601	6,532	85.9%	-		-			
Non Operating Funds												
Non Operating Funds	-	-		-			-		-			
Sewerage Services												
Sewerage Services	1,239	1,239		1,239	1,027	82.9%	1,156		1,156	442	38.2%	
Surplus/(Deficit) From Ordinary Activities Before Capital Amounts	12,374	13,275	(88)	13,187	9,749		14,461	(91)	14,370	6,136		

Blayney Shire Council

Income & Expenses Budget Review Statement

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Budget review for the quarter ended 31 December 2012

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2012/13	Revised Budget 2012/13	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures	% of Budget
Income						
Governance	-	-		-	159	61.72%
Administration	170	258		258	8	6.91%
Public Order & Safety	13	116		116	7	26.22%
Health	27	27		27	817	92.63%
Environment	882	882		882	29	53.70%
Community Services & Education	79	89	35	54	88	51.46%
Housing & Community Amenities	171	171		171	165	37.65%
Recreation & Culture	444	439		439	1,027	82.94%
Sewer Supplies	1,239	1,239		1,239	288	106.50%
Mining, Manufacturing & Construction	270	270		270	626	32.68%
Transport & Communication	1,528	1,968	53	1,915	3	1.39%
Economic Affairs	217	217		217	6,532	85.93%
General Purpose Revenues	7,334	7,601		7,601	9,749	
Total Income from Continuing Operations	12,374	13,276	(88)	13,188		
Expenses						
Governance	441	458		458	147	32.10%
Administration	2,505	2,751		2,751	1,837	66.76%
Public Order & Safety	531	656		656	196	29.82%
Health	356	356		356	251	70.43%
Environment	1,188	1,188		1,188	548	0.00%
Community Services & Education	109	126		126	38	42.74%
Housing & Community Amenities	420	420		420	179	39.55%
Recreation & Culture	1,941	1,945		1,945	769	38.19%
Sewer Supplies	1,156	1,156		1,156	442	96.13%
Manufacturing & Construction	204	204		204	196	30.39%
Transport & Communication	4,764	4,932	91	4,841	1,471	21.61%
Economic Affairs	284	284		284	61	
Total Expenses from Continuing Operations	13,900	14,020	(91)	13,929	6,136	
Net Operating Result from Continuing Operations	(1,526)	(744)	3	(741)	3,613	

Blayney Shire Council

Income & Expenses Budget Review Statement

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Budget review for the quarter ended 31 December 2012

Income & Expenses - Council Consolidated

(\$'000's)	Original Budget 2012/13	Revised Budget 2012/13	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures	% of Budget
Income						
Rates and Annual Charges	7,271	7,538		7,538	7,559	100.29%
User Charges and Fees	1,388	1,382		1,382	737	53.35%
Interest and Investment Revenues	386	386		386	301	78.09%
Other Revenues	131	219	-	184	108	58.82%
Grants & Contributions - Operating	3,171	3,284	-	3,231	1,042	32.26%
Grants & Contributions - Capital	858	1,298	1,315	2,613	1,086	41.57%
Total Income from Continuing Operations	13,205	14,107	1,227	15,334	10,835	
Expenses						
Employee Costs	5,121	5,174		5,174	2,701	52.19%
Borrowing Costs	223	223		223	57	25.47%
Materials & Contracts	2,664	2,776	-	2,685	1,391	51.82%
Depreciation	4,427	4,427		4,427	2,214	50.00%
Legal Costs	34	74		74	44	60.17%
Other Expenses	1,431	1,787		1,787	908	50.80%
Total Expenses from Continuing Operations	13,900	14,461	(91)	14,370	7,314	
Net Operating Result from All Operations	(695)	(354)	1,318	964	3,520	
Net Operating Result before Capital Items	(1,553)	(1,652)	3	(1,649)	3,613	

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Income & Expenses Budget Review Statement

Budget Variations being recommended include the following material items:

Notes Details

- 1 Original projected rental income for Inala Units has been reduced due to lower than forecast tenancy of units.

- 2 Budget amended for Garland Rd rehabilitation due to flood damage and rehabilitation of Hobbys Yards Rd.

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2012

Capital Budget - Council Consolidated

(\$'000's)	Original Budget 2012/13	Revised Budget 2012/13	Variations for this Dec Qtr	Percentage	Projected Year End Result	Actual YTD figures	%
Capital Expenditure							
New Assets							
- Plant & Equipment	634	667	(20)	4	647	122	18.9%
- Land & Buildings	51	51			51		0.0%
- Sewer	285	285			285		0.0%
Renewal Assets (Replacement)							
- Plant & Equipment	12	12	18	3	30		0.0%
- Land & Buildings	60	60			60		0.0%
- Roads, Bridges, Footpaths	2,473	3,346	380	5.7	3,726	1,226	32.9%
- Sewer	128	128			128	10	7.8%
Other Structures	5	5			5		0.0%
Total Capital Expenditure	3,649	4,554	378		4,932	1,358	
Capital Funding							
Rates & Other United Funding	1,728	1,728	53	3	1,781		0.0%
Capital Grants & Contributions	858	1,298	1,315	6	2,613	1,086	41.6%
Reserves:							
- External Restrictions/Reserves		-			-		0.0%
- Internal Restrictions/Reserves	62	495			495	15	3.0%
New Loans	1,000	1,000			1,000		0.0%
Total Capital Funding	3,649	4,522	1,368		5,889	1,101	
Net Capital Funding	(0)	(32)	990		957	(257)	

Blayney Shire Council

Quarterly Budget Review Statement

Capital Budget Review Statement

for the period 01/10/12 to 31/12/12

Budget review for the quarter ended 31 December 2012
Capital Budget - Council Consolidated

	Original Budget (,000)	Revised Budget -	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%
ADMINISTRATION						
CORPORATE SUPPORT						
Computer Equipment	81	81		81	52	64.1%
Network Cabling	12	12	18	30	-	0.0%
Office Equipment	3	3		3		0.0%
Office Furniture	3	3		3		0.0%
Motor Vehicles (Net Cost)	31	31	6	25		0.0%
	129	129	12	141	52	
ENGINEERING AND WORKS						
Motor Vehicles (Net Cost)	18	18	10	8	15	187.5%
Major Plant	365	365		365		0.0%
Minor Plant	102	102		102	12	11.8%
Works Depot - Triscan Fuel System	-	9		9	9	95.2%
Engineering - Autocad	-	7		7	7	96.4%
	485	502	10	492	43	
PUBLIC ORDER & SAFETY						
Motor Vehicles (Net Cost)	-	15		15	15	100.0%
HEALTH						
Motor Vehicles (Net Cost)	23	23	9	14	12	85.7%
TOWN PLANNING						
Motor Vehicles (Net Cost)	9	9	5	14		0.0%
TOTAL ADMINISTRATION	646	679	2	677	122	18.1%

RECREATION AND CULTURE**LIBRARY**

Disability & Geographical Grants Purchase

SPORTING GROUNDS

Lyndhurst Cricket Nets (Finish)

Lyndhurst Cricket Carpark

Redmond Oval Tennis Courts

CENTREPOINT SPORT & LEISURE

Long Term Improvement Plan

PARKS & GARDENS - RENEWALS

Garbage bin

TOTAL RECREATION AND CULTURE

Original Budget (,000)	Revised Budget -	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%
6	6		6		0.0%
20	20		20		0.0%
25	25		25		0.0%
-	5		5		0.0%
45	50	-	50	-	0.0%
60	60	-	60		0.0%
5	5	-	5		0.0%
116	121	-	121	-	0.0%

TRANSPORT AND COMMUNICATION

URBAN ROADS - LOCAL

Local Reseal Program

Adelaide to Henry St/Charles to Church
Medway, Somers, Euroka
Heavy Patching Allowance

RURAL ROADS SEALED - LOCAL

Local Rehabilitation Program

Forest Reef's Road
Browns Creek Road
Garland Road

Local Reseal Program

Vittoria Road
Long Swamp Road
Tailwood Road
Garland Road
Barry Road
Carcoar Dam Road
Carcoar Road
Errowanbang Road
Nyes Gates Road
Burnt Yards Rd

	Original Budget (,000)	Revised Budget -	Variations for Dec Qtr	Notes	Projected Year End Result	Actual YTD figures	%
	43	43			43		0.0%
	43	43			43		0.0%
	150	150	-	150	-		0.0%
	236	236	-	150	86	-	0.0%
	350	350			350	22	6.3%
	-	168			168	168	100.0%
	350	350			355	355	100.1%
	350	518		355	873	546	62.5%
	78	78			78		0.0%
	40	40			72	72	99.7%
	78	78	-	37	41	41	99.8%
	66	66	-	66	-		0.0%
	24	24			24		0.0%
	57	57	-	57	-		0.0%
	60	60	-	60	-		0.0%
	27	27			27		0.0%
	30	30			30		0.0%
	461	461	-	130	331	113	34.2%

RURAL ROADS SEALED - REGIONAL**Regional Rehabilitation Program**

Hobbys Yards Road
Marshalls Lane
Belubula Way

Regional Reseal Program

Hobbys Yards Road
Belubula Way

ANCILLARY ROADWORKS**Footpaths Renewal/Upgrade Program**

Roseberry to Orange Road
Orange Rd Binstead to Exist
Hawke St Torrens to Binstead
Binstead Hawke to Tucker Northern
Montgomery Street
Bike Path - Albion/Somer St

BRIDGES

Carcoar Road (Cowruga Creek)
Newbridge Road
Garland Road

TOTAL TRANSPORT AND COMMUNICATION

	Original Budget (,000)	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%
	300	300	-	300	-	0.0%
			280	280	-	0.0%
			600	600	450	75.0%
	300	300	880	1,180	450	
	35	35	35	-		0.0%
			59	59	59	99.9%
	35	35	25	59	59	
	10	10		10		0.0%
	28	28		28		0.0%
	16	16		16		0.0%
	31	31		31		0.0%
	7	7		7	14	0.0%
	-	-		-	14	
	92	92	-	92	14	15.2%
	1,000	-		-	19	0.0%
		1,090		1,090	19	1.7%
		615		615	25	4.1%
	1,000	1,705	-	1,705	44	2.6%
	2,473	3,346	980	4,325	1,226	28.3%

SEWERAGE SERVICES**New Assets**

Tr Main Investigation and Augmentation
Village Extensions

Asset Replacement/Renewal

Replace Sewer Mains
Telemetry Renewal
Pump Replacement
Manhole Renewal

TOTAL SEWERAGE SERVICES
TOTAL CAPITAL EXPENDITURE

	Original Budget (,000)	Revised Budget	Variations for Dec Qtr	Projected Year End Result	Actual YTD figures	%
	231	231	-	231		0.0%
	55	55	-	55		0.0%
	285	285	-	285	-	0.0%
	55	55	-	55		0.0%
	35	35	-	35	10	28.9%
	29	29	-	29		0.0%
	10	10	-	10		0.0%
	128	128	-	128	10	7.8%
	413	413	-	413	10	2.4%
	3,649	4,559	978	5,536	1,358	24.5%

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
3	Increase in budget for administration centre recabling costs.
4	Assessment of vehicles reveals replacement not needed until next financial year.
5	Marshalls Lane and Hobbys Yards rehabilitation 50% funded by RMS contribution.
6	Savings on Tailwood Rd reseal has enabled Long Swamp Rd reseal to be extended and of higher quality finish.
7	Garland Rd rehabilitation only partly funded by RMS.
8	Priority work done on Burnt Yards and Belubula Way.
9	Flood damage funding for works being completed in 2012/13.
10	Belubula Way Construction Project fully funded by RMS.

Blayney Shire Council

Cash & Investments Budget Review Statement

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12Budget review for the quarter ended 31 December 2012
Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2012/13	Revised Budget 2012/13	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures	
Externally Restricted ⁽¹⁾						
Developer Contributions - General (D)	520	520		520	520	99.9%
Developer Contributions - Sewer Fund (D)	632	632		632	618	97.8%
Specific Purpose Unexpended Grants (F)	527	527		527	527	100.0%
Specific Purpose Unexpended Grants (F) - Sewer Fund	4	4		4	4	100.0%
Sewerage Services (G)	2,999	2,999		2,999	2,999	100.0%
Rates - Special Variation	945	1,212		1,212	945	78.0%
Other	62	62		62	62	100.0%
Total Externally Restricted	5,689	5,956	-	5,956	5,675	
⁽¹⁾ Funds that must be spent for a specific purpose						
Internally Restricted ⁽²⁾						
Plant & Vehicle Replacement	1,360	1,345		1,345	1,345	100.0%
RMS Debtor Restriction	(1,375)	(1,375)		(1,375)		0.0%
Employees Leave Entitlement	564	564		564	564	100.0%
DWM Rehabilitation Reserve	20	20		20	20	100.0%
Blayney Town Works	185	185		185	185	100.0%
Cemeteries	6	6		6	6	100.0%
Construction of Buildings	8	8		8	6	100.0%
Election Reserve	42	42		42	42	100.0%
Internal Audit	5	5		5	5	100.0%
Financial Assistance Grant	1,156	1,156		1,156	851	73.8%
Golden Gully	23	23		23	23	100.0%
Inala Units	12	12		12	12	100.0%
Multipurpose Centre	193	193		193	193	100.0%
Property Account		-		-		0.0%
Quarry	480	480		480	480	100.0%
Asset Replacement Reserve	1,091	658	2	660	660	100.0%
Showground Improvement Fund	6	6		6	6	100.0%
Tourism Promotion Fund	20	20		20	20	100.0%
Community Centre - PA	50	50		50	50	100.0%
Local Museums	15	15		15	15	100.0%
Grant Matching Reserve	25	25		25	25	100.0%
Total Internally Restricted	3,885	3,437	2	3,439	4,510	
⁽²⁾ Funds that Council has earmarked for a specific purpose						
Unrestricted (ie. available after the above Restrictions)	466	214	(2)	212	4	
Total Cash & Investments	10,040	9,607		9,607	10,189	

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Cash & Investments Budget Review Statement

Investments

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

Cash

The value of Cash at Bank which has been included in the Cash & Investment Statement totals \$10,188,947

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/12/12

Reconciliation Status

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

Cash at Bank (as per bank statements)
Investments on Hand

1,189
9,000

Reconciled Cash at Bank & Investments

10,189

Balance as per Review Statement:

10,189

Difference:

(0)

Blayney Shire Council

Key Performance Indicators Budget Review Statement

Budget review for the quarter ended 31 December 2012

(\$000's)	Current Projection Amounts Indicator 12/13	12/13	Actuals Prior Periods 11/12	10/11
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The Council monitors the following Key Performance Indicators:

1. Unrestricted Current Ratio				
<u>Current Assets less all External Restrictions</u>	<u>884.7</u>	<u>6.2</u>	<u>4.8</u>	<u>4.3</u>
<u>Current Liabilities less Specific Purpose Liabilities</u>	<u>143.3</u>			

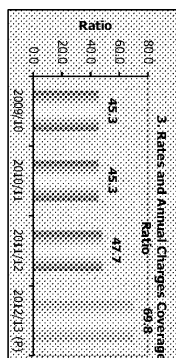
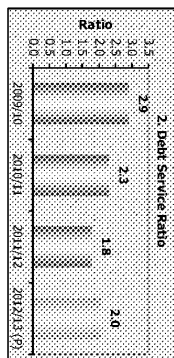
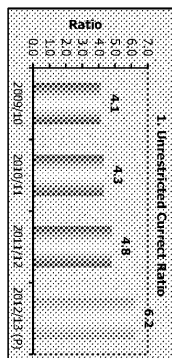
Purpose of this ratio is to assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

2. Debt Service Ratio				
<u>Debt Service Costs</u>	<u>222</u>			
<u>Income from Continuing Operations</u>	<u>10835</u>	<u>2.0</u>	<u>1.8</u>	<u>2.3</u>

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

3. Rates and Annual Charges Coverage Ratio				
<u>Rates and Annual Charges</u>	<u>7559</u>			
<u>Income From Continuing Operations</u>	<u>10835</u>	<u>69.8</u>	<u>47.7</u>	<u>45.3</u>

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

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/12 to 31/12/12

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies		
Legal Fees	44,231	Y

Definition of a consultant:

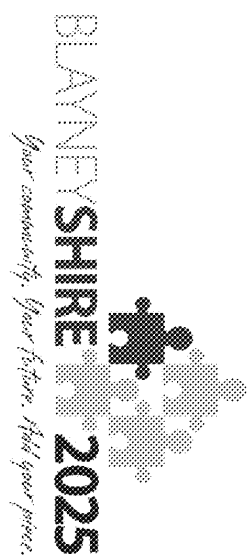
A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

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

Details

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Quarterly Performance Report

2012 – 2013

Period ending

31 December 2012

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN			DELIVERY PLAN		OPERATIONAL PLAN			2ND QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 1: GROW THE WEALTH OF THE SHIRE										
		Maintain and strengthen partnerships with organisations responsible for natural resource management	Attendance at meetings	1.1.1.a	Ongoing liaison and support and participating local CMA's and Landcare groups.	Meetings attended. Partnership activities undertaken.	DPES	X		Meetings attended during period
1.1	1.1.1			1.1.1.b	Ongoing liaison, support and participation in CENTROC.	Meetings and on-going initiatives undertaken.	DPES	X		Meetings attended during period
		Promote sustainable development and protection of our natural resources through the planning system.	Review of LEP and Council	1.1.2.a	Actively support local CMA's and Landcare Groups.	Meetings and activities undertaken.	DPES	X		Meetings attended and activities undertaken during period
1.1.2				1.1.2.b	Disseminate information to the community as it becomes available	Information disseminated to the public	DPES	X		Available information disseminated during period
					BLEP2011 and DCP		DPES	X		
		Ensure planning activates support long term sustainability of agricultural sector.	Support by agricultural sector/landcare groups for planning scheme	1.1.3.a	maintained in accordance with statutory requirements and any Council adopted studies	Ongoing maintenance and review of BLEP 2011 and DCP	DPES	X		BLEP 2012 now in place. DCP to be commenced to show Blayney specific requirements.
1.1.3				1.1.3.b	Provide technical advice/planning advice to sector as required.	Provision of advice as requested.	DPES	X		Advice provided as requested
						Grant application lodged.	DCS	X		Available funding programs being investigated and application to be lodged in February 2013.
	1.1.4	Explore and promote opportunities for Agriculture value adding industries.	Production of a economic development strategy in 2013. Establishment of new industries.	1.1.4.a	Seek funding opportunities for production of economic development strategy			X		
				1.1.4.b	Participate in individual Mine Community Consultative Committee Meetings.	Attendance at meetings, communication of meeting outcomes to Council.	DPES	X		Community Consultative Cttee meetings attended during period
				1.1.4.c	Actively contribute to Cadia Mine Communities initiatives.	Provide information to community groups, as appropriate.	DPES	X		Community groups provided with information when requested/necessary

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN			DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT	
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
1.2	1.2.1	Manage the development of mining as it develops in the Shire in order to preserve sustainable industrial diversity into the future.	Industry meeting. Policy	1.2.1.a	Encourage and support cooperation of mining industry in relation to the environment and addressing mining impacts; and review Council's land planning with the provision of information regarding industry growth and future land requirements and other industry information.	Meetings and interaction undertaken.	D PES X			Meetings with current mining company/s during period and meetings with prospective miners during period..
				1.2.1.b	Address issues in Council's response to any proposed mining activities in Blayney Shire.	Provision of assistance as required.	D PES X			Assistance provided as required/requested during period
	1.2.2	Improve transport linkages across the Local Government Area to support the mining industry.	Development of work plan.	1.2.2.a	Provide for the upgrade of road linkages supporting the Cadia Valley district.	Projects completed within budgetary constraints.	DIS X			Works commenced on Forest Reefs Rd (CH. 5000 - 5920) upgrade.
				1.2.2.b	Attend Roads and Maritime Services Regional Consultative Committee and Public Engagement Group (PEG) meetings on a regular basis.	Meetings attended.	DIS X		X	Annual Regional Consultative Committee meeting attended. Quarterly PEG meeting attended.
		Build meaningful relationships between the mining industry and community.	Established communication channels. Attendance at meetings. Working relationships and cooperation. Mutual projects.		Participate in the Association of Mine Related Council's meetings.	Attendance at meetings.	GM X			Association meetings attended during period
1.2.3				1.2.3.a						

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
				1.2.3.b	Advocate the upgrading of the Blayney - Demondrille Railway to support the transport of bulk materials to/from the Blayney Local Government Area	Meetings and interaction undertaken	GM, DIS	X		The 5 Council group meetings attended, progress occurring with state agencies and private sector, meeting with commonwealth being arranged.
1.3	1.3.1	Implement Blayney Shire Tourism Plan	Implementation of plan and targets. Tourism business thriving	1.3.1.a	Develop and market tourism products	Participation in marketing campaigns.	DCS	X		Working with Central NSW Tourism in a number of campaigns.
				1.3.1.b	Identify new and developing products and commercial opportunities.	Work with state agencies to develop opportunities.	DCS	X		Ongoing.
				1.3.1.c	Implement the tourism/visitor strategy for Blayney Shire that increases visitation and length of stay and yield.	Develop relationships with tourism operators.	DCS	X		Some actions commenced. Ongoing.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		2ND QUARTER REPORT				
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
	1.6.2	Build and retain relationships with government bodies and NGO's to assist small businesses	Productive relationships. Number of activities.				DCS			Planned for future years.
	1.6.3	Support and encourage the establishment or expansion of local businesses	New businesses. Empowered local business.				DCS			Planned for future years.
		Develop an environment that will attract technology or internet based industry to come to Blayney.	Establishment of technology industries and technologies.				DCS			Planned for future years.
	1.6.4									

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN			2ND QUARTER REPORT			
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 2: A CENTRE FOR SPORTS AND CULTURE										
2.1	2.1.1	Encourage development of a calendar of sport and cultural events.	Information provided on web site and updated by sporting groups.				DCS			Planned for future years.
		Engage with key groups and organisations with a view to developing community partnerships for conducting activities and programs.	Participation of organisations.				DCS			Planned for future years.
	2.1.2	Engage with the Shire youth to facilitate progress and activities across the Shire.	Youth activities held. Meetings of Youth Council.				DCS	X		Review of future to be undertaken.
	2.1.3			2.1.3.a	Consultation through Youth Council meetings held in partnership with Blayney High School	Attendance at meetings.	DCS			Planned for future years.
				2.1.3.b	Youth activities held in Shire during Youth Week.	Grant submission and acquittal completed in accordance with requirements.	DCS	X		Funding successful. Planning for Youth Week to commence.
		Work proactively with the community groups to assist with event management.	Develop Community events guide and policies.	2.1.4.a	Develop a how to guide to conduct community events	Guide to organising community events available.	GM	X		Ongoing.
				2.1.4.b	Review and update Council policy for holding events at Council facilities.	Policy review and updated.	GM	X		Ongoing. Policy to be revised and updated.
	2.1.5	Encourage and facilitate an active and healthy community by developing accessible programs through Centrepoint and local sporting groups.	Develop programs and activities with the community. Maintain facilities in accordance with financial estimates.	2.1.5.a	Provide a broad range of quality sport and leisure opportunities for Shire residents.	Continued community promotion of healthy living.	DPES	X		Promotion of CenterPoint activities and facilities carried out during period
2.2	2.2.1	Encourage active participation in sport.	Participation in Regional Sport promotions.	2.2.1.a	Participate in programs and maintain Council membership to Western Region Academy of Sport.	Membership renewed	DCS	X		Awaiting membership renewal.
				2.2.1.b	Continue partnership in Sport Award Program to encourage participation at representative level.	Sports awards issued.	DCS	X		Working with Radio 2BS to promote awards program.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		2ND QUARTER REPORT				
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
	2.2.2	Establish and support a community based representative body for sporting groups.	Report written and council established				DIS			Planned for future years.
2.3	2.3.1	Encourage participation and continue relationships with music organisations.	Scholarships awarded	2.3.1.a	Participate in programs and maintain Council's membership to Regional Music Programs.	Membership renewed.	DCS	X		Awaiting membership renewal. Auditions held 22/09/2012. Scholarship awardees to be advised by Mitchell Conservatorium and Orange Regional Conservatorium.
				2.3.1.b	Continue partnership in the Blayney Shire Music Scholarship program with regional partners	Music scholarships awarded.	DCS		X	
	2.3.2	Develop partnerships with other arts organisations to help deliver arts and cultural activities	Arts and cultural activities coordinated.	2.3.2.a	Active support and promote the Arts Outwest division of NSW Ministry of the Arts.	Programs promoted in the Shire	DCS	X		Ongoing.
	2.3.3	Encourage the use of the Blayney Shire Community Centre as a facility for arts and culture.	Use of facility.	2.3.3.a	Develop marketing and promotional information for website and distribution to promote use of the facility.	Marketing and promotional information developed	DCS	X		Ongoing.
	2.3.4	Provide library services in the Blayney Shire	Usage of library services	2.3.4.a	Maintain and operate Blayney Library	Maintain membership of Central West Libraries	DCS		X	Membership renewed.
				2.3.4.b	Proceeds from sale of surplus Council assets restricted for future infrastructure purpose (i.e. Infrastructure Reserve)	Funds transferred	DCS	X		Ongoing.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 3: PRESERVE AND ENHANCE OUR HERITAGE AND RURAL LANDSCAPES										
3.1	3.1.1	Protect and enhance biodiversity, native, vegetation, river and soil health.	Developed strategies for protection	3.1.1.a	Assess all DA's with appropriate regard to the minimisation and mitigation of loss or harm to native vegetation.	Proper regard given to native vegetation in DA Assessment/Determination.	DPS	X		Applied to all applications assessed/determined during period
				3.1.1.b	Engage with CMA's and landcare group to promote value of retention of native vegetation	Attendance at meetings and availability of information.	DPS	X		Meetings attended and available information considered during period
				3.1.1.c	Mapping and calculate area of remnant native vegetation in Blayney Shire	In consultation with Centroc identify remaining native cover mapped in BLEP 2011.	DPS	X		Initial discussions held with Lachlan CMA and Central West CMA re availability of mapping during period
	3.1.2	Facilitate the delivery of more planting on Council owned and controlled land.	Compliance with strategy	3.1.2.a	Identify suitable planting areas	Areas identified and mapped.	DIS	X		Locations being identified as part of village enhancement programs
				3.1.2.b	Complete Roadside Vegetation Management Plan (RVMP)	Completed RVMP	DIS	X		Draft study prepared, funding application lodged jointly with Lachlan CMA for Roadside Veg. project.
3.2	3.2.1	Adopt and implement the Draft Integrated Water Cycle Management Plan.	Implementation of agreed activities and tasks	3.2.1.a	Prepare a report for Council consideration to adopt IWCM Plan	IWCM Plan adopted	DIS	X		Awaiting Ministerial signoff
	3.2.2	Enhance the community's understanding of biodiversity issues and work towards positive behavioural change	Research resourced and made available.	3.2.2.a	Actively participate in local and regional catchment management groups to increase sharing of knowledge and participate in catchment wide projects and programs	Number of meetings attended	DPS	X		Meetings attended during period
3.3	3.3.1	Pursue recognition of heritage items in draft LEP 2011.	Information to public	3.3.1.a	Implement heritage matters adopted in the BLEP 2011	Implement BLEP 2011	DPS	X		BLEP 2012 now in place and heritage being addressed..
			Heritage advice	3.3.1.b	Review and promote Heritage Grants program	Promotion of Heritage Grants program	DPS	X		Ongoing review and promotion during period

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN			2ND QUARTER REPORT			
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
				3.3.1.c	Provide quality functional and accessible heritage advice	Heritage Advisor service available	DPS	X		Service continues to be provided monthly
3.3.2		Identify items of natural heritage in Blayney Shire.	Information to public Heritage advice	3.3.2.a	Source funding for natural heritage research and identification	Apply for grants, as appropriate.	DPS	X		Grant applications made when money available and appropriate
				3.3.2.b	Promote advantages of heritage listing and availability of funding/grants through Heritage branch and Council.	Public information made available. Number of local grants made.	DPS	X		Local grants made reported to Council and paid during period. Public information made available in Council foyer and on website
		Pursue sustainable land use practices based on the protection and restoration of natural resources, innovative land use policies and government and community partnerships.	Develop partnerships with relevant organisations.	3.4.1.a	Regularly attend and participate in local Catchment Management Authority meetings/workshops	Maintain regular contact with CMA	DPS	X		CMA meetings attended and regular contact maintained during period
3.4	3.4.1			3.4.1.b	Liaise with and support local Bushcare and Landcare groups.	Maintain regular contact with local Landcare groups.	DPS	X		In process of establishing existence of local Landcare groups and contacts
				3.4.1.c	Investigate/review best practice in local government related to sustainable land use practices for urban and rural areas.	Review information as available.	DPS	X		Information reviewed as it becomes available and it is considered for use in Blayney Shire Council

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		2ND QUARTER REPORT				
CSP Ref.	DP Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 4: DEVELOP AND MAINTAIN SHIRE INFRASTRUCTURE										
4.1	4.1.1	Manage Local Road Network to agreed service levels.	Performance budget/time/quality. Meeting service levels. Customer request system.	4.1.1.a	Sealed roads are provided to meet the needs of road users within financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Construction undertaken, as per budget. Reseal program, as per budget. Record customer issues and monitor response times.	DIS	X		Reseal program identified, awaiting contractor commencement
				4.1.1.b	Unsealed roads are maintained in accordance with Council's Asset Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Gravel re-sheeting program undertaken, as per budget. Length of road maintained (e.g. Graded, patched, table drains) for each classification. Record customer issues and monitor response times.	DIS	X		Gravel resheeting programme continues with focus on disaster funding delivery.
				4.1.1.c	Bridges and major culverts are maintained in accordance with Council's Assets Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Record customer issues and monitor response times.	DIS	X		Bridge structure deficiencies continue to be identified

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		2ND QUARTER REPORT				
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
	4.1.2	Manage Regional and State Road Network to agreed service levels.	Service levels provided in accordance with State Government funding.	4.1.2.a	Sealed roads are maintained in accordance with Council's Assets Management Plan and financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program designed and implemented in line with financial constraints. Record customer issues and monitor response times.	DIS	X		Ongoing patching program continues. Council continues to address customer complaints in reactive manner due to limited resources.
4.1.3		Ensure Ancillary Road facilities are serviceable and in line with current standards e.g. footpaths, cycleways, kerb and gutter, bus stops etc.	Performance budget/time/quality. Meeting service levels. Customer request system.	4.1.3.a	Footpaths and cycle ways are provided to meet the needs of pedestrians within financial constraints.	Asset inspections undertaken in accordance with Asset Management Plan Construction program designed and implemented in line with financial constraints. Construction program designed and completed as per budget constraints. Record customer issues and monitor response times.	DIS	X		Kerb ramp replacement investigation of Adelaide Street and Church/Orange Road complete. Request for quotation prepared, and clarification being sought.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN			DELIVERY PLAN		OPERATIONAL PLAN			2ND QUARTER REPORT	
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING COMPLETED	COMMENT
				4.1.3.b	Kerb and gutter is provided in accordance with Council's Assets Management Plan.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program designed and implemented in line with financial constraints. Construction program designed and implemented as per budget constraints. Record customer issues and monitor response times.	DIS X		Council continues to address customer complaints in reactive manner due to limited resources.
				4.1.3.c	Parking areas provided in accordance with Council's Assets Management Plan.	Asset inspections undertaken in accordance with Asset Management Plan. Construction of new parking areas in line with financial constraints. Record customer issues and monitor response times.	DIS X		Ongoing.
				4.1.3.d	Bus facilities are provided for new residential and rural estates, in accordance with Council's Section 94 Plans.	Conditions applied to Development Applications.	DIS X		Quamby Street shelters installed.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN			DELIVERY PLAN		OPERATIONAL PLAN			2ND QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
				4.1.3.e	Traffic facilities are provided, in accordance with Council's Asset Management Plan, to enhance road safety.	Asset inspections undertaken in accordance with Asset Management Plan. Construction program developed in line with financial constraints. Record customer issues and monitor response times.	DIS	X		Council continues to address customer complaints in reactive manner due to limited resources.
				4.1.3.f	Street lighting is provided to meet the needs of road users and reduce Council's costs.	Compliance within Australian Standards is maximised as funding permits.	DIS	X		Essential Energy has undertaken energy efficient lighting replacement program
				4.1.3.g	Street cleaning is undertaken, as required.	Street cleaning program is developed and implemented.	DIS	X		Street cleaning undertaken as required.
					Ensure compliance with legislation pertaining to operation of gravel pits.	Asset inspections carried out. Performance reports developed to identify legislative requirements.	DIS	X		Injury survey undertaken on quarterly basis. Production Managers appointed
	4.1.4	Source road making materials in environmentally responsible manner.	Regulatory compliance	4.1.4.a						
					Manage contractors engaged in the processing of road making materials to ensure legislative compliance	Review Contractors and Performance	DIS	X		Contractors plant inspected as required
				4.1.4.b						
					Road making materials stocks are maintained at a level to ensure timely supply for works.	Stockpile levels are monitored on a regular basis. Road making materials availability is linked to works program.	DIS	X		Crushing operations continue as required.
				4.1.4.c						
				4.1.4.d	Closed Gravel pits are rehabilitated	Pit Management Plans are developed	DIS			
				4.1.4.e	Road making supplies are sought to ensure future needs are met	New road making supply sources are identified.	DIS			

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN			2ND QUARTER REPORT			
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
	4.1.8	Investigate opportunities for stormwater harvesting and reuse	Projects identified and implemented. Successful grant applications.				DIS, DPES			Planned for future years.
	4.1.9	Apply the principles of Water Sensitive Urban Design (WSUD) to stormwater management	Completion of WSUD policy. Investigate grant funding.				DIS, DPES			Planned for future years.
	4.1.10	Prepare Stormwater Management Plans	Completion of Plans				DIS, DPES			Planned for future years.
	4.1.11	Maintain cemeteries in accordance with the community's needs and expectations	Compliance with regulations. Maintain records.	4.1.11.a	Maintain Cemetery Records in accordance with adopted procedures	Cemetery records up to date. Burial permits and approvals for monumental work issued.	DPES	X		Updated records maintained and approvals issued
				4.1.11.b	Cemetery Management Plan developed	Draft Cemetery Management Plan adopted. Consultation conducted.	DPES	X		Currently being developed and will be referred to Cemetery Cttee for recommendation to Council
				4.1.11.c	Maintain cemeteries within available funding levels	Record customer issues and monitor response times	DPES	X		Issues and response times monitored
	4.1.12	Identify surplus Council owned assets for possible sale to be invested in infrastructure reserve.	Assets identified for sale	4.1.12.a	Undertake review of Council assets to identify those surplus to requirements	Review commenced	DPES, DIS	X		Ongoing review to be continued
	4.1.13	Maintain and improve Council owned building assets	Implementation of Building maintenance program	4.1.13.a	Complete buildings asset management plan	Asset Management Plan available for review.	DPES	X		Information collated during quarter. Ongoing. Plan to be part of IP&R Plan documents review.
4.2	4.2.1	Maintain the availability and quality of water for use in rural areas	Water availability and quality. Operational bores.	4.2.1.a	Manage the water supply bores in rural locations to provide a secure non-potable supply of water to the Shire	Maintain bore licences and comply with conditions.	DIS	X		Licences renewed as required. Increased level of usage due to dry conditions.
				4.2.1.b	Meet with Central Tablelands Water representatives on a regular basis	Meetings attended	DIS	X		Meeting attended to provide drinking fountain at Redmond Oval Millthorpe and water supply to Millthorpe Skatepark

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT		
Csp Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
				4.2.1.c	Participate in Centroc Water Utilities Alliance	Meetings attended.	DIS	X		Meetings attended in September and December
	4.2.2	Ensure Sewerage Treatment Plant are able to meet needs of the Blayney Shire	Maintain to licensing standards	4.2.2.a	Manage treatment plant to effectively treat raw sewage	Ensure compliance with licence requirements.	DIS	X		Ongoing. Investigations continue. Application for community energy efficiency program being prepared.
		Provide an effective and safe Sewerage Collection Network for Blayney Shire	Achieve network maintenance	4.2.3.a	Maintain the network of collection mains and manholes	Number of overflows. Annual replacement program implemented. Provide a level of service for connections including attending to chokes and overflows. Problem sewer mains identified and remedial works undertaken.	DIS	X		Nil overflows, chokes reduced due to improved jetting and cleaning regime
	4.2.3			4.2.3.a	Monitor and maintain pump stations to provide efficient conveyance of sewage	Number of overflows annually	DIS	X		Nil overflows
				4.2.3.b	Provide treated effluent to Cadia Valley Operations	Compliance with agreement.	DIS	X		Ongoing.
				4.2.3.c	Update the Developer Servicing Plan in relation to sewer services.	Consultation undertaken and Plan updated	DIS	X		To be undertaken in conjunction with CWUA
				4.2.3.d	Review Best Practice Compliance	Review undertaken to identify compliance gaps and development of action plan	DIS	X		Ongoing.
				4.2.3.e						
	4.2.4	Ensure that the disposal of liquid waste in rural areas is carried out in a healthy manner without negative environmental impact.	SMF's (sewerage management facilities) reviewed.	4.2.4.a	Review and update Council's Sewer Management Facilities Procedure	Review and update of procedure completed.	DPES	X		Review and update to done by Environmental Officer, when employed
4.3	4.3.1	Lobby to improve public transport around the shire	Improved transport services. Greater accessibility across the Shire.				DCS	X		Planned for future years.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		2ND QUARTER REPORT				
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
4.4	4.4.1	Advocate for the upgrading of rail infrastructure	Meeting attended.	4.4.1.a	Advocate the upgrading of the Blayney-Demondrille Railway to support transport to/from the Blayney Local Government Area	Meetings attended.	DIS, GM	X		Ongoing.
4.5	4.5.1	Develop and promote programs that increase the participation of the community in recycling and reducing waste going to landfill.	Attendance at Netwaste meetings. Educational material developed. Participation in recycling program.	4.5.1.a	Develop programs with Netwaste that support recovery, reuse and recycling	Attend Netwaste meetings. Waste going to landfill. Manage solid waste in an efficient, affordable and sustainable manner.	DPES	X		Meetings attended during period and solid waste management by JR Richards monitored quarterly

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		2ND QUARTER REPORT				
Csp Ref.	DP Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 5: DEVELOP STRONG AND CONNECTED COMMUNITIES										
5.1	5.1.1	Assist incorporated village committees, progress associations and hall committees.	Active village committees	5.1.1.a	Identify Village Committees, progress associations and hall committees requiring assistance to develop programs and local improvements.	Implement insurance contributions funding program.	DCS	X		Community Insurance contributions program implemented.
				4.5.1.c	Participate in Blayney Shire Access Committee	Attendance at Access Committee Meetings	DCS	X		Committee being formed.
	5.1.2	Promote living in the Blayney Shire	Residents Pack developed.	5.1.2.a	Develop a Promotions Program for living in the Blayney Shire	Information on website. Develop new residents pack.	DCS	X		New resident pack developed and placed on website.
		Build partnerships with community groups to increase use of parks and reserves	Interaction with use groups		Identify Community groups using parks and reserves	Meet with community groups. Identify strategic plans to enhance existing facilities across the Shire.	DIS	X		Meetings underway with village associations. Village enhancement programs being prepared. Application submitted for Lyndhurst Recreational Ground facility improvements.
5.2	5.2.1			5.2.1.a						
		Provide for the implementation of projects, identified in Council's Pedestrian and Access Mobility, Bike Plan to improve community health and fitness	Meetings attended		Develop annual implementation plan of priority pedestrian/cycling projects	Plan is developed annually. PAMP is used to identify remaining priority projects.	DIS	X		Ongoing.
	5.2.2			5.2.2.a						
				5.2.2.b	Implement the annual pedestrian cycling projects plan.	Projects compliant with RMS funding guidelines to maximise funding potential.	DIS	X		Ongoing.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN			DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT	
5.3	5.3.1	Implement programs to build community skills with computer technology, and community participation and social inclusion amongst older Australians.	Internet access available to community. Program participation.	5.3.1.a	Provide support for the provision of information and communication technologies in the Shire	Information provided on Council's website and Blayney Library. Internet access available at library. Identify opportunities within villages for internet café or public access. Promote Seniors Broadband program.	DCS	X		Information on website. Internet access available at Library.	
5.4	5.4.1	Develop and implement a community engagement process and policy	Informed communities	5.4.1.a	Utilise electronic survey processes, social and print media to promote, research and engage with the community.	Undertake community surveys. Issued press releases. Respond to community issues and needs in future delivery plans.	DCS	X		Engagement ongoing. Press releases; community newsletter; electronic media updates; and advertising undertaken during quarter.	
	5.4.2	Develop and implement plans for villages and township	Plans are implemented				DPES	X		Initial investigation being done by Strategic Planner and plans to be developed and implemented when staff and time permit	
	5.4.3	Encourage volunteerism within the Community	Promotion undertaken				DCS	X		Planned for future years.	

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN			DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT	
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
STRATEGIC DIRECTION 6: LEADERSHIP										
6.1	6.1.1	Councillors to exhibit leadership on Council participate in communities and community organisations.	Attendance to meeting, Councillor presence on relevant committees.	6.1.1.a	Council delegates participate in committees and community organisations.	Delegate Reports included in Council's Business Papers.	GM	X		New committee structure adopted by council 3/8/2012 includes requirement for delegate reporting to council.
	6.1.2	Promote resource sharing and collaboration with regional organisations.	Participation in meetings, Resource sharing projects.	6.1.2.a	Active participation in the WBC Alliance, Centroc and Central Tablelands Water.	Regional organisations remains strong and provides valuable outcomes.	GM	X		Joint meetings, initiatives and projects ongoing.
	6.1.3	Encourage sound governance practice in community organisations.	Provide assistance and training as requested.				DCS			Planned for future years.
6.2	6.2.1	Identify and engage with Shire Community Groups.	Establish regular communications with Shire Community Groups.	6.2.1.a	Identify social, sporting, business groups across the Shire.	Develop an online community register.	DCS	X		Register available on website currently.
				6.2.1.b	Council initiates Social Media to communicate with the broader community	Social media networks developed and monitored.	DCS	X		Updates to electronic media occurring on an ongoing basis.
	6.2.2	Implement Council's Community Engagement Plan	Engagement activities conducted	6.2.2.a	Council conduct community surveys, as required to enhance its community services and needs.	Utilise online surveys	DCS	X		Ongoing.
	6.2.4	Manage a customer request system to assist communications between community and Council.	Response times to requests.	6.2.4.a	Monthly activity report provided to Management.	Reports provided to Management Team	DCS	X		Reports provided monthly to GM & Directors.
				6.2.4.b	Develop process of acknowledgment of receipt for customer requests.	Customer request acknowledgements issued.	DCS	X		Planned as part of phase 2 of Business Software implementation.
				6.2.2.d	Provide training for Councillors and staff	Identified Training programs for Councillors and staff	GM	X		Councillor training arranged in Blayney with DLG. Workshops ongoing.

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

COMMUNITY STRATEGIC PLAN			DELIVERY PLAN			OPERATIONAL PLAN			2ND QUARTER REPORT		
CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT	
	6.2.3	Develop communications between Councilors and the community to provide community opinion.	Community satisfaction with communication processes. Available to community.	6.2.3.a	To implement and promote Councilor communication through electronic and print media.	Strategies and communications put in place.	GM	X		Council has established web site, face book and twitter accounts and will use these to promote council activities.	
6.3	6.3.1	Provide a framework for the efficient and effective administration of Council.	Assess Council's position against Better Practice Review.	6.3.1.a	Implement internal audit program.	Business process reviews undertaken.	DCS	X		Ongoing.	
				6.3.1.b	Review of policies every 4 years.	25% of policies reviewed.	DCS		X	Policy register reviewed and updated during quarter.	
				6.3.1.c	Undertake a Better Practice Review of Council activities	Review commenced	DCS	X		Ongoing.	
	6.3.2	Maintain a stable and secure financial structure for Council.	Report financial outcomes as required by legislation.	6.3.2.a	Review ten year financial plan	Plan reviewed.	DCS	X		Part of IP&R plan review.	
				6.3.2.b	Review and report on Council's budget performance	Quarterly Budget review to Council.	DCS	X		Quarterly review of Operational Plan and budget undertaken during quarter.	
				6.3.2.c	Council's annual statements completed per statutory requirements.	Audited statements lodged with DLG within statutory timeframe.	DCS		X	Audited statements lodged with Division of Local Government 25/09/2012.	
	6.3.3	Support actions for the sustainable future of local government.	Review Destination 2036 outcomes and actions to improve local government.				GM	X		Council to review IP&R documents and Asset plans to establish budget and work priorities.	
	6.3.4	Develop strategies that respond to the impact of climate change on the community.	Supply of community information.	6.3.4.a	Promote activities that reduce the volume of greenhouse gases emitted into the atmosphere.	Attend regional organisation meetings and provide information on Council's website.	DPES	X		Meetings attended during period and info to website when available and of interest to community	
				6.3.4.b	Provide and maintain active and passive recreation facilities for the shire communities	Maintenance to be provided as in accordance with Council's adopted Assets Management Plan.	DfS, DCS	X		Ongoing.	

2ND QUARTER OPERATIONAL PLAN PERFORMANCE STATUS REPORT - DECEMBER 2012

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CSP Ref.	DP Ref.	TASK	MEASURE	OP Ref.	TASK	MEASURE	DIRECTOR	ONGOING	COMPLETED	COMMENT
				6.3.4.c	Actively lobby all levels of government for support for the Cadia Valley Operation and future mining projects.	Representations and contact made by Council.	DIS, DPES	X		Representations and contact made on opportunities available
				6.3.4.d	Council ensures that adequate access is provided to all buildings and public spaces, as required by legislation.	Street-side access issues identified are assessed and included in future works programs where warranted.	DIS, DPES	X		Access issues, where applicable, addressed in all applications lodged with Council
		Provide support for emergency management in Blayney Shire in accordance with SERM Act	Emergencies responded to.		Provide executive support to the Local Emergency Operations controller and the Local Emergency Management Committee	LEMO organises and attends meetings. ERM reviewed. Displan reviewed. Exercises conducted with support of Council. The EOC is maintained in a state of readiness.	DIS (LEMO)	X		LEMC meetings conducted in August and November
6.4	6.4.1			6.4.1.a						
				6.4.1.b	Support the operation of the SES	Plant and equipment funded. Provide accommodation and support for SES unit.	DIS (LEMO)	X		Partnership Agreement signed between SES and Council
		Undertake regulatory responsibilities for environmental health and animal control.	Regulatory responsibilities are met	6.4.2.a	Provide the statutory animal control services	Animal control services provided.	DPES	X		Animal control services provided during period
	6.4.2									
	6.4.3	Educate communities on road and pedestrian safety	Programs delivered	6.4.3.a	Work with state and regional organisations in the retention of a Road Safety Officer	Provide financial support for the employment of the Road Safety Officer	DIS	X		RSO position extended for further 12 months.
				6.4.3.b	Assist in the development of the annual Road Safety Action Plan	Annual Plan Developed.	DIS	X		2013-2014 program to be developed in March 2013
6.4.4		Review risk management of council operations.	Plan is implemented and risk managed.	6.4.4.a	Develop Enterprise Risk Management Plan	Plan completed.	GM	X		Risk Manager position to be advertised in January 2013

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COMMUNITY STRATEGIC PLAN		DELIVERY PLAN		OPERATIONAL PLAN		2ND QUARTER REPORT	
CSP Ref.	DP Ref.	TASK	MEASURE	Op Ref.	TASK	MEASURE	DIRECTOR
				6.4.4.b	Implement Risk Management Plan	Implementation commenced.	GM
							X
							Plan identified with council's insurer and implemented

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**New South Wales
State Emergency Management Committee**

Mr Glenn Wilcox
General Manager
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

24 December 2012

Dear Mr Wilcox

I am writing to inform you of recent amendments to the *State Emergency and Rescue Management Act 1989* which commenced on 26 November 2012.

The key changes are:

- the renaming of emergency management 'districts' to 'regions' and the correlating name changes
- the clarification of the functions of emergency management committees to ensure the legislative functions of the committees reflect the actual work done by the committees
- the renaming of the State Disaster Plan to the State Emergency Management Plan
- the recognition of the Energy and Utilities Functional Area in the Act
- the broadening of the definition of functional areas to reflect their involvement in the prevention of, responses to or recovery from emergencies
- the amendment of the definition of 'employee' to ensure volunteers in emergency service organisations employed in the private sector are covered by existing protections against victimisation
- requiring General Managers of councils to chair Local Emergency Management Committees.

Attached to this letter is an information sheet about the amendments that can be disseminated to stakeholders.

The contact for this matter is Ms Natalie Marsic who can be contacted on 8247 5923 or natalie.marsic@mpes.nsw.gov.au.

Yours sincerely

Philip Koperberg AO AFSM BEM
Chair
State Emergency Management Committee

Level 2, Quad 1, 8 Parkview Drive, Sydney Olympic Park NSW 2127
PO BOX 6976, Silverwater NSW 2128
Tel: (02) 8247 5900 Fax: (02) 8247 5951

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New South Wales State Emergency Management Committee

Changes to the State Emergency and Rescue Management Act 1989

Information for Regional and Local Emergency Management Committees

December 2012

Q: What changes have now been introduced?

A: The key features of the *Emergency Legislation Amendment Bill 2012* include:

- the renaming of emergency management 'districts' to 'regions' and the correlating names changes (eg. Regional Emergency Management Committees)
- the bill also seeks to ensure that the nature of the work undertaken by emergency management committees and the relationships between each level of committee is appropriately reflected in legislation.
- renaming the State Disaster Plan as the State Emergency Management Plan
- the recognition of the Energy and Utilities Functional Area in legislation
- the definition of functional areas being broadened to reflect their involvement in the prevention of, responses to or recovery from emergencies
- amendments to the definition of 'employee' to ensure volunteers working for emergency service organisations employed within the private sector are covered by existing anti-discrimination protections
- requiring General Managers of councils to chair Local Emergency Management Committees

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Q: When will these changes be introduced?

A: The changes on 26 November 2012.

Q: Does this affect the functions of Regional Emergency Management Committees?

A: Yes. The functions of the Regional Emergency Management Committees are now to:

- (a) review and monitor emergency management policy and practice across the region, and
- (b) review and prepare plans in respect of the region that are, or are proposed to be, sub plans or supporting plans established under the State Emergency Management Plan, and
- (c) make recommendations about and assist in the co-ordination of training in relation to emergency management across the region, and
- (d) develop, conduct and evaluate regional emergency management training exercises, and
- (e) facilitate regional level emergency management capability through inter-agency co-ordination, co-operation and information sharing arrangements, and
- (f) assist the Regional Emergency Operations Controller for the relevant region in the Controller's role under section 25, and
- (g) carry out such other functions as are:
 - (i) related to this Act, and
 - (ii) assigned to the Committee (or to Regional Emergency Management Committees generally) from time to time by the State Emergency Management Committee.

In the exercise of its functions, Regional Committees are responsible to the State Emergency Management Committee.

Q: What executive support will be provided to these new Regions?

A: The NSW Police Force will continue to provide executive support to the Emergency Management Regions, in accordance with section 26 of the *State Emergency & Rescue Management Act 1989*.

Q: Does this affect the functions of Local Emergency Management Committees?

A: Yes. The functions of the Local Emergency Management Committees are now to:

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- (a) give effect to and carry out emergency management policy and practice, consistent with information on that policy and practice disseminated by the State Emergency Management Committee, and
- (b) review and prepare plans in respect of the relevant local government area that are, or are proposed to be, sub plans or supporting plans established under the State Emergency Management Plan, and
- (c) make recommendations about and assist in the co-ordination of training in relation to emergency management in the relevant local government area, and
- (d) develop, conduct and evaluate local emergency management training exercises, and
- (e) facilitate local level emergency management capability through inter-agency co-ordination, co-operation and information sharing arrangements, and
- (f) assist the Local Emergency Operations Controller for the relevant local government area in the Controller's role under s31, and
- (g) such other functions as are:
 - (i) related to this Act, and
 - (ii) assigned to the Committee (or to Local Emergency Management Committees generally) from time to time by the relevant Regional Emergency Management Committee or by the State Emergency Management Committee.

In the exercise of its functions, Local Committees are responsible to the relevant Regional Emergency Management Committee.

Q: What executive support will be provided to the Local Committees?

A: Local Government will continue to provide executive support to the Local Emergency Management Committees, in accordance with section 32 of the *State Emergency & Rescue Management Act 1989*.

Q: What other significant changes effect Local Committees?

A: The Act now requires the General Manager of the Council to be the Chairperson of the Committee. While it is acknowledged that section 378 of the *Local Government Act 1993* gives General Managers a general power to delegate their functions, it should be noted that it is government policy that General Managers should chair Local Emergency Management Committees.

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In light of the recently endorsed State Emergency Management Plan, the Ministry for Police and Emergency Services is working on a template Emergency Management Plan to be used by Local and Regional Emergency Management Committees.

This template will provide greater consistency and assist Committees in drafting a comprehensive plan. This work is expected to be completed during the first quarter of 2013 and will involve various stakeholders including Local Government.

Q: Where can I get additional information regarding these changes?

A: Should you have any other questions relating to these changes, please contact your Regional Emergency Management Officer or the Ministry for Police and Emergency Services by telephoning 02 8247 5900.

**MINUTES OF THE CENTROC WEIGHT OF LOADS GROUP MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY, 22 JANUARY 2013 AT WELLINGTON
COUNCIL**

Councillor Rod Buhr opens the meeting at **10:37am**.

PRESENT:

Clr Rod Buhr (Chair)	Wellington Council
Clr Terry Dray	Wellington Council
Michael Ryan	Group Secretary- Wellington
Rolly Lawford	Gilgandra Council
Stephen Clayton	Dubbo City Council
Stewart McLeod	Dubbo City Council
Neil Absolon	Orange Council
Nathan Skelly	Blayney Council
Robert Pietsch	Roads & Maritime Services
Doug Patterson	Bathurst Shire Council
Robyn Brien	Minute Taker

APOLOGIES: NIL received.

2. ADOPTION OF MINUTES

Resolved on the motion of Stewart McLeod and Michael Ryan that the Minutes of the Centroc Committee of Management Meeting held on Friday, 7 September 2012 be "taken as read", confirmed and signed as a true record of the proceedings of that meeting.

CARRIED

3. MATTERS ARISING

The recommendation regarding the formation of a subcommittee was not fully enacted due to Weddin Council resigning from the group.

- Informal discussions have been held with various group members.

4. CORRESPONDENCE

1. Letter received from Weddin Shire Council – 29 November 2012
 - Weddin Shire Council requested a 50% rebate on their membership fees for the financial year 2012/2013.

Resolved on the motion of Stewart McLeod and Rolly Lawford that their request is denied as is clearly stated in the Memorandum of Understanding that no refunds are to be made.

CARRIED

2. Letter received from Gilgandra Shire Council – 20 December 2012
 - Rolly Lawford reported that it was a Council resolution based on a budgetary decision to withdraw from the Group. No request was made to return fees paid for 2012/13.

5. REPORT TO MANAGEMENT COMMITTEE

1. Future Direction of Weight of Loads Group

In November Wellington Council resolved to resign from the WOL's Group but due to a rescission motion Council will again decide the outcome at its Ordinary Meeting, 30 January 2013.

 - Group discussed various staffing issues.
 - The five remaining group members – Blayney – Dubbo – Orange – Bathurst – Wellington.
 - The Group discussed disbandment of the group as from 30 June 2013 under the current agreement and to maintain operations as long as it can.

6. GENERAL BUSINESS

- Bathurst, Dubbo, Orange and Blayney all indicated their support as long as the Group is viable.
- Heavy vehicle movements are on the increase and members agreed that they would like to see the continuation of the Weight of Loads Group.

Robert Pietsch – Roads and Maritime Services

- RMS – more enforcement of heavy vehicles is beneficial and Weight of Loads is still a viable proposition.
 - RMS monitors the road network in the area – resources are required to maintain this.
 - Heavy Vehicle Inspections – reduced numbers of inspections affect operations.
 - RMS is business as usual.
 - Vehicles are getting bigger and traffic flow are on the increase.
 - Enforcement active in the foreseeable future.
 - 300 inspectors – limited resource for Council roads – if Council notified RMS they would carry out inspections.
 - RMS could have worked together with WOL more.
 - WOL's concentrate on over mass breaches.
 - There is an issue of RMS Officers being able to pull over vehicles on Council Roads safely — a risk assessment would be required before vehicles could be pulled over on particular roads – WHS issues discussed – a low number of vehicles are weighed because of the suitability of the road conditions.

Clr Rod Buhr – Wellington Councillor

Rod discussed the lack of training of inspectors and the very little accountability of the scheme.

- More collaboration with RMS and WOLs inspectors would have been beneficial.
- WOLs inspector training
- Rescission motion – difficult to let Group know where Council stands on its decision until Wellington's Ordinary Meeting.
- Major fundamental flaws – State Govt to come to party – with training – support – integrate WOLs with RMS and continued funding.
- Wellington Council was responsible for the running of the Group and apologises for the lack of direction shown.

Michael Ryan suggested more cooperation with Councils and the Roads and Maritime Services to target heavy vehicles.

Stewart McLeod – asked Wellington to keep the operational running of the WOLs Group going until 30 June 2013.

- Rod Buhr reported that Wellington Council resolved to stay in operation until then.
- Stewart McLeod asked does Wellington need assistance to wind the group up? If so an external resource should/could be employed to assist.
- Michael Ryan reported that the Senior Inspector is currently carrying out paper work currently and that there are two inspectors on the road.
 - has discussed redundancies with the WOL's Staff.

Stewart McLeod reported that Dubbo is very happy about the WOLs group – breaches are good – its effectiveness – income.

- The northeast corner of NSW is very strong with its support of WOLG's – but from the middle of the State southwards acceptance of the WOL concept is not as high – it would be good for the inspectors to be employed by the Moree Group. Dubbo is most likely to transfer membership to the Northwest Group.
- RMS would not be capable of policing weights on Local Roads without additional resourcing – 85% of roads in the State are Local Roads.

Orange City Council would still be looking at a WOLs program for heavy vehicles to be monitored to stop their road infrastructure being damaged

The future of the WOLS:

Resolved of the motion of Stewart McLeod and seconded by Doug Patterson that:

1. the Group be wound up by 30 June 2013,
2. member councils be advised of this resolution of the Management Committee,
3. member Councils be further advised of two alternative options for their consideration:
 - a. Councils wishing to maintain an involvement in enforcement of weight limits could apply individually to join nearby Groups such as Northwest or Southeast; or
 - b. Individually seek support from RMS to carry out enforcement on Local and Regional Roads on a 'User Pay' basis,
4. any remaining funds to be dispersed among member councils,

5. Wellington Council be requested and authorised to discuss transition and/or redundancy arrangements with existing WOLG staff.

CARRIED

A vote of thanks was passed by acclamation to Wellington Council for their administration of the Group over the past 19 years.

11:30 Close



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WT3-B-03718

General Manager
Wellington Council
PO Box 62
WELLINGTON, NEW ZEALAND

Year's Statistics:

W. TWOHILL
DIRECTOR ENGINEERING

WEDDIN SHIRE COUNCIL

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 6-11/95 75 219 000 004

WELLINGTON COUNCIL
For Action By:
Correspondence No:
Customer: (Name, Address)

3 0 NOV 2012

Property.....
 Street.....
 Subject.....
 Asses. No.....
 Location.....
 For Notation, See.....



GilgandraShireCouncil
meeting community needs

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WELLINGTON SHIRE COUNCIL
For Action: OTS
Correspondence: 20 December 2012
Customer: Gilgandra Shire Council
21 DEC 2012
Property:
Street:
Subject: 012/865
Applic No:
Location: DLF 20 21/12/12
For Notation: CLRS: ☐
Gm

The Secretary
CENTROC Weight of Loads Group
C/- Wellington Shire Council
WELLINGTON NSW 2820

Dear Sir/Madam

In accordance with Clause 8 of the CENTROC Weight of Loads Deed of Agreement,
I wish to advise that Council will be withdrawing from the Weight of Loads Group as
at 30 June 2013.

Council has been a member since establishment, however with changes in transport
and handling requirements, feel there is no longer any value in the membership.

Yours faithfully

P A Mann
General Manager

ITEM 1 Future Direction of Weight of Loads Group

Reason for Report

As can be seen from the inward Correspondence Weddin Council and Gilgandra Council have resigned from the CENTROC Weight of Loads Group and an indication has been received from Orange Council of their intention to leave the group effective 30 June 2013.

Wellington Council will consider its continued involvement at its meeting on 30 January 2013

Additionally, Wellington Council is having difficulty fulfilling its role as the administrative Council due to a shortage of trained staff for this purpose.

An indication is required from the remaining Councils concerning their preferred course of action concerning the group.

There would appear to be a number of options available:

1. Continue the group operations with the remaining Councils. This would probably involve a reduction from the current strength of four inspectors. Two full time inspectors could probably cover the smaller area and road length. The reduced number of Councils may result in an increased contribution from each Council depending on the level of support received from Road and Maritime Services (RMS).
2. Councils wishing to maintain an involvement in enforcement of weight limits could apply to join nearby groups such as Northwest or Southeast.
3. Seek support from RMS to carry out enforcement on local and Regional Roads on a "User Pay" basis when requested by individual Councils.

RECOMMENDATION:

That the report on the Future Direction of the Weight of Loads Group be received and noted for consideration.

Round 1 - 2012/2013 Financial Assistance Program Applications

	Organisation	Project - Description of Work	Total Project Cost	Total Funding sought	Council FAP Grant approved
Approved					
1	Orange Regional Vignerons Association	Winemakers Table Millthorpe	\$ 19,000.00	\$ 3,000.00	\$ 1,025.00
2	Moody's Wines (on behalf of seven wineries)	Eastern Heritage Trail Brochure	\$ 3,063.00	\$ 500.00	\$ 500.00
3	Office of Communities Sport and Recreation	Millthorpe over 30's Big Bash Cricket	\$ 1,883.00	\$ 350.00	\$ 350.00
4	Carcoar Pastoral Agricultural & Horticultural Society	Tree Planting and Heritage Gateway at Carcoar Showground	\$ 5,800.00	\$ 2,000.00	\$ 2,000.00
5	Uralba Retirement Village	Uralba Retirement Village furnishings	\$ 18,000.00	\$ 9,250.00	\$ 3,000.00
6	Carcoar Village Association	Beautification of Carcoar - Belubula Street	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7	Carcoar Mandurama Branch CWA of NSW	Turf Laying at Kiah Park	\$ 1,079.00	\$ 539.50	\$ 539.50
8	Mandurama Public School	Prize giving for Citizenship Award on 17/12/2012	\$ 50.00	\$ 50.00	\$ 50.00
9	Newbridge Progress Association	Newbridge Sportsgrounds upgrade with electric BBQ & signage	\$ 6,800.00	\$ 3,000.00	\$ 3,000.00
10	Blayney Public School	Awards Ceremony - Prize giving	\$ 50.00	\$ 50.00	\$ 50.00
11	Blayney Community Baptist Church	Carols at Carrington	\$ 1,595.00	\$ 1,000.00	\$ 798.00
Not Approved (more information sought)					
12	Millthorpe Garden Ramble	Restoration of Kiosk at Redmond Oval	\$ 80,000.00	\$ 30,000.00	\$ -
TOTAL			\$ 140,320.00	\$ 52,739.50	\$ 14,312.50

MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING
HELD ON FRIDAY 14 DECEMBER 2012
AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 10.05am

PRESENT

Jackie Barry (Roads and Maritime Services), Luke Cole (NSW Police), Reg Rendall (Paul Toole Representative), Iris Dorsett (Road Safety Officer), Grant Baker (Blayney Shire Council), Geoff Paton (Blayney Shire Council) and Lauren Fuller (Blayney Shire Council).

APOLOGY

RESOLVED: That the apology received from Cr Kevin Radburn (Chair) be accepted. (Jackie Barry/Luke Cole)

CHAIR

RESOLVED: That Reg Rendall Chair the meeting. (Jackie Barry/Luke Cole)

Reg welcomed everyone to the final Traffic Committee meeting for 2012.

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held on Friday 19 October 2012 were confirmed to be a true and accurate record of that meeting. (Grant Baker/Luke Cole)

TRAFFIC REGISTER

RESOLVED: That the information be noted.

CORRESPONDENCE

Camp Quality Tractor Trek – 19 to 21 September 2013

The Traffic Committee provide in principal support providing relevant insurance and traffic control plans are provided to Council. Formal approval is required.

Car Wash Signage Issues

Correspondence noted. This issue has been resolved.

Accessible Parking and Pedestrian Crossing in Water Street, Blayney

- Pedestrian crossing works to be programmed.
- Provision of an accessible car park in Water Street is not suitable. Alternate options to be considered in conjunction with Blayney High School.

GENERAL BUSINESS**Farm Lane/Church Street Intersection and Pedestrian Access**

Works will commence in Mid February.

Martin Street Bus Stop Review

Review was undertaken by the Road Safety Officer. Bus zone to be shortened and signs moved.

Australia Day Fair at Carcoar

The Traffic Control Plan was tabled.

RESOLVED: That the Traffic Control Plan for the Australia Day Fair at Carcoar on Saturday 26 January 2013 be approved. (Luke Cole/Jackie Barry).

Blayney to Bathurst Cyclo Sportif

- Correspondence tabled advising that Traffic Control Plans are being developed for full road closures for the event.
- Traffic Control Plans will need to be submitted prior to the February Traffic Committee meeting for assessment and approval.
- Organisers to be advised that the painting of the road surface not be allowed.

INFORMAL MATTERS**Monthly Road Safety Reports for October and November 2012**

Reports were noted.

FUTURE MEETING DATES FOR 2013

The Traffic Committee meeting dates for 2013 are as follows

- Friday 15 February 2013
- Friday 19 April 2013
- Friday 21 June 2013
- Friday 16 August 2013
- Friday 18 October 2013
- Friday 13 December 2013

MEETING CLOSE

The meeting closed at 11.22am.