

M13/95

**MINUTES OF THE MEETING OF THE CENTRAL WEST LIBRARIES COMMITTEE HELD IN COUNCILLORS WORKROOM, FIRST ROOM ORANGE CITY COUNCIL, 135 BYNG STREET ORANGE ON FRIDAY 26 JULY 2013.**

The meeting opened at 10.19am

**ATTENDANCE**

Cr Janelle Culverson (Cabonne) (Chairperson), Cr Geoff Braddon OAM (Blayney), Mr Gerry Aguila (Cabonne), Cr Ruth Fagan (Cowra) (Deputy Chair), Ms Kathy Woolley (Orange), Mr Scott Maunder (Orange), Ms Jan Richards (Central West Libraries), Ms Ros Dorsman (Orange), Julie Murray (Orange).

**1 APOLOGIES FOR ABSENCE**

Cr John Davis (Orange), Anton Franze (Blayney), Andrew Hopkins (Cabonne), Graham Apthorpe (Cowra), Amity Howe (Forbes).

**RESOLVED**

That apologies be accepted from Cr John Davis, Anton Franze, Andrew Hopkins, Graham Apthorpe and Amity Howe for the Central West Libraries Committee meeting on 26 July 2013.

**2 CONFIRMATION OF THE MINUTES OF THE MEETING OF THE CENTRAL WEST LIBRARIES COMMITTEE HELD ON FRIDAY 15 MARCH 2013**

122/623/455/5/1

M13/32

That it be noted that Clause 12.2 Any costs incurred as a result of the withdrawal are borne by the withdrawing Council. was omitted from the minutes but was discussed and agreed upon at the meeting 15 March 2013. This clause was inserted into the DRAFT *Joint Agreement* which was adopted by Cabonne, Blayney and Forbes Councils at their meetings

**RESOLVED**

K Woolley / Cr Fagan

That the Minutes of the Meeting of the Central West Libraries Committee held on Friday 15 March (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of that meeting.

**3 CENTRAL WEST LIBRARIES DRAFT JOINT AGREEMENT**

122/623/455/5/1

Report by Manager Central West Libraries dated 16 July 2013

2013/6812

*Clarify point 10.4. Orange prepares the document and adopted by CWL.  
This group adopts the budget on behalf of member libraries.*

*The Administering Council is to use its best endeavours to ensure that our annual budget is adopted by 30 June in each year.*

*It was agreed that Orange City Council prepares the document on behalf of Central West Libraries and the Central West Library Committee adopts the budget on behalf of member Councils.*

**RESOLVED**

Cr Fagan / Cr Braddon

That the Central West Libraries DRAFT *Joint Agreement* be adopted by all Member Councils.

Central West Libraries Committee Meeting - 26 July 2013

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**8 CWL SELF SERVICE UNITS**

**122/623/455/5/1**

Report by Technical Services Librarian dated 16 July 2013

2013/667

**RESOLVED**

G Aguila / K Woolley

That the information provided in the report by Technical Services Librarian be noted.

**9 CWL TECH SAVVY SENIORS PROGRAM GRANT**

**122/623/455/5/1**

Report by Technical Services Librarian dated 16 July 2013

2013/675

Discussion around this topic included:

- The need to advertise this project across the Central West Libraries footprint (Cr Culverson)
- The possibility of engaging U3A in the roll-out (Scott Maunder)
- Expansion to include banking sector (Cr Fagan)

**RESOLVED**

Cr Braddon/ S Maunder

That the information provided in the report by Technical Services Librarian be acknowledged.

**10 PUBLIC LIBRARIES NSW**

**122/623/455/5/1**

Report by Manager Central West Libraries dated 16 July 2013

2013/670

**RESOLVED**

Cr Culverson / Cr Fagan

1. Encourage all Central West Libraries member councils to consider each sending a delegate to the next Zone Meeting to be held on 6 September 2013 in Dubbo and the conference and Annual General Meeting in Sydney 24 to 26 November 2013.
2. That the information provided in the report by Manager Central West Libraries dated 16 July 2013 be acknowledged.

**11 IFLA INTERNATIONAL MARKETING AWARDS**

**2013122/623/455/5/1**

Report by Manager Central West Libraries dated 16 July 2013

2013/674

**RESOLVED**

Cr Fagan / Cr Culverson

1. That the Award be acknowledged, and the Central West Libraries staff be congratulated for the success of this project.
2. That the information provided in the report by Manager Central West Libraries dated 16 July 2013 be noted.

**12 CENTRAL WEST LIBRARIES E-RESOURCES**

Presentation by Technical Services Librarian

**GENERAL BUSINESS**

Chairperson Cr Culverson opened the floor for general business

Cr Fagan asked that a paper on the Library's Strategic Direction be presented at a future meeting.

**Upper Macquarie County Council**

**Minutes of the Ordinary Meeting of the Council held at the  
Council Chambers, Kelso, on  
Friday 2 August 2013**

The Chairman declared the meeting open at 2.35 p.m.

**Attendance**

The following members were present –  
Councillor G Braddon, Chairman and in the Chair  
Councillors  
J McMahon  
C Hunter  
N Francis  
R Thompson  
I North

The General Manager and Chief Weeds Officer were also in attendance.

**Apologies**

No apologies were received.

**Confirmation of Minutes**

Moved Councillor McMahon  
Seconded Councillor Francis  
That the Minutes of the Ordinary Meeting of the Council held on 21 June 2013,  
a copy of which had been provided to each Councillor prior to the meeting, be  
adopted.  
Resolved in the affirmative

**Matters arising from the Minutes**

There were no matters arising from the minutes.

**Declaration of Interest**

During this Item Councillor Kingham arrived at 2.36 p.m.

Moved Councillor McMahon  
Seconded Councillor North

**Certificate**

This is page 1 of 4 pages of the Minutes of the Ordinary Meeting of the Upper  
Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August  
2013.

Chairman..... General Manager.....

That the Council note this matter.  
**Resolved in the affirmative**

### **County Chairman's report**

The Chairman did not give a report.

### **Chief Weeds Officer's Report**

During this Item Councillor Aubin arrived at 2.37 p.m..

The Chief Weeds Officer raised with the Council the matter of flupropanate resistant serrated tussock and its potential to severely impact landholders and the County Council.

**Moved** Councillor North  
**Seconded** Councillor Aubin

That the General Manager write to The Hon. Katrina Hodgkinson, MP, Minister for Primary Industries and Mr. Paul Toole, MP, Member for Bathurst drawing their attention to the problem of flupropanate resistant serrated tussock and requesting that the Department be directed to expedite its efforts to find and promote effective and environmentally sustainable control measures for resistant serrated tussock.

**Resolved in the affirmative**

**Moved** Councillor North  
**Seconded** Councillor Aubin

That the report of the Chief Weeds Officer be adopted.  
**Resolved in the affirmative**

### **General Manager's Report**

#### **Item A – Meeting dates**

The General Manager informed the Council that this item was for information only.

#### **Item B – Quarterly Delivery Program Progress Report**

**Moved** Councillor McMahon  
**Seconded** Councillor Aubin

That the Council adopt the General Manager's report as to its progress with respect to the principal activities detailed in its *Delivery Program* for the quarter ended 30 June 2013.

**Resolved in the affirmative**

#### **Certificate**

This is page 2 of 4 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2013.

Chairman..... General Manager.....

**Item C – Quarterly Budget Review Statement**

**Moved** Councillor Hunter.

**Seconded** Councillor North.

**That** the General Manager investigate the practicality and cost of the Council including a brochure on weeds matters with the second and/or third rate instalment notices of Constituent councils in October 2013 or January 2014; and

**that** the council include provision for the cost of enclosing a brochure on weeds matters with the rate notices of Constituent councils in July 2014 in the Estimates for 2014/2015.

**Resolved in the affirmative**

**Moved** Councillor Hunter.

**Seconded** Councillor North.

**That** the Council adopt the General Manager's Budget Review Statement and report for the quarter ended 30 June 2013.

**Resolved in the affirmative**

**Item D – Councillors' annual fee and Chairman's additional fee**

**Moved** Councillor McMahon.

**Seconded** Councillor Hunter.

**That**

1. the allowance of Councillors be fixed at the amount of \$1752 per annum with effect from 1 July 2013, and
2. the additional allowance of the Chairman be fixed at \$6552 per annum with effect from 1 July 2013.

**Resolved in the affirmative**

**Item E – Councillors' annual fee and Chairman's additional fee**

**Moved** Councillor North.

**Seconded** Councillor Aubin.

**That** the Council give public notice, in accordance with Section 252 of the *Local Government Act 1993*, of its intention to adopt as its policy for the payment of expenses or provision of facilities to the Chairperson, the deputy chairperson and the other councillors in relation to discharging the functions of civic office the draft policy which is Attachment 3 to the General Manager's report.

**Resolved in the affirmative**

**Item F – Investments and available funds**

**Certificate**

This is page 3 of 4 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2013.

Chairman..... General Manager.....

The General Manager informed the Council that this item was for information only and drew Councillors' attention to the Bank Reconciliation statement included with Councillors' Business Papers.

**Item G – Correspondence**

The General Manager informed the Council that there was no significant correspondence other than that already dealt with in the report.

**Moved** Councillor North

**Seconded** Councillor Kingham

**That** the report of the General Manager be adopted.

**Resolved in the affirmative**

With the Chairman's concurrence the General Manager drew the attention of Councillors to the review presently being conducted by Bathurst Regional Council of its membership of Upper Macquarie County Council and the progress of the review so far as he had been involved. Councillors agreed that no action was required by the County Council at this time in relation to this matter.

**General Business**

There was no General Business.

The Chairman declared the meeting closed at 3.28 p.m.

**Certificate**

This is page 4 of 4 pages of the Minutes of the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2013.

Chairman..... General Manager.....

**MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING  
HELD ON THURSDAY 12 SEPTEMBER 2013  
AT THE BLAYNEY SHIRE COUNCIL DEPOT**

Meeting commenced at 5.30pm.

**PRESENTATION BY DARRIN YATES (NSW SR)**

**PRESENT**

**Chair:** David Kingham (Blayney Shire Council)

Grant Baker (Blayney Shire Council), Tom Williams (Blayney Fishing Club), Trevor Jones (Blayney Harness Club), Darrin Yates (Millthorpe Junior Cricket Club), Peter Wakem (Blayney Swimming Club), Rodney Corbett (Blayney Junior Soccer), Jodi Spencer (Central Western Dressage Group), Cheryl Rutherford (Blayney Junior Tennis), Chris Smith (Heritage Country Schools), Kelly Rodwell (Carcoar Pony Club), Adam Hornby (Blayney Senior Cricket and Blayney Senior Rugby League).

**APOLOGIES**

Michael Truloff (Millthorpe Junior Cricket), Rosemary Reid (Blayney District Tennis), Matt Lewis (Blayney Little Athletics), Bryce Toohey (Blayney Rugby Union), Rebecca Anderson (Millthorpe Tennis Club), Ainslie Wright (Pony Club), Lisa Oborn (Blayney Junior League) and Michael Tyrrell (Blayney Golf Club).

**CONFIRMATION OF MINUTES**

The minutes of the previous meeting held on 25 July 2013 were confirmed to be a true and accurate record of that meeting (Cheryl Rutherford/Trevor Jones).

**BUSINESS ARISING**

Grant Baker advised:

- Facility Survey and Management Plans issued to all members.
- New Council website will go live on 18 September 2013.
- Long track dates provided – 3 November 2013

**DISCLOSURES OF INTEREST**

Nil.

**CORRESPONDENCE**

- Blayney Junior Soccer Training/Management Plan
- Central Western Dressage

**EVENT CALENDAR**

Big Bash Cricket Events – 11/10/2013 to 13/12/2013 at Redmond Oval.

**GRANT FUNDING UPDATE**

Details provided on Financial Assistance Program.

**DELEGATE REPORTS**

**Millthorpe Cricket**

**Harness Club**

- Adam Brandt attending March event.
- Looking at extension of track.
- Post/prior meetings on site to condition asses track.

**Cricket Club**

- Damage to pitch.
- Grass length/watering.

**PSSA**

- Thank you for King George Oval preparation.

**Dressage**

- Arenas pegged out.

Advice on who hasn't submitted management plan responses.

**NEXT MEETING**

The next Sports Council meeting will be held on Thursday 21 November 2013.

**MEETING CLOSE**

The meeting closed at 7.01pm.



**MINUTES OF THE BLAYNEY SHIRE TOWNS AND VILLAGES  
COMMITTEE MEETING  
HELD ON THURSDAY 12 SEPTEMBER 2013  
AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.00pm

**PRESENT**

Loretta Kervin, Cecily Walters, Richard Bloomfield, Cathy Griffiths, Wayne Moore, Sally Ryan, Judy Belecky, Elizabeth Russ, Anton Franze and Councillor Allan Ewin.

**APOLOGIES**

**RESOLVED:** That the apologies received from Narelle Riley, Vivianna Hamilton, Glenn Wilcox and Tony Kearney be accepted (Cathy Griffiths/Richard Bloomfield).

**CHAIR**

Elizabeth Russ appointed Chair until the arrival of Councillor Ewin at approximately 6.20pm.

**CONFIRMATION OF MINUTES**

The minutes of the previous meeting held on 13 June 2013 were confirmed to be a true and accurate record of that meeting (Sally Ryan/Cathy Griffiths).

**DECLARATIONS OF INTEREST**

Nil.

**VILLAGE PLANS**

- Feedback from Barry handed over with suggested amendments.
- Funding of Village Plans is subject to the proposed 15% SRV.
- Neville community feedback to be submitted following meeting of 18 September 2013.
- Lyndhurst finalising input following meeting on 13 September 2013.

**RECOMMENDATION:** That the above discussion be noted (Cathy Griffiths/Sally Ryan).

**EVENTS CALENDAR**

- Is [events@blayney.nsw.gov.au](mailto:events@blayney.nsw.gov.au) operational?
- Events to add:
  - Rotary Charity Ball.
  - Neville Poet/Raconteur

- Remove alternate event email address from Events calendar.

**RECOMMENDATION:** That the above comments be noted (Elizabeth Russ/Richard Bloomfield).

### **COMMUNITY HALLS**

- Three public halls (Barry Hall, Hobbys Yards Hall, Newbridge Showground Hall) are believed to have Crown Land status under Council's control. There are some administrative issues and risks associated with current arrangements around insurance and financial reporting.
- Will need to verify land status at Hobbys Yards Hall as belief is that it is not Crown Land.

**RECOMMENDATION:** That Council investigate a way forward to resolve the administrative issues associated with halls, managed by the Community, under Council control and that individual Village communities be invited to take control of facilities through an appropriate mechanism (lease or otherwise) (Sally Ryan/Cecily Walters).

### **FINANCIAL ASSISTANCE PROGRAM**

Program currently open – closing 18 October 2013.

### **GENERAL BUSINESS**

- Contact list to be distributed to members. Council to seek permission and then issue to committee members. (No objection by attendees).
- Survey 'Keep Up/Get Ahead/Back Ourselves - Your Choice on the Future Delivery of Services in Blayney Shire' will be distributed in the next week. Asking for community support to complete survey and respond.
- Community meetings will be held around the Shire to discuss funding of future services and the proposed special rate variation which is currently proposed in Council's Long Term Financial Plan at 15% p.a. for 6 years. Tentative dates requested by representatives are as follows:
  - Carcoar Meeting 15/10/2013 5.30pm.
  - Neville Meeting 23/10/2013 7.30pm.
  - Barry Meeting Day meeting.

Format of meetings will be consistent across all Village meetings.

### **NEXT MEETING**

The next meeting of the Blayney Shire Towns and Villages Committee will be held on Thursday 12 December 2013 commencing at 6.00pm.

### **MEETING CLOSE**

The meeting closed at 7.16pm.

**MINUTES OF THE MEETING OF BLAYNEY SHIRE AUDIT COMMITTEE  
HELD IN THE COMMUNITY CENTRE ON THURSDAY 29 AUGUST 2013**

The meeting commenced at 9:10am.

**1. Present**

Cr. David Somervaille	(Councillor – voting. Reserve delegate)
Glenn Wilcox	(General Manager)
Steve Kent	(Independent – voting)
Anton Franze	(Director Corporate Services – secretariat)

**2. Apologies**

Cr. Allan Ewin  
Cr. Scott Ferguson  
Jennie Robson  
Steve Woods (IAB Services)

**3. Declarations of Interest**

Nil.

**4. Adoption of Previous Minutes**

**Recommendation:** That the minutes for the previous Audit Committee meeting held on 9 May 2013 were a true and accurate record of that meeting.

**5. Recruitment of Audit Committee independent member**

Recruitment of an Audit Committee Independent Member had commenced with an advertisement being placed in various local newspapers. Closing date for applications is 30 August 2013. It is envisaged that the recruitment process will be finalised with an Independent Audit Committee Member being appointed prior to the next Audit Committee Meeting.

**6. Internal Audit Report – I.T. Controls**

The Audit Committee was advised that the joint internal audit on Information Technology Strategy and Network Security Systems Health Check for Blayney Shire Council and Central Tablelands Water had been completed and finalised by Dr Stephen James (IAB Services). This joint internal audit was approved by Blayney Shire Council and Central Tablelands Water Audit Committees as part of their approved 2012 Internal Audit Plans and was rated as high risk for both Councils. The objectives of the review were to assess the adequacy of the IT Strategy and security related controls over Councils network, operating systems and workstations.

The Internal Audit Report for the Information Technology Strategy and Network Security Systems Health Check with management responses was presented to the Audit Committee.

**7. Future of Internal Audits**

The Audit Committee was advised that Grant Thornton & Associates had been appointed as part of the Centroc Internal Audit Services Contract and that Council had endorsed committing to this arrangement.

The Audit Committee discussed future priorities and identified Development Applications as the next area for review. It was also requested that the current Audit Plan and risk register be reviewed at the next Audit Committee meeting. This will enable a reassessment of internal audit priorities to be undertaken.

**8. External Audit Management Letter and Responses (Interim)**

A copy of Council's external interim audit management letter dated 29 July 2013 issued by Intentus Chartered Accounts was presented to the Audit Committee. The External Auditor comments and responses by Council were noted. More detail would be appreciated on quantifying significance of issues.

**9. Update on 2012/13 Financial Reports Preparation and Audit**

The Audit Committee was advised that the external audit of Council's Annual Financial Statements will be undertaken by Intentus Chartered Accountants commencing 2 September 2013. No significant events, errors or problems are envisaged. A copy of the 2012/2013 Annual Financial Statements together with the audit report will be provided to the Audit Committee.

**13. Risk Management Update**

A written report with an update of projects and priorities was provided. Report was noted by the Audit Committee.

**14. Major Developments**

Nil.

**15. Status of Prior Report Recommendations**

Progress to date was noted.

**16. Any other Business**

Nil.

**17. Next Agenda**

- External Auditor Address
- Internal Auditor Address

**18. Next Meeting**

Thursday 17 October 2013 - Blayney

There being no further business the meeting closed at 10.55 am.