



13 August 2019

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, 19 August 2019 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) Confirmation of Minutes - Ordinary Council Meeting held on 15.07.19
- (8) Matters arising from Minutes
- (9) Reports of Staff
 - (a) Executive Services
 - (b) Corporate Services
 - (c) Infrastructure Services
 - (d) Planning and Environmental Services
- (10) Closed Meeting

Yours faithfully

Rebecca Ryan
General Manager

Meeting Calendar 2019

August

Time	Date	Meeting	Location
10.30am	14 August 2019	Central Tablelands Water Meeting	Grenfell
6.00pm	15 August 2019	Sports Council Meeting	Community Centre
6.00pm	19 August 2019	Council Meeting	Community Centre
10.00am	22 August 2019	Central NSW JO Board Meeting	Parkes
2.30pm	23 August 2019	Upper Macquarie Country Council Meeting	Kelso
6.00pm	27 August 2019	Tourism, Towns and Villages Committee Meeting	Community Centre

September

Time	Date	Meeting	Location
6.00pm	16 September 2019	Council Meeting	Community Centre
2.30pm	27 September 2019	Upper Macquarie County Council Workshop	Kelso

October

Time	Date	Meeting	Location
10.30am	9 October 2019	Central Tablelands Water Meeting	Blayney
5.00pm	10 October 2019	Cemetery Forum Meeting	Community Centre
6.00pm	10 October 2019	Access Advisory Committee Meeting	Community Centre
10.00am	11 October 2019	Traffic Committee Meeting	Community Centre
6.00pm	21 October 2019	Council Meeting	Community Centre

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HELD ON MONDAY 19 AUGUST 2019

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01) **MINUTES OF THE PREVIOUS COUNCIL MEETING HELD MONDAY
15 JULY 2019**

Department: Executive Services

Author: General Manager

CSP Link: 2. Local Governance and Finance

File No: GO.ME.3

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 15 July 2019, being minute numbers 1907/001 to 1907/017 be confirmed.

**MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING
HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY
CENTRE, ON 15 JULY 2019, COMMENCING AT 6.00PM**

Present: Crs S Ferguson (Mayor), S Denton, A Ewin, D Kingham (Deputy Mayor), J Newstead, B Reynolds and D Somerville

General Manager (Mrs R Ryan), Acting Director Corporate Services (Mrs T Irlam), Acting Director Infrastructure Services (Mr N Skelly), Director Planning & Environmental Services (Mr M Dicker) and Executive Assistant to the General Manager (Mrs L Ferson)

ACKNOWLEDGEMENT OF COUNTRY

RECORDING OF MEETING STATEMENT

DISCLOSURES OF INTEREST

Nil

PUBLIC FORUM

Frank Smolle-Sichl Von Oberburg – Item 14 DA2019/9 Erection of a Shed & Greenhouse at 267 Forest Reefs Road, Millthorpe

CONFIRMATION OF MINUTES

**MINUTES OF THE PREVIOUS COUNCIL MEETING HELD
MONDAY 24 JUNE 2019**

1907/001 RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 24 June 2019, being minute numbers 1906/001 to 1906/022 be confirmed.

(Newstead/Ewin)
CARRIED

MATTERS ARISING FROM THE MINUTES

Nil

EXECUTIVE SERVICES REPORTS**COUNCIL RESOLUTION REPORT**

1907/002

RESOLVED:

That Council notes the Resolution Report to June 2019.

(Somerville/Reynolds)

CARRIED**RISK, WORK HEALTH AND SAFETY QUARTERLY REPORT**

1907/003

RESOLVED:

That Council note and receive the Risk, Work Health and Safety Report for the quarter April 2019 to June 2019.

(Ewin/Newstead)

CARRIED**LGNSW ANNUAL CONFERENCE 2019**

1907/004

RESOLVED:

That Council:

1. nominate the Mayor as voting delegate to the LGNSW Annual Conference 2019; and
2. approves the registration and attendance of the Mayor, Deputy Mayor and General Manager as Blayney Shire Council Delegates to attend the LGNSW Annual Conference 2019.

(Denton/Somerville)

CARRIED**SCCF ROUND 3**

1907/005

RESOLVED:

That Council endorse the Community Engagement Strategy and reporting timeframe proposed in developing a list of Council administered projects for submission under SCCF Round 3.

(Reynolds/Newstead)

CARRIED**CORPORATE SERVICES REPORTS****REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2019**

1907/006

RESOLVED:

1. That the report indicating Council's investment position as at 30 June 2019 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

(Kingham/Somerville)

CARRIED

COMPLIANCE AND REPORTING ACTIVITIES

1907/007

RESOLVED:

That the report on Compliance and Reporting Activities for the 6 month period to June 2019 be received.

(Reynolds/Newstead)

CARRIED

REVIEW OF AGENCY INFORMATION GUIDE

1907/008

RESOLVED:

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

(Denton/Somervaille)

CARRIED

GIFTS AND BENEFITS POLICY AMENDMENT

1907/009

RESOLVED:

That the Gifts and Benefits policy, as amended, be placed on public exhibition for a period of at least 28 days.

(Newstead/Reynolds)

CARRIED

RISK MANAGEMENT POLICY AMENDMENT

1907/010

RESOLVED:

That the Risk Management Policy, as amended, be placed on public exhibition for a period of at least 28 days.

(Somervaille/Newstead)

CARRIED

LEGISLATIVE COMPLIANCE POLICY

1907/011

RESOLVED:

That the Legislative Compliance Policy be placed on public exhibition for a period of at least 28 days.

(Newstead/Reynolds)

CARRIED

INFRASTRUCTURE SERVICES REPORTS**DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT**

1907/012

RESOLVED:

That the Director Infrastructure Services Monthly Report for July 2019 be received and noted.

(Kingham/Ewin)

CARRIED

PLANNING AND ENVIRONMENTAL SERVICES REPORTS

**DA2019/35 ERECTION OF A SHED AT 5 BINSTEAD STREET
BLAYNEY**

1907/013

RESOLVED:

That Council consent to Development Application 35/2019 for the construction of a shed at Lot 10 in Deposited Plan No. 562385, 5 Binstead Street, Blayney, subject to the recommended conditions of consent.

(Reynolds/Newstead)

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

FOR	AGAINST	
Councillor Ewin		
Councillor Ferguson		
Councillor Kingham		
Councillor Somerville		
Councillor Reynolds		
Councillor Newstead		
Councillor Denton		
Total (7)	Total (0)	CARRIED

**DA2019/9 ERECTION OF A SHED & GREENHOUSE AT 267
FOREST REEFS ROAD, MILLTHORPE**

1907/014

RESOLVED:

That Council consents to Development Application DA9/2019 for the construction of Outbuildings at Lot 2 DP1239233– 267 Forest Reefs Road, Blayney.

(Newstead/Reynolds)

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

FOR	AGAINST	
Councillor Ewin		
Councillor Ferguson		
Councillor Kingham		
Councillor Somerville		
Councillor Reynolds		
Councillor Newstead		
Councillor Denton		
Total (7)	Total (0)	CARRIED

CLOSED MEETING

1907/015 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 matter:

INVEST IN ORANGE REGION REPORT

This matter is considered to be confidential under Section 10A(2) (diii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (iii) reveal a trade secret.

(Reynolds/Ewin)
CARRIED

CONFIDENTIAL MEETING REPORTS

1907/016 INVEST IN ORANGE REGION REPORT RESOLVED:
That Council note the Invest in Orange Region Project Report.
(Somerville/Ewin)
CARRIED

1907/017 RESOLVED:
That as consideration of the matters referred to in the closed meeting has been concluded, the meeting now be opened to the public.
(Newstead/Reynolds)
CARRIED

AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR ANNOUNCED THE OUTCOME OF RESOLUTION NUMBER 1907/016.

There being no further business, the meeting concluded at 7.07pm.

The Minute Numbers 1907/001 to 1907/017 were confirmed on 19 August 2019 and are a full and accurate record of proceedings of the Ordinary Meeting held on 15 July 2019.

Cr S Ferguson
MAYOR

Mrs R Ryan
GENERAL MANAGER

02) SCCF ROUND 3**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Local Governance and Finance**File No:** GS.LI.1**Recommendation:**

That Council;

1. Shortlist and develop a scope of works for consideration by Council at the September meeting for the following community infrastructure projects;
 - a) Neville Multipurpose Court
 - b) Junior Skate Park and pathway Redmond Oval Millthorpe
 - c) Blayney Library Accessible Toilets Project
 - d) Dakers Oval Cricket Fence
 - e) Dakers Oval Amenities Block
 - f) CentrePoint Dry Courts Roof and Renewable Energy Project
 - g) Blayney Netball Courts Resurfacing Project
2. Work with the Lyndhurst Village community to develop a Recreation Ground Improvement Plan.

Reason for Report:

To provide Council with the nominated community projects identified after consultation with local Village Associations, Sporting and Cultural Groups, for the NSW Government's Stronger Country Communities Fund (SCCF 3) Round 3 program.

Report:

A community engagement strategy was implemented and submissions received from a number of Village Associations.

Projects need to clearly demonstrate community support for projects and align with the program objectives and at least 50 per cent of the Round 3 funding must be allocated to projects supporting young people.

Council projects should either be on Council land, under the care and control of Council or a Council asset.

The current list of potential projects are detailed in the following table:

Potential Projects	Estimate	Focus
Neville Multipurpose Court <ul style="list-style-type: none"> • Priority of Village Plan, identified priority project in Sport and Recreation Plan 2017, DA Approved, Subdivision Plan completed 	\$280,000	Youth

Potential Projects	Estimate	Focus
Junior Skate Park and pathway Redmond Oval Millthorpe <ul style="list-style-type: none"> Village Plan project, DA Approved 	\$240,000	Youth
Blayney Library Accessible Toilets Project <ul style="list-style-type: none"> DA Approved, Library Redevelopment Stage 1 	\$125,000	Community
Dakers Oval Cricket Fence <ul style="list-style-type: none"> Community Plan project, DA Approved, funding submission pending 	\$83,000	Youth
Dakers Oval Amenities Block	\$250,000	Youth
Napier Oval Amenities Block extension	\$100,000	Youth
Lyndhurst Recreation Ground Playground and Sports Activities Equipment	To be scoped	Youth
CentrePoint Dry Courts Roof and Renewable Energy Project <ul style="list-style-type: none"> Part of Stage 2 CentrePoint Refurbishment Project delivering energy savings 	\$151,000	Community
Blayney Netball Courts Resurfacing Project <ul style="list-style-type: none"> Sport and Recreation Masterplan 2017 	To be scoped	Youth

Some projects are more advanced in planning with DA's approved where required and essentially shovel ready. For those projects in the early phases of concept design, if not on Council's priority list that we work with the community of interest to prepare a scope of works and develop further to take advantage of future funding opportunities.

The Blayney Netball Courts Resurfacing project has allocated in the 2019/20 Operational Plan funding for \$70,000.

The SCCF Website, for Guidelines and FAQ's are provided in the following links

www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/stronger-country-communities

www.nsw.gov.au/improving-nsw/regional-nsw/regional-growth-fund/stronger-country-communities/frequently-asked-questions

Risk/Policy/Legislation Considerations:

Youth-related projects must be for;

- development of new or upgrades to existing infrastructure for young people; or
- delivering programs for young people.
- Align to the areas of community, wellbeing, connectivity and work readiness.

General community amenity projects must be for;

- construction of new, or upgrades to existing, local community or sporting infrastructure.

Project costs may include those associated with:

- building local infrastructure
- building a new website or app
- delivering programs
- exhibition displays
- hosting an event.

A significant change to this round is that eligible community groups are also able to submit an application. Eligible organisations are incorporated, not-for-profit that have a public purpose and carry out activities in NSW, including Local Aboriginal Land Councils. If successful, these organisations will be responsible for delivering projects, not Council. Projects on Council land will become a Council asset and the whole of life cost will need consideration, prior to support granted by Council.

Bringing forward projects as a result of an opportunistic grant has resource demands in addition to financial, strategic and reputational risks. The 3-year timeframe for SCCF 3 to be delivered means that the implementation may be planned appropriately, hence reducing this conflict for resources.

Budget Implications:

The funding available for SCCF 3 projects in Blayney Shire Local Government Area is \$781,996. As reported previously, Council will submit either one or more applications for projects to this amount.

The offset to the additional time frame to deliver these projects is that price movements could add in some cases 10-20% additional expense for any project.

Whole of Life costs for those shortlisted projects will be calculated and reported to the next Council meeting, which includes the renewal of the infrastructure and annual operations and maintenance cost. These will have to be factored into future budgets and Council's Long Term Financial Plan.

Renewal expense includes the annualised cost (depreciation) to replace individual components of the asset, which included the building structure, roof, heating, cooling, fixtures, fittings and concrete surfaces.

Operations and maintenance expense items are predicated by the level of service associated with the facility/public amenity and includes the cost of cleaning, minor maintenance, energy and water. Operations and maintenance expense items varies depending on the nature of a facility, for example is clearly much lower for a footpath or Skate Park than a Public Toilet open every day, 7 days a week which is serviced daily.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

03) ELECTRIC VEHICLE CHARGER STATIONS

Department: Executive Services

Author: General Manager

CSP Link: 1. Public Infrastructure and Services

File No: ET.LI.2

Recommendation:

That Council;

1. Accept the contribution from Newcrest Mining's Cadia Valley Operations for the establishment of 2 Electric Vehicle charging stations to be installed in Millthorpe and Carcoar, at locations to be determined as the most appropriate and cost effective solution
2. When the preferred charging station solution is determined a report be provided to Council with location and recommended fees based on a full cost recovery User Pays Policy.

Reason for Report:

Newcrest have offered Blayney Shire Council a donation of \$15,455 (\$7,727 in 18/19 and 19/20) to establish 2 Electric Vehicle (EV) Stations in the shire.

Report:

These stations are destination electric car charging stations that can fully charge an EV's batteries in 4 – 5 hours. These are best suited for a Village where there are retail shops, restaurants or cafes and accommodation. The location is Council's decision, and Council would be responsible for procurement of the equipment and installation.

It is proposed that Council install an EV Station in Millthorpe and Carcoar. Millthorpe Village Committee have been discussing the opportunity for providing this sort of infrastructure as a tourism project for the Village.

There are a couple of sites that have been investigated, with MVC involvement which includes the Millthorpe Railway Station Car Park or Redmond Oval. Initial discussion with Sydney Trains representative about the Railway Station Car Park has been positive, subject to the Licence Agreement and Heritage application process being completed. There are no DA restrictions given if located in an existing Car Park.

Redmond Oval is a good solution however access would be constrained when the Markets are operating or weekend sport, so has some pros and cons.

There would be room in Carcoar in Icely Street near the RFS Shed/Public Toilets area, which is accessible to both public amenities and local tourist attractions.

Risk/Policy/Legislation Considerations:

Newcrest have provided the same offer to Orange, Cabonne and Blayney Councils. The donation is subject to initiating some media acknowledgement of Newcrest, and the option of branding on the EV Stations.

If an EV Station is installed in an existing; car park, bus depot, road maintenance depot, service station, highway service centre or car washing facility, there is no requirement for a DA under the Infrastructure SEPP.

Budget Implications:

The contribution is based on a GST inclusive quote Newcrest received for the machine \$6,500 and an estimated installation cost by a qualified electrician of \$2,000.

\$17,000 inc GST (\$15,455 ex GST) will purchase 2 EV Stations and any costs above the contribution per EV Station is Council's responsibility. The installation costs are likely to be higher if there is no suitable power infrastructure in the area, which Council will need to fund.

The EV Stations would be installed on a User Pays full cost recovery the basis, whereby the cost of electricity can be determined to include network access charges and whole of life costs. This will become more clearer when formal quotations are sought for the exact station.

Council has allocated in the 2019/20 OP, \$10,000 for installation of a destination EV Charging Station, at a yet to be determined location.

It is recommended that this allocation be utilised at Millthorpe and Carcoar, given there may be additional power infrastructure required.

A solution at Blayney in the future, was thought most suited to be located in the car park at the rear of the Community Centre and VIC Café. A faster charger, like those currently being funded by NRMA, is of a much higher cost; and there may be additional sponsorship or funding opportunities to leverage any remaining budget to installing a higher specified charger.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

04) MINUTES OF THE BLAYNEY SHIRE CULTURAL CENTRE WORKING GROUP MEETING HELD MONDAY 5 AUGUST 2019

Department: Executive Services

Author: General Manager

CSP Link: 4. Community, Sport, Heritage and Culture

File No: ED.LI.2

Recommendation:

1. That the minutes of the Blayney Shire Cultural Centre Working Group, held on Monday 5 August 2019, be received and noted.
2. That Council consider the Blayney Library Accessible Toilets Project as part of SCCF Round 3 submissions for Blayney Shire Council, being Stage 1 of the Library Development (Family History Museum) at \$125k.

MINUTES OF THE CULTURAL CENTRE WORKING GROUP MEETING HELD ON MONDAY 5 AUGUST 2019 AT THE BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 6.05pm.

PRESENT

Mayor Scott Ferguson (Chair), Cr Allan Ewin, Rebecca Ryan, Elizabeth Russ, Gwenda Stanbridge, Ian Tooke, Graeme Summerson and Tom Williams.

APOLOGIES

RECOMMENDED: That the apologies submitted on behalf of Loretta Kervin, Margaret Paton and Jan Richards be accepted.

(Elizabeth Russ / Tom Williams)

DISCLOSURES OF INTEREST

Cr Ferguson advised the Blayney Railway Station refurbishment is completed and he no longer involved in this project.

MINUTES FROM PREVIOUS MEETING – 6 MAY 2019

Recommended: That the minutes from the previous Cultural Centre Working Group Meeting held on 6 May 2019 be adopted.

(Tom Williams / Graeme Summerson)

BUSINESS ARISING

- Railway Station Re-Opening on 21 June was very successful. Over 150 people attended including school children. The Chair extended appreciation and acknowledgement to Gwenda Stanbridge for the history research and presentation on the day, noting that many people have a strong connection to the Railway Station.
- Bowling Club – Liquidation Process is progressing

- The Blayney Library has reopened. Furniture on back order and being installed, Family and History Group have some storage needs to be addressed.

AGENDA ITEMS

BLAYNEY RAILWAY – PLATFORM STRATEGIC PLANNING DAY UPDATE

- Survey closed and interviews undertaken.
- Workshop – 7 September to be advertised and invitations extended to confirm date and times.
- Discussion around the potential for the Railway Station, and Art Space (workshop area) opportunity, and we need to support a group to take this project on board.
- Has provided reset on thinking about Cultural Centre if take out Art space. Essentially provides Library Space refurbished into Library/Family History Space.

GENERAL BUSINESS

- SCCF Round 3 was discussed with the need for accessible toilets and front door access of high priority. This project was put together for a Regional Cultural Funding application in 2018, which was unsuccessful.
- With the current constraints of the Library for space, Family History storage and space, Museum and exhibition of Viv Kable Collection there is an opportunity to modernize the front and extend the building on current block for this purpose.
- Stage 1 – Accessible Toilets and Front Door Project
- Stage 2 – Library Development Project

RECOMMENDED: That Council consider the Blayney Library Accessible Toilets Project as part of SCCF Round 3 submissions for Blayney Shire Council, being Stage 1 of the Library Development (Family History Museum) at \$125k.

(Elizabeth Russ / Gwenda Stanbridge)

- Taking specifications from other drawings, can include Kitchenette, staff room, staff toilet, Museum, Family History and Library will prepare Stage 2 Concept designs.

ACTION: General Manager to engage Architect to prepare Stage 2 Concepts and present options to next meeting.

NEXT MEETING

Next meeting will be held Monday 4 November 2019 at 6.00pm in the Blayney Shire Community Centre.

MEETING CLOSE

There being no further business the meeting closed at 6.55pm.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

05) REPORT OF COUNCIL INVESTMENTS AS AT 31 JULY 2019

Department: Corporate Services

Author: Chief Financial Officer

CSP Link: 2. Local Governance and Finance

File No: FM.IN.1

Recommendation:

1. That the report indicating Council's investment position as at 31 July 2019 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

Reason for Report:

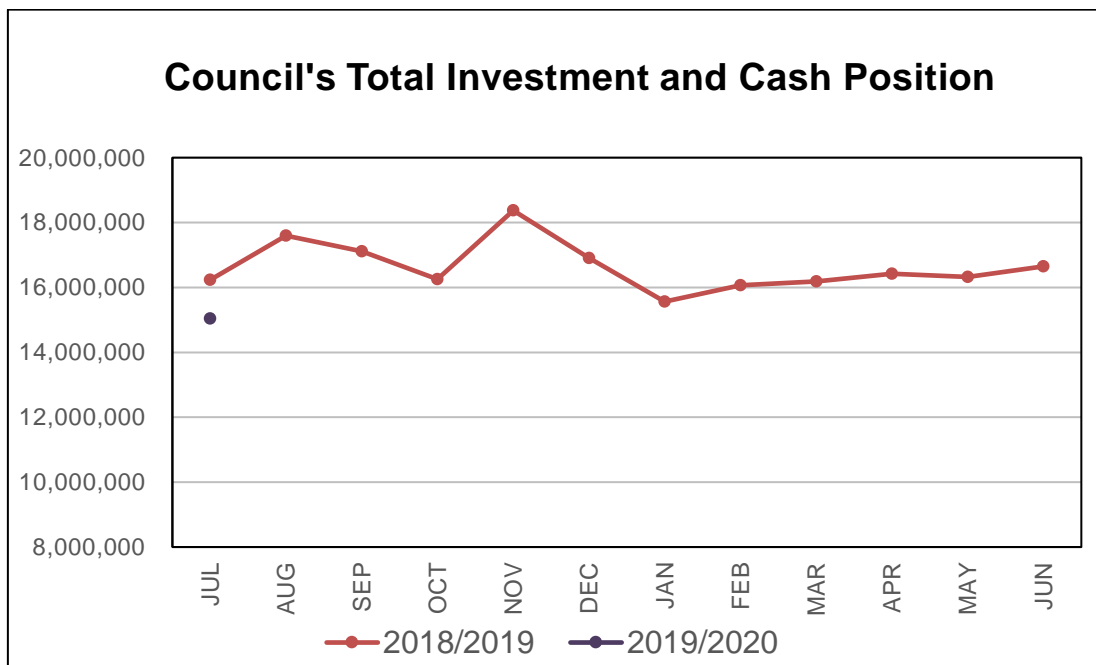
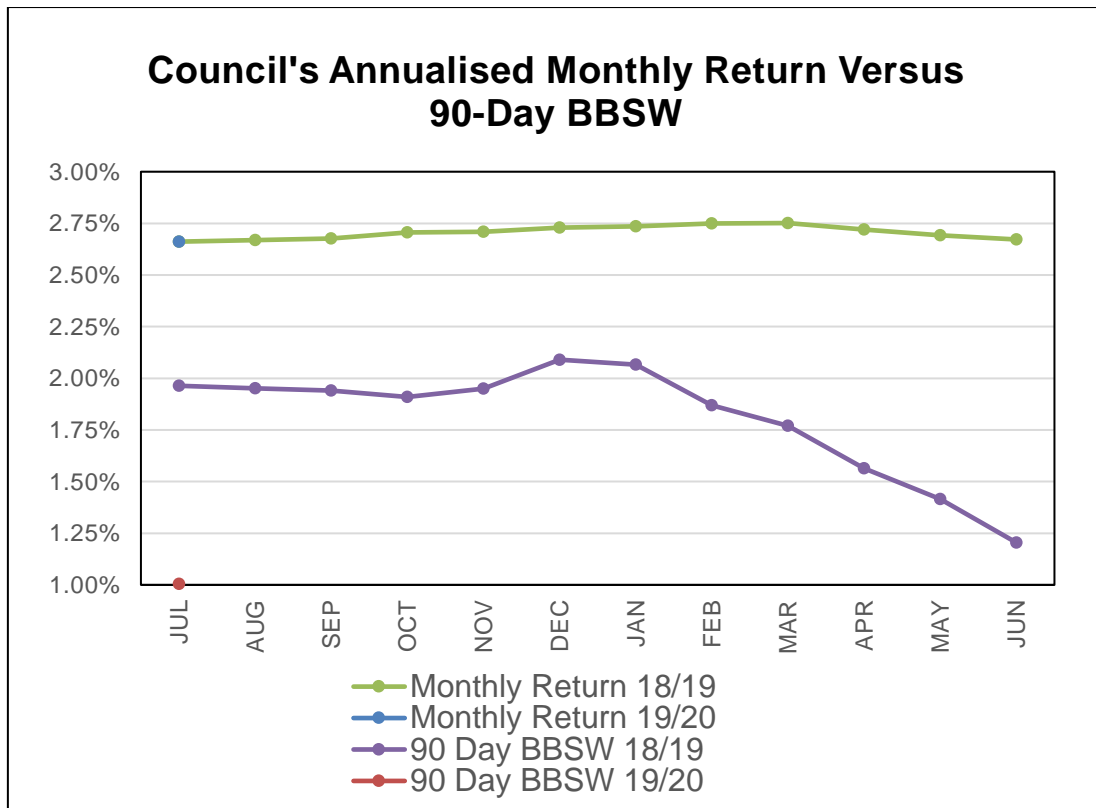
For Council to endorse the Report of Council Investments as at 31 July 2019.

Report:

This report provides details of Council's Investment Portfolio as at 31 July 2019.

Council's total investment and cash position as at 31 July 2019 is \$15,041,993. Investments earned interest of \$34,201 for the month of July 2019.

Council's monthly net return on Term Deposits annualised for July of 2.66% outperformed the 90 day Bank Bill Swap Rate of 1.00%.



REGISTER OF INVESTMENTS AND CASH AS AT 31 JULY 2019				
Institution	Rating	Maturity	Amount \$	Interest Rate
Bankwest	A1+/AA-	06/08/2019	500,000	2.700%
Bendigo & Adelaide Bank	A2/BBB+	13/08/2019	500,000	2.650%
AMP Bank	A2/A-	27/08/2019	500,000	2.850%
Bendigo & Adelaide Bank	A2/BBB+	03/09/2019	500,000	2.650%
ME Bank	A2/BBB	17/09/2019	500,000	2.700%
NAB	A1+/AA-	01/10/2019	500,000	2.720%
NAB	A1+/AA-	15/10/2019	500,000	2.750%
NAB	A1+/AA-	29/10/2019	500,000	2.720%
NAB	A1+/AA-	12/11/2019	500,000	2.730%
AMP Bank	A2/A-	19/11/2019	500,000	2.650%
NAB	A1+/AA-	26/11/2019	500,000	2.750%
ME Bank	A2/BBB	03/12/2019	500,000	2.350%
MyState Bank Ltd	A2/BBB	03/12/2019	500,000	2.800%
Auswide Bank Ltd	A2/BBB	10/12/2019	500,000	2.850%
AMP Bank	A2/A-	07/01/2020	500,000	2.800%
AMP Bank	A2/A-	14/01/2020	500,000	2.500%
Auswide Bank Ltd	A2/BBB	28/01/2020	500,000	2.250%
MyState Bank Ltd	A2/BBB	04/02/2020	500,000	2.850%
MyState Bank Ltd	A2/BBB	18/02/2020	500,000	2.700%
MyState Bank Ltd	A2/BBB	03/03/2020	500,000	2.650%
AMP Bank	A2/A-	17/03/2020	500,000	2.400%
NAB	A1+/AA-	31/03/2020	500,000	2.500%
ANZ	A1+/AA-	14/04/2020	500,000	2.350%
Total Investments			11,500,000	2.647%
Commonwealth Bank - At Call Account *			-	0.950%
Commonwealth Bank Balance - General *			1,192,003	0.850%
Tcorp IM Cash Fund *			2,349,989	2.300%
TOTAL INVESTMENTS & CASH			15,041,993	
Benchmarks:	BBSW 90 Day Index *			1.005%
	RBA Cash Rate *			1.000%

* % Interest rates as at 31/07/2019

Summary of Investment Movements – July 2019		
Financial Institution	Invest/(Recall) Amount \$	Commentary
Bankwest	(513,962)	Term Deposit Redeemed 02/07/2019
Bankwest	(510,615)	Term Deposit Redeemed 16/07/2019
ME Bank	(514,111)	Term Deposit Redeemed 30/07/2019

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Policy Maximum	Current Holding %	Current Holding \$
TCorp IM Funds	100%	17%	2,349,989
AAA – AA Category	100%	29%	4,000,000
A Category	80%	18%	2,500,000
BBB+ to BBB Category	40%	36%	5,000,000
			13,849,989

Individual Institution Limit	Rating	Policy Maximum	Actual Maximum
AMP Bank	A2/A-	3,000,000	2,500,000
ANZ	A1+/AA-	3,000,000	500,000
Auswide Bank Ltd	A2/BBB	3,000,000	1,000,000
Bankwest	A1+/AA-	3,000,000	500,000
Bendigo & Adelaide Bank	A2/BBB+	3,000,000	1,000,000
ME Bank	A2/BBB	3,000,000	1,000,000
MyState Bank Ltd	A2/BBB	3,000,000	2,000,000
NAB	A1+/AA-	3,000,000	3,000,000

<u>RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS</u>			
	Actual 30/06/2018 \$ 000's	Forecast 30/06/2019 \$ 000's	Forecast 30/06/2020 \$ 000's
External Restrictions	9,122	9,463	8,444
Internal Cash Restrictions	8,093	7,078	5,156
TOTAL RESTRICTED ASSETS	17,215	16,541 *	13,600 *

* Forecast figures are unaudited as at report preparation date.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I, Tiffaney Irlam, certify that the investments listed in this report have been made in accordance with s625 of the Local Government Act (1993), the Local Government (General) Regulation (2005) and Council Policy.

Risk/Policy/Legislation Considerations:

The Responsible Accounting Officer must table a written report to Council on money invested pursuant to s625 of the Local Government Act (1993). Investments made are in accord with the framework established within Council's Investment Policy.

Budget Implications:

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

Enclosures (following report)

Nil

Attachments (separate document)

Nil

**06) DRAFT STATEMENT OF FINANCIAL REPORTS BY COUNCIL
2018/19****Department:** Corporate Services**Author:** Chief Financial Officer**CSP Link:** 2. Local Governance and Finance**File No:** FM.FR.1

Recommendation:

1. That the statement in accordance with Section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation (2005) for the General Purpose Financial Statements for the year ending 30 June 2019 be made.
2. That the certification of the Responsible Accounting Officer be received.
3. That the statement in accordance with the requirements of the Code of Accounting Practice in relation to the Special Purpose Financial Statements for the year ending 30 June 2019 be made.
4. That the statements be signed by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer.
5. That the General Purpose Financial Statements and Special Purpose Financial Statements be referred to audit and Intentus Chartered Accountants, as the contracted agent for the NSW Audit Office, be invited to complete the audit as per the requirements of Section 413(1) of the Local Government Act (1993) and Local Government (General) Regulation (2005).
6. That the net transfers to Council's external cash restrictions of \$373k be approved.
7. That the net transfers from Council's internal cash restrictions of \$1.01m be approved for the purposes as detailed in Schedule 1.
8. That the 2019/20 supplementary expenditure votes for carryover works from 2018/19 to 2019/20 totalling \$2.89m funded from Internal Cash Restrictions of \$1.22m and External Cash Restrictions of \$1.67m as per the attached schedule be approved.

Reason for Report:

To approve the referral to audit of Council's Draft General Purpose Financial Statements (GPFS) and Draft Special Purpose Financial Statements (SPFS), and to seek Council approval by resolution for both the GPFS and SPFS. To seek endorsement of Council for Restricted Cash transfers in 2018/19 and expenditure votes for carryover works from 2018/19 to 2019/20.

Report:

Section 413(3) of the Local Government Act (1993), requires Council to prepare Financial Reports and to refer those reports for audit within 4 months after the end of the financial year (s416 (1)).

Council is required to present a statement on its opinion on the reports under Local Government s413 (2)(c). Copies of the Statements required are enclosed.

Whilst the Financial Statements are in the final phases of preparation, it is a requirement that these statements be signed prior to completion in order for the audit to occur. The timing for audit is proposed for 2-5 September 2019.

Once the auditor has completed the audit and has submitted their report, Council must fix a date for a meeting at which the auditor's report will be presented, and give public notice of the date. This date must be at least 7 days after the date on which notice is given, but not more than 5 weeks after the auditor's reports are given to Council.

The statutory deadline for finalisation, audit and lodgement of financial reporting is 31 October 2019.

It is anticipated that the NSW Audit Office appointed auditor, Intentus, will present their report to the Meeting of Council on 18 November 2019.

Council has been presented with a draft net operating result of \$8.09m surplus, with a net operating result before the inclusion of grants and contributions for capital purposes of (\$797k) deficit.

Council's Operating Performance Ratio measures the ability of Council to contain operating expenditure within its operating revenue. In 2018/19 the consolidated draft ratio is -1.28% which is below the Office of Local Government benchmark of 0%. By fund, -1.04% for the General Fund and -3.84% for the Sewer Fund.

Council's financial position however remains sound with the ability to pay current obligations above the industry benchmark. Council's consolidated unrestricted current ratio is 2.1x with the Office of Local Government benchmark at 1.5x.

Enclosed is a summary of draft 2018/19 key performance indicators by fund.

Council completed over \$14m worth of capital works in 2018/19. Significant capital works include:

- Completed works of \$10.33m on Council's road network.
 - \$3.99m on finalisation of the Southern Cadia Access Route along Errowanbang, Cadia and Panuara Roads
 - \$1.94m of finalisation on Browns Creek Road
 - \$776k on Mandurama Road
 - \$135k on the initial sealing of a number of village streets across the shire
 - \$1.01m on resealing and heavy patching program throughout the Shire.
- \$1.99m on replacement of two bridges on Browns Creek Rd and sugarloaf creek.

- Footpath construction works totalled \$241k, including \$187k on Lyndhurst Village Link stage two and a number of spot renewals across the footpath network.
- Plant replacements of \$1.67m including the replacement of the Street Sweeper, Patching Truck, Cat 950 Loader, 12t tipping truck and a number of smaller trucks.
- Building works of \$456k included \$343k on replacement of the mechanical air-handling unit at CentrePoint, \$45k on the Mandurama Recreation ground tennis shelter, \$21k for building improvements at the Library and \$28k repainting of the Newbridge hall.
- \$538k on other structures including \$331k on construction of the Blayney Skate Park, \$106k on fencing works at Newbridge Recreation Ground and Redmond Oval funded under SCCF Round 1 and \$75k on new and renewal of infrastructure across the Shire's cemeteries.
- \$177k was spent on works at the Sewerage Treatment Plant

A number of adjustments have been made to Council's Restricted Cash since the schedule adopted with the third Quarterly Budget Review. A number of amendments to cash restrictions have been based on actual results for the financial year.

The following is a summary of proposed movements in cash restrictions following a robust review of funds held and their associated purpose. The recommended changes to Internal Restrictions together with actual activity for the financial year will result in unrestricted cash balance of \$7k. The internal cash restrictions show nett transfers out of \$1.02m. The external cash restrictions show nett transfers in of \$373k.

Recommendation of Changes to Internal Cash Restrictions

Remove existing Internal Cash Restrictions:

Blayney Town Works	\$4,759*
Cemeteries	\$0

**(Balance transferred to Unrestricted Cash)*

The enclosed schedule of Restricted Cash Movements provides an outline of movements for the 2018/19 year. The movements in cash restrictions are subject to change as a result of any audit adjustments and will require endorsement of Council in the event that there are audit amendments.

Enclosed for information of Councillors are the Statements for Signature by the Mayor and Deputy Mayor, General Manager and Responsible Accounting Officer, 2018/19 Draft Primary Financial Reports for referral to Council's Auditor.

Also enclosed for endorsement by Council is a schedule of supplementary budget votes for carryover works from 2018/19 to 2019/20. This is required to ensure expenditure incurred for works in progress or proposed works is authorised by Council. Approval in the amount of \$2.89m is sought. These works are funded by external cash restrictions of \$1.67m and internal cash restrictions of \$1.22m.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I, Tiffaney Irlam, certify that to the best of my knowledge that:

- The draft General Purpose Financial Statements attached have been prepared in accordance with the requirements of the:
 - the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder
 - the Australian Accounting Standards and professional pronouncements, and
 - Local Government Code of Accounting Practice and Financial Reporting.
- The draft Special Purpose Financial Statements attached have been prepared in accordance with the requirements of the:
 - NSW Office of Water Best-Practice Management of Water and Sewer Guidelines, and
 - Local Government Code of Accounting Practice and Financial Reporting.
- To the best of my knowledge and belief, these financial statements:
 - present fairly the Council's operating result and financial position for the year,
 - present fairly the operating result and financial position for each of Council's declared business activities for the year, and
 - accord with Council's accounting and other records .

Risk/Policy/Legislation Considerations:

Council's Operating performance ratio is a key performance indicator which measures Council's ability to contain operating expenditure within its operating income. Whilst some of the contributing factors this year particularly in relation to write-off of infrastructure assets are non-recurrent but will still impact Council's ability to meet the OLG benchmarks for this performance indicator.

In addition, TCorp access Councils performance indicators in its assessment of Council's financial sustainability. This could impact on Council's ability to access low cost borrowings from TCorp in the future.

In light of Council's operating result the following work is recommended as part of a wider remedial strategy:

- Coordination of detailed breakdown of proposed capital works to highlight associated demolition costs, asset written down value and remaining life;
- A review of other contributing factors to Council's operating deficit to ensure Council remains financially sustainable;
- A stronger stance on quarterly budget reviews to ensure budgeted increases to expenditure are offset to neutralise any impact on Council's forecast operating result;
- A review of employee leave balances and implementation of leave plans for those employees with excess leave.

Budget Implications:

The income statement reports Council's original budget against actuals. As at 30 June 2019 the Income from Continuing Operations was \$27.12m compared to \$22.60m budgeted. This was due to a number of forecast capital grants deferred from 2017/18 in relation to completion of the Southern Cadia Access Route paid in the 2018/19 financial year and additional capital grants received for SCCF Round 2 and Drought Communities Program.

Operating expenditure of \$19.02m compared to \$17.08m budgeted. Resulting in a net operating result before grants and contributions provided for capital purposes of (\$797k) deficit compared to \$128k surplus budgeted. Significant contributors include increased employee costs including leave provisions of \$278k; and demolition costs for capital works of \$74.

Due to the replacement of a number of significant assets this financial year Council also sustained a sizeable loss on asset write-offs comprising Browns Creek Rd and Sugarloaf Creek bridges and the mechanical air handling unit at CentrePoint. The write down of these assets totalled \$630k. Whilst the bridge over Sugarloaf Creek was considered to be in a reasonable condition with a written down value of \$352k, it was no longer deemed functional being a single lane bridge following the recent upgrade of Browns Creek Rd to a heavy vehicle route. The Browns Creek Road Bridge was also no longer deemed functional following the upgrade of Browns Creek Road and had a written value of \$78k. The mechanical air handling unit at CentrePoint suffered a terminal break down and was unserviceable, this warranted replacement whilst holding a written value of \$200k.

Enclosures (following report)

1	2018-19 General Purpose Financial Statements	4 Pages
2	2018-19 Special Purpose Financial Statements	1 Page
3	2018-19 Statement of Performance Measures	1 Page
4	2018-19 Schedule of Carryover Works to 2019-20	1 Page

Attachments (separate document)

Nil

Blayney Shire Council

Income Statement

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018 ¹
Income from continuing operations				
Revenue:				
10,929	Rates and annual charges	3a	10,906	10,617
1,949	User charges and fees	3b	2,319	2,435
378	Interest and investment revenue	3c	445	413
218	Other revenues	3d	332	356
3,534	Grants and contributions provided for operating purposes	3e, 3f	4,223	3,555
5,391	Grants and contributions provided for capital purposes	3e, 3f	8,891	6,085
Other income:				
174	Net gains from the disposal of assets	5	–	180
30	Net share of interests in joint ventures and associates using the equity method	17	–	188
22,603	Total income from continuing operations		27,116	23,829
Expenses from continuing operations				
6,817	Employee benefits and on-costs	4a	7,154	6,501
288	Borrowing costs	4b	229	176
2,127	Materials and contracts	4c	2,643	2,535
5,410	Depreciation and amortisation	4d	5,356	5,457
2,442	Other expenses	4e	3,077	2,579
–	Net losses from the disposal of assets	5	563	–
17,084	Total expenses from continuing operations		19,022	17,248
5,519	Operating result from continuing operations		8,094	6,581
5,519	Net operating result for the year		8,094	6,581
5,519	Net operating result attributable to council		8,094	6,581
128	Net operating result for the year before grants and contributions provided for capital purposes		(797)	496

⁽¹⁾ The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Income Statement should be read in conjunction with the accompanying notes.

Blayney Shire Council

Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018 ¹
ASSETS			
Current assets			
Cash and cash equivalent assets	6(a)	3,548	2,715
Investments	6(b)	13,000	14,500
Receivables	7	1,222	2,113
Inventories	8a	1,759	1,417
Other	8b	3	67
Current assets classified as 'held for sale'	9i	55	–
Total current assets		19,587	20,812
Non-current assets			
Receivables	7	–	76
Infrastructure, property, plant and equipment	10(a)	221,538	210,712
Intangible assets	12	126	126
Investments accounted for using the equity method	17	–	24,444
Total non-current assets		221,664	235,358
TOTAL ASSETS		241,251	256,170
LIABILITIES			
Current liabilities			
Payables	13	1,294	1,148
Income received in advance	13	222	260
Borrowings	13	455	317
Provisions	14	2,892	1,850
Total current liabilities		4,863	3,575
Non-current liabilities			
Payables	13	3	2
Borrowings	13	5,304	4,439
Provisions	14	137	860
Total non-current liabilities		5,444	5,301
TOTAL LIABILITIES		10,307	8,876
Net assets		230,944	247,294
EQUITY			
Accumulated surplus	15a	87,253	103,603
Revaluation reserves	15a	143,691	143,691
Council equity interest		230,944	247,294
Total equity		230,944	247,294

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Blayney Shire Council

Statement of Cash Flows

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018
Cash flows from operating activities				
Receipts				
10,920	Rates and annual charges		10,875	10,534
1,943	User charges and fees		3,541	1,861
382	Investment and interest revenue received		425	429
8,926	Grants and contributions		12,884	9,751
–	Bonds, deposits and retention amounts received		–	12
224	Other		228	1,783
Payments				
(6,817)	Employee benefits and on-costs		(6,835)	(6,392)
(2,149)	Materials and contracts		(2,788)	(4,985)
(261)	Borrowing costs		(231)	(157)
–	Bonds, deposits and retention amounts refunded		(6)	–
(2,446)	Other		(3,001)	(2,724)
10,722	Net cash provided (or used in) operating activities	16b	15,092	10,112
Cash flows from investing activities				
Receipts				
–	Sale of real estate assets		9	–
1,035	Sale of infrastructure, property, plant and equipment		(572)	1,431
70	Deferred debtors receipts		92	38
Payments				
(500)	Purchase of investment securities		1,500	(7,000)
(14,882)	Purchase of infrastructure, property, plant and equipment		(16,188)	(13,992)
–	Purchase of real estate assets		(54)	(391)
–	Purchase of intangible assets		(49)	–
(14,277)	Net cash provided (or used in) investing activities		(15,262)	(19,914)
Cash flows from financing activities				
Receipts				
2,820	Proceeds from borrowings and advances		1,320	3,000
Payments				
(395)	Repayment of borrowings and advances		(317)	(226)
2,425	Net cash flow provided (used in) financing activities		1,003	2,774
(1,130)	Net increase/(decrease) in cash and cash equivalents		833	(7,028)
6,565	Plus: cash and cash equivalents – beginning of year	16a	2,715	9,743
5,435	Cash and cash equivalents – end of the year	16a	3,548	2,715
Additional Information:				
–	plus: Investments on hand – end of year	6(b)	13,000	14,500
5,435	Total cash, cash equivalents and investments		16,548	17,215

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Blayney Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 6(c). Restricted cash, cash equivalents and investments – details

\$ '000	2019		2018	
	Current	Non-current	Current	Non-current
Total cash, cash equivalents and investments	16,548	–	17,215	–
attributable to:				
External restrictions	9,463	–	9,090	–
Internal restrictions	7,078	–	8,093	–
Unrestricted	7	–	32	–
	<u>16,548</u>	<u>–</u>	<u>17,215</u>	<u>–</u>

\$ '000	2019	2018
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Details of restrictions

External restrictions – other

Developer contributions – general	851	812
Developer contributions – sewer fund	936	888
Specific purpose unexpended grants	406	460
Sewerage services	4,741	4,808
Domestic waste management	1,071	987
Voluntary planning agreement – mining	215	217
Rates – special variation mining	362	918
Unexpended borrowings	881	–

External restrictions – other

	<u>9,463</u>	<u>9,090</u>
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Total external restrictions

	<u>9,463</u>	<u>9,090</u>
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Internal restrictions

Plant and vehicle replacement	238	766
Employees leave entitlement	857	764
Asset reserve – buildings	127	149
Asset reserve – parks and recreation	81	322
Asset reserve – stormwater	–	105
Asset reserve – transport	1,393	1,907
Blayney sports facility master plans	40	126
Blayney town works	–	5
Cemeteries	–	49
Centrepoint reserve	739	866
Election reserve	58	40
Environmental projects – Belubula river	53	53
Financial assistance grant	1,396	1,290
I.T reserve	114	96
King George Oval	258	161
Property account	1,466	1,145
Quarry	174	174
Village enhancement program	84	75

Total internal restrictions

	<u>7,078</u>	<u>8,093</u>
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TOTAL RESTRICTIONS

	<u>16,541</u>	<u>17,183</u>
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Blayney Shire Council

Income Statement – Sewerage Business Activity

for the year ended 30 June 2019

\$ '000	2019	2018
Income from continuing operations		
Access charges	1,153	1,100
User charges	151	173
Liquid trade waste charges	78	68
Interest	149	133
Grants and contributions provided for non-capital purposes	24	17
Other income	6	7
Total income from continuing operations	1,561	1,498
Expenses from continuing operations		
Employee benefits and on-costs	295	259
Borrowing costs	47	51
Materials and contracts	599	571
Depreciation, amortisation and impairment	564	557
Loss on sale of assets	–	1
Other expenses	116	98
Total expenses from continuing operations	1,621	1,537
Surplus (deficit) from continuing operations before capital amounts	(60)	(39)
Grants and contributions provided for capital purposes	23	6
Surplus (deficit) from continuing operations after capital amounts	(37)	(33)
Surplus (deficit) from all operations before tax	(37)	(33)
SURPLUS (DEFICIT) AFTER TAX	(37)	(33)
Plus accumulated surplus	9,275	9,308
Plus adjustments for amounts unpaid:		
Less:		
Closing accumulated surplus	9,238	9,275
Return on capital %	(0.1)%	0.1%
Subsidy from Council	285	532
Calculation of dividend payable:		
Surplus (deficit) after tax	(37)	(33)
Less: capital grants and contributions (excluding developer contributions)	(23)	–
Surplus for dividend calculation purposes	–	–
Potential dividend calculated from surplus	–	–

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Blayney Shire Council

Statement of Financial Position – Sewerage Business Activity

for the year ended 30 June 2019

\$ '000	2019	2018
ASSETS		
Current assets		
Cash and cash equivalents	5,177	911
Investments	500	4,785
Receivables	46	43
Total current assets	5,723	5,739
Non-current assets		
Infrastructure, property, plant and equipment	20,580	20,669
Total non-current assets	20,580	20,669
TOTAL ASSETS	26,303	26,408
LIABILITIES		
Current liabilities		
Payables	21	45
Borrowings	47	43
Total current liabilities	68	88
Non-current liabilities		
Borrowings	520	567
Total non-current liabilities	520	567
TOTAL LIABILITIES	588	655
NET ASSETS	25,715	25,753
EQUITY		
Accumulated surplus	9,236	9,274
Revaluation reserves	16,479	16,479
TOTAL EQUITY	25,715	25,753

Blayney Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 28(a). Statement of performance measures – consolidated results

\$ '000	Amounts	Indicator	Prior periods		Benchmark
	2019	2019	2018	2017	
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	(234)	(1.28)%	0.74%	10,630.00%	>0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	18,225				
2. Own source operating revenue ratio					
Total continuing operating revenue excluding all grants and contributions ¹	14,002	51.64%	58.54%	60,920.00%	>60.00%
Total continuing operating revenue ¹	27,116				
3. Unrestricted current ratio					
Current assets less all external restrictions	10,078	2.1x	5.83x	3,930x	>1.5x
Current liabilities less specific purpose liabilities	4,795				
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	5,351	9.8x	14.33x	21,140x	>2x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	546				
5. Rates, annual charges, interest and extra charges outstanding percentage					
Rates, annual and extra charges outstanding	255	2.29%	2.07%	2,200.00%	<10.00%
Rates, annual and extra charges collectible	11,144				
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	16,548	15.07	14.26	15,700	>3
Monthly payments from cash flow of operating and financing activities	1,098	mths	mths	mths	mths

(1) Excludes fair value adjustments, reversal of revaluation decrements, net gain on sale of assets, and net loss of interests in joint ventures and associates.

(2) Excludes impairment/revaluation decrements, net loss on sale of assets, and net loss on share of interests in joint ventures and associates

Carryover works from 2018-19 to 2019-20	Total Expenditure Vote	Internal Restriction					External Restriction			
		Asset Reserve - Transport	Asset Reserve - Buildings	Plant Reserve	CentrePoint	King George Oval	VEP	Unexpended Grants & Contributions	Special Variation - Mining	Unexpended Loans
OPERATIONAL										
Crown Lands - Plan of Management	40,853						40,853			
Youth Week	1,500						1,500			
TOTAL OPERATIONAL							42,353			
PLANT & EQUIPMENT										
Slasher	15,375			15,375						
Fuel Trailer	25,000			25,000						
TOTAL PLANT & EQUIPMENT				40,375						
BUILDINGS										
Carcoar Rec Ground SCCF2	94,042						94,042			
Sports Facility Masterplan SCCF2	163,662						163,662			
CentrePoint Amenities	18,892						18,892			
Central West Livestock & Equestrian Centre	20,180						20,180			
VIC Heating	9,727		9,727				911			
Blayney Library	2,405		2,405							
TOTAL BUILDINGS			12,132				297,687			
OTHER STRUCTURES										
King George Oval Bore Replacement	65,200					65,200				
Dakers Oval - Cricket Nets	57,846						57,846			
E-Station	7,727						7,727			
VEP	83,827									83,827
TOTAL OTHER STRUCTURES	214,600					65,200	83,827			
INFRASTRUCTURE										
Local Roads										
Heavy Patching - Carcoar Road	114,558	114,558								
Newbridge Road	223,267	223,267								
Forest Reefs Road	304,094							304,094		
TOTAL LOCAL ROADS		337,825						304,094		
Bridges										
Wombiana Lane	53,845	53,845								
Hines Lane, Grubbenbun Creek	106,889	106,889								
Kinds Lane, Grubbenbun Creek	127,522	127,522								
Lucan Road, Limestone Creek	136,924	136,924								
Winterbottoms Lane, Unknown	134,203	134,203								
Leabeater St Grubbenbun Creek	88,115	88,115								
Carcoar Rd Cowriga Creek	6,345	6,345								
TOTAL BRIDGES		653,843								
FOOTPATHS										
Footpath Renewals		31,548								
TOTAL FOOTPATHS		31,548								
RESIDENTIAL DEVELOPMENT										
Streatfield Close	880,666								880,666	
SEWERAGE SERVICES										
Magnesium Hydroxide Dosing	79,136									79,136
TOTAL SEWERAGE SERVICES										79,136
Total Carryover Works to 2019-20		1,023,216	12,132	40,375		65,200	83,827			
	2,894,260									
						Transfer from Internal Restriction	1,224,750		Transfer from External Restriction	1,669,509

07) SIX MONTHLY DELIVERY PLAN REVIEW - JUNE 2019**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** GS.LI.1

Recommendation:

That the six-monthly review, as at 30 June 2019, of Council's 2018/19 – 2021/22 Delivery Plan be received.

Reason for Report:

To review progress of Council's 2018/19 – 2021/22 Delivery Plan.

Report:

As part of the Integrated Planning and Reporting Framework the Office of Local Government (OLG) requires Council to adopt a suite of strategic planning documents. These documents include a long term Community Strategic Plan, a four year Delivery Plan and an annual Operational Plan and Budget. These documents are supported by the Resourcing Strategy comprising the Long Term Financial Plan, Asset Management Policy and Plans and the Workforce Plan.

The current Delivery Plan was adopted in June 2018 following consultation surrounding the Blayney Shire Council Community Strategic Plan 2018 - 2028 involving the community, Councillors and Council staff. The Delivery Plan is a document that outlines what will be delivered to the community during the 4 year term of Council using the Blayney Shire Council Community Strategic Plan 2018 - 2028 as an overarching guide.

It is a further requirement of the OLG that progress reports are provided to Council and the community every 6 months. At the conclusion of the life span of the Delivery Program a full and comprehensive report is prepared for the benefit of the outgoing Council and community.

This 6 monthly progress report is presented in a format which summarises the activities across the organisation using qualitative and quantitative information sourced from Managers and Directors.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

- 1 Delivery Plan Performance Status Report - June 2019 10 Pages

08) LICENCE AGREEMENT - LORAWAN PROJECT**Department:** Corporate Services**Author:** Manager Information Technology**CSP Link:** 1. Public Infrastructure and Services**File No:** PM.LE.1**Recommendation:**

That Council note the Licence Agreement between Blayney Shire Council and Department of Planning, Industry & Environment for the installation and maintenance of a LoRaWan Gateway at Church Hill, Blayney.

Reason for Report:

For Council to note the Licence Agreement between Blayney Shire Council and Department of Planning, Industry & Environment.

Report:

In December 2019 Council's Manager Information Technology attended a briefing session at the Department of Planning, Industry & Environment (DPIE) in Orange run by Dr Allen Benter, Technical Specialist Climate Unit.

Funding has been obtained from the NSW State Government for the installation of LoRaWan networks in the NSW Central West to allow farmers to collect farm data to assist them to manage the effects of increasing climate variability.

After the initial discussion, Council was approached by DPIE to help facilitate its implementation with installation of a LoRaWan Gateway on Council's communications tower at Church Hill, Blayney. Capacity exists on the tower to accommodate this request and a licence agreement between parties was developed and has been signed off by the General Manager under delegation.

Access to the technology is subject to terrain so is unable to be accessed where there is not a clear line of sight. Therefore following initial installation further discussions will be undertaken to broaden its reach across the Blayney local government area. Council will assist to determine other feasible LoRaWan Gateway locations around the shire.

This project also offers Council and the community the ability to use the technology. Council will need to scope its use further however potential projects include smart irrigation control; bridge load monitoring; parking sensors; monitoring of street litter bin levels; and people traffic counters for events and facilities.

A communications strategy will be implemented to promote this project and DPIE encouraged to deliver information sessions on this emerging technology and what it can deliver the farming sector in Blayney.

Risk/Policy/Legislation Considerations:

A copy of the licence agreement is provided as an attachment to this report.

The agreement will be reviewed in 2022 whereby the DPIE will seek further funding from the NSW State Government to continue the maintenance of LoRaWan Gateways. If further funding cannot be secured then the solution may be offered to Council to consider its retention and provide ongoing maintenance at our own cost.

Budget Implications:

All costs associated with the proposed licence agreement are to be borne by the licensee.

In the unlikely event that the DPIE cannot secure further funding then Council will need to consider whether to bear the ongoing maintenance costs of approximately \$3,200 per annum for system maintenance and \$1,800 per annum per gateway. These costs have not been factored into future Operational Plans.

Enclosures (following report)

Nil

Attachments (separate document)

1 Signed Licence Agreement

24 Pages

09) LEGISLATIVE COMPLIANCE POLICY**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** GO.PO.1**Recommendation:**

That the Legislative Compliance policy be adopted and included in Council's policy register.

Reason for Report:

For Council to adopt the Legislative Compliance policy.

Report:

Council at its meeting held 15 July 2019 resolved to place the Legislative Compliance Policy on public exhibition.

The Legislative Compliance policy establishes the overarching principles and commitment to action for Council with respect to achieving compliance by:

- identifying a clear legislative compliance framework within which Council operates;
- promoting a consistent, rigorous and comprehensive approach to compliance throughout Council;
- developing and maintaining practices that facilitate and monitor compliance within Council;
- seeking to ensure standards of good corporate governance; and
- engendering a culture of compliance where every person within Council accepts personal responsibility for compliance.

The closing date for public exhibition was 15 August 2019. At the time of preparation of this report Council had received no submissions. Should any further public submissions be received after preparation of this report they will be tabled at the Council meeting.

A copy of the policy for adoption is provided as an attachment to this report.

Risk/Policy/Legislation Considerations:

Adoption of the policy will assist to establish a framework and sound governance for legislative compliance.

Budget Implications:

Nil

Enclosures (following report)

1 Legislative Compliance policy

5 Pages

Attachments (separate document)

Nil



Legislative Compliance Policy

Policy	2K
Officer Responsible	Director Corporate Services
Last Review Date	xx/08/2019

Strategic Policy

1. PURPOSE

The purpose of this policy is to provide a framework for legislative compliance across all aspects of the Council's operations in order to achieve the highest standards of good governance.

Council is committed to conducting its functions and activities lawfully and in a manner that is consistent with its compliance obligations.

The Legislative Compliance Policy (Policy) establishes the overarching principles and commitment to action for Council with respect to achieving compliance by:

- identifying a clear legislative compliance framework within which Council operates;
- promoting a consistent, rigorous and comprehensive approach to compliance throughout Council;
- developing and maintaining practices that facilitate and monitor compliance within Council;
- seeking to ensure standards of good corporate governance; and
- engendering a culture of compliance where every person within Council accepts personal responsibility for compliance.

2. SCOPE

This policy applies to Councillors, staff, volunteers and contractors of the Blayney Shire Council.

The Policy is aligned with Council's objectives as articulated in the Council Integrated Plans. Council recognises that there are four elements for an effective compliance program:

- Commitment – to and the establishment of a compliance program;
- Implementation – of a compliance program, including ongoing education and maintenance;
- Monitoring and Measuring – reporting and supervision of the compliance program; and
- Continual Improvement – regular review and continual improvement of the compliance program.

3. DEFINITIONS

Legislation - Laws that are made by Parliament, or under the authority of Parliament are called legislation, or statutes. "Acts" are primary legislation. Acts may authorise the making of Regulations, Orders and Notices and there are referred to as subordinate legislation.

Legislation compels or directs the action of individuals, industry and other groups in specified circumstances and also outlines actions that are not to be taken, in order to achieve certain policy objectives.

Delegations Register – Councils have certain duties which they must perform, and certain powers which they must exercise, pursuant to the Local Government Act 1993, as well as a number of other Acts. Under the Local Government Act 1993, Council is able to delegate those duties to staff and Committees of Council.

The Delegation Register is a listing of those functions which Council has delegated to appropriate staff and Committees of Council.

4. POLICY STATEMENT

Council shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the day to day operations of Council.

The processes and structures will aim to:

- Develop and maintain a system for identifying the legislation that applies to Council's activities and functions.
- Assign responsibilities for ensuring legislative and regulatory obligations are fully implemented by Council.
- Provide education and awareness for Councillors and Council officers in the legislative requirements that affect them.
- Provide people with the resources to identify and remain up-to-date with legislative changes.
- Establish a mechanism for reviewing situations where non-compliance has occurred.
- Review and assess the system for compliance.

5. POLICY IMPLEMENTATION

5.1 Obligations

Councillors, staff, volunteers and Council contractors are responsible for ensuring the Council complies with all relevant legislation. These responsibilities however differ across the organisation, based on the role / position requirements of the individual and their direct involvement in statutory functions.

5.1.1 General Responsibilities

While the Council does not expect Councillors, staff, volunteers or Council contractors to be fully conversant with every State and Federal law, all are expected to be aware of the common areas of legislation that affect their role.

In addition, staff members are expected to be aware of a range of employment related laws (for example legislation relating to work, health and safety, equal opportunity, bullying and harassment), and are expected to be aware that certain actions may be subject to the criminal code (such as theft, assault, etc.).

Staff members should also be aware of any Council policies, codes, Australian Standards or statements that are relevant to their areas of responsibility.

5.1.2 Delegated Responsibilities

Staff members with delegated authority for carrying out statutory requirements, in accordance with the Delegations Register, are expected to develop a clear understanding of the relevant provisions as they relate to their responsibilities, and make themselves aware of changes to legislation and its impact on Council activities.

5.1.3 Management Responsibilities

Any staff member responsible for the management or supervision of staff must ensure appropriate information is disseminated to all workers under their responsibility. They are responsible for ensuring that risk due to non-compliance is minimised and workers under their responsibility are kept fully informed, briefed and/or trained about the key legal requirements relevant to their work.

They are also required to ensure that information relating to legislative changes is disseminated to appropriate staff members, and that recordkeeping systems and practices that capture evidence of compliance are in place.

5.2 Consequences of Non-Compliance

Councillors, staff, volunteers and Council contractors should be aware that any failure to comply with the law could be a criminal act, or result in a breach of the law or a breach of discipline.

Failure to comply with legal requirements could result in:

1. Disciplinary proceedings;
2. A hearing by the Pecuniary Interest Tribunal into complaints concerning alleged failures by Councillors, staff, delegates and advisors to disclose pecuniary interests;
3. Dismissal of the Mayor and Councillors and the appointment of an Administrator;
4. Removal of a Council's planning powers and the appointment of an Administrator;
5. The appointment of an Environmental Administrator (under relevant environmental legislation);
6. Legal proceedings against the Council for orders to remedy or restrain breaches of certain Acts, or for other legal challenges relating to such things as acting beyond the scope of authority of power, or failing to provide natural justice, possibly resulting in costly litigation and awards of damages;
7. Complaints about the conduct of the Council or staff members being referred to the Ombudsman, ICAC, Audit Office, Office of Local Government, or other relevant bodies;
8. Criminal proceedings;
9. Disruption to management, staff morale problems and bad publicity resulting from any of the above.

5.3 Application of Legal Requirements

The obligation to comply with legal requirements does not relieve the Council or individual staff members of the moral or ethical obligation to mitigate the effects of

rigid adherence to the letter of the law where that results in, or would result in, unintended or manifestly inequitable or unreasonable treatment of an individual or organisation. For example:

1. If the law gives the Council discretion, it should be exercised in a fair and reasonable way;
2. If the law does not give the Council discretion, fairness may involve adopting a broad interpretation in certain circumstances rather than a rigid adherence to legality;
3. Other options may be available to the Council to mitigate any unreasonable or inequitable effects of compliance with the law. These could include, for example, waiving debts, refunding fees or charges, offering an expression of regret or an apology, deferring regulatory action to allow for an authorisation to be obtained, fast tracking an assessment and determination of an application, etc.

In a similar manner, policies, codes, standards, etc. should not be applied inflexibly but on the basis of merit, with proper consideration being given to the particular circumstances of each individual case.

Staff members should have regard to circulars, practice notes, codes, guidelines, etc. issued by government or relevant central agencies. They should comply with their terms unless there are justifiable grounds for taking another course of action within the scope of the discretion available to the decision-maker.

5.4 Strategies for Ensuring Compliance

The General Manager will ensure a range of methods are adopted for use by Council staff to ensure compliance with key legislative changes.

6. RELATED LEGISLATION, POLICIES AND STRATEGIES

6.1 Policies and Strategies

- Blayney Shire Council Community Strategic Plan
- Blayney Shire Council Local Environmental Plan
- Delegation Register
- All Council policies and plans developed in accordance with legislation

End of Policy

Adopted:	xx/08/2019	
Lasted Reviewed:	xx/08/2019	
Next Reviewed:	19/04/2021	

10) ADOPTION OF GIFTS AND BENEFITS POLICY**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** GO.PO.1**Recommendation:**

That the Gifts and Benefits policy be adopted and included in Council's policy register.

Reason for Report:

For Council to adopt the Gifts and Benefits policy.

Report:

Council at its meeting held 15 July 2019 resolved to place the Gifts and Benefits policy on public exhibition.

The purpose of the policy is as follows:

- To provide clear guidelines for Councillors, staff members and other representatives of Council to enable them to deal with any offer of a gift or benefit;
- To protect Councillors, staff members and other representatives of Council from being compromised or to avoid the public perception of bias;
- To provide a safe working environment by reducing situations which can cause undue stress and anxiety; and
- To demonstrate to suppliers, citizens and other agencies that Council will deal with all matters in an impartial, transparent and accountable manner.

The closing date for public exhibition was 15 August 2019. At the time of preparation of this report Council had received no submissions. Should any further public submissions be received after preparation of this report they will be tabled at the Council meeting.

A copy of the policy for adoption is provided as an attachment to this report.

Risk/Policy/Legislation Considerations:

The Crimes Act (NSW) creates an offence if a Councillor or employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties.

The Local Government Act requires that Councils adopt a Code of Conduct. The section states that serious corrupt, of which bribery is an example, may

lead to the dismissal or temporary suspension from office of a Councillor or of a staff member.

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

1 Gifts and Benefits policy

11 Pages

11) AMENDMENT TO INVESTMENTS POLICY**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** GO.PO.1**Recommendation:**

That the Investments policy, as amended, be placed on public exhibition for a period of at least 28 days.

Reason for Report:

To seek Council approval for an amendment to the Investments policy.

Report:

Council at its meeting held 17 June 2019 approved the Borrowings – Residential Land Development policy and also recommended to amend the Investment Policy to include the investment limitations imposed by TCorp in order to access low cost borrowings.

The objectives of the Investment policy are:

- To undertake investment of surplus funds in a way that, firstly ensures the security of Council Funds and secondly maximises earnings from authorised investments.
- To ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

TCorp require that the below conditions be incorporated into the Investment policy and for Council to adhere to the timeframes for transition. Council has amended its policy to comply or exceed these obligations. Upon adoption of the policy Council will transition its investment practices to comply with the new adopted policy to satisfy obligations.

The conditions recommended for incorporation into Council's Investment Policy are summarised as follows:

Council is required to observe the following limitations for Investment Funds. Council must ensure that:

- (a) by 31 December 2019, its existing investments with an ADI having a Long Term Debt Rating of BBB+ and BBB meets the Portfolio Limit;*
- (b) by 31 March 2020, its existing investments with an ADI having a Long Term Debt Rating of BBB+ and BBB meets the Portfolio Limit;*

(c) subject to (a) and (b), throughout the Term of the Facility, the combined investments having a Long Term Debt Rating outlined in Column A of the following Table complies with the:

- Portfolio Limit (Column B);
- Counterparty Limit (Column C); and
- Maximum Tenor (Column D); and

Column A Long Term Debt Rating	Column B Portfolio Limit	Column C Counterparty Limit	Column D Maximum Tenor
<i>TCorp</i>	100%	100%	<i>Not applicable</i>
<i>AAA</i>	100%	100%	<i>Not applicable</i>
<i>AA+ to AA-</i>	100%	100%	<i>5 years</i>
<i>A+ to A</i>	100%	100%	<i>3 years</i>
<i>A-</i>	40%	20%	<i>3 years</i>
<i>BBB+</i>	30%	10%	<i>3 years</i>
<i>BBB</i>	30%	5%	<i>12 months</i>
<i>BBB- and below: Local ADIs</i>	5%	5%	<i>12 months</i>
<i>BBB- and below: Other</i>	5%	<i>\$250,000</i>	<i>12 months</i>

(d) For the avoidance of doubt, the BBB Rate Sub Limit of 10% shall apply at all times when calculating the Portfolio Limit for BBB+ and BBB investments.

A copy of the draft policy is provided as an attachment to this report. The guidelines will be amended following exhibition and adoption of the policy.

Risk/Policy/Legislation Considerations:

The Local Government Act s.625 serves to outline the types of investments that Council is permitted to invest in. The Investment Policy, as proposed, introduces more stringent controls recommended by TCorp on the investment of Council funds.

Budget Implications:

The proposed policy amendments that will reduce Council risk may also result in diminished returns on investment.

Enclosures (following report)

1 Draft Investments policy

8 Pages

Attachments (separate document)

Nil



Investment Policy

Policy	4B
Officer Responsible	Chief Financial Officer
Last Review Date	xx/xx/2019

Strategic Policy

1.1 Objectives

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

1.2 Definitions

Authorised Deposit taking institutions - financial institutions in Australia supervised by the Australian Prudential Regulation Authority (APRA) and authorised under the Banking Act 1959 (Cth) to accept deposits from the public.

Ausbond Bank Bill Index - formerly the UBS Bank Bill Index. The UBS Australia index family was acquired by Bloomberg from Q3 2014, and while branding changed the benchmark construction is unaltered. It represents the performance of a notional rolling parcel of bills averaging 45 days and is the widely used benchmark for local councils and other institutional cash investors.

Bank Bill Swap Rate - a short-term interest rate used as a benchmark for the pricing of Australian dollar derivatives and securities, most notably floating rate bonds

Bills of Exchange - A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

Debentures - a type of debt instrument that is backed only by the general creditworthiness and reputation of the issuer rather than being secured by physical assets or collateral.

Ministerial Investment Order - schedule of authorised investments approved for access by NSW Councils pursuant to Local Government Act 1993 section 625 by the Order of the Minister and published in the Government Gazette.

Responsible Accounting Officer - a member of the staff of the council designated by the General Manager, or if no such member been designated, the General Manager. (LGGR, clause 196)

TCorp – New South Wales Treasury Corporation including the TCorp Investment Management arm which manages the TCorpIM funds (formerly Hour-glass).

Term Deposits (Deposits) - Funds invested with a financial institution at a predetermined rate that applies for the duration of the deposit. The

principal is held on deposit for a fixed term with interest payable at set periods during the term and/or on maturity. Increasingly banking regulation requires term deposits to be issued on “unbreakable” terms or at a minimum funds cannot be withdrawn for a minimum period of 31 days.

1.3 Legislative Requirements

All investments are to be made in accordance with:

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

1.4 Delegation of Authority

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

All delegated officers shall confirm in writing that they have received a copy of Council’s current investment policy and that they understand the contents and their obligations as a delegated officer.

1.5 Authorised Investments

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

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

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

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

1.6 Prudent Person Standard

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

1.7 Ethics and Conflicts of Interest

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

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

1.8 Prohibited Investments

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

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

1.9 Risk Management Guidelines

Investments are to comply with the following criteria:

- (a) Preservation of Capital - all reasonable measures are to be taken to prevent losses in portfolio value (considering the time value of money);
- (b) Institutional Diversification:
 - i. Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed.
 - ii. Direct investments shall not exceed **\$3,000,000 counterparty limits** with any one institution at any one time **as detailed below**.
 - iii. All term deposit investments are to be made with authorised deposit taking institutions authorised under the Banking Act, 1959 and with an investment grade credit rating, **excepting ADI's located within the local government area**.
 - iv. The maximum holding limit in each rating category and the target credit quality weighting for Council's total portfolio shall be **in accord** :

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Total Portfolio Limits	Counterparty Limits
	Maximum Holding	
TCorp IM Funds	100%	100%
AAA – AA A Category	100%	Lesser of \$5m or 40%
A- Category	40%	Lesser of \$3m or 20%
A Category	80%	
BBB+ to BBB Category	40 30%	Lesser of \$1m or 10%
BBB Category	40 30%	Lesser of \$500k or 5%
BBB- Category and below: Local* ADI's	5%	Lesser of \$500k or 5%

***ADI's located within the Local Government Area**

- (c) Maturity Risk - the investment portfolio is to be invested within the following maturity constraints:

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

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Overall Portfolio Return to Maturity
	Maximum
<u>TCorp IM Funds</u>	<u>Not applicable</u>
<u>AAA to BBB+ Category</u>	<u>3 Years</u>
<u>BBB Category</u>	<u>12 months</u>

- (d) Market/Credit Risk - consideration shall be given to the risk that the fair value or the future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest on an investment;

- (e) Liquidity Risk -

- i. Matching investments with cash flow requirements.
- ii. Ensure access is available within seven (7) days to at least \$1,000,000 or 10% of value of total investments, whichever is lesser.

1.10 Performance Benchmarks

The performance of the investment portfolio shall be against the industry standard 11am Cash Rate for cash investments, BBSW 90 Day Swap Rate for direct investments and the Ausbond Composite 2 – 5 year index for investments exceeding 2 years.

1.11 Safe Custody

Safe custodial arrangements shall be as follows:

- (a) Council must retain beneficial ownership at all times;
- (b) Council must be in receipt of documentation existence of investment;
- (c) The custodian must be the custodian nominated by TCorp for investment in TCorpIM Funds, or Austraclear, or an investment grade institution so rated by Standard and Poor's or Fitch.

1.12 Reporting and Responsibilities of Council Officers

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

1.13 Investment Advisor

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

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

1.14 Grandfathering provisions

This Policy shall only apply to investments made from the date of Council adoption onwards.

1.15 Review of Investment Policy

This policy shall be reviewed annually by the Chief Financial Officer and any amendments, if necessary, shall be reviewed **against investment requirements in the conditions of borrowing of TCorp, if applicable**, and approved by resolution of Council.

End of Policy

Adopted:	14/10/2003	123
Last Reviewed:	11/10/2005	280
	14/05/2007	07/094

	09/08/2010	1008/04
	14/03/2011	1103/010
	08/08/2011	1108/004
	14/11/2011	1111/011
	12/11/2012	1211/014
	10/11/2014	1411/007
	17/09/2018	1809/010
	xx/xx/2019	
Next Review:	16/03/2021	

12) MINUTES OF THE FINANCIAL ASSISTANCE COMMITTEE MEETING HELD 6 AUGUST 2019**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** CR.SD.2**Recommendation:**

1. That the minutes of the meeting held 6 August 2019 be received and noted.
2. That the approvals of fee waivers and sporting related Financial Assistance by General Manager in the amount of \$2,372 be noted.
3. That the recommendations for 2019/20 - Round 1 of the Community Financial Assistance Program by the Financial Assistance Committee, in the amount of \$24,289 be approved.

No.	Applicant	FAP Request
2	Blayney Men's Shed	\$3,000
6	Junction Reefs Reserve Trust	\$3,029
7	Neville Equine Performance	\$3,000
9	Lyndhurst Memorial Hall & Village Committee	\$760
10	Blayney Rotary Club	\$500
11	Blayney District Netball Association	\$3,000
12	Mandurama Public Hall Reserve	\$3,000
14	Sailability NSW Central West	\$3,000
15	Carcoar School of Arts	\$5,000
Total		\$24,289

4. That, of that amount, an amount of \$5,789 being the amount in excess of that available for Round 1, be allocated from funds unexpended from prior periods.

Reason for Report:

For Council to approve the minutes of the Financial Assistance committee meeting held 6 August 2019.

Report:

The Financial Assistance Committee at its meeting held 6 August 2019 considered the first round of the Community Financial Assistance Program applications for 2019/20.

An amount of \$18,500 in financial assistance was available for distribution in Round 1 and with an amount of \$30,389 unexpended funds from prior periods. There were 15 applications with a total value of \$125,278 in works or programs seeking \$65,195 in financial assistance.

The Financial Assistance Committee has recommended \$24,289 be allocated to projects. Recommendations are pursuant to the criteria stipulated in the Community Financial Assistance Program guidelines.

**MINUTES OF THE MEETING OF BLAYNEY SHIRE COUNCIL FINANCIAL
ASSISTANCE COMMITTEE
HELD 6 AUGUST 2019
AT BLAYNEY SHIRE COMMUNITY CENTRE**

The meeting commenced at 5:06pm.

1. PRESENT

Councillor Scott Denton (Acting Chair), Councillor David Somerville (by telephone); Miles Hedge; Rebecca Price; Melissa O'Brien (Cadia); David Kennedy; Kerry Adams; Anton Franze (Director Corporate Services).

Note: Councillor Denton chaired meeting as Councillor Somerville was unable to be at meeting in person.

2. APOLOGIES

Graeme Summerson

3. DECLARATIONS OF INTEREST

- Cr. David Somerville – Blayney Rotary funding application*
- David Kennedy - Blayney Rotary funding application*
- Miles Hedge – Blayney Rotary funding application#
- Anton Franze – Blayney Rotary funding application#

* Non-pecuniary Interest (Office Holder in Blayney Rotary)

Non-pecuniary Interest – Less than significant (Member of Blayney Rotary)

4. MINUTES FROM PREVIOUS MEETING – 5 MARCH 2019

RECOMMENDATION:

The minutes of the previous meeting held on 5 March 2019 were confirmed to be a true and accurate record of that meeting.

(Miles Hedge / Melissa O'Brien)

5. BUSINESS ARISING

Question was raised whether the Financial Assistance policy was amended as recommended in minutes. It was confirmed that Council endorsed the policy amendment and adopted the amendment.

6. REQUESTS APPROVED BY GENERAL MANAGER UNDER DELEGATION

RECOMMENDATION:

That the approvals of fee waivers and sporting related Financial Assistance by General Manager in the amount of \$2,372 be noted.

(Rebecca Price / Melissa O'Brien)

7. CONSIDERATION OF ROUND 1: 2019/20 FINANCIAL ASSISTANCE PROGRAM APPLICATIONS

David Kennedy and Councillor David Somerville left the meeting at 6:10pm for determination of the Blayney Rotary Club at 6:25pm and returned to join the meeting at 6:35pm.

RECOMMENDATION:

- I. That an amount of \$24,289 for 2019/2020 Round 1 Community Financial Assistance Program be recommended for approval by Council as per the attached schedule; and
- II. That of that amount, an amount of \$5,789 being the amount in excess of that available for Round 1, be allocated from funds unexpended from prior periods.

(Miles Hedge / Rebecca Price)

No.	Applicant	Project	Grant sought	Grant recom'ded	Comments and feedback
1	Blayney Mens Shed	Plumbing and Sewer Installation	\$2,850	\$ -	Request declined on basis that 2 applications submitted for same project.
2	Blayney Mens Shed	Stormwater Collection	\$4,470	\$3,000	Worthwhile project for important community facility. Community facility allocation per policy recommended.
3	Carcoar PA&H Society	Entertainment for Show Day	\$2,000	\$ -	Request is in effect for subsidy of an operational expense of Show which is not within the policy. Applicant should be encouraged to lodge application early for review and feedback.
4	Millthorpe CWA	Stage 1 Part 2	\$10,000	\$ -	Applicant already in receipt of \$5k from program and has not commenced works. Project needs to be job ready with funding sources identified.
5	Central Western Dressage	Power Supply to Club House at Blayney Showground	\$5,416	\$ -	No co-funding of project. Major project in progress and should be considered with other planned electrical works which may provide savings. Applicant to be encouraged to coordinate project and support through Showground Users Working Group.
6	Junction Reefs Reserve Trust	Phalaris Paddock Management Fencing	\$3,029	\$3,029	Great project to reinvigorate site popular with tourists. Project has co-funding and labour being provided through Trust.
7	Neville Equine Performance	Portable Grandstand	\$3,000	\$3,000	Project to benefit all users of Neville Showground.

No.	Applicant	Project	Grant sought	Grant recom'ded	Comments and feedback
8	Blayney Shire Local & Family History Group	Purchase of Storage and Workplace Furniture	\$3,300	\$ -	Applicant encouraged to seek approval of Central West Libraries on size; specifications and quantities of items sought and liaise with Council on purchase thereafter.
9	Lyndhurst Soldiers Memorial Hall & Village Committee	Hall improvements	\$760	\$760	Project satisfies policy and includes co-funding.
10	Blayney Rotary Club	Advertising banners for Blayney Farmers Markets	\$1,540	\$500	Worthwhile community event. Renewal of banners being sought. Recommendation for cap of \$500 for such banner requests.
11	Blayney District Netball Association	Concrete Path installation; Installation of signage; Painting around goal circle.	\$3,000	\$3,000	Good health and wellbeing outcomes associated with project to introduce Fast 5 Competition. Subject to works being undertaken in consultation with Council.
12	Mandurama Public Hall Reserve	Upgrading of Electrical Works in Main Hall	\$7,150	\$3,000	Important community facility. Applicant encouraged to also seek funding from other sources e.g. Crown Lands PMRF program.
13	Neville Equine Performance	Financial assistance with Insurance Fees	\$680	\$ -	Policy provides for assistance with insurance for community facilities, insurance for groups not eligible.
14	Sailability NSW Inc. Central West	Carcoar Dam Facilities upgrade	\$13,000	\$3,000	Project supported however funding sought exceeds policy maximum. Recommendation for project to be staged. Funding to assist with fence construction.
15	Carcoar School of Arts	Upgrade to toilets in Carcoar School of Arts Hall	\$5,000	\$5,000	Magnificent heritage community facility in Shire. Project includes co-funding. Subject to Office of Environment and Heritage / DA approval.

\$65,195 \$24,289

8. NEXT MEETING

3 March 2020

There being no further business the meeting closed at 6:57pm.

Risk/Policy/Legislation Considerations:

The recommendations for funding are as recommended by the Financial Assistance Committee and are assessed against the Community Financial Assistance Program guidelines.

Budget Implications:

Council has an amount of \$100,000 allocated in its 2019/20 Operations Plan for this purpose including amount of \$63,000 approved in advance for assistance to groups, schools and organisations for events; rates and charges and public liability insurance.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

13) MINUTES OF THE BLAYNEY SHIRE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 1 AUGUST 2019

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 2. Local Governance and Finance

File No: FM.AU.1

Recommendation:

1. That the minutes of the Blayney Shire Audit, Risk and Improvement Committee meeting held 1 August 2019 be received; and
2. That 2019/20 review of the Corporate Risk Register be scheduled.

Reason for Report:

For Council to endorse the minutes of the Blayney Shire Audit Risk and Improvement committee meeting held 1 August 2019.

Report:**MINUTES OF THE MEETING OF BLAYNEY SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD IN THE COMMUNITY CENTRE THURSDAY 1 AUGUST 2019**

The meeting commenced at 9:08am

Present

Phillip Burgett	(Independent)
Donna Rygate	(Independent)
Cr. David Somervaille	(Councillor)
Rebecca Ryan	(General Manager)
Tiffany Irlam	(Chief Financial Officer)
Anton Franze	(Director Corporate Services – Secretariat)
Vicki Walker	(WHS & Risk Coordinator)
Karen Taylor	(NSW Audit Office),

2. Apologies

Leanne Smith (Intentus - NSW Audit Office Contract Auditor); Cr. John Newstead (Alternate Councillor).

3. Declarations of Interest

Nil.

4. Adoption of Previous Minutes

Minutes of the meeting held 21 February 2019 were adopted.
(Cr. David Somervaille / Phillip Burgett)

5. Matters Arising

Nil.

6. Risk Management

6.1 WHS & Risk Coordinator Update.

A report was tabled and the WHS & Risk Coordinator spoke to the report.

Matters discussed included:

- Measures have been taken to increase security and amend practices following an equipment theft incident at Works Depot.
- A review of work practices has been undertaken of Council's use of Glyphosate. Work practices have been found to be sound.

Recommendation:

That the report tabled by the WHS & Risk Coordinator report be received and noted.

(Cr. David Somerville / Donna Rygate)

6.2 Corporate Risk Register.

Corporate Risk Register was tabled.

Matters discussed included:

- 2019/20 review is required and will be scheduled.
- Question was raised on risks associated with climate change and whether it is a consideration for Council. The matter will be discussed during the review of Corporate Risk Register by staff.
- Risks associated with pre-development application advice was also recommended for consideration.
- The Chair referred to the prevalence of higher level ratings of consequence and residual risks raising a risk that the risk matrix may not align with Council's risk appetite which may need to be considered as the Risk Management Framework matures.

Recommendation:

That the Corporate Risk Register be received and noted;

That 2019/20 review of the Corporate Risk Register be scheduled; and

That the good progress on development of the Corporate Risk Register and broader Risk Management Framework be noted.

(Donna Rygate/Cr. David Somerville /)

6.3 Draft Risk Management Policy

Draft Risk Management Policy was tabled.

Matters discussed on draft policy included:

- Suggested edits;
- Inclusion of a diagram that shows relationship of Corporate Risk Register and Operational Risk Register in the Risk Management Framework;
- Amendment of reference to recording of only high risks to all risks whether high, medium or low.
- Replacement of reference to Hazard in clause 10.4.1 to Source of the Risk.

- Replacement of reference to Removing in clause 10.4.1 to Manage.

Recommendation:

That the draft Risk Management Policy be received and noted and the process for further development of the Risk Management Framework be endorsed.

(Cr. David Somerville / Donna Rygate)

7. Financial Management Update**7.1 Chief Financial Officer Report**

Report by Chief Financial Officer was tabled.

Recommendation:

That the Chief Financial Officer Report be received and noted.

(Donna Rygate / Cr. David Somerville)

7.2 Management Letter on Interim Phase of 2018/19 Audit:

The NSW Audit Office letter on the Interim Phase of the 2018/19 Audit was tabled and Karen Taylor (NSW Audit Office) discussed the observations.

Recommendation:

That the Management Letter on the Interim Phase of the 2018/19 Audit, including observations of Council's positive performance by the NSW Audit Office, be received and noted.

(Donna Rygate / Cr. David Somerville)

8. NSW Audit Office Update

A verbal report was provided by Karen Taylor (NSW Audit Office) on Performance Audits recently completed as follows:

- Development Assessment: Pre-Lodgement and lodgement in Camden Council and Randwick City Council
- Domestic Waste Management in Campbelltown City Council and Fairfield City Council

Reports are available on the NSW Audit Office website:

https://www.audit.nsw.gov.au/our-work/reports?progress_id%5B17%5D=17

Upcoming Performance Audits include:

- Credit Cards;
- Governance and Internal Controls on Developer Contributions;
- Local Government Procurement.

Issues to be focussed upon in the 2018/19 Audit are:

- Council land
- Accounting for landfill sites including closed sites
- Biodiversity credits
- Road valuations
- Disclosures around new Accounting Standards

Recommendation:

That the verbal report from the NSW Audit Office be received and noted.
(Cr. David Somerville / Donna Rygate)

9. Strategic Internal Audit Plan

The Strategic Internal Audit Plan 2019/20 – 2021/22 was tabled.

It was noted in discussion that Council obtains assurance from a range of other activities within Council and from other external sources and statutory authorities which could be documented in an Audit Universe of Council as the Risk Management Framework matures.

Recommendation:

That the Strategic Internal Audit Plan 2019/20 – 2021/22 be received and adopted and confirm the two (2) reviews programmed for 2019/20.
(Cr. David Somerville / Donna Rygate)

10. Internal Audit: Final Report on Review of Procurement & Project Management: Erwanbang Road

The final report on Review of Procurement & Project Management: Erwanbang Road was tabled.

Recommendation:

That the final report on Review of Procurement & Project Management: Erwanbang Road be received and noted.
(Donna Rygate / Cr. David Somerville)

11. Compliance Audit Report – Blayney Waste Disposal Depot

The Final Compliance Audit Report – Waste Disposal by Application to Land Audit Program (Blayney Waste Disposal Depot) from the EPA NSW was tabled.

Recommendation:

That the Final Compliance Audit Report – Waste Disposal by Application to Land Audit Program (Blayney Waste Disposal Depot) be received and noted.
(Donna Rygate / Cr. David Somerville)

12. Audit Risk and Improvement Committee Prescribed Functions Activity Report

The Audit Risk and Improvement Committee Prescribed Functions Activity Report was tabled.

Recommendations:

That the Prescribed Functions Activity Report be received and noted.
(Cr. David Somerville/Donna Rygate /)

13. Status of Prior Report Recommendations

The Status of prior report recommendations report was tabled for review. It was noted that there are actions proposed and status updates for completion

from the Review of Procurement & Project Management: Errowanbang Road yet to be populated in the report.

Recommendation:

That the Status of Prior Report Recommendations update be received and noted; and

That the Status of Prior Report Recommendations be circulated out of session upon information from the Review of Procurement & Project Management: Errowanbang Road being updated.

(Donna Rygate / Cr. David Somerville)

14. Any Major Developments / Issues Since Last Meeting

A report on major developments / issues since the last meeting was tabled.

Recommendation:

That the report on major developments / issues since the last meeting be received and noted.

Meeting closed: 11:07am

Risk/Policy/Legislation Considerations:

The Audit, Risk and Improvement Committee (the Committee) has been established to promote good corporate governance in Council. Good corporate governance of the Council ensures that the people of Blayney Shire receive the services that they need in an effective and efficient manner, delivered with honesty and integrity.

The objective of the Committee is to provide independent assurance and assistance to Council with respect to the following key areas as per Section 428A of the Local Government Amendment (Governance and Planning) Bill 2016. Such areas include compliance; risk management; fraud control; internal control; financial management; governance; service reviews; other matters prescribed by the regulations, and execution of Council functions.

The Committee is an independent advisory Committee that assists the Council to fulfil its oversight responsibilities.

Budget Implications:

Costs associated with holding of Committee meetings, sitting fees for independent members and associated service reviews / audits

Enclosures (following report)

Nil

Attachments (separate document)

Nil

14) DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT**Department:** Infrastructure Services**Author:** Director Infrastructure Services**CSP Link:** 1. Public Infrastructure and Services**File No:** GO.ME.1**Recommendation:**

That the Director Infrastructure Services Monthly Report for July 2019 be received and noted.

Reason for Report:

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

Report:Topical MattersRedmond Oval Electrical Damage

Council has recently finalised electrical issues associated with a lighting strike in late March. Contractors have repeatedly had to attend the facility to address various issues as they have been identified. The financial impact is in the order of \$12,150, slightly less than Council's insurance excess of \$12,500.

Major WorksForest Reefs Road & Newbridge Road

Newbridge Road is now complete with prime sealing undertaken 25 July 2019, and linemarking undertaken on 31 July 2019.

Forest Reefs Road has been completed for a further 900m with prime sealing undertaken on 24 July 2019, and linemarking undertaken 31 July 2019. Works are continuing on the portion to be realigned, with excavation works nearing completion at time of writing this report.

The sealing of Blayney Street in Newbridge was undertaken 26 July 2019, completing the 2018/19 Village Street Sealing Program.

Small bridge replacement program

Kinds Lane bridge has had the abutments completed, girders placed, and formwork for the deck being installed at time of this report. A pour for the deck is scheduled for Wednesday 14 August.

Works have been undertaken on a bypass for Hines Lane, with works scheduled to start on Hines Lane within a month.

Road Maintenance Works

Gravel Resheeting works have been undertaken on Carcoar Dam Road over the length of it.

Footpaths

The concrete gang has completed works on the footpath along Henry Street to complete the missing link between Burns Street and Martin Street. Works have included removal (cut and paint) of some basket willow along this stretch of the river, and bank revetment works. Minor works remaining include bitumen sealing of the road edge, installation of guide posts along the pathway and bollards along the river bank.

Works have been completed on the section of shared path around the Martha/Adelaide Street intersection, following relocation of the Essential Energy pillar box that was located on the path. These works were at full cost to Roads and Maritime Services.

Work has now been completed on the shared path along Harrow Street in Lyndhurst from the Rural Fire Service station to the Lyndhurst Recreation Ground entrance.

The concrete gang is currently working on pipe laying for the Streatfeild Close development.

Land Development

Council has received approval for commencement of construction on the 14 lot residential subdivision to be known as Streatfeild Close.

Following consideration of Council's current program, it was decided to deliver the project using primarily Council resources, with work commencing on site on 29 July.

All utilities have either been approved for construction or Council is awaiting final construction packages from the relevant authority. Once packages are received Council will seek quotations for installation of the relevant infrastructure.

Council's programme identifies completion by the end of October 2019.

Major Contracts

Carcoar Road Bridge

Works have commenced on site, with piling works nearing completion at the time of this report. Completion is anticipated by mid-November.

Carcoar Multi-purpose Court

The contractor has completed this project, subject to the application of the acrylic surface to be undertaken in September due to the unsuitable cold conditions in winter.

Central West Equestrian & Livestock Centre (CWELC)

Water infrastructure for the shed including roof drainage and recycled water main is nearing completion. The electrical supply and fire water will follow.

The first galvanised columns have arrived at site and the installation of the shed structure is scheduled to commence in the next few weeks.

Assets

Asset staff are working with Finance staff to complete the end of year financial reporting. This includes accounting for asset additions, disposals and renewals, as well as calculating annual depreciation and asset condition reporting.

Staff have completed work on an updated road map for the Shire and for the Villages. Staff have completed a review of all renewal and maintenance tasks on Council's pathway network and prepared a status report, maps and other information for Councillors to conduct a midterm review of the 2016 Active Movement Strategy.

Parks and Recreation

Council's Parks and Recreation team provided support to Planet Ark's National Tree Day on 26 July. Over 130 local school students attended throughout the day, planting approximately 1,200 native trees and shrubs in the open space area behinds the Bernardi's Shopping Centre, along the Belubula River Walk. This was a very piece of community engagement that Council supports on an annual basis, and adds to the positive environmental outcomes that Council continues to deliver.

Council staff prepared both King George Oval and Blayney Showground to enable Blayney Bears Group 10 to host a wet weather rescheduled round in Blayney, whilst also allowing Millthorpe Mozzies to host their Gala Day on the same day.

The cold weather has continued to present maintenance challenges for our water bubblers located around the Shire.

The Stronger Country Communities funded playground renewal program has been completed in various playgrounds across the Shire, with final shade sails installed and soft fall replenished and tidy up works undertaken. Unspent funds are to be utilised in an extended scope to provide a shade sail over Newbridge Recreation Ground, playground and provide for a couple of additional pieces of equipment across the network.

Works have commenced in preparation for a community tree planting event in Millthorpe to be undertaken in conjunction with the Village Committee and local community volunteers.

Annual plantings have also recently been replaced around the Blayney Library, Carrington and Innes Parks in Blayney.

Following community engagement with Barry/Hobbys Yards Progress Association and Canobolas Zone RFS a final toilet upgrade layout has been determined for the Barry Community Hall site. Plans are now being finalised, and it is anticipated Requests for Quotation will be issued within 1 month.

Heavy Plant and Fleet - Workshop

Council Staff have undertaken assessments of the graders submitted through VendorPanel, with an order expected to be placed within 2 weeks.

Specifications have been drafted for a skidsteer machine, with prices to be sought through VendorPanel.

Wastewater

Council staff have spent an amount of time repairing dam banks along the maturation pond at the STP with erosion causing banks to be undercut and falling in. Stabilisation with rubble obtained from various Council projects will continue as we look to extend the protection along the banks.

Repairs of infrastructure is being undertaken including damage to electronic flow meter caused by lightning surge.

Risk/Policy/Legislation Considerations:

Information report only.

Budget Implications:

Information report only.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

15) SUPPLY, DELIVERY AND PLACEMENT OF SPRAYED BITUMINOUS SURFACING

Department: Infrastructure Services

Author: Operations Engineer

CSP Link: 1. Public Infrastructure and Services

File No: RD.TN.17

Recommendation:

That Council accept the tender from Downer EDI Limited for the quality assured, schedule of rates contract for the Supply, Delivery and Placement of Sprayed Bituminous Surfacing.

Reason for Report:

Council requested tenders from suitably qualified, experienced contractors and service providers for the Supply, Delivery and Placement of Sprayed Bituminous Surfacing, Tender No. 20/2019.

Report:

The previous Schedule of Rates Contract for the Supply, Delivery and Placement of Sprayed Bituminous Surfacing is concluding and engagement of a contractor is required for the period of 1 September 2019 to 31 August 2022, with a possible extension of one year.

The tender documents, advertisement, and assessment was completed in partner with Cabonne Shire Council, with the purpose of both Local Government Areas engaging the same Contractor.

A formal tender process was conducted in accordance with the Local Government (General) Regulation 2005, to provide a competitive process and seek a suitably qualified provider to deliver the service.

The Council tender documents provided estimated quantities and estimated number of establishments within the contract period to enable the tenderers to provide an accurate and competitive schedule of rates. It was also requested that tenderers provided a percentage price adjustment for small quantity orders.

A slightly modified AS4300-1995 contract was selected for this project as it forms relatively simple and clear contractual arrangements, relevant to this project type. Relevant RMS Quality Assurance Specifications were detailed to provide the expectation of the work outcomes.

The tender was advertised in the Sydney Morning Herald on the 4th June 2019, as well as local papers. The Blayney Shire Council Tenderlink portal was used as the secure platform to enable tender documentation and addendums to be issued, as well as a question forum for participants to request information. All submissions for the tender were uploaded onto this portal. Council received six tender submissions at the close of tender at 4:00pm, 25th June 2019.

A panel, consisting of Council staff from both Blayney and Cabonne Councils, completed an assessment of the tender submissions utilising the NSW Government Evaluation Scoring System. The following price and non-price criteria was developed to consider a score for each respondent,

- Price: The assessed price was the value of submitted rates multiplied by the total estimated quantities which council provided to the tenderers.
- Low Productivity Charge: A large amount of Council's work involves small quantities of work per establishment. Previous Bitumen Sealing projects were calculated with the submitted rates and small quantity adjustments to assess the financial impact of small quantity works.
- Previous Experience: Respondents were asked to demonstrate their previous experience in service of a similar nature. The panel assessed the size of the organisation as well as the financial size and types of contracts that had been previously engaged.
- Availability for New Construction Works: The time between pavement completion and Bitumen sealing is critical as it poses a risk to Council for rework and costs in maintaining the surface until the Bitumen seal can occur. All Tenderers were asked in a post-tender clarification what degree new works/construction seals took precedence over other works, with their response forming the assessed component of this criteria.
- Work Health & Safety (WHS), Quality Assurance (QA) & Environmental Management Plan (EMP): The submissions from the respondents were to indicate their capability to develop and implement management plans to ensure the safety, environment and quality outcomes of this project could be achieved and managed appropriately. The assessors agreed that Council would accept the use of manual aggregate spreader boxes, where the additional risks have been well documented and controlled. The assessment panel considered harnessing to the cage mandatory, as well as suitable, live communication between the spreader operator and the driver.
- Capacity: The financial and equipment capacity of the tenderer was assessed through their level of RMS Prequalification.

The weighting applied to each criteria is shown in the following table:

Criteria	Weighting
Price	25 %
Low Productivity Charge	15 %
Previous Experience	15 %
Availability for New Works	30 %
WHS, QA & EMP	5 %
Capacity	10 %

The weighted price score has a maximum of 25 and is applied to the respondent who has the lowest price. The non-price criteria has a maximum weighted score of 75, and is applied to the respondent who achieves the highest non-price score. The price & non-price scores are calculated to provide a total weighted score. The scores are ranked from 1 to 6 in order of highest to lowest score.

The table below shows the respondents and the assessed scores for the price and non-price criteria.

The assessed price is also included for each respondent. The table is displayed in order of final ranking.

Respondent	Price Score	Non-Price Score	Total Score	Rank	Assessed Price (Ex GST)
Downer EDI Limited	21.7	75.0	96.7	1	\$15,281,428
Fulton Hogan Industries P/L	21.3	69.9	91.2	2	\$15,546,813
Colas NSW P/L	23.2	55.1	78.3	3	\$14,165,445
All Pavement Solutions P/L	25.0	48.3	73.3	4	\$12,828,512
State Asphalt Services P/L	14.0	59.1	73.1	5	\$22,308,116
NA Group P/L	21.9	50.00	71.9	6	\$15,126,242

Downer EDI Ltd hold RMS prequalification A2 & F150+. They are a large organisation, with extensive experience in large contracts. With a local presence, Downer accept that new construction works are a priority and reference their current performance as the previous contractor for this tender. No WHS, QA or EMP issues were identified within their submission. The tendered price was less than the average of the assessed prices. The resulting final evaluated ranking was 1.

It is recommended that Council accept the highest ranking tender, being Downer EDI Limited.

Risk/Policy/Legislation Considerations:

The major risks identified with this project were:

- Financial – Downer EDI Limited are prequalified with RMS Financial level F150+ (Projects \$150M or greater), with extensive experience in large value contracts. Their financial capacity is such that it is considered there is a negligible risk to Council due to their default.
- Availability for New Construction Works – Downer recognises that new works are time sensitive and the critical need to have these sealed and waterproofed once the pavement construction permits. Referencing their local presence and historical levels of service to Council serve to provide guidance as to how high a priority Downer undertakes these types of works and confirms that new work would take precedence over typical maintenance resealing works.
- Work Health & Safety – During the tender assessment, there were no WHS issues identified with Downer. In particular, all Downer aggregate spreader trucks are fitted with automatic aggregate spreader boxes, which eliminates the risks associated with manned operators required on the rear of a reversing vehicle.
- Tender Variation – The tender was structured in a manner that a sole contractor would be selected to service both Blayney and Cabonne Councils. As per clause 178(2) of the Local Government (General) Regulation 2005; *A council must ensure that every contract it enters into as a result of a tender accepted by the council is with the successful tenderer and in accordance with the tender (modified by any variation under clause 176).....* Blayney and Cabonne Councils must select the same contractor, else all submissions would need to be rejected and each Council re-tender the service separately.

The tender process was conducted in accordance with the Local Government (General) Regulation 2005 & Council's Procurement Policy.

Budget Implications:

Works to be undertaken within approved budget allocations.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

16) MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD 9 AUGUST 2019

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 4. Community, Sport, Heritage and Culture

File No: TT.ME.1

Recommendation:

1. That the minutes of the Blayney Traffic Committee Meeting, held on Friday 9 August 2019, be received and noted.
2. That Council endorse the Traffic Management Plan for the Carcoar Cup Running Festival, to be held on 2-3 November 2019 on roads in the Villages of Carcoar and Neville, and roads in-between as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report, and subject to the following amendments:
 - Directional signage to public parking on Pound Flat to be provided.
 - A vehicle protection barrier to be provided at the intersection of Icely/Coombing and Belubula/Collins Street's.
 - All references to Roads and Traffic Authority (RTA) to be amended to Roads and Maritime Services (RMS).
3. That Council install a No Stopping sign on Mid-Western Highway 8m north of the Gold Street intersection outside the Mandurama General Store in accordance with rule 170 of the NSW Road Rules 2014.

MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ON FRIDAY 9 AUGUST 2019 AT BLAYNEY SHIRE COUNCIL

Meeting commenced at 10:00am.

Site Inspection – Victoria Road underpass, Millthorpe

Cancelled due to adverse weather conditions.

PRESENT

Members: Cr Bruce Reynolds (Blayney Shire Council - Chair), Reg Rendall (Paul Toole Representative), Michael Chooi (NSW Police).

Present: Cr John Newstead (Blayney Shire Council) Grant Baker (Director Infrastructure Services), Andrew Cutts (Tablelands Area Road Safety Officer), Vicki Walker (WHS and Risk Officer).

APOLOGIES

Jackie Barry (Roads & Maritime Services Representative).

DECLARATION OF INTEREST

Nil.

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held on Friday, 7 June 2019 be confirmed to be a true and accurate record of that meeting.

(Reg Rendall/Bruce Reynolds)

MATTERS ARISING FROM THE MINUTES

Millthorpe Winter Fire Festival (20190607:01) – Chair noted the Traffic Control was not in accordance with approved plan, and as installed by Council. There was concern about potential for public confinement due to constrained site area.

ACTION: Request for letters to be issued to Event Organiser and Millthorpe Village Committee, identifying concerns with non-compliance with TCP and requirement for event de-brief.

CORRESPONDENCE

Nil.

REPORTS**20190809:01 – Carcoar Cup Running Festival**

RECOMMENDATION: That Council endorse the Traffic Management Plan for the Carcoar Cup Running Festival, to be held on 2-3 November 2019 on roads in the Villages of Carcoar and Neville, and roads in-between as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report, and subject to the following amendments:

- Directional signage to public parking on Pound Flat to be provided.
- A vehicle protection barrier to be provided at the intersection of Icelly/Coombing and Belubula/Collins Street's.
- All references to Roads and Traffic Authority (RTA) to be amended to Roads and Maritime Services (RMS).

(Reg Rendall/Michael Chooi)

20190809:02 – No Stopping Sign – Olive Street, Mandurama

RECOMMENDATION: That Council install a No Stopping sign on Mid-Western Highway 8m north of the Gold Street intersection outside the Mandurama General Store in accordance with rule 170 of the NSW Road Rules 2014.

(Michael Chooi/Reg Rendall)

20190809:03 - TRAFFIC COMMITTEE REGISTER

That the information be noted.

GENERAL BUSINESS**20190809:04 – Speed Zone – Richards Lane, Millthorpe**

Report noted.

20190809:05 – Speed Awareness Campaign with Newcrest

Report noted.

20190809:06 – Newbridge Winter Solstice (20190405:03)

Report noted.

20190809:07 – Victoria Street Railway Underpass, Millthorpe

Report noted.

ACTION: Request for letter to John Holland Rail alerting them to concerns related to underpass structural maintenance requirements.

20190809:08 – Speeding Complaint – George Street, Millthorpe (20190405:06)

Report noted.

INFORMAL MATTERS

20190809:09 – Monthly Road Safety Reports – June & July 2019.

That the information be noted.

20190809:10 – Chifley Local Area Command – Serious/Fatal Motor Vehicle Accidents Reports – May, June & July 2019.

That the information be noted.

FUTURE MEETING DATES - 2019

- Friday, 11 October 2019.
- Friday, 6 December 2019.

MEETING CLOSED

The meeting closed at 11:25am.

COUNCIL ISSUES

Development of Policy and Guidelines for Advisory Signs.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

17) **DA54/2019 - ERECTION OF A SHED - 56 RICHARDS LANE, MILLTHORPE**

Department: Planning and Environmental Services

Author: Manager Planning

CSP Link: 5. The Natural Environment

File No: DB.AB.1394

Recommendation:

That Council consents to Development Application DA54/2019 for the erection of a shed at Lot 4 DP750384 – 56 Richards Lane, Millthorpe subject to the recommended conditions of consent.

Reason for Report:

For Council to consider and determine Development Application DA54/2019 for the construction of a shed at Lot 4 DP750384 – 56 Richards Lane, Millthorpe.

Report:

Executive Summary

Council's consent is sought for the construction of a four bay shed at 56 Richards Lane, Millthorpe, being Lot 4 DP750384 (the 'subject property').

The proposed shed would be located to the north east of an existing shed and dwelling.

The proposed shed would be 22m long, 12m wide with an overall height in the order of 5m (approx.). The shed would be constructed of Colourbond to match the existing shed.

In summary, it is considered that the proposed development is consistent with the aims, objectives and performance criteria of the Blayney Local Environmental Plan 2012 and Blayney Development Control Plan 2018.

Proposed Development

The proposed shed would be 22m long, 12m wide with an overall height in the order of 5m (approx.). The shed would be constructed of Colourbond to match the existing shed.

The proposed shed would be located to the north east of an existing shed and dwelling. The existing conditions of the subject property are shown in Figure 1, below.

Existing Conditions

The subject property is located on the northern side of Richards Lane approximately 250m west of the intersection of Richards Lane and Millthorpe Road. It comprises a total area of 17.2ha in a regular shape.

The subject property is zoned R5 Large Lot Residential and forms part of the large lot residential area which extends to the north and north west of the Millthorpe Village.

Notwithstanding, it must be acknowledged that subject property has not been subdivided, comprising the original 17.2ha (Figure 2). In this regard, it is considered that the subject property has the benefit of existing use right for the purpose of agriculture.



Figure 1: Existing conditions

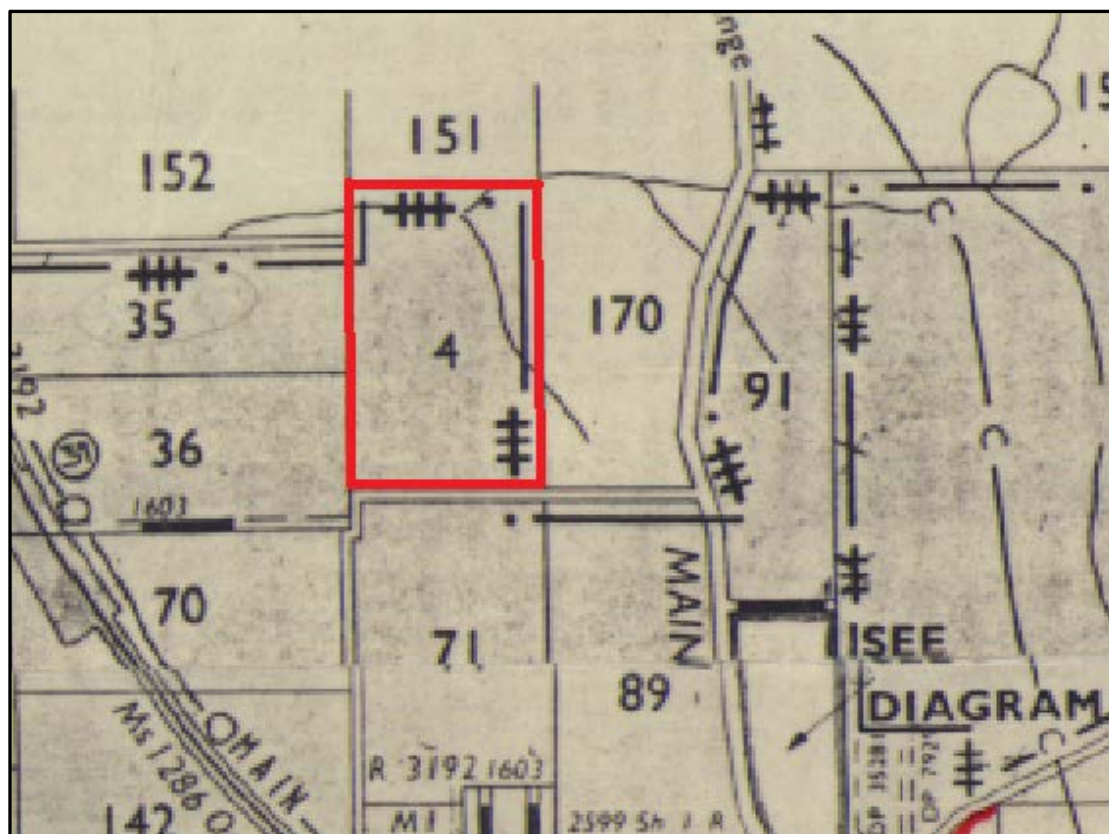


Figure 2: Extract of DP750384 (Subject property highlighted in red)

Section 4.15 - Evaluation

Section 4.15(1)(a)(i) The Provisions of any Environmental Planning Instrument

Blayney Local Environmental Plan 2012

Part 1 – Preliminary

Clause 1.2 Aims of Plan

The proposed development is considered to be consistent with the broad aims of the *Blayney Local Environmental Plan 2012*. The relevant issues are addressed in the body of this report.

Clause 1.7 Maps

Land zoning:	R5 Large Lot Residential
Lot size:	4000m ²
Heritage:	N/A
Terrestrial biodiversity:	Yes
Groundwater vulnerability:	N/A
Drinking water catchment:	N/A
Watercourse:	N/A
Flood:	N/A

Clause 1.9A – Suspension of Covenants, Agreements and Instruments

Clause 1.9A provides that covenants, agreements and other instruments which seek to restrict the carrying out of development do not apply with the following exceptions:

- a covenant imposed by the Council or that the Council requires to be imposed, or
- any prescribed instrument within the meaning of section 183A of the Crown Lands Act 1989, or
- any conservation agreement within the meaning of the National Parks and Wildlife Act 1974, or
- any Trust agreement within the meaning of the Nature Conservation Trust Act 2001, or
- any property vegetation plan within the meaning of the Native Vegetation Act 2003, or
- any biobanking agreement within the meaning of Part 7A of the Threatened Species Conservation Act 1995, or
- any planning agreement within the meaning of Division 6 of Part 4 of the Act.

This clause does not affect the rights or interest of any public authority under any registered instruments.

A search of Council's records indicates that the subject property is not affected by any of the foregoing covenants, instruments, agreements or plans.

Part 2 – Permitted or prohibited development**Clause 2.3 – Zone objectives and Land Use Table**

The subject property is zoned R5 Large Lot Residential.

The objectives of the R5 Large Lot Residential zone seek to:

- To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.
- To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.
- To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.

The proposed development is not inconsistent with the foregoing objectives.

Part 6 – Additional local provisions**Clause 6.2 Stormwater management**

Clause 6.2 seeks to minimise the impacts of urban stormwater on land to which this clause applies and on adjoining properties, native bushland and receiving waters.

Given the size of the property and location of the proposed shed it is considered unlikely to have any significant adverse impact on adjoining properties, native bushland or receiving waters.

Clause 6.8 Essential services

Clause 6.8 requires that development consent must not be granted to development unless the consent authority is satisfied that any of the services that are essential for the development are available or that adequate arrangements have been made to make them available when required.

Essential services are identified as the supply of water, the supply of electricity, the disposal and management of sewage, stormwater drainage / conservation and suitable vehicle access.

The subject property has access to appropriate essential services.

State Environmental Planning Policy 55 – Remediation of Land

State Environmental Planning Policy 55 – Remediation of Land (SEPP55) requires that a consent authority must not consent to the carrying out of development of land unless it has considered whether the land is contaminated; is satisfied that the land is suitable in its contaminated state for the development that is proposed, and if the land requires remediation to be made suitable for the proposed development it is satisfied that the land will be remediated before the land is used for that purpose.

Furthermore, SEPP 55 requires that before determining an application to carry out development that would involve a change of use of land (specified in subclause 4 of the SEPP), the consent authority must consider a preliminary investigation of the land concerned.

Given the subject property has recently been developed for the purpose of a dwelling and garage, it is noted that potential for contamination would have previously been considered.

Given the location of the proposed shed, it is considered that no further assessment is required.

Section 4.15(1)(a)(ii) Any proposed instrument that is or has been the subject of public consultation under the Act and has been notified to the consent authority

Not applicable.

Section 4.15(1)(a)(iii) Any Development Control Plan

Blayney Shire Development Control Plan 2018

Part C – Residential

Part C – Residential of the DCP applies to development applications for a wide range of dwellings, residential accommodation types and ancillary development. The relevant provisions of Part C are addressed below:

C3 Garages, Carports, Sheds, Outbuildings & Pools/Spas

C3.1 Use

C3.1 seeks to ensure that outbuildings, garages and sheds are not to be used as dwelling, habitable room, or home business / industry.

The applicant has indicated that the proposed shed is intended to be used for the storage of machinery and other goods associated with the operation of the property.

C3.2 Visual Impact / Amenity

C3.2 seeks to ensure that outbuildings and garages / carports will not dominate views from the street or key public spaces; will be in keeping with the scale and setting of the relevant land use zone, streets and locality character; will integrate with dwelling design and surrounding landscaping and buildings; and will not significantly impact on the amenity of neighbouring properties.

The proposed development is considered to be consistent with the relevant acceptable solutions. In particular, it is considered that the size and location of the proposed shed will be in keeping the scale and setting of the existing dwelling and shed.

Further, given the central location of the proposed shed it is considered unlikely to have a detrimental impact on any adjacent property.

C3.3 Garages, Carports, Outbuildings & Sheds in Urban Areas

C3.4 seeks to achieve the same objectives as C3.2, however the acceptable solutions are prescriptive in terms of building siting, maximum building height and cumulative building floor area. Specifically, a detached shed in the R5 Large Lot Residential Zone should not exceed:

- A ridge height of 6m from existing ground level;
- A cumulative floor area greater than 300m²; and
- A minimum setback of:
 - o 10m; or
 - o Where the dwelling on the allotment is within 50m of a public road, the outbuilding should be located behind the front building line of any dwelling.

The proposed shed is generally consistent with these acceptable solutions with the exception of the cumulative floor area of sheds.

The existing shed has a floor area of 144m² while the proposed shed has a floor area of 264m², resulting in a cumulative floor area of 408m².

While the proposed shed would result in a cumulative floor area 108m² more than the acceptable solution, in this circumstance it is considered that the proposal is still consistent with the relevant visual impact and amenity objectives. In particular it is noted that the proposed shed:

- Will not dominate views from the street or key public spaces;

- Will be in keeping with the existing scale and setting (i.e. a 17ha rural property on the outskirts of a village adjoining land used for extensive agriculture);
- Will not detract from the existing dwelling;
- And will not detrimentally impact on the amenity of neighbouring properties.

Where a proposed development does not meet the applicable acceptable solution Council staff would request the applicant to provide a written statement which seeks to justify the departure by demonstrating:

- Compliance with the particular control within the DCP is unreasonable or unnecessary in the circumstances of the case; and
- The objectives of the particular control are met or sufficiently addressed; and
- There are sufficient environmental planning grounds to justify the departure from the particular control within the DCP and
- The impacts of the non-compliant proposal will not be significantly greater than a compliant proposal or may enhance the outcome.

The applicant has provided a written request seeking a variation with consideration of these matters. In this regard, it is open to Council to support the proposed development.

Section 4.15(1)(a)(iiia) Any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4

Not applicable.

Section 4.15(1)(a)(iv) The Regulations

- **In the case of a development application for the demolition of a building, the provisions of AS 2601 (Clause 92)**
Not applicable.
- **In the case of a development application for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act, the provisions of that order and of any development plan prepared for the land by a relevant authority under that Schedule (Clause 92)**
Not applicable.
- **Fire safety and other considerations (Clause 93)**
Not applicable.
- **Buildings to be Upgraded (Clause 94)**
Not applicable.
- **BASIX Commitments (Clause 97A)**
Not applicable.

Section 4.15(1)(b) The likely impacts of the development, including environmental impacts both the natural and built environments, and social and economic impacts in the locality

The likely impacts of the proposed development have been addressed in the body of this report.

Based on this assessment, it is considered that the proposed development is unlikely to have a significant or detrimental impact.

Section 4.15(1)(c) The suitability of the site for the development

The foregoing assessment demonstrates that the subject property is suitable for the proposed development.

Section 4.15(1)(d) Any submissions made in accordance with this Act or the regulations

In accordance with Part B of the DCP the proposed development was notified to the adjoining property owners within the Blayney Shire Council Local Government Area. No Submissions were received.

Section 4.15(1)(e) The public interest

The proposed alterations and additions are considered to be of minor interest to the wider public due to the localised nature of potential impacts. The proposal is not inconsistent with any relevant policy statements, planning studies, guidelines etc that have not been directly considered in this assessment.

Summary / Conclusion

The proposal is permissible with consent of Council. The proposed development complies with the relevant aims, objectives and provisions of BLEP 2012. A Section 4.15 assessment of the development indicates that the development is acceptable in this instance.

Attached is a draft Notice of Decision outlining conditions considered appropriate to ensure that the development proceeds in an acceptable manner.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

1	Conditions	4 Pages
2	Plans	2 Pages

Attachments (separate document)

Nil

Reasons for Conditions

Statutory and legislative requirement and public interest.

Approved Plans

1. Development in Accordance with Approved Plans & Documentation

Development is to take place in accordance with:

Plan/Doc No.	Plan/Doc Title	Prepared by	Issue	Date
-	Statement of Environmental Effects	Applicant	-	12/06/2019
1 of 6	Unnamed (floor plan)	Fairdinkum Sheds	-	26/06/2019
6 of 6	Unnamed (elevations)	Fairdinkum Sheds	-	26/06/2019
-	Unnamed (site plan)	Applicant	-	-

as amended in accordance with any conditions of this consent.

NOTE: Any modifications to the proposal shall be the subject of an application under Section 4.55 of the Environmental Planning and Assessment Act, 1979.

Prescribed Conditions

2. Building Code of Australia

The building work must be carried out in accordance with the requirements of the Building Code of Australia. A reference to the *Building Code of Australia* is a reference to that Code as in force on the date the application for the relevant construction certificate is made.

3. Identification of Site

The developer is to provide a clearly visible sign to the site stating:

- a) Unauthorised entry to the worksite is prohibited;
- b) Street number or lot number;
- c) Principal contractor's name and licence number; or owner builders permit number;
- d) Principal contractor's contact telephone number/after-hours number;
- e) Identification of Principal Certifying Authority, together with name, address & telephone number.

Note: Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out.

Prior to Issue of a Construction Certificate**4. Structural Details for a 1.5kpa Ground Snow Load**

Prior to the issue of the Construction Certificate, amended structural details for the shed, designed for a 1.5kPa ground snow load, shall be submitted to Council.

Prior to Works Commencing**5. Commencement of Work & Appointment of PCA**

The applicant is to submit to Council, at least two (2) days prior to the commencement of any works, a notice of commencement of building or subdivision works and Appointment of Principal Certifying Authority (PCA).

During Construction**6. Cladding**

All roof and wall finishes shall be comprised of low reflective surface materials to match the existing shed.

Note 1: Sheet metal shall be of factory prefinished (eg, colorbond or galvanised iron) type material.

Optional note 2: Zinalume will be not accepted.

7. Road and Interallotment Drainage

All road and inter allotment drainage is to be conveyed to a legal point of discharge.

8. Relocate Utility Services

The developer is to relocate any utility services if required, at the developer's cost.

9. Excavation Work

All excavation and backfilling associated with the erection/demolition of the building must:

- a) be executed safely and in accordance with appropriate professional standards, and
- b) be properly guarded and protected to prevent them from being dangerous to life or property.

10. Hours for Construction or Demolition

Construction or demolition only be carried out between 7.00 am and 6.00 pm on Monday to Friday, and 8am to 5pm on Saturdays. No construction or demolition is to be carried out at any time on a Sunday or a public holiday.

Note: The principal contractor shall be responsible to instruct and control their sub-contractors regarding the hours of work.

11. Rubbish and Debris

All rubbish and debris associated with the development, including that which can be windblown, must be contained on site in a suitable container at all times. The container shall be erected on the development site prior to work commencing.

Materials, sheds or machinery to be used in association with the development must be stored and stacked wholly within the worksite unless otherwise approved by Council.

Note 1: No rubbish or debris associated with the development will be placed or permitted to be placed on any adjoining public reserve, footway or road.

Note 2: Offenders are liable for prosecution without further warning.

12. Toilet Facilities

Toilet facilities must be available or provided at the work site before works begin and must be maintained until the works are completed at a ratio of one toilet, plus one additional toilet for every 20 persons employed at the site.

Each toilet must:

- i. be a standard flushing toilet connected to a public sewer, or
- ii. have an on-site effluent disposal system approved under the *Local Government Act 1993*, or
- iii. be a temporary chemical closet approved under the *Local Government Act 1993*.

Prior to Issue of Occupation Certificate

13. Occupation Certificate

Prior to the occupation or use of the building an Occupation Certificate is to be obtained, and where Council is not the PCA, a copy is to be submitted to Council.

Ongoing Matters

14. Approved Use

The approved building must not be used for any other purpose other than the approved use i.e a shed. Any proposed change of use shall only be permitted with the consent of Council.

Advisory Notes**Inspection Schedule**

AN1. The Principal Certifying Authority is required to ensure all work is carried out in accordance with the consent, Building Code of Australia (BCA), and relevant standards, which is done during inspections at nominated stages of the work. The "Inspection Schedule" lists the mandatory and other required inspections that must be carried out by Blayney Shire Council during construction of the work.

As the Principal Certifying Authority, Council must be contacted to undertake inspections of the various stages of construction as follows:

- a. Slab/footing inspection when steel is laid prior to the pouring of concrete.
- c. Frame inspection
- b. Final/stormwater inspection at time of completion of all works.

Notice of Commencement

AN2. Notice of commencement of building works – The attached form needs to be completed and emailed, faxed or mailed to Council at least 2 days before any work commences on the site.

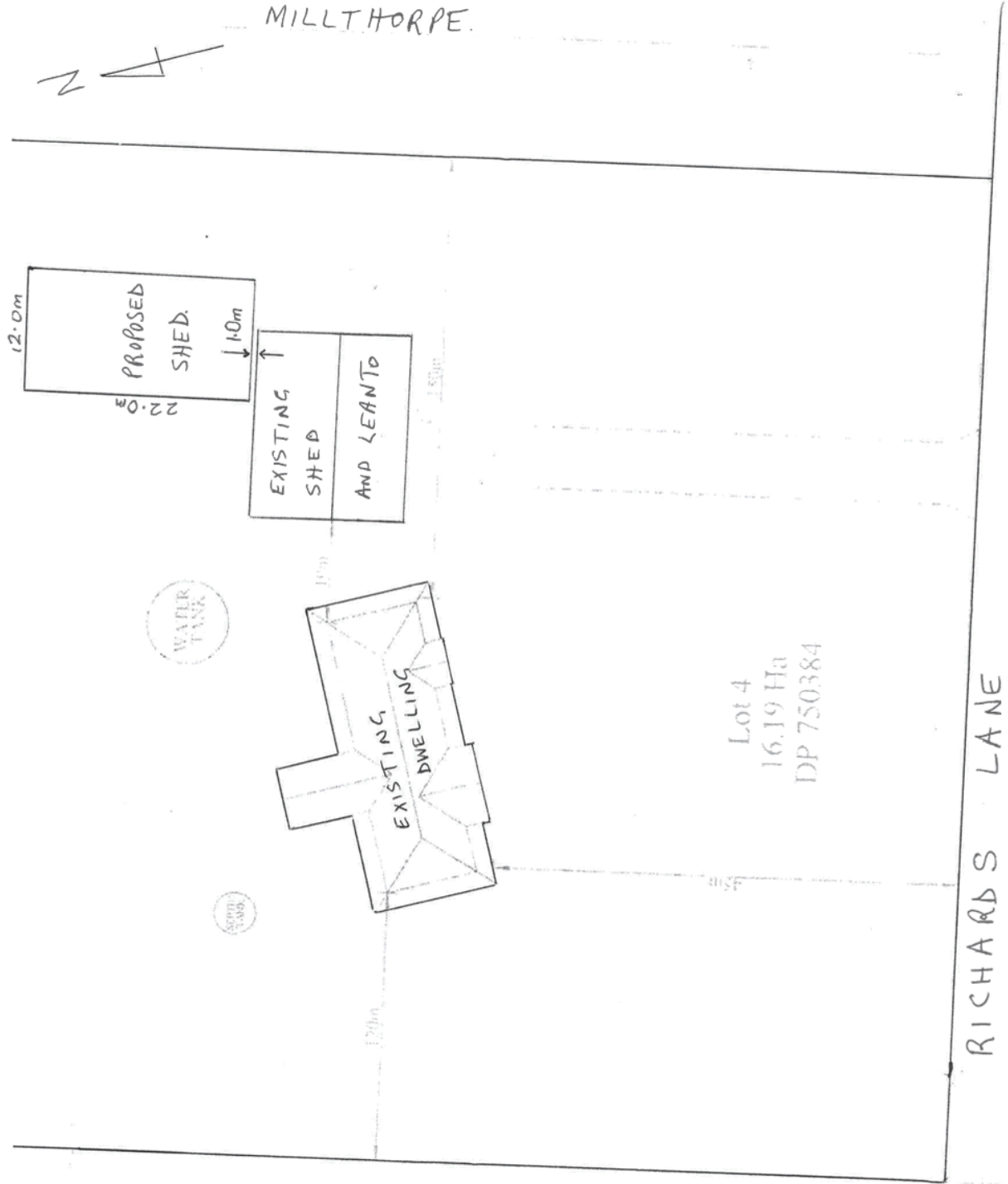
Telstra Corporation Limited**Note 1: Dial Before You Dig**

Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to prevent damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures. (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or panning activities.

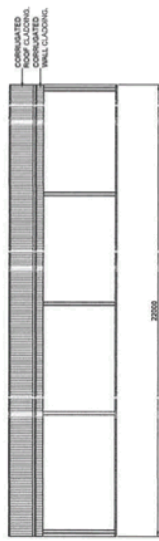
Note 2: Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on Phone Number 1800 810 443.

PROPOSED SHED
JOE GALEA & MARGARET SCHEMBRI
56 RICHARDS LANE
MILLTHORPE.



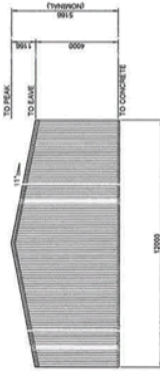
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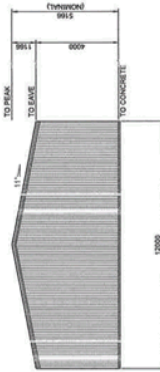
1 SIDEWALL EXTERIOR ELEVATION
SCALE 1:200



2 SIDEWALL EXTERIOR ELEVATION
SCALE 1:200



4 ENDWALL EXTERIOR ELEVATION
SCALE 1:200



3 ENDWALL EXTERIOR ELEVATION
SCALE 1:200

STEEL BUILDING BY		(CONTACT)	
DRAWN		FOR	
CHECKED		AT	
DATE		DATE	
JOB NO.		NCC	
SHEET		2016	
SELECT A SHED ORANGE PTY LTD 02 6362 9303		Joe Galea & Margaret Schembri 56 RICHARDS LANE MILLTHORPE	
FAIRDINKUM SHEDS		SHED SAFE	
NORTHERN CONSULTING engineers Email: design@ncc.com.au		Mr. Timothy Roy Messer BE MIEAust RPE Q Registered Professional Engineer 2558980 Signature: <i>T. Messer</i> Date: 5/6/2019	
Civil & Structural Engineers 50 Purian Street Corryville, QLD 4872 Phone: 07 4751 1111 ABN 341 008 173 55		Registered on the NPBR in the areas of prac of Civil & Structural National Professional Engineers Register	
BUILDING CODES WALL ROOF CLADDING GLASS GLAZING CORNER FLASHING OPENING FLASHING		Reg. No. 255898 Reg. No. 1193746 Reg. No. 1193746 Reg. No. 1193746	

18) MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE MEETING HELD ON 17 JULY 2019

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

CSP Link: 4. Community, Sport, Heritage and Culture

File No: GO.ME.1

Recommendation:

1. That Council as a matter of urgency investigate inclusion of an adult change table and hoist within an accessible bathroom as part of Stage 1 of the CentrePoint Major Upgrade.
2. That Council investigate and consider as a priority installation of a concrete path and lighting from the accessible car parking located in Ogilvy Street to the Osman Street entrance in the 2019/20 financial year.
3. That Council investigate and cost options for all access doors at CentrePoint to be upgraded to enable independent access above the minimum standard for future grant funding opportunities and/or Operational Plan inclusion.
4. That Council proceed to cost the upgrade of the identified non-compliant car parking in the 2018 audit of accessible car parking across Blayney Shire for future grant funding opportunities and/or Operational Plan inclusion.
5. That Council note the Access Committee's preference of Binstead Street footpath works being undertaken before Carcoar Street in the 2019/20 financial year.
6. That Council investigate and consider as a priority renewing the layback in front of the Anglican Church Blayney (corner of Adelaide Street and Church Street) in the 2019/20 financial year.
7. That Council notes the Blayney Shire Access Committee endorsement of the 6 monthly review to 30 June 2019 of the Blayney Shire Disability Inclusion Action Plan.
8. That Council write to the NSW Department of Education to ensure accessible car parking and access is considered in the design of the upcoming major upgrade to the Millthorpe Public School.

General Manager Note:

Given the budget implications associated with the Access Advisory Committee recommendations (numbers 1 to 4; and 6), when adopted as a Council Resolution, staff will proceed to investigate options and develop the scope of works for each, including cost estimates for Council's consideration at a future meeting.

MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 17 JULY 2019
AT THE BLAYNEY SHIRE COMMUNITY CENTRE

A tour of the CentrePoint Sport & Leisure Centre pool halls commenced at 5:45pm.

Meeting commenced at 6.10pm.

PRESENT

Councillor Scott Denton (chair), Councillor Bruce Reynolds, Jenny McMahon, Tom Williams, Iris Dorsett, Greg Hooper, Allison Farr and Mark Dicker (Director Planning and Environmental Services (DPES)).

APOLOGIES

Nil

CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting held on 6 March 2019 were confirmed to be a true and accurate record of that meeting, noting two minor corrections in the Transport for social support section.

(Bruce Reynolds / Tom Williams)

DISCLOSURES OF INTEREST

Nil

BUSINESS ARISING FROM PREVIOUS MEETING

CentrePoint Sport and Leisure Centre

The committee discussed the tour of the CentrePoint Sport & Leisure Centre and the work associated to the Major Upgrade.

RECOMMENDED That Council as a matter of urgency investigate inclusion of an adult change table and hoist within an accessible bathroom as part of Stage 1 of the CentrePoint Major Upgrade.

(Jenny McMahon / Allison Farr)

RECOMMENDED; That Council investigate and consider as a priority installation of a concrete path and lighting from the accessible car parking located in Ogilvy Street to the Osman Street entrance in the 2019/20 financial year.

(Scott Denton / Iris Dorsett)

RECOMMENDED; That Council investigate and cost options for all access doors at CentrePoint to be upgraded to enable independent access above the minimum standard for future grant funding opportunities and/or Operational Plan inclusion.

(Scott Denton / Jenny McMahon)

ACTION; DPES to contact CentrePoint software provider regarding Phyz X and Scout Hall door and access options.

2018 Audit of accessible car parking across Blayney Shire

The committee were advised no allocation was made in the 2019/20 Delivery Plan because the upgrades had not been costed and therefore any inclusion in the budget would have been a guestimate.

RECOMMENDED; That Council proceed to cost the upgrade of the identified non-compliant car parking in the 2018 audit of accessible car parking across Blayney Shire for future grant funding opportunities and/or Operational Plan inclusion.

(Jenny McMahon / Iris Dorsett)

Access consulting

In April 2019, 4 local businesses utilised the Council coordinated visit from Access consultants BCA Logic. Next visit is scheduled for September 2019 and again in April 2020.

Transport Services for social support

DPES advised, Paul Toole's office has contacted him regarding this matter. DPES and Greg Hooper need to discuss prior to DPES responding to Paul Toole's office.

ACTION; DPES to confirm with Greg Hooper prior to advising Paul Toole's office on the committee's key concerns.

Farm Lane / Ogilvy Street intersection and link to Belubula River walk

The committee were advised these works have been completed in June 2019.

Belubula River Bridge Carcoar

The committee were advised this walkway has been upgraded in June 2019.

King George Oval

The committee were provided with the concept plans and asked to provide feedback at the next meeting.

BUSINESS ADVISED**2019/20 Blayney Shire Council – Capital works list**

The committee reviewed the 2019/20 Blayney Shire Council – Capital works list.

- **Blayney Library**

The committee sought information on what access considerations were included in the modifications to the Blayney library, in particular front access and the "book scanner" which is not very wide.

ACTION; DPES to confirm and advise.

- **Multipurpose Covered Arena.**

The committee sought information on what access provisions are included in the design of the new multipurpose covered arena at the Blayney Showground.

ACTION; DPES to confirm and advise.

- **Footpaths**

The committee were asked if Binstead Street would be considered a higher priority than Carcoar Street.

RECOMMENDED; That Council note the Access Committee's preference of Binstead Street footpath works being undertaken before Carcoar Street in the 2019/20 financial year.

(Jenny McMahon / Greg Hooper)

The committee also discussed the inadequacy of the layback in front of the Anglican Church Blayney.

RECOMMENDED; That Council investigate and consider as a priority renewing the layback in front of the Anglican Church Blayney (corner of Adelaide Street and Church Street) in the 2019/20 financial year.

(Jenny McMahon / Bruce Reynolds)

Disability Inclusion Action Plan

The committee was provided with a copy of the 6 monthly report to 30 June 2019.

General discussion was had.

RECOMMENDED; That Council notes the Blayney Shire Access Committee endorsement of the 6 monthly review to 30 June 2019 of the Blayney Shire Disability Inclusion Action Plan.

(Jenny McMahon / Greg Hooper)

The committee asked for an update on strategy 6 (awareness of concessional access programs to Council facilities and community events e.g. NSW Companion Card) had not yet commenced.

ACTION; DPES to confirm and advise.

CentrePoint existing accessible parking in Osman St

The committee asked what was to happen to the existing car parking in Osman St now CentrePoint has compliant car parking off Ogilvy Street. DPES advised, it would likely be removed. Committee advised whilst the car parking is not compliant with the Australian standard the configuration particular the step at the rear is beneficial to vehicles with rear entry and exit.

ACTION; To be considered in the Blayney Shire accessible car parking audit.

Redmond Oval / Millthorpe Public School

The committee discussed the issue of accessible car parking at the precinct of Redmond Oval / Millthorpe Public School.

RECOMMENDED; That Council write to the NSW Department of Education to ensure accessible car parking and access is considered in the design of the upcoming major upgrade to the Millthorpe Public School.

(Bruce Reynolds / Scott Denton)

FUTURE AGENDA ITEMS

To be advised 2 weeks prior to next meeting.

FUTURE MEETING DATES

To be advised – potentially September 2019.

MEETING CLOSE

The meeting closed at 7:41pm.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

19) MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM MEETING HELD WEDNESDAY 17 JULY 2019

Department: Planning and Environmental Services

Author: Director Planning and Environmental Services

CSP Link: 5. The Natural Environment

File No: GO.ME.1

Recommendation:

That the minutes of the Blayney Shire Cemetery Forum, held Wednesday 17 July 2019, be received and noted.

MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM MEETING HELD ON WEDNESDAY 17 JULY 2019
BLAYNEY SHIRE COMMUNITY CENTRE

Meeting commenced at 5.02pm.

PRESENT

Councillor David Kingham (Chair), Councillor John Newstead, Helen Dent, Vicki Pulling, Sally Angel and Mark Dicker (Director Planning and Environmental Services (DPES)).

APOLOGIES

Kevin Radburn (Senior) and Kevin Radburn

CONFIRMATION OF MINUTES

The minutes of the previous meeting held on 26 February 2019 were confirmed to be a true and accurate record of that meeting.

(John Newstead / Helen Dent)

DECLARATIONS OF INTEREST

Nil

BUSINESS ARISING

Cemetery Brochure

The committee discussed changing the order of the villages on the brochure from alphabetical to clockwise so that if visitors wanted to tour it was in a more logical order. DPES to arrange and finalise the brochure.

Muslim Cemetery

Hedge planting and granite layback is all that is required to complete the Blayney Muslim section.

Restoration of damaged and/or derelict graves

The committee were advised that Councils WHS and Risk Coordinator identified 2 graves; James Nicholls at Millthorpe and Oscar Cardwell at

Lyndhurst as immediate priorities for restoration. These 2 graves were restored in June 2019 using the \$5,000 allocated in the 2018/19 operational plan.

It was discussed to seek the input of the Blayney History Group to see if they can recommend priorities for the use of the \$5,000 allocated in the 2019/20 operational plan to undertake grave restorations.

ACTION; Helen Dent to seek Blayney History Group input and advise the committee.

Rabbits

The committee were advised Councils Ranger is planning another eradication program at Blayney cemetery. Councils Ranger had confirmed this week there were some holes and hollows that require inspection by Councils Park's crew.

ACTION; DPES to ensure eradication and inspection by Councils Park's crew.

BUSINESS ADVISED

Tree in Lyndhurst Cemetery

Vicki Pulling advised a tree branch overhanging the grave of Darby Grills grave at Lyndhurst.

ACTION; DPES to seek inspection by Councils Park's crew next time they are in Lyndhurst.

Blayney Cemetery

Rabbits and repairs. As discussed in business arising.

FUTURE MEETINGS

To be advised, likely October pending alignment with Access Committee.

MEETING CLOSE

The meeting closed at 5.20pm.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

Matters to be dealt with in closed committee

In accordance with the Local Government Act (1993) and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

20) WASTE COLLECTION SERVICES POLICY EXEMPTION REQUESTS

This matter is considered to be confidential under Section 10A(2) (e) of the Local Government Act, as it deals with information that would, if disclosed, prejudice the maintenance of law.

21) LEGAL MATTER

This matter is considered to be confidential under Section 10A(2) (g) of the Local Government Act, as it deals with advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.