



12 July 2017

Dear Councillor,

Your attendance is requested at an Ordinary Council Meeting of the Blayney Shire Council to be held in the Chambers, Blayney Shire Community Centre on Monday, 17 July 2017 at 6.00pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Recording of Meeting Statement
- (3) Apologies for non-attendance
- (4) Disclosures of Interest
- (5) Public Forum
- (6) Mayoral Minute
- (7) Notices of Motion
- (8) Confirmation of Minutes - Ordinary Council Meeting held on 19.06.17
- (9) Matters arising from Minutes
- (10) Reports of Staff
 - (a) Executive Services
 - (b) Corporate Services
 - (c) Infrastructure Services
 - (d) Planning and Environmental Services
- (11) Delegates Reports
- (12) Questions from Councillors
- (13) Closed Meeting

Yours faithfully

Grant Baker
Acting General Manager

Meeting Calendar 2017

July

Time	Date	Meeting	Location
6.00 pm	17 July 2017	Council Meeting	Community Centre

August

Time	Date	Meeting	Location
5.00pm	3 August 2017	Cemetery Forum	Community Centre
5.45pm	3 August 2017	Access Committee Meeting	Community Centre
6.00pm	3 August 2017	Sports Council Meeting	Community Centre
2.30pm	4 August 2017	Upper Macquarie County Council	Council Chambers, Kelso
6.00pm	7 August 2017	Cultural Centre Working Group Meeting	Community Centre
6.00 pm	14 August 2017	Council Meeting	Community Centre
4.00pm	15 August 2017	Local Emergency Management Meeting	Community Centre
10.00am	18 August 2017	Traffic Committee Meeting	Depot Training Room

September

Time	Date	Meeting	Location
2.30pm	15 September 2017	Upper Macquarie County Council	Council Chambers, Kelso
6.00 pm	18 September 2017	Council Meeting	Community Centre
5.30pm	20 September 2017	Financial Assistance Committee Meeting	Community Centre

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HELD ON MONDAY 17 JULY 2017

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01) **MINUTES OF THE PREVIOUS MEETING HELD MONDAY 19 JUNE 2017**

Department: Executive Services

Author: General Manager

CSP Link: 6.3 A well-run Council organisation.

File No: GO.ME.3

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 19 June 2017, being minute numbers 1706/001 to 1706/023 be confirmed.

MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 19 JUNE 2017, COMMENCING AT 6.00PM

Present: Crs S Ferguson (Mayor), G Braddon OAM, A Ewin, D Kingham, S Oates, K Radburn and D Somerville

Acting General Manager (Mr G Baker), Director Corporate Services (Mr A Franze), Acting Director Infrastructure Services (Mr N Skelly), Director Planning & Environmental Services (Mr M Dicker), Acting Executive Assistant to the General Manager (Ms S Hibbert)

ACKNOWLEDGEMENT OF COUNTRY

RECORDING OF MEETING STATEMENT

APOLOGIES

Nil

MATTERS ARISING FROM THE MINUTES

Nil

DISCLOSURES OF INTEREST

Nil

PUBLIC FORUM

Ms Margaret Paton – Agenda Item No. 19 – DA 18/2017 - Skate Park, Lot 320 DP 750380, 2 Adelaide Street Blayney

Ms Cheryl Diggle – Agenda Item No. 19 – DA 18/2017 - Skate Park, Lot 320 DP 750380, 2 Adelaide Street Blayney

Bruce Reynolds – Roads in northern Blayney Shire

CONFIRMATION OF MINUTES**MINUTES OF THE PREVIOUS MEETING HELD MONDAY 15 MAY 2017****1706/001****RESOLVED**

That the Minutes of the Ordinary Council Meeting held on 15 May 2017, being minute numbers 1705/001 to 1705/018 be confirmed.

(Kingham/Ewin)

CARRIED**EXECUTIVE SERVICES REPORTS****COUNCIL MEETING DATE AUGUST 2017****1706/002****RESOLVED**

That Council approve the moving of the August Meeting forward a week to Monday 14 August 2017.

(Radburn/Oates)

CARRIED**APPLICATION FOR LEAVE OF ABSENCE****1706/003****RESOLVED**

That Council approve the Leave of Absence application submitted by Councillor Somervaille for the July 2017 Council meeting.

(Ewin/Braddon)

CARRIED**INNOVATION FUND SUBMISSIONS****1706/004****RESOLVED**

That Council endorse the Round 2 Fit for the Future Innovation Fund grant applications and approve Blayney Shire Council financial and in-kind co-contributions for the following individual and group projects;

Individual Projects

1. Future Proofing Unified Communications Project

Total project cost	\$109,300
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Innovation Fund Grant sought	\$66,700
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Council financial co-contribution	\$10,000
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2. Future Proofing Council's WAN Microwave Links Project

Total Project Cost	\$106,436
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Innovation Fund Grant sought	\$74,116
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Council financial co-contribution	\$10,000
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Group Project with Central Tablelands Water County Council

3. Blayney Alliance Renewable Energy Strategy Project

Total Project Cost	\$605,000
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Innovation Fund Grant sought	\$400,000
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Council financial co-contribution	\$125,000
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CTW financial co-contribution	\$20,000
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Group Project with Upper Macquarie County Council and member councils (Bathurst Regional, Oberon Shire, Lithgow City and Blayney Shire)

4. Remotely Piloted Aircraft (Drones) for Weed Inspections and Biosecurity Threats Project.

Total Project Cost	\$51,700
Innovation Fund Grant sought	\$34,500
UMCC financial co-contribution	\$17,200

(Oates/Ewin)
CARRIED

MINUTES OF THE BLAYNEY SHIRE TOWN AND VILLAGES COMMITTEE MEETING HELD THURSDAY 8 JUNE 2017

1706/005 RESOLVED

1. That the minutes of the Town and Villages Committee Meeting, held Thursday 8 June 2017, be received and noted.
2. That Council make representation to NSW Government and Member for Bathurst to have Stop on Request train services returned to the villages of Millthorpe and Newbridge.

(Oates/Ewin)
CARRIED

CORPORATE SERVICES REPORTS

REPORT OF COUNCIL INVESTMENTS AS AT 31 MAY 2017

1706/006 RESOLVED

1. That the report indicating Council's investment position as at 31 May 2017 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

(Kingham/Somerville)
CARRIED

2017/2018 COUNCILLOR AND MAYORAL REMUNERATIONS

1706/007 RESOLVED

That in accordance with the 2017 determination from the Local Government Remuneration Tribunal, the Councillor annual fee be increased by 2.5% to \$11,285 and the additional Mayoral annual fee be increased by 2.5% to \$24,631 for the 2017/2018 financial year effective from 1 July 2017.

(Braddon/Radburn)
CARRIED

**REDUCTION OF RATING INCOME FOLLOWING EXPIRY OF 2008/09
SPECIAL RATE VARIATION**

1706/008 RESOLVED

1. That Council receive the report on the Reduction of Rating Income following expiry of the 2008/09 Special Rate Variation.
2. That Council consider the inclusion of a Special Rate Variation in the preparation of its Integrated Planning and Reporting Program for development of the Long Term Financial and 2018/19 – 2022/23 Delivery Program.

(Oates/Somerville)
CARRIED

**ADOPTION OF 2017/18 OPERATIONAL PLAN AND 2017/18 - 2020/21
DELIVERY PLAN**

1706/009 RESOLVED

1. That in accordance with s402-406 of the Local Government Act 1993, the 2017/18 Operational Plan be adopted by Council;
2. That Council adopt the Revenue Policy for 2017/18, as outlined in the 2017/18 Operational Plan;
3. That Council adopt the Statement of Rating Structure and their respective short names as contained in the Operational Plan 2017/18 and make the Ordinary Rate and charges, including sewer charges and domestic waste management charges, pursuant to s494 and s496 of the Local Government Act 1993 detailed in the tables below;

Rating Structure for the 2017/2018 Rating Year						
Name of Category/Sub Category	Number of Assessments (A)	Base Rate (B)	Ad Valorem (C)	Land Value (D)	Total Yield (E)	% Yield from Base Amount
Residential						
Ordinary Rate	1119	\$220	0.00286187	\$140,072,652	\$647,050	38.05%
Sub Category - Blayney	1251	\$270	0.00567110	\$85,512,990	\$822,723	41.06%
Sub Category - Millthorpe	321	\$270	0.00358980	\$44,084,860	\$244,926	35.39%
Sub Category - Carcoar	95	\$220	0.00613265	\$4,712,968	\$49,803	41.97%
Business						
Ordinary Rate	86	\$270	0.00595222	\$8,992,266	\$76,744	30.26%
Sub Category - Business Blayney, Millthorpe & Carcoar	228	\$270	0.00935240	\$22,350,564	\$270,591	22.75%
Farmland						
Ordinary Rate	764	\$345	0.00334488	\$553,354,696	\$2,114,485	12.47%
Mining						
Ordinary Rate	1	\$945	0.04285800	\$324,000	\$14,831	6.37%
Sub Category - Mining Gold / Copper Combined	1	\$945	0.04109033	\$101,700,000	\$4,179,832	0.02%
Total Yield	3,866			\$961,104,996	\$8,420,984	

Sewer Charges - Residential			
	Access Charge	No of Properties	Total Yield
Connected	\$576.00	1487	\$856,512
Vacant/Unmetered	\$296.00	126	\$34,632
Estimated Total Yield			\$891,144

Sewer Charges - Non Residential					
	Annual Charge (Prior to SDF Factor)	No of Properties	Quarter Charge before SDF applied	Min. quarterly amount charged	TOTAL YIELD
20mm Water Service	\$476.00	162	\$119	\$144	
25mm Water Service	\$736.00	21	\$184	\$144	
32mm Water Service	\$1,204.00	18	\$301	\$144	
40mm Water Service	\$1,880.00	11	\$470	\$144	
50mm Water Service	\$2,940.00	24	\$735	\$144	
80mm Water Service	\$7,520.00	1	\$1,880		
100mm Water Service	\$11,756.00	6	\$2,939		
150mm Water Service	\$26,452.00	2	\$6,613		
Vacant/Unmetered	\$296.00	49			
Estimated Total Yield					\$ 325,000

Domestic Waste Management		
	Annual Charge	No. of Properties
Domestic Waste Management Charge	\$412.00	1931
Domestic Waste Management Charge – Vacant Land	\$60.00	301
Domestic Waste Management Charge – Rural Areas	\$412.00	559
Non-Domestic Waste management		
Non-Domestic Waste Management Charge	\$460.00	301
Extra Services		
Additional Garbage Charge – per bin	\$240.00	87
Additional Recycling Charge – per bin	\$220.00	31
TOTAL YIELD		\$1,209,820

4. That the Community Financial Assistance Program under s356 Local Government Act be adopted.
5. That the Village Enhancement Program incorporating the Development Coordinator Proposal and Local Heritage Assistance Program that financially assist others under s356 Local Government Act be adopted.
6. That the submissions on the 2017/18 – 2020/21 Delivery Program and 2017/18 Operational Plan be noted.
7. That the seasonal hire fee for Redmond Oval for Millthorpe Junior Rugby Union for 2017/18 be changed to \$375 Inc. GST

(Radburn/Kingham)
CARRIED

- 1706/010** **ADOPTION OF DISABILITY INCLUSION ACTION PLAN 2017 - 2021**
RESOLVED
1. That the submissions on the Draft Blayney Cabonne Orange Disability Inclusion Action Plan be received and noted; and
 2. That Council adopt the Blayney Cabonne Orange Disability Inclusion Action Plan 2017 – 2021 for Blayney Shire including amendments as tabled.
- (Oates/Ewin)
CARRIED
- 1706/011** **BAD DEBT WRITE OFF - PRIVATE WORKS 230 SUGARLOAF ROAD**
RESOLVED
1. That Council endorse action taken in resolution of the outstanding debt with the property owner of 230 Sugarloaf Road, Blayney.
 2. That Council approve the write-off of irrecoverable sundry debtor in the amount of \$66,992.25 as follows:
- D.70222 – All Natural Stone Pty Ltd \$66,992.25
- (Kingham/Radburn)
CARRIED
- 1706/012** **CENTROC BEYOND THE RANGE PROGRAM**
RESOLVED
1. That Council receive and note the Centroc Beyond the Range Program report;
 2. That Council continue engagement with the Beyond the Range social media Facebook posts;
 3. That Council participate in a free social media workshop; and
 4. That Council provide feedback to Centroc on value of the program.
- (Radburn/Somerville)
CARRIED
- 1706/013** **PERFORMANCE AUDITS BY NSW AUDIT OFFICE**
RESOLVED
- That the Council receive the report on the introduction of performance audits by the NSW Audit Office.
- (Braddon/Oates)
CARRIED
- 1706/014** **LEASE OF LAND FOR TELECOMMUNICATIONS INSTALLATION**
RESOLVED
1. That the report on the lease of land located at 19 Mt. McDonald Road (Part Lot 1 DP 999523), Lyndhurst be received.
 2. That the commercial terms as proposed be endorsed.
 3. That Council endorse execution of the lease of land located at 19 Mt. McDonald Road (Part Lot 1 DP 999523), Lyndhurst and associated documentation by the Mayor and General Manager under Council seal.
- (Braddon/Kingham)
CARRIED

INFRASTRUCTURE SERVICES REPORTS

- 1706/015** **DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT**
RESOLVED
That the Director of Infrastructure Services Monthly report for June 2017 be received and noted.
(Oates/Ewin)
CARRIED

- 1706/016** **REAPPOINTMENT OF VOLUNTEER CONTROLLER - BLAYNEY SES**
RESOLVED
That Council approve the reappointment of the Local Controller of the Blayney SES, and notify the SES Central West Region Controller of its approval.
(Radburn/Braddon)
CARRIED

- 1706/017** **NAMING OF BRIDGES**
RESOLVED
 1. That the source of names for the proposed naming of the 6 bridges currently being replaced across Blayney Shire be undertaken, as if applicable, in accordance with Council's Road and Street Names Policy (25F).
 2. That Council seek local community input, including via local schools and the Blayney and Lyndhurst RSL sub-branches.(Braddon/Oates)
CARRIED

- 1706/018** **MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING**
HELD ON THURSDAY, 18 MAY 2017
RESOLVED
That the Minutes of the Blayney Shire Sports Council Meeting, held on Thursday 18 May 2017, be received and noted.
(Kingham/Oates)
CARRIED

PLANNING AND ENVIRONMENTAL SERVICES REPORTS

- 1706/019** **DEVELOPMENT APPLICATION 18/2017 - SKATE PARK - LOT 320 DP**
750380, 2 ADELAIDE STREET BLAYNEY
RESOLVED
That Council approve Development Application 18/2017 for a skate park at Lot 320 DP 750380, 2 Adelaide Street, Blayney, subject to the conditions in Enclosure 4.
(Braddon/Radburn)
CARRIED

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

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

MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM HELD THURSDAY 9 FEBRUARY 2017

1706/020

RESOLVED

That the minutes of the Blayney Shire Cemetery Forum Meeting, held on 11 May 2017, be received and noted.

(Braddon/Radburn)
CARRIED

CLOSED MEETING

1706/021

RESOLVED

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

NETWASTE TENDER F2442 –TENDER FOR THE COLLECTION AND RECYCLING OF SCRAP METAL FOR COUNCILS IN THE NETWASTE REGION.

This matter is considered to be confidential under Section 10A(2) (di) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

(Oates/Braddon)
CARRIED

CONFIDENTIAL MEETING REPORTS

NETWASTE TENDER F2442 –TENDER FOR THE COLLECTION AND RECYCLING OF SCRAP METAL FOR COUNCILS IN THE NETWASTE REGION.

1706/022

RESOLVED

1. That Council award Sims Metal Management the contract in relation to NetWaste Tender F2442 – Tender for Collection and Recycling of Scrap Metal for Councils in the NetWaste Region with Council to be paid \$85.00 per tonne commencing 1 July 2017 for an initial two-year period, with potential for two individual 12-month contract extension options.
2. That Council confirm its involvement in the Contract through NetWaste and execute the Contract documents as appropriate.

(Braddon/Oates)
CARRIED

1706/023 RESOLVED

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

(Braddon/Oates)
CARRIED

AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR ANNOUNCED THE OUTCOME OF RESOLUTION NUMBER 1706/022

There being no further business, the meeting concluded at 7.05pm

The Minute Numbers 1706/001 to 1706/023 were confirmed on 17 July 2017 and are a full and accurate record of proceedings of the Ordinary Meeting held on 19 June 2017.

Cr S Ferguson
MAYOR

Mr Grant Baker
ACTING GENERAL MANAGER

02) RISK, WORK HEALTH AND SAFETY QUARTERLY REPORT

Department: Executive Services

Author: Manager Human Resources

CSP Link: 6.3 A well-run Council organisation.

File No: GO.ME.1

Recommendation:

That the Risk, Work Health and Safety Report for the quarter April to June 2017 be received and noted.

Reason for Report:

To update Council on Risk, Work Health and Safety activities and performance for the period April to June 2017.

Report:

Consultation

The Health and Safety Committee met in May.

Risk, Health and Safety are discussed at weekly departmental and MANEX meetings.

All staff are encouraged to participate in risk, health and safety and report any concerns to their representatives, supervisor or Risk Officer.

Centroc

Council continues to participate in meetings conducted by the Centroc Work Health and Safety (WHS)/Risk Management Group.

Training

Nominated staff have completed training and achieved competency in first aid, traffic control, and dangerous dog handling and assessment.

Insurance

In May 2017, Council received a discretionary bonus from Statewide Mutual in the amount of \$19,706.84.

In June 2017, Council received a Mutual performance rebate from Statecover Mutual (Councils work compensation insurance) in the amount of \$8,542.44.

Workers Compensation

There were no Lost Time Incidents (LTI) during the quarter.

	2015-16	July 2016 – March 2017	April – June 2017
Claims	6	5	1
Lost Time Incident	3	3	0
Days lost	6	17	1

Notifications of Injuries/Incidents/Hazards

	2015-16	July 2016 – March 2017	April – June 2017
Injury	15	10	1
Incident	30	17	3
Hazard	14	6	4

Contractors

Contractors working with Council are inducted to site and participate in site specific risk assessment processes.

Events

Blayney Farmers Markets and tourism events have been held without any identified risk or health and safety issues.

Issues:

Nil.

Budget Implications:

Council's Workers Compensation instalment for the quarter was \$27,922.57.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

03) COUNCIL RESOLUTION REPORT

Department: Executive Services

Author: General Manager

CSP Link: 6.3 A well-run Council organisation.

File No: GO.ME.1

Recommendation:

That Council notes the Outstanding Resolution Report to June 2017

Reason for Report:

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

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

Council have requested an Outstanding Resolution Report on a quarterly basis.

Report:

This Council Outstanding Resolution Report includes Council Resolutions up until the June 2017 Council Meeting.

Council currently has 17 resolutions 'in progress'.

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

Date Of Meeting	Res. No	Resolution	Owner	Comments
19 December 2016	1612/004	Minutes of the Blayney Shire Cultural Centre Working Group Meeting held Monday 5 December 2016 RESOLVED 3. That the Canobolas RFS Zone Committee consider the locations and type of bush fire danger rating signs and their effectiveness in the Blayney Shire and to provide a solution as to a potential location and cost of an electronic sign in Blayney.	GM	RFS having difficulty identifying new site and finding someone to maintain. Will liaise & resolve with GM by Sept 17.
19 December 2016	1612/022	Contaminated Land Policy RESOLVED That Council place the draft Contaminated Land Policy on public exhibition for a period of 28 days.	DPES	Draft register has been prepared
20 February 2017	1702/003	The Cottage MOU Blayney Shire Arts and Crafts Council Incorporated RESOLVED 2. That Council approve the annual donation of \$440 being the relevant hire charge for Cadia Meeting room as noted in Council's Operational Plan 2016/17 for 11 meetings per year and this donation be included in Council's Community Financial Assistance Program, Annual Financial Assistance list of recurrent contributions 2017/18.	GM	Chairperson still suffering ill health. 2IC volunteer following up to assist with signing of document
20 February 2017	1702/004	Inala Units Millthorpe RESOLVED That Council endorse the recommendations of the Inala Units Working Group and proceed with the Expression of Interest for a suitably qualified community housing provider to take over responsibility for the ownership, maintenance and operation of the Inala complex as affordable housing facility on a long term basis.	GM	Tender submissions received. Working Group meeting scheduled for 12 July 17

20 February 2017	1702/018	<p>Future development of unused land fronting Frape Street, Blayney RESOLVED</p> <p>That Council:- Prepare a development application for a 3 lot subdivision of Lot 19 DP 244853 and develop 2 residential lots of approximately 930m² fronting Frape Street and rehabilitate the residue for conversion into open space. Vote funding of \$70,000 from the internally restricted Property Account for development and rehabilitation costs associated with the 3 lot subdivision of Lot 19 DP 244853.</p>	DIS	Awaiting quotation for contamination remediation: DA has been submitted
20 February 2017	1702/019	<p>Resources For Regions Funding RESOLVED</p> <ol style="list-style-type: none"> 1. That Council approve the addition of 8 Operations Staff on temporary contracts for the duration of the Resources for Regions project. 2. That Council approve the procurement of 2 water carts, 2 rollers, 4 utes, and 1 x 8 tonne tipping truck. 	MO	<p>1 x Trainee - Trainee has been appointed.</p> <p>1 x 8t tipping truck - delivery taken.</p> <p>2 Water Carts - have been ordered.</p> <p>2 Rollers - Tender currently advertised.</p>
20 March 2017	1703/015	<p>Fossicking District Request for Blayney Shire RESOLVED</p> <p>That Council consent to the Blayney Shire Council Local Government Area being declared a Fossicking District subject to there being no submissions following the public exhibition period of 28 days.</p>	STP	In progress
20 March 2017	1703/017	<p>Minutes of the Blayney Shire Access Advisory Committee Meeting held Thursday 9 February 2017 RESOLVED</p> <ol style="list-style-type: none"> 1. That accessible seating, proposed as stage 2 of the King George Oval seating upgrade, is constructed as soon as possible. 	DIS	Referred to Infrastructure Services. In progress

<p>18 April 2017</p>	<p>1704/015</p>	<p>Planning Proposal to amend Blayney Local Environmental Plan 2012 - Flood Planning Map RESOLVED That Council forward a Planning Proposal to the Minister for Planning and Environment seeking to amend the flood planning map within the Blayney Local Environmental Plan 2012.</p>	<p>DPES</p>	<p>Gateway received</p>
<p>18 April 2017</p>	<p>1704/016</p>	<p>Planning Proposal to Amend Blayney Local Environmental Plan 2012 - RU1 Primary Production to RU5 Village, 61 Forest Reefs Road Millthorpe RESOLVED 1. That Council forward a Planning Proposal to the Minister for Planning and Environment seeking to amend the Blayney Local Environmental Plan 2012 by rezoning 61 Forest Reefs Road Millthorpe from RU1 Primary Production to RU5 Village. 2. Council as a separate, independent process proceed to review and update the Blayney Settlement Strategy 2012 during the 2017/18 financial year</p>	<p>DPES</p>	<p>Gateway received</p>
<p>18 April 2017</p>	<p>1704/018</p>	<p>Blayney 2020 MasterPlan Pedestrian Link Project Stage 1 RESOLVED That Council delegate the General Manager to continue to negotiate for the Pedestrian Link Project subject to final approval of Council.</p>	<p>GM</p>	<p>GM has undertaken negotiations. No further result at present time</p>
<p>15 May 2017</p>	<p>1705/002</p>	<p>Orange Region Tourism Ltd Strategic Plan RESOLVED 2. That Council provides an additional \$50,000 in the draft 2017/18 Operational Plan for the Orange Region Tourism Ltd organisation. 3. That this financial commitment to the Operational Plan's Tourism and Economic Development section be made for an initial 3 years commencing from 2017/18 to 2019/20.</p>	<p>GM</p>	<p>Draft Contract for Council consideration</p>

<p>15 May 2017</p>	<p>1705/003</p>	<p>Neville Multipurpose Court Project RESOLVED That Council provide in principle support for the Neville Multipurpose Court Project and undertake further investigation as required to develop and progress this proposal with the community.</p>	<p>GM</p>	<p>Stakeholder meeting held 22/6/17 & various items discussed. Additional meeting recommended with GM in July 17.</p>
<p>15 May 2017</p>	<p>1705/006</p>	<p>Minutes of the Blayney Shire Cultural Centre Working Group Meeting held Monday 1 May 2017 RESOLVED 3. That Council undertake the Blayney Library painting and shelving project and include the additional minor items of new sliding door and installation of a small hot water service as capital expenditure requests to ensure Library and Family History Services are supported in the short term.</p>	<p>GM</p>	<p>History group has relocated. Renovations ongoing.</p>
<p>15 May 2017</p>	<p>1705/012</p>	<p>Inala Units Update RESOLVED That Council endorse the recommendation of the Inala Units Working Group and proceed with the Selective Tender for the Sale of 10 Residential Units at 33 Park Street, Millthorpe</p>	<p>DCS</p>	<p>Tender closed on 29/6/17. Inala Units Working Group has meeting scheduled to review tenders on 12 July 2017.</p>
<p>19 June 2017</p>	<p>1706/014</p>	<p>Lease Of Land for Telecommunications Installation RESOLVED 1. That the report on the lease of land located at 19 Mt. McDonald Road (Part Lot 1 DP 999523), Lyndhurst be received. 2. That the commercial terms as proposed be endorsed. 3. That Council endorse execution of the lease of land located at 19 Mt. McDonald Road (Part Lot 1 DP 999523), Lyndhurst and associated documentation by the Mayor and General Manager under Council seal.</p>	<p>DCS</p>	<p>Acceptance of commercial terms by Council advised to Jones Lang LaSalle (acting for Telstra) on 26/06/2017 OEM/19386. Awaiting lease preparation for lease execution.</p>

<p>19 June 2017</p>	<p>1706/017</p>	<p>Naming of Bridges RESOLVED</p> <ol style="list-style-type: none"> 1. That the source of names for the proposed naming of the 6 bridges currently being replaced across Blayney Shire be undertaken, as if applicable, in accordance with Council’s Road and Street Names Policy (25F). 2. That Council seek local community input, including via local schools and the Blayney and Lyndhurst RSL sub-branches. 	<p>GP / MM</p>	<p>Community Consultation Process to be held with RSL, Family History Group and School Groups, by end September 2017</p>
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Issues:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

Nil

04) REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2017

Department: Corporate Services

Author: Accountant

CSP Link: 6.3 A well-run Council organisation.

File No: FM.IN.1

Recommendation:

1. That the report indicating Council’s investment position as at 30 June 2017 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

Reason for Report:

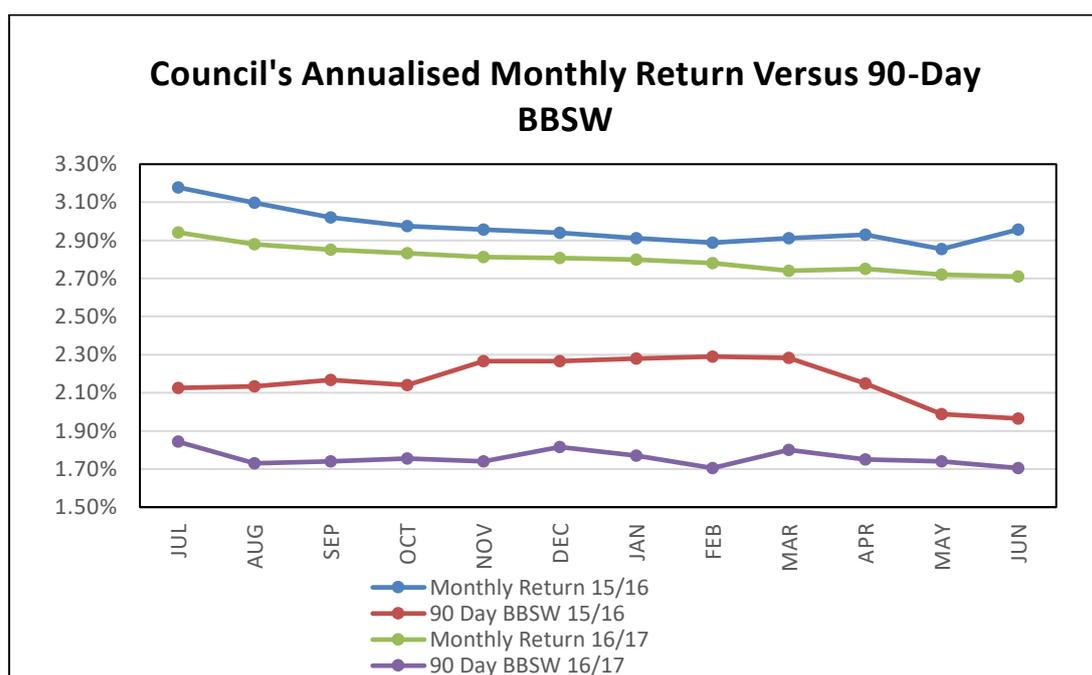
For Council to endorse the Report of Council Investments as at 30 June 2017.

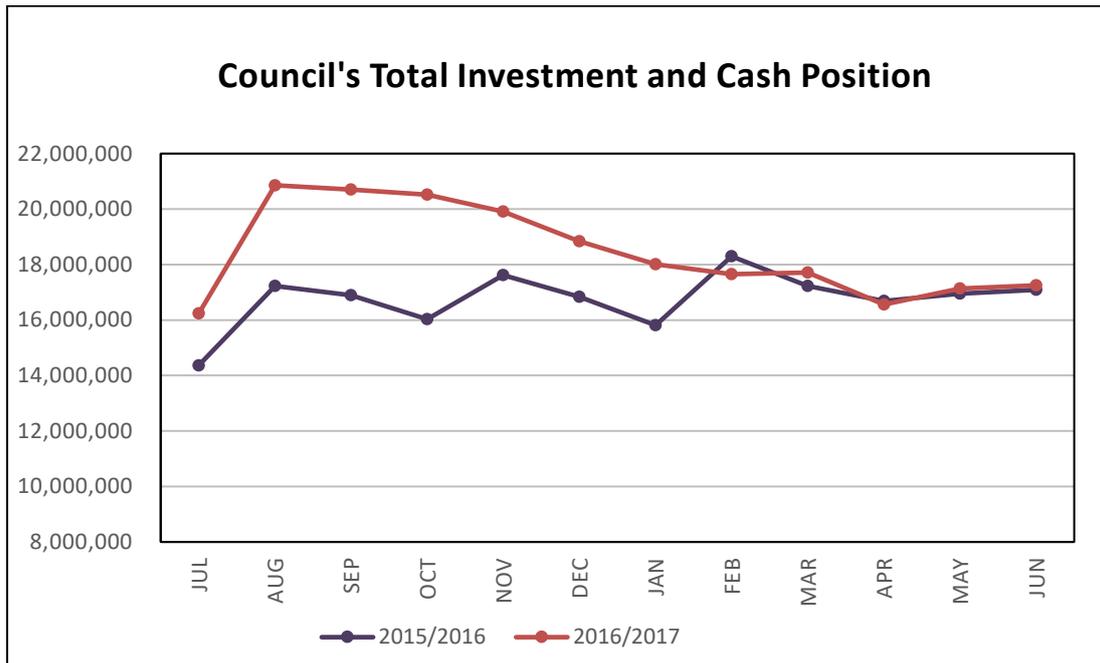
Report:

This report provides details of Council’s Investment Portfolio as at 30 June 2017.

Council’s total investment and cash position as at 30 June 2017 is \$17,249,734. Investments earned interest of \$34,699 for the month of June 2017.

Council’s monthly net return on Term Deposits annualised for June of 2.72% outperformed the 90 day Bank Bill Swap Rate of 1.705%.





REGISTER OF INVESTMENTS AND CASH AS AT 30 JUNE 2017				
Institution	Rating	Maturity	Amount \$	Interest Rate
AMP Bank	A1/A	11/07/2017	500,000	2.800%
AMP Bank	A1/A	16/08/2017	500,000	2.800%
AMP Bank	A1/A	22/08/2017	500,000	2.750%
AMP Bank	A1/A	6/02/2018	500,000	2.700%
AMP Bank	A1/A	19/06/2018	500,000	2.600%
Auswide Bank Limited	A3/BBB-	5/06/2018	500,000	2.800%
Auswide Bank Limited	A3/BBB-	22/05/2018	500,000	2.800%
Auswide Bank Limited	A3/BBB-	14/12/2017	500,000	2.800%
Bank of Queensland	A2/BBB+	3/07/2017	500,000	2.750%
Bank of Queensland	A2/BBB+	7/11/2017	500,000	2.600%
Bankwest	A1+/AA-	25/07/2017	500,000	2.600%
Bendigo & Adelaide Bank	A2/BBB+	23/11/2017	500,000	2.700%
Bendigo & Adelaide Bank	A2/BBB+	22/08/2017	1,000,000	2.700%
Bendigo & Adelaide Bank	A2/BBB+	29/08/2017	1,000,000	2.700%
IMB	A2/BBB	3/10/2017	500,000	2.600%
ING Bank	A2/A-	31/08/2017	500,000	2.750%
ING Bank	A2/A-	12/09/2017	500,000	2.700%
ME Bank	A2/BBB	19/09/2017	500,000	2.750%
ME Bank	A2/BBB	28/11/2017	500,000	2.700%
MyState Bank Limited	A2/BBB	7/12/2017	500,000	2.750%
MyState Bank Limited	A2/BBB	20/02/2018	500,000	2.700%
MyState Bank Limited	A2/BBB	5/09/2017	500,000	2.850%
MyState Bank Limited	A2/BBB	5/09/2017	500,000	2.700%
NAB	A1+/AA-	6/09/2017	500,000	2.680%
NAB	A1+/AA-	29/11/2017	500,000	2.790%
NAB	A1+/AA-	17/10/2017	500,000	2.480%
NAB	A1+/AA-	31/10/2017	500,000	2.600%
NAB	A1+/AA-	14/11/2017	500,000	2.740%
Total Investments			15,000,000	2.710%
Benchmarks:	BBSW 90 Day Index			1.705%
	RBA Cash Rate			1.500%
Commonwealth Bank - At Call Account			500,000	1.400%
Commonwealth Bank Balance - General			1,135,052	1.350%
Tcorp IM Cash Fund			614,682	2.370%
TOTAL INVESTMENTS & CASH			17,249,734	

* % Interest rates as at 30/06/2017

Summary of Investment Movements - June 2017		
Financial Institution	Invst/(Recall) Amount \$	Commentary
Bendigo & Adelaide Bank	(514,460.27)	Term Deposit Redeemed 13/06/2017
Auswide Bank	500,000.00	Term Deposit New Investment 14/06/2017
AMP Bank	(514,500.00)	Term Deposit Matured 15/06/2017
AMP Bank	500,000.00	Term Deposit Reinvested 15/06/2017

Short Term Credit Rating*	Policy Maximum	Current Holding %	Current Holding \$
A-1+	100%	20%	3,000,000
A-1	80%	17%	2,500,000
A-2	60%	53%	8,000,000
A-3	40%	10%	1,500,000
			15,000,000

*Councils current investment portfolio contains only short term investments and has therefore been rated accordingly.

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

Individual Institution Limit	Rating	Policy Maximum	Actual Maximum
AMP Bank	A1/A	3,000,000	2,500,000
Auswide Bank	A3/BBB-	3,000,000	1,500,000
Bank of Queensland	A2/BBB+	3,000,000	1,000,000
Bankwest	A1+/AA-	3,000,000	500,000
Bendigo & Adelaide Bank	A2/BBB+	3,000,000	2,500,000
IMB	A2/BBB	3,000,000	500,000
ING Bank	A2/A-	3,000,000	1,000,000
ME Bank	A2/BBB	3,000,000	1,000,000
MyState Bank Limited	A2/BBB	3,000,000	2,000,000
NAB	A1+/AA-	3,000,000	2,500,000

<u>RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS</u>	
	\$ 000's
External Restrictions - Sewer*	5,157
External Restrictions - Unexpended Grants*	1,282
External Restrictions - Other*	2,267
	8,706
Internal Cash Restrictions*	8,232
Unrestricted	312
	8,544
TOTAL CASH & INVESTMENTS	17,250

* Restrictions represent balance as at 1 July 2016 carried forward from 2015/16 Audited Financial Statements

Included in Council's total cash and investments as at 30 June 2017 is \$1,229,306 which represents the first 2 instalments of the 2017/18 Financial Assistance Grant allocation paid in advance on 8 June 2017.

The advance payment will be internally restricted cash under Note 6(c) of Council's financial statements and will also form part of Council's operating result for the year ended 30 June 2017.

Whilst Council's cash position remains similar at year end to the previous financial year, the advance payment demonstrates that Council has drawn down on its cash reserves throughout the 2016/17 financial year to deliver on major projects.

It is also important to note that the amount of financial assistance grant payments now anticipated are only half of that budgeted in Council's 2017/18 Operational Plan. This will impact Council's cash flow position and operating result for the upcoming financial year.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

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

Issues:

Nil

Budget Implications:

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

Enclosures (following report)

Nil

Attachments (separate document)

Nil

05) COMPLIANCE AND REPORTING ACTIVITIES**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 6.3 A well-run Council organisation.**File No:** IM.CO.3**Recommendation:**

That the report on Compliance and Reporting Activities for the 6 month period to June 2017 be received.

Reason for Report:

For Council to be updated on compliance and reporting activities for the 6 month period to June 2017.

Report:

The Office of Local Government (OLG) issues all councils with a calendar of compliance and reporting activities annually. These activities are statutory obligations required under various pieces of legislation.

This report outlines compliance and reporting activities undertaken for the 6 month period to June 2017:

Activity	Legislation	Due Date	Completion Date
Issue 3 rd Rates Instalment notices	L.G. Act s.562	31/01/2017	16/01/2017
Ledgers prepared for 6 monthly inspection by Auditors	L.G. Regulation cl.228	31/01/2017	31/01/2017
Public Interest Disclosure (PID) (six monthly) report to NSW Ombudsman	PID Act s.6CA	31/01/2017	23/01/2017
Submission of Quarterly Budget Review Statement to Council (2 nd Quarter)	L.G. Regulation cl.203(1)	28/02/2017	20/02/2017
Delivery Program progress report to Council	L.G. Act s.404(5)	Six monthly	20/02/2017
Issue 4 th Rates Instalment notices	L.G. Act s.562	30/04/2017	11/04/2017
Submission of Quarterly Budget Review Statement to Council (3 rd Quarter)	L.G. Regulation cl.203(1)	31/05/2017	15/05/2017
Adoption of Disability Inclusion Action Plan and lodgement to NSW Disability	Disability Inclusion Act s.12	30/06/2017	19/06/2017

Council			
Adoption of Operational Plan and Update to Long Term Financial Plan	L.G. Act s.404	30/06/2017	19/06/2017

Issues:

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

Budget Implications:

Nil effect.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

06) REVIEW OF AGENCY INFORMATION GUIDE

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 6.3 A well-run Council organisation.

File No: IM.CO.3

Recommendation:

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

Reason for Report:

For Council to review and adopt its Agency Information Guide.

Report:

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

Section 21 of the Government Information (Public Access) Act also prescribes that Council must review its agency information guide and adopt a new agency information guide at intervals of not more than 12 months. Council last adopted this guide at its July 2016 meeting.

An "agency information guide" is a guide that:

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

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

Issues:

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

Budget Implications:

Nil effect.

Enclosures (following report)

1 Blayney Shire Council Agency Information Guide 13 Pages

Attachments (separate document)

Nil

BLAYNEY SHIRE COUNCIL



AGENCY INFORMATION GUIDE

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

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STRUCTURE AND FUNCTIONS OF COUNCIL

INTRODUCTION

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

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

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

- to direct and control the affairs of the Council in accordance with the Local Government Act and other applicable legislation;
- to participate in the optimum allocation of the Council's resources for the benefit of the area;
- to play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions;
- to review the performance of the Council and its delivery of services, management plans and revenue policies of the Council;
- The role of a Councillor is, as an elected person:
 - to represent the interests of the residents and ratepayers;
 - to provide leadership and guidance to the community;
 - to facilitate communication between the community and the Council.

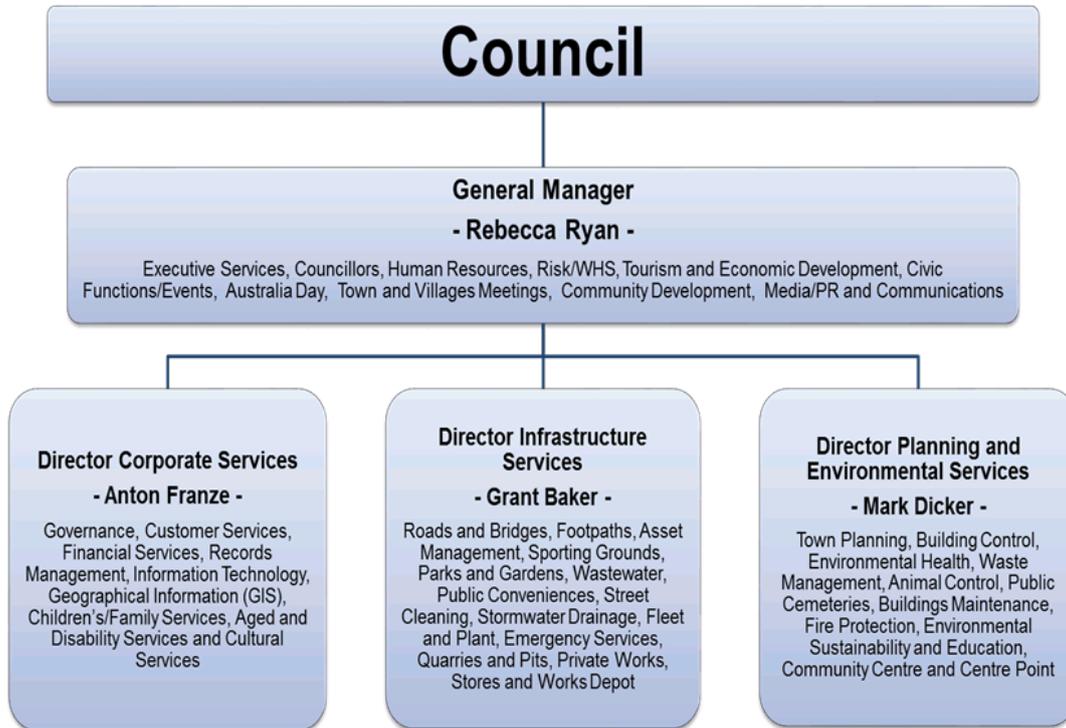
The Mayor presides at meetings of the Council, carries out the civic and ceremonial functions of the office, exercises, in cases of necessity, the decision making functions of the body politic, between its meetings and performs any other functions that the Council determines.

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

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

ORGANISATIONAL STRUCTURE

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



COUNCIL FUNCTIONS

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

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

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

Coastal Protection Act 1979
Community Land Development Act 1989
Companion Animals Act 1998
Contaminated Land Management Act 1997
Conveyancing Act 1919
Environmental Planning and Assessment Act 1979
Fire Brigades Act 1989
Fluoridation of Public Water Supplies Act 1957
Food Act 2003
Government Information (Public Access) Act 2009
Heritage Act 1977
Impounding Act 1993
Library Act 1939

Noxious Weeds Act 1993
Privacy & Personal Information Protection Act 1998
Protection of the Environment Operations Act 1997
Public Health Act 2010
Recreation Vehicles Act 1983
Roads Act 1993
State Emergency & Rescue Management Act 1989
State Emergency Service Act 1989
Strata Schemes (Development) Act 2015
Strata Schemes Management Act 2015
Swimming Pools Act 1992
Unclaimed Money Act 1995

HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

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

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

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

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

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

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

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

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

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

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

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

- representation;
- personal participation.

1. REPRESENTATION

Local Democracy

Councils in New South Wales are elected every four years. An election in Blayney Shire was to have been held in September 2016. An order to delay elections for those councils with a merger proposal before the Boundaries Commission was gazetted on 15 April 2016. The order delayed the election in Blayney Shire for twelve months. The next election for Blayney Shire is scheduled for 9 September 2017.

At each election for Blayney Shire Council, voters elect seven Councillors for a four-year term however due to the delayed election date the next Council term will be for a 3 year period (2017-2020). The Mayor is elected for a 2 year term by the Councillors from among their numbers. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non residential roll. Voting is compulsory.

Making Representations to Councillors

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

Appointments with Mayor

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

2. PERSONAL PARTICIPATION

Open Council Meetings

Blayney Shire Council meets regularly at Ordinary Council meetings to discuss local issues and make decisions on behalf of the community. All meetings of Council are open to the public and residents are welcome to attend, unless closed for specific reasons under the *Local Government Act*. Ordinary Council meetings are held on the third Monday of the month.

Public Address to Council

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

The opportunity is offered to interested persons to address Council prior to meetings on any matters that are within its jurisdiction. A Public Forum Speaker Request Form must be completed and lodged before scheduled deadline of 4.30pm on the day of the Council meeting. Forms are available from Council's website link:

<http://www.blayney.nsw.gov.au/Your-Council/Council-Meetings-and-Committees/Public-Participation/Public-Participation>

Section 355 Committees

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

- Blayney Shire Access Advisory Committee
- Blayney Shire Audit Committee
- Blayney Shire Council Australia Day Committee
- Blayney Shire Financial Assistance Committee
- Blayney Shire Sports Council
- Blayney Shire Towns & Villages Committee
- Cemetery Forum

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

Public Exhibitions / Submissions to Council

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

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

INFORMATION HELD BY BLAYNEY SHIRE COUNCIL

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

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

1. RECORDS

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

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

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

2. POLICY DOCUMENTS

Council’s policies are maintained in a policy register – access to which is available from Council’s website using the following link:

<http://www.blayney.nsw.gov.au/Your-Council/Council-Policies>

3. GENERAL INFORMATION

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

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

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

These documents are:

a. Information about Council

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

b. Plans and Policies

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

c. Information about Development Applications

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

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspection Consultant Reports
- Acoustic Consultant Reports

- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information

d. Approvals, Orders and Other Documents

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

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

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

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

ACCESS TO INFORMATION HELD BY THE COUNCIL

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

Council has adopted a policy on access to information (Policy 2G: Access to Information), to facilitate public access to the information held by Council. This policy is publicly available from Council's policy register on Council's website using the following link:

<http://www.blayney.nsw.gov.au/Your-Council/Council-Policies>

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

OPEN ACCESS INFORMATION

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

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

PROACTIVE RELEASE OF INFORMATION

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

INFORMAL ACCESS REQUESTS

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

FORMAL ACCESS APPLICATIONS

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

The GIPA Act sets out the procedure for making and dealing with formal access applications. An application for information that is not already available by other means must be made on the "Formal Access Application" form, which is available at the Council Chamber or on Council's website using the following link:

<http://www.blayney.nsw.gov.au/Your-Council/Access-to-Information>

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

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

PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER

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

Enquiries should be addressed as follows:

General Manager
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

Email: council@blayney.nsw.gov.au

INFORMATION AND PRIVACY COMMISSION

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

Adopted:	11/10/2010	Minute No. 1010/012
Date of Approval by IPC	09/12/2010	
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	13/07/2015	1507/007
	18/07/2016	1607/012
	17/07/2017	
Next Review:	16/07/2018	

07) TENDER FOR THE SALE OF INALA UNITS

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 5.1 A diverse and sustainable population in our communities and villages.

File No: PM.TN.10

Recommendation:

That Council determine the outcome for selective tender 8/2017 for the Sale of 10 Residential Units at 33 Park Street, Millthorpe.

Reason for Report:

For Council to determine an outcome for the selective tender 8/2017 for Sale of 10 Residential Units at 33 Park Street, Millthorpe (Inala Units).

Report:

At the December 2016 meeting, Council established a working group to investigate ways in which Council may realise its capital investment in the Inala Units whilst at the same time ensuring that the issues of importance to the community were maintained (**Resolution 1612/001**).

At the May 2017 meeting, Council endorsed the recommendation of the Inala Units Working Group to proceed with the Selective Tender for the Sale of 10 Residential Units at 33 Park Street, Millthorpe (**Resolution 1705/002**).

Council called for a selective tender from interested parties in the Expression of Interest. Two parties were invited to submit tenders with the tender closing 29 June 2017.

The Inala Working Group is scheduled to meet 13 July 2017 to assess tender responses and make a recommendation to Council.

The following criteria and demonstrated evidence would be required at a minimum from Tenderers for shortlisting of submissions:

1. Financial stability;
2. Purchase Price Offer;
3. Experience in affordable and community housing, long term commitment to the sector and innovative solutions to meeting objectives.

At the time of report preparation, the Inala Working Group had not met. A meeting of the Inala Working Group is scheduled for Wednesday 12 July

2017. Further information will be furnished to Council under separate cover following this meeting.

Issues:

The EOI process undertaken identified suitably qualified community housing providers to assume responsibility for the ownership, maintenance and operation of the Inala complex as affordable housing facility on a long term basis.

The community vision for Inala Units is the retention the units as an affordable housing complex, serving the needs of older and aged low-income and pensioner shire residents and for it to be managed to maximize and improve the amenity of the site for current and future occupiers.

Through this selective tender process, Council has sought submissions from tenderers in the marketplace that can achieve an outcome that ensures that the Inala Units continue to provide and retain affordable housing facility for aged low-income and pensioner shire residents in perpetuity. The principles of equity, access, security and inclusion have been applied to all decisions relating to Inala units and its residents to be addressed in detail by the future owner or licensee.

Budget Implications:

Council has sought an independent market valuation that will assist to guide Council on the outcome of the tender. Provision in the 2017/18 Operational has been made for the sale of the asset. In the event of a determination to sell the asset, the sale price should be assessed against the written down value of the asset, as the difference will be recognised as a loss or profit on sale in Council's 2017/18 Income Statement.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

08) DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 4.1 Adequate provision of transport, roads, rail, information and communication technologies and community social assets.

File No: GO.ME.1

Recommendation:

1. That the Director of Infrastructure Services Monthly report for July 2017 be received and noted.

Reason for Report:

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

Report:

Topical Issues

NSW State Budget

Council's attention is drawn to the recent NSW Government State Budget. Of most significance to Blayney and Regional NSW is the new Regional Growth Fund, which will provide \$1.3 billion to Regional NSW.

The Fund will include:

- Growing Local Economies – unlocking the economic potential of regional towns and cities and creating jobs. Expected to open July 2017.
- Regional Sports Infrastructure – supporting participation and high achievement for regional sporting communities. Expected to open July 2017.
- Connecting Country Communities – improving telecommunication connectivity in regional NSW to drive economic growth
- Resources for Regions – delivering infrastructure and community requirements in mining affected communities. Expected to open Late 2017.
- Stronger Country Communities – investing in projects that improve local amenities for residents, such as upgrades to local parks, community centres and playgrounds. 3 Tranches over 2017, with Tranche A closing 9 August 2017.
- Regional Cultural Fund – building and upgrading arts and cultural venues including art galleries, libraries, performance spaces and cultural centres. Expected to open July 2017.

This is in addition to the \$300 million Regional Growth – Environment and Tourism Fund, to which Council has submitted an Expression of Interest to fund the development of the proposed covered equestrian and livestock arena at Blayney Showground.

The NSW Government is yet to provide detailed funding criteria and guidelines for the Regional Growth Fund, which will enable Council to further consider opportunities that it may wish to apply for.

It is recommended that Council remain focused on ensuring its financial sustainability and prioritise opportunities that renew existing assets. Should new/upgrade projects be considered for submission, the whole of life costs for the ongoing operation, repairs and maintenance of these must be evaluated within Council's Long Term Financial Plan.

Infrastructure projects (excluding roads, bridges, footpaths, sewer or water) valued at over \$1 million or expected to cost in excess of 10% of Council's annual ordinary rate revenue, are also required to have a full Capital Expenditure Review prepared.

Centroc Energy Group

The group continues to meet on a regular basis, to hear from topical speakers presenting on opportunities that exist, and projects undertaken across Australia and overseas.

A presentation was recently provided by the Climate Council on the Cities Power Partnership that provides opportunities for Councils to engage with their communities and seek to increase the use of renewable energy and improve energy efficiency. Further investigation on how the Blayney Shire could utilise this program is required, prior to a possible future workshop to discuss how Council may wish to proceed.

Council continues to discuss the proposed Bulk Streetlight Replacement Program rollout across Blayney Shire with Essential Energy (EE). It is now understood that the cost of the replacement has already been recovered through EE's existing charges.

It is felt that in the interests of reducing waste and duplication of effort, it is preferable to continue to pursue a joint project with Centroc and other ROC's to undertake the installation of LED's and "smart controls" across the EE street light network. Smart controls provide an opportunity to significantly enhance service levels, with the ability to optimise lighting levels and dim/shut off lighting in off-peak times. Smart controls also increasingly recognised as a backbone to smart city networks, as they are able to support other devices at low marginal cost. Australian and international research indicates an accident reduction benefit of good street lighting exceeding 30%.

Centroc have advised that the project brief will be completed in coming weeks, and early advice is that such a project across the network, would be well received, and provide benefit to local communities and Councils, with high quality white light more evenly spread, reduced light spillage/pollution, reduced failure rate, significant cost savings and a positive Return on Investment (ROI).

Major Works

Southern Cadia Access Route

Council has recently finalised the \$2 million project funded under the NSW Fixing Country Roads program - Round 1. Works involved the upgrade and realignment of that part of Errowanbang Road, from Burnt Yards Road through to approx. 650 m South of the “old piggery”. Linemarking was completed in June and Infrastructure NSW has now signed off on the finalisation report and provided the final payment to Council.

Culvert replacements along Cadia Road continue to be undertaken in preparation for pavement works on Cadia Road, associated with Southern Cadia Access Route project.

Bridge Approaches

As a result of the extended wet period last year, Council observed the consolidation of pavements at bridge approaches. Council has recently addressed these on Newbridge Road, Burnt Yards Road, Belubula Way, and Hobbys Yards Road.

Footpaths

The placement of the shared pathway and new kerb and gutter has been completed on the joint RMS/Council funded project along Adelaide Street. Works continue to complete stormwater pit construction, kerb tie-ins, and construct pedestrian refuges at each side street.

Guardrail Repairs

A variety of locations across the Shire have recently had guardrail repairs undertaken, including Browns Creek, Newbridge, Errowanbang, Tallwood and Orange Roads, and Adelaide Street.

Major Contracts

Replacement of Six Timber Bridges

The first bridge to be delivered as part of this project, the Felltimber Road bridge was opened to traffic on 30 June, on time and budget despite a major redesign from the original tender concept. The bridge has been completed in accordance with the agreement under the Australian Government’s, “Bridge Replacement Program”. Minor works, not affecting the bridge’s utilisation, are also nearing completion.

The focus of the project now moves to the Errowanbang Road bridge over Dirt Hole Creek. This is a similar type of structure to Felltimber but considerably larger. Errowanbang Road bridge is expected to be complete in late August or very early September. Once complete the bridge will connect the new road alignment currently under construction by Council. This will complete another milestone in the Southern Cadia access works by Council.

Wastewater

Council, under its current levels of service is committed to zero odour complaints in our reticulation system. After a recent odour complaint, our odour prevention devices have been tested to confirm functionality to reduce H²S gases discharging from our two manholes in Blayney along the Millthorpe rising main. The devices have tested extremely well and we are confident the odours have come from another, unknown source.

As a result of this action, Council has identified further issues in the Calcium Nitrate dosing system at Millthorpe SPS. This system is designed to reduce H²S, the odour causing gas, however is underperforming at this stage. We are working with the supplier to review and work on a strategy going forward.

Parks and Recreation

Redmond Oval

The pumping system at the water bore has been installed and can now be used to supplement the potable water supply to irrigate the oval.

The installation of the 4 new seats and a footpath linking the asphalt area of to the BBQ's has been completed.

Heavy Plant and Fleet

Council has recently taken delivery of a new Cat 12M grader and three 8t trucks. A further 3 trucks are anticipated to be delivered in the next fortnight.

The tender for the replacement of 2 rollers, and 2 additional rollers for the Southern Cadia project has closed, with assessment to commence immediately.

Council staff are currently completing the tender assessment for the replacement of the Parks and Recreation tractor.

Issues:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

Nil

**09) MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD
16 JUNE 2017**

Department: Infrastructure Services

Author: Manager Infrastructure

CSP Link: 4.1 Adequate provision of transport, roads, rail, information and communication technologies and community social assets.

File No: TT.ME.1

Recommendation:

1. That the minutes of the Blayney Traffic Committee Meeting, held on Friday 16 June 2017, be received and noted.
2. That Council design and install a compliant disabled parking space in Redmond Oval Complex near the entrance of Millthorpe Public School and seeks written confirmation from Millthorpe Public School that they will commit to undertaking the extension of the footpath from the school boundary to adjoin their existing footpath. Council to liaise with Millthorpe Pharmacy in regards to the need, usage and possible removal of one of the two existing disabled parking spaces in Victoria Street, Millthorpe.
3. That Council provides in principal support to the Carcoar Cup Running Festival to be held on Sunday, 5 November 2017 subject to the following conditions:
That the event organiser is to comply with the following:
 - a) That Council receive up to date, certified and signed Traffic Control Plans.
 - b) Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.
 - c) Approval is to be obtained from NSW Police for a class 2 event at least 3 months prior to the event, with all instructions issued by Police complied with and obeyed.
 - d) Council is to be provided with Council is to be provided with an up to date copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's interests, with the date and location of the event.
 - e) The Event Organiser is to notify all Emergency Services of the event and associated road closures, including Blayney Hospital.
 - f) The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
 - g) The Event Organiser is to provide and publish the direct contact number of the event organiser/clerk of the course, for in the event of an emergency, residents and emergency services may need to access the route.
 - h) The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (version 3.4),

- 2 August 2006, for a Class 2 event.
- i) The Event Organiser will, advertise the temporary road closures, at least seven days prior to the event, in the local media.
 - j) The requirement to not place any markings on the road way as per the Road Transport Act 2013 No 18 – Section 123.
4. That Council provides in principal support to the Orange Cycle Club – Bicycle Races additional races to be held on Sunday 8 October 2017, Sunday 12 November 2017, Sunday 3 December 2017 subject to the following conditions:
The Event Organiser is to comply with the following:
- a) That Council receive up to date, certified and signed Traffic Control Plans.
 - b) Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.
 - c) Approval is to be obtained from the Roads and Maritime Services Traffic Operations Manager.
 - d) Approval is to be obtained from NSW Police.
 - e) Council is to be provided with an up to date copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's, Police & RMS interests, with the date and location of the event.
 - f) The Event Organiser is to notify all Emergency Services of the event including Blayney Hospital.
 - g) The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
 - h) The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (Version 3.4), 2 August 2006, for a class 1 event.
 - i) The Event Organiser is to comply with the requirements of the "Guide for Bicycle Road Races" NSW 1 January 2004.
5. Council to write to proponent in regards to Naylor Street, Carcoar and advise that Council has informed NSW Police of the speeding issues on Naylor Street.

**MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING
HELD ON FRIDAY 16 JUNE 2017 AT BLAYNEY COMMUNITY CENTRE**

Meeting commenced at 10.00am

PRESENT

Cr Kevin Radburn (Blayney Shire Council), Jackie Barry (Roads & Maritime Services), Reg Rendall (Paul Toole Representative), A/Sergeant Jason Marks (NSW Police), Iris Dorsett (Tablelands Area Road Safety), Geoff Paton (Blayney Shire Council) and Nikki Smith (Blayney Shire Council).

APOLOGIES

NIL.

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held electronically in April 2017 be confirmed to be a true and accurate record of that meeting.

(Reg Rendall/Cr Kevin Radburn)

TRAFFIC COMMITTEE REGISTER

No Update Required.

CORRESPONDENCE

20170616:01 – Millthorpe Public School – School Road Safety

RECOMMENDED: That Council design and install a compliant disabled parking space in Redmond Oval Complex near the entrance of Millthorpe Public School and seeks written confirmation from Millthorpe Public School that they will commit to undertaking the extension of the footpath from the school boundary to adjoin their existing footpath.

Council to liaise with Millthorpe Pharmacy in regards to the need, usage and possible removal of one of the two existing disabled parking spaces in Victoria Street, Millthorpe.

(Reg Rendall/Jackie Barry)

20170616:02 – Carcoar Cup Running Festival

RECOMMENDED: That Council provides in principal support to the Carcoar Cup Running Festival to be held on Sunday, 5 November 2017 subject to the following conditions:

That the event organiser is to comply with the following:

- a. That Council receive up to date, certified and signed Traffic Control Plans.
- b. Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.

- c. Approval is to be obtained from NSW Police for a class 2 event at least 3 months prior to the event, with all instructions issued by Police complied with and obeyed.
- d. Council is to be provided with an up to date copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's interests, with the date and location of the event.
- e. The Event Organiser is to notify all Emergency Services of the event and associated road closures, including Blayney Hospital.
- f. The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
- g. The Event Organiser is to provide and publish the direct contact number of the event organiser/clerk of the course, for in the event of an emergency, residents and emergency services may need to access the route.
- h. The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (version 3.4), 2 August 2006, for a Class 2 event.
- i. The Event Organiser will, advertise the temporary road closures, at least seven days prior to the event, in the local media.
- j. The requirement to not place any markings on the road way as per the Road Transport Act 2013 No 18 – Section 123.

(Jackie Barry/Reg Rendall)

20170616:03 – Orange Cycle Club – Bicycle Races in 2017

RECOMMENDED: That Council provides in principal support to the Orange Cycle Club – Bicycle Races additional races to be held on Sunday 8 October 2017,

Sunday 12 November 2017, Sunday 3 December 2017 subject to the following conditions:

The Event Organiser is to comply with the following:

- a. That Council receive up to date, certified and signed Traffic Control Plans.
- b. Development and implementation of a Traffic Management Plan (including Traffic Control Plans). All implementation and Traffic Control Works and Plans are to be completed by persons qualified to do so.
- c. Approval is to be obtained from the Roads and Maritime Services Traffic Operations Manager.
- d. Approval is to be obtained from NSW Police.
- e. Council is to be provided with an up to date copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's, Police & RMS interests, with the date and location of the event.
- f. The Event Organiser is to notify all Emergency Services of the event including Blayney Hospital.
- g. The Event Organiser is to notify all business proprietors and residents affected by the event at least 7 days prior to the event.
- h. The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (Version 3.4), 2 August 2006, for a class 1 event.

- i. The Event Organiser is to comply with the requirements of the “Guide for Bicycle Road Races” NSW 1 January 2004.
(Jason Marks / Reg Rendall)

20170616:04 – Old Lachlan Road – Letter from Garry Death & Paul Toole

That the Local Traffic Committee noted Council’s response 15 June 2017 to Paul Toole in regards to traffic on Old Lachlan Road.

20170616:05 – Naylor Street, Carcoar – Safety Hazard Speeding Traffic

RECOMMENDED: Council to write to proponent in regards to Naylor Street, Carcoar and advise that Council has informed NSW Police of the speeding issues on Naylor Street.

GENERAL BUSINESS

20170616:06 – 70km Signage on Millthorpe Road near Nestle

ACTION: Council Manager Infrastructure to liaise with Cr David Kingham advising that the LTC, RMS & Police do not support change of signage on technical grounds.

20170616:07 - Rockdell Lane

ACTION: Council to supply Jackie at RMS with traffic counter data. Geoff to contact owner of the Quarry, Mr Tony Hines in regards to number of truck movements entering quarry.

INFORMAL MATTERS

20170217:9 – Monthly Road Safety Reports – April 2017.

Reports noted.

20170217:10 – Chifley Local Area Command – Serious/Fatal Motor Vehicle Accidents Reports – April and May 2017.

Reports noted.

FUTURE MEETING DATES - 2017

- Friday 18 August 2017
- Friday 20 October 2017
- Friday 15 December 2017

MEETING CLOSED

The meeting closed at 11:50am.

Enclosures (following report)

Nil

Attachments (separate document)

Nil