



10 March 2020

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, 16 March 2020 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 17.02.20
- (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 2020**

### **March**

<b><u>Time</u></b>	<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>Location</u></b>
6.00pm	16 March 2020	Council Meeting	Community Centre

### **April**

<b><u>Time</u></b>	<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>Location</u></b>
10.00am	3 April 2020	Traffic Committee Meeting	Community Centre
2.30pm	17 April 2020	Upper Macquarie County Council Meeting	Kelso
6.00pm	20 April 2020	Council Meeting	Community Centre

### **May**

<b><u>Time</u></b>	<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>Location</u></b>
6.00pm	4 May 2020	Cultural Centre Working Group Meeting	Community Centre
10.30am	13 May 2020	Central Tablelands Water Meeting	Grenfell
6.00pm	18 May 2020	Council Meeting	Community Centre
6.00pm	21 May 2020	Sports Council Meeting	Community Centre
6.00pm	26 May 2020	Tourism, Towns and Villages Committee Meeting	Community Centre

**INDEX OF REPORTS OF THE BLAYNEY SHIRE COUNCIL MEETING**  
**HELD ON MONDAY 16 MARCH 2020**

<b>CONFIRMATION OF MINUTES</b> .....	<b>5</b>
01) Minutes of the Previous Council Meeting held 17 February 2020 .....	5
<b>EXECUTIVE SERVICES</b> .....	<b>14</b>
02) Tourism Event Development Fund Applications.....	14
03) Minutes of the Blayney Shire Tourism, Towns and Villages Committee Meeting held 25 February 2020.....	17
<b>CORPORATE SERVICES</b> .....	<b>22</b>
04) Report of Council Investments as at 29 February 2020.....	22
05) Youth Week 2020.....	27
06) Blayney Residential Development Project - Land Sales.....	29
07) Amendment to Fraud Control Policy.....	31
08) Minutes of the Financial Assistance Committee meeting held 3 March 2020 .....	44
09) Minutes of the Blayney Shire Audit, Risk and Improvement Committee Meeting Held 4 March 2020 .....	49
<b>INFRASTRUCTURE SERVICES</b> .....	<b>53</b>
10) Director Infrastructure Services Monthly Report.....	53
11) Minutes of the Blayney Traffic Committee Meeting held electronically - February 2020 .....	57
12) Minutes of the Blayney Shire Sports Council Meeting held Thursday 20 February 2020 .....	58
<b>PLANNING AND ENVIRONMENTAL SERVICES</b> .....	<b>62</b>
13) Minutes of the Blayney Shire Access Advisory Committee held 27 February 2020 .....	62
14) Minutes of the Blayney Cemetery Forum meeting held 27 February 2020.....	66
<b>CONFIDENTIAL MEETING REPORTS</b> .....	<b>69</b>
15) Land Purchase Opportunity .....	69

## **LIVE STREAMING OF COUNCIL MEETINGS**

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**01) MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 17 FEBRUARY 2020****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 17 February 2020, being minute numbers 2002/001 to 2002/026 be confirmed.

**MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 17 FEBRUARY 2020, COMMENCING AT 6.00PM**

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

General Manager (Mrs R Ryan), Director Corporate Services (Mr A Franze), Director Infrastructure Services (Mr G Baker), Acting Director Planning & Environmental Services (Mr D Drum) and Executive Assistant to the General Manager (Mrs L Ferson)

**ACKNOWLEDGEMENT OF COUNTRY****RECORDING OF MEETING STATEMENT****DISCLOSURES OF INTEREST**

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

<b>Councillor /Staff</b>	<b>Interest</b>	<b>Item</b>	<b>Pg</b>	<b>Report</b>	<b>Reason</b>
Cr Ferguson	Pecuniary	4	24	Drought Communities Program 2019	Has quoted one of the projects
Cr Reynolds	Non Pecuniary (Significant)	19	157	Minutes of the Traffic Committee Meeting held 7 February 2020	Cr Reynolds' wife is on the Millthorpe Markets organising committee and Cr Reynolds assists on the day of the markets with the cooking of the barbeque

**MINUTE SILENCE ACKNOWLEDGING TEXTURES OF ONE BLAYNEY TOWN ASSOCIATION REPRESENTATIVE FROM BARRY, LOCAL ARTIST, LORETTA KERVIN**

**CONFIRMATION OF MINUTES****MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 16 DECEMBER 2019****2002/001****RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 16 December 2019, being minute numbers 1912/001 to 1912/027 be confirmed.

(Reynolds/Newstead)

**CARRIED****MATTERS ARISING FROM THE MINUTES**

Nil

**EXECUTIVE SERVICES REPORTS****COUNCIL RESOLUTION REPORT****2002/002****RESOLVED:**

That Council notes the Resolution Report to January 2020.

(Ewin/Reynolds)

**CARRIED****RISK, WORK HEALTH AND SAFETY QUARTERLY REPORT****2002/003****RESOLVED:**

That Council receive and note the Risk, Work Health and Safety Report for the quarter October 2019 to January 2020.

(Newstead/Reynolds)

**CARRIED**

The Mayor, Cr Ferguson, having declared an interest departed the Chair and left the Chambers. The Deputy Mayor, Cr Ewin, assumed the Chair.

**DROUGHT COMMUNITIES PROGRAM 2019****2002/004****RESOLVED:**

That Council endorse and submit an application for Blayney Shire Council to the Drought Communities Program Extension 2019 for the following 12 local community infrastructure projects totalling \$1million;

<b>Project Title</b>	<b>Funding</b>
Renewal of Barry Community Supplementary Bore Reservoir	\$35,182
Carcoar School of Arts Community Hall Septic and Storm Water	\$30,695
Carcoar Showground ringside seating and Park Seat Shelters	\$34,099
Dakers Oval Cricket fence	\$77,000
Lyndhurst Recreation Grandstand and Cricket Pitch	\$26,262
Community Recreation Shelter at Redmond Oval	\$70,000

Replacement of Toilet Block at the Golden Memories Museum	\$90,909
Neville Hall Restoration and Improvement Project	\$59,300
Newbridge Showground Pavilion Refurbishment	\$180,518
Recycled Water project for King George Oval	\$205,100
Millthorpe CWA Accessible Amenities	\$54,572
Blayney Tennis Club Amenities Building	\$136,364
<b>Total</b>	<b>\$1,000,000</b>

(Somerville/Kingham)

**CARRIED**

The Mayor, Cr Ferguson returned to the Chambers and resumed the Chair.

**TOURISM EVENT DEVELOPMENT FUND - ANTICA AUSTRALIS APPLICATION**

**2002/005****RESOLVED:**

That Council advertise for 28 days the proposal to approve the application for \$1,000 for the Antica Australis, 'Ancient Southern Lands' event under the 2019/20 Tourism Event Development Program.

(Somerville/Reynolds)

**CARRIED**

**MINUTES OF THE BLAYNEY SHIRE CULTURAL CENTRE WORKING GROUP MEETING HELD MONDAY 3 FEBRUARY 2020**

**2002/006****RESOLVED:**

That the minutes of the Blayney Shire Cultural Centre Working Group, held on Monday 3 February 2020, be received and noted.

(Ewin/Denton)

**CARRIED**

**CORPORATE SERVICES REPORTS**

**REPORT OF COUNCIL INVESTMENTS AS AT 31 DECEMBER 2019**

**2002/007****RESOLVED:**

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

(Kingham/Denton)

**CARRIED**

**REPORT OF COUNCIL INVESTMENTS AS AT 31 JANUARY 2020**

2002/008

**RESOLVED:**

1. That the report indicating Council's investment position as at 31 January 2020 be received.
2. That the certification of the Responsible Accounting Officer be received and the report be adopted.

(Reynolds/Ewin)

**CARRIED****QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2019**

2002/009

**RESOLVED:**

1. That the Quarterly Budget Review Statement for the quarter ending 31 December 2019 be received.
2. That the supplementary votes of (\$71k) proposed in the Quarterly Budget Review Statement be adopted resulting in an increase to operating expenditure of \$113k, an increase in operating income of \$496k including capital income variations of \$231k and an increase to capital expenditure of \$454k.

(Newstead/Somerville)

**CARRIED****COMPLIANCE AND REPORTING ACTIVITIES**

2002/010

**RESOLVED:**

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

(Reynolds/Somerville)

**CARRIED****SIX MONTHLY DELIVERY PLAN REVIEW - DECEMBER 2019**

2002/011

**RESOLVED:**

That the 6-monthly review, as at 31 December 2019, of Council's 2019/20 – 2022/23 Delivery Plan be received.

(Denton/Ewin)

**CARRIED****DISABILITY INCLUSION ACTION PLAN 2017 – 2021  
PROGRESS REPORT**

2002/012

**RESOLVED:**

That the 6-monthly progress report of the Disability Inclusion Action Plan 2017 – 2021, as at 31 December 2019 be received and referred to the next Access Advisory Committee for review and comment.

(Denton/Reynolds)

**CARRIED**



**2002/013**      **SALE OF LAND FOR UNPAID RATES****RESOLVED:**

1. That the report on the Sale of Land for Unpaid Rates and Charges be received and noted.
2. That Council, pursuant to s.713 of the Local Government Act, 1993:
  - a. Sell the listed properties at a public auction to be held at the Blayney Shire Council Chambers on Friday 22 May 2020 commencing at 10:00 am;
  - b. Authorise Council staff to proceed with the necessary arrangements pertaining to the sale of the properties as set out by the Local Government Act 1993; and
  - c. Authorise the General Manager to set the reserve price on the day of auction.
3. That Council not withdraw any property from the sale unless all unpaid rates and charges are paid in full.
4. That Council undertake land title searches to verify land descriptions and owners for the preparation of sale documents.
5. That Council advertise all land in accordance with the Local Government Act, 1993.
6. That Council call for quotations for an auctioneer to conduct the auction.
7. That Council endorse execution of relevant contracts and associated documentation by the Mayor and General Manager under Council seal, if required.

(Kingham/Ewin)

**CARRIED****2002/014**      **LEASE TO BLAYNEY MEALS ON WHEELS****RESOLVED:**

That Council endorse execution of lease of 39 Church Street, Blayney (Lot 23 Section 14 DP 758121) to Blayney Volunteer Meals On Wheels Association Inc. by the Mayor and General Manager.

(Somerville/Ewin)

**CARRIED****2002/015**      **REVIEW OF COUNCIL POLICIES****RESOLVED:**

That the following policies be endorsed and placed on public exhibition for a period of not less than 28 days:

No.	Policy Name
2I	Enterprise Risk Management Policy and Plan
3G	Procurement of Goods and Services Policy
25F	Road, Street and Bridge Names Policy

(Somerville/Reynolds)

**CARRIED**

**INFRASTRUCTURE SERVICES REPORTS****DIRECTOR INFRASTRUCTURE SERVICES MONTHLY REPORT****2002/016****RESOLVED:**

That the Director Infrastructure Services Monthly Report for February 2020 be received and noted.

(Kingham/Newstead)

**CARRIED**

**ROAD HIERARCHY, RENEWAL AND MAINTENANCE POLICY****2002/017****RESOLVED:**

That Council place the Road Hierarchy, Renewal and Maintenance Policy on public exhibition for a minimum period of 28 days.

(Reynolds/Somervaille)

**CARRIED**

**BLAYNEY SHOWGROUND STRATEGIC PLAN 2020-2025****2002/018****RESOLVED:**

That Council endorse the Blayney Showground Strategic Plan 2020-2025

(Kingham/Newstead)

**CARRIED**

Cr Reynolds, having declared an interest left the Chambers.

**MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD 7 FEBRUARY 2020****2002/019****RESOLVED:**

1. That the minutes of the Blayney Traffic Committee Meeting, held on Friday 7 February 2020, be received with the changes made and noted.
2. That Council endorse the Traffic Management Plan for the Millthorpe Market event, to be staged on 5 April 2020 on Redmond Oval and Millthorpe Public School as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report.
3. That Council endorse the Traffic Management Plan for the Newbridge Winter Solstice, to be staged on 20 June 2020 on Trunkey Street Newbridge as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report.
4. That Council endorse the Traffic Management Plan for the Blayney Anzac Day Service as a Class 3 event, subject to the conditions detailed in the Director Infrastructure Services' Report and subject to the following amendment:
  - Modification of the Traffic Control Plan to include the addition of road closed on side road signage on the approaches to the intersection of Burns Street and

Adelaide Street.

5. That Council endorse the Traffic Management Plan for the Millthorpe Anzac Day Service as a Class 3 event, subject to the conditions detailed in the Director Infrastructure Services' Report.

(Newstead/Denton)

**CARRIED**

Cr Reynolds returned to the Chambers.

## **PLANNING AND ENVIRONMENTAL SERVICES REPORTS**

- 2002/020**      **DRAFT COMMUNITY PARTICIPATION PLAN**  
**RESOLVED:**
1. That Council note that no matters were received during the public exhibition of the draft Community Participation Plan; and
  2. That Council approve the draft Community Participation Plan.
- (Ewin/Somervaille)  
**CARRIED**

- 2002/021**      **SUBREGIONAL RURAL AND INDUSTRIAL LANDS**  
**STRATEGY 2019 TO 2036 - DRAFT**  
**RESOLVED:**  
 That Council:
1. Endorse the Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 for public exhibition.
  2. Exhibit the Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 in accordance with the Draft Community Participation Plan.
- (Reynolds/Somervaille)  
**CARRIED**

## **CLOSED MEETING**

- 2002/022**      **RESOLVED:**  
 That the meeting now be closed to the public in accordance with Section 10A of the Local Government Act, 1993 for consideration of the following matters:

### **EOI 3/2016 - SALE OF INDUSTRIAL LAND BY COUNCIL**

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

### **AMENDMENT TO LEASE AGREEMENT - BLAYNEY SOLAR FARM**

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

*prejudice the commercial position of the person who supplied it.*

**LAND PURCHASE OPPORTUNITY**

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

(Reynolds/Newstead)  
**CARRIED**

**CONFIDENTIAL MEETING REPORTS**

**EOI 3/2016 - SALE OF INDUSTRIAL LAND BY COUNCIL**

**2002/023 RESOLVED:**

1. That Council accept the offer for sale of Lot 6 DP871015 for the amount of \$220,000 including GST; and
2. That Council endorse execution of relevant contracts and associated documentation by the Mayor and General Manager under Council seal, if required.

(Reynolds/Ewin)  
**CARRIED**

**AMENDMENT TO LEASE AGREEMENT - BLAYNEY SOLAR FARM**

**2002/024 RESOLVED:**

1. That Council agree to extend the lease commencement to 30 September 2020;
2. That Council endorse execution of the lease, as amended, of Lot 222 DP 1175708 and Lot 3 DP1103517 being 31 and 33 Gerty Street, Blayney and associated documentation by the Mayor and General Manager under Council seal, if required.

(Reynolds/Newstead)  
**CARRIED**

**LAND PURCHASE OPPORTUNITY**

**2002/025 RESOLVED:**

That Council note the report.

(Reynolds/Newstead)  
**CARRIED**

**2002/026 RESOLVED:**

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

(Kingham/Denton)  
**CARRIED**

**AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR  
ANNOUNCED THE OUTCOMES OF RESOLUTION NUMBERS 2002/023  
TO 2002/025.**

There being no further business, the meeting concluded at 7.49pm.

The Minute Numbers 2002/001 to 2002/026 were confirmed on 16 March 2020 and are a full and accurate record of proceedings of the Ordinary Meeting held on 17 February 2020.

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Cr S Ferguson  
**MAYOR**

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Mrs R Ryan  
**GENERAL MANAGER**

**02) TOURISM EVENT DEVELOPMENT FUND APPLICATIONS****Department:** Executive Services**Author:** Manager Tourism and Communications**CSP Link:** 3. The Local and Visitor Economy**File No:** RC.PL.1**Recommendation:**

1. That Council approves the following events under the 2019/20 Tourism Event Development Program;
  - \$500 for the Newbridge Progress Association 'Newbridge Winter Solstice Festival'
  - \$500 for the Millthorpe Village Committee 'Millfest' event
2. That subject to receipt of no objections before 5:00pm on Thursday 19 March, Council delegate to the General Manager to approve \$1,000 for Antica Australis 'Ancient Southern Lands' event under the Tourism Event Development Program.

**Reason for Report:**

To inform Council of the applications under the Tourism Event Development Fund under the 2019/20 budget.

**Report:****Newbridge Progress Association**

Funding Request: \$500

The Newbridge Winter Solstice is an existing signature event in the annual Blayney Shire event calendar. As part of the 2020 event, to be held on Saturday 20 June it is proposed that 2 feature activities will be added to the existing program.

The first will consist of target archery for children and 'mock' archery battle. The second will be an event staged by the Sydney group, 'Feathered Friends' and consists of demonstrations of falconry and handling birds of prey.

The events complement the activities that will be held at the centre of town and will be held during the afternoon at the Showground. This will be the first time that the Showground will be used as well as activities in the centre of the village.

The target markets as outlined in the Blayney Shire Destination Management will be attractive to 'Nature and Cultural Tourism' (Existing Market) and appeal to a wide audience of 'Young Adults' (New Market). It will also be appealing people on 'Short Breaks/Day Trips' (Existing Market). The event also fits in the 'Arts and Culture' and 'Community Event' strategic themes.

The Newbridge Winter Solstice currently receives a waiver of Council charges associated with traffic control (\$1,239) through the Community Financial Assistance Program. The Tourism Event Development Program funding will be used specifically for engagement of the new activities. If funding application is not successful the Falconry will be cancelled.

#### Millthorpe Village Committee

Funding Request: \$500

Millfest is a signature existing event in the annual Blayney Shire event calendar to be held on Saturday 12 December. In 2020, the festival is making changes to the event to focus more on music, entertainment, local food and drink.

The event aligns with the 'Wine Lovers and Foodie Finds' and 'Community Event' strategic themes and 'Event Participants' target market in the Blayney Shire Destination Management Plan.

Based on market research from the 2019 festival, there was a small number of tourists attend the event from Sydney, Blue Mountains and Canberra. This year, the committee plans to put more funding towards promotion in these areas to increase the number of tourists attending the event. This increase in tourists will provide not only benefits to the event but also the region as visitors are more likely to visit for the weekend resulting in a higher visitor expenditure.

Millfest currently receives a waiver of Council service fees (\$875) through the Community Financial Assistance Program. The Tourism Event Development Program Funding will be specifically used for marketing and promotional activities to the Sydney, Canberra and Blue Mountain markets. Millfest has a total budget of \$1,600 for advertising and promotion including printing and publishing materials. This \$1,600 includes \$500 from the Tourism Event Development Program.

If the funding application is not successful the event will not have the budget to promote the event to outside the region.

#### Antica Australis (February Council meeting)

At the February Council meeting Council agreed to propose the approval of \$1,000 for Antica Australis 'Ancient Southern Lands' event under the Tourism Event Development Program (**Resolution No 2002/005**). The proposal was placed on exhibition, with written submissions due by 5:00pm on Thursday 19 March. At the time of writing, no submissions have been received. It is recommended that subject to receipt of no applications before the deadline at 5:00pm on Thursday 19 March that Council approve this application.

**Risk/Policy/Legislation Considerations:**

In accordance with the Local Government Act, s.356, Council may resolve to grant financial assistance to persons for the purpose of exercising its functions. A proposed recipient who acts for private gain, i.e. is a business is not ineligible, if at least 28 days public notice of Council's resolution has been given.

However, public notice is not required when:

- (a) the financial assistance is part of a specific program, and*
- (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
- (d) the program applies uniformly to all persons within the Council's area or to a significant group of persons within the area. (s.356(3))*

Whilst this financial assistance meets items (a), (c) and (d) it was not included in the current Operational Plan (item (b)). Therefore it is necessary to adhere to the public notice clause, if the proposed recipient is a business.

Applications received from Newbridge Progress Association and Millthorpe Village Committee are Incorporated Associations, therefore public exhibition is not required for Council to approve the applications.

All applications meet the Tourism Event Development Fund criteria and the proposed expenses are listed as examples of eligible expenses.

**Budget Implications:**

Approval of all applications will leave \$8,000 available in this program, which Council has allocated \$10,000 for 2019/20.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**03) MINUTES OF THE BLAYNEY SHIRE TOURISM, TOWNS AND VILLAGES COMMITTEE MEETING HELD 25 FEBRUARY 2020**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 2. Local Governance and Finance

**File No:** GO.ME.1

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**Recommendation:**

That the minutes of the Blayney Shire Tourism, Towns and Villages Committee meeting, held on Tuesday 25 February 2020, be received and noted.

**MINUTES OF THE TOURISM, TOWNS AND VILLAGES COMMITTEE  
MEETING  
HELD ON TUESDAY 25 FEBRUARY 2020  
AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.00pm.

**PRESENT**

Cr Bruce Reynolds (Chair), Rebecca Ryan (General Manager), Adrian Walker, Elizabeth Russ, Jane Whitten, Richard Bloomfield, Wayne Moore and Penny May.

**APOLOGIES**

That the apologies received from Kerry Strom-Cook, Kate Burrell, Megan Rodd, Kim Martin and Tamara Miller be accepted.

(Elizabeth Russ / Wayne Moore)

**GUEST**

Dean Martin

**DISCLOSURES OF INTEREST**

Nil

**ADOPTION OF MINUTES FROM PREVIOUS MEETING – 26 NOVEMBER 2019**

Recommended that the minutes from the previous Tourism, Town and Villages Committee meeting held on 26 November 2019 be adopted.

(Richard Bloomfield / Wayne Moore)

**BUSINESS ARISING**

- Junction Reefs toilet block, formal opening in Autumn
- Drought Communities Program 2019 - \$1m allocated to 12 projects, subject to approval

**SCULPTURES BY THE BUSH**

- Flyer will be emailed to Tourism, Towns and Villages group for promotion

**TOURISM EVENT DEVELOPMENT FUND**

- Antica Carcoar - \$1,000 first application on public exhibition currently

**ORANGE360 ANNUAL REPORT AND STRATEGIC PLAN 2020-2024**

- Annual report sent to committee members
- Report summarised and strategic objectives presented by Chair

**TOURISM TRAILS**

- Themes for Tourism Trails to be placed on Agenda next meeting
- Communication – suggestion for a What's App group between villages, to connect Village Committees
- Ensure events are included on Council's What's on Page?
- Facebook – encourage all Village Committees to like each other and cross promote events

**DELEGATES REPORTS****Blayney**

AGM November last year, newly appointed President – Penny May. Last meeting was 18 February 2020.

**Blayney Town Community Plan 2018-2028**

- Need to revisit the whole document as many items can be ticked off, whilst others with high priority have not progressed such as:
  - Colourful bike racks – similar to ones seen around Orange placed along Adelaide Street, Tennis Courts', IGA and Centrepont.
  - Heritage seating along Adelaide Street
  - Planter boxes to improve and beautify shop fronts and overall Adelaide street frontage.
- Larger projects such as the clean up of Belubula River i.e. removing willow trees, will take much more funding and planning, however remains BTA Priority Project.

**Blayney Railway Station**

Sydney Trains are funding refurbishment to maintain Heritage Buildings and utilise for community space.

- BTA, ToO working closely with Blayney Council and Sydney Trains to plan a space that will incorporate gallery space, museum, workshop space and space for community events.
- ToO (Tamara Miller) working with Tourism and Communications Manager to apply for funding to pay for fit-out, a part-time position to co-ordinate Platform Project

### Textures of One Exhibition

- Opening Friday 20 March. Will be huge (emotional) event after Loretta's recent passing with all her family coming from Melbourne and sister from Canada.

### Blayney Show

- Blayney Show – Friday Youth Judging event and Information Day – cattle, sheep, wool.

### **Rotary Club of Blayney**

- Preparing for a busy 2020.
- The Farmers' Market commenced for the year and although the number of locals visiting were down, the stallholders reported some good sales.
- March - Blayney Show, directing traffic and collecting entry fees for the Show Society, BBQ at Farmers Markets and Rotary Conference Temora.
- April – visit to Caringbah Rotary
- May - visit South Coast, meeting with some other Rotary Clubs
- Mental Health Accredited First Aid Course on 30 and 31 May 2020 being conducted in Blayney.

### **Lyndhurst**

- The new projector, screen and sound system is installed at the Hall.
- The shades finally arrived for the heritage lights in the hall and look good.
- The baby change table and the doggybag dispenser have been installed at the Recreation Ground.
- The recent flood did quite a bit of damage to fencing at the Recreation Ground, Council has been very busy with road repairs.
- Cricket Club is going well, DCP application for the covered seating and new surface on the cricket pitch is past first base.
- Campground is busier now with the cooler weather.
- Fitness classes are very well attended.
- Hall now hosts Yoga classes, Craft group and LeDance
- Two more houses have just sold, new families about to move in.

### **Barry**

- New toilet block (SCCF1) under construction. Will be completed by end of March.
- Kitchen refurbishment completed.
- RFS installing a toilet/shower modular block.

### **Newbridge**

- Brian Bennett Pavilion has been included in the list of DCP projects, will provide an opportunity for increased use of the Showground Facilities.
- The Newbridge Swap Meet was held in the rain on 9 February. The rain, while welcome, spoilt what is always a key fundraising opportunity for the Newbridge Progress Association, a break even result.
- Contact has been made with John Holland, regarding the Newbridge Station, with a commitment from them to providing a quarterly maintenance and clean-up regime for the station.

- Photos and video being supplied for a virtual tour of the station so that the NPA can decide on a path forward in putting the station to use.
- Winter Solstice planned for 20 June.

### **Kings Plains**

- Things have been quiet in Kings Plains over the summer months.
- Bush Fire Brigade's annual Christmas Party held
- All submissions received, regarding the development of the McPhillamy's Gold Mine are currently being examined.
- One more property in Kings Plains purchased by Regis Resources.

### **Millthorpe**

- First meeting of Millthorpe Village Committee was held on 19 February
- Annual Donation Reserve of up to \$4,000 to assist students with educational expenses within the postcode 2798 through the Country Education Foundation – 6 students supported this year
- DCP – Shelter shed, BBQ and long tables at Redmond Oval, as well as the CWA proposed refurbishment and the Museum's upgrade
- Millfest, Banjo Paterson event, Millthorpe Markets and other multiple local village events supported by MVC - positive lessons are learned for the future eg St Johns Ambulance presence
- Millthorpe Village Committee thanks Orange360 for its support.
- Club Millthorpe, a delayed 'end of year gathering' was held last month and was attended by some 150 people.
- MVC discussions with Newcrest Mining at Cadia regarding multiple issues and opportunities - positive action and a driver safe program.
- Garden Ramble – 31 October and 1 November 2020.
- Millthorpe Business Committee has a working sub-committee in place to promote 'Open for Business'.

### **Visitor Information Centre**

- Visitor numbers for the last 3 months, at the Cottage are as follows:
  - December – 191
  - January – 229
  - February – 225 (as at 24/02/2020)
- The passing of Loretta Kervin in January, a faithful volunteer and past Chairperson of the Cottage Committee was a very sad event
- Additional volunteers have been recruited
- AGM for VIC next Tuesday 3 March 2020 commencing at 1pm.

### **INFORMATION / UPDATES**

- Dean Martin presented proposal for an Open Air cinema concept at King George Oval or Jazz festival in Blayney, photographic tours.
- NSW Farmer's Drought Resilience Workshop being held in the Blayney Shire Community Centre from 9.00am Saturday 29 February 2020.
- Valuer General – notices issued to all rate payers of their 2019 valuation effective 1 July 2020.

**NEXT MEETINGS**

- Tuesday 26 May 2020
- Tuesday 25 August 2020

**MEETING CLOSE**

There being no further business the meeting closed at 7.25pm

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**04) REPORT OF COUNCIL INVESTMENTS AS AT 29 FEBRUARY 2020**

**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 29 February 2020 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 29 February 2020.

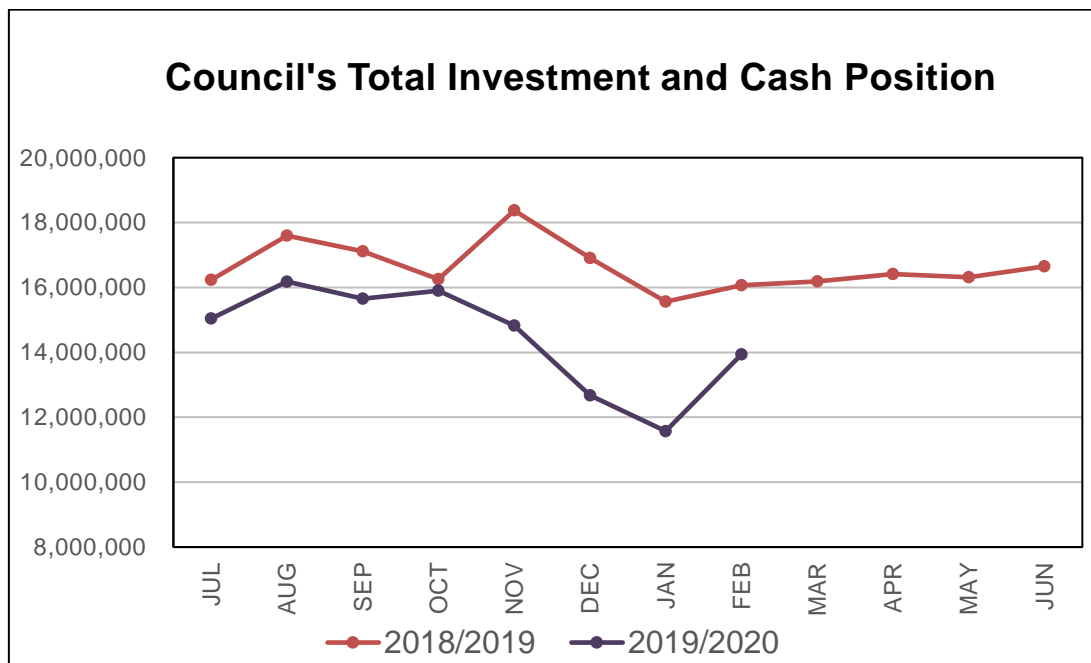
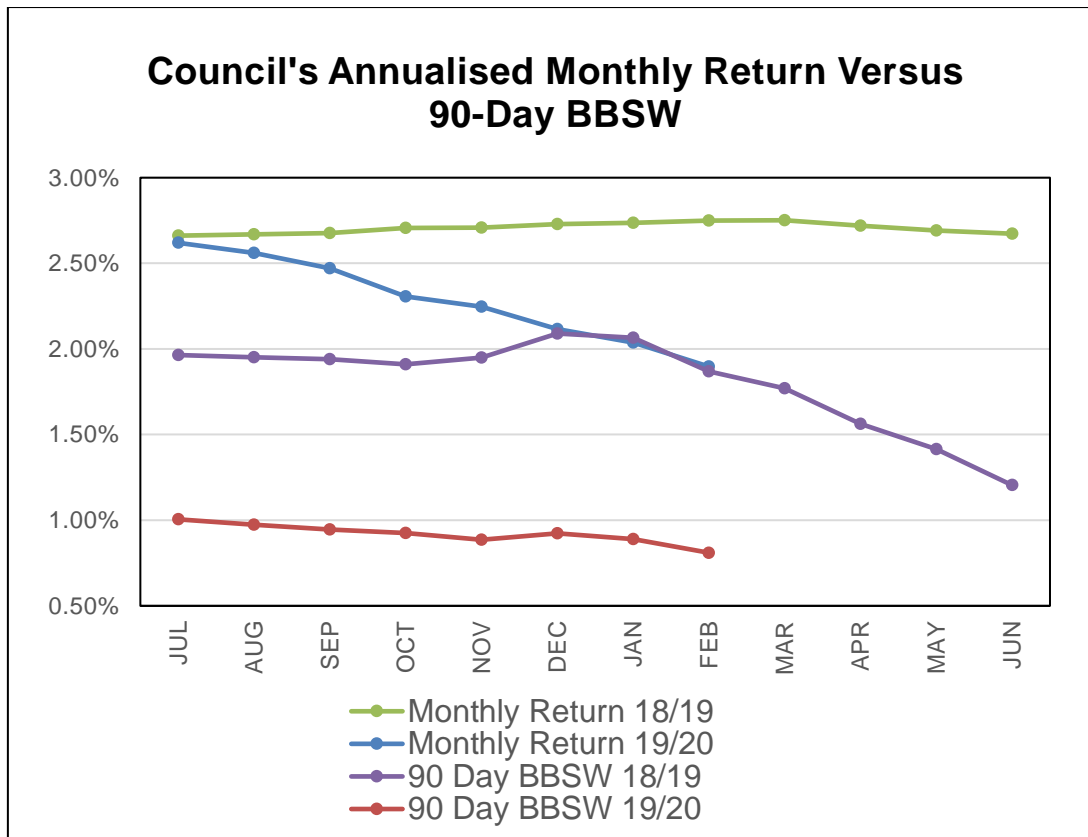
**Report:**

This report provides details of Council's Investment Portfolio as at 29 February 2020.

Council's total investment and cash position as at 29 February 2020 is \$13,933,657. Investments earned interest of \$14,805 for the month of February 2020.

Council's monthly net return on Term Deposits annualised for February of 1.90% outperformed the 90 day Bank Bill Swap Rate of 0.81%.

As per the advice in previous Investment Reports, Council is now in compliance with the new Investments Policy adopted in October 2019.



<b>REGISTER OF INVESTMENTS AND CASH AS AT 29 FEBRUARY 2020</b>				
<b>Institution</b>	<b>Rating</b>	<b>Maturity</b>	<b>Amount \$</b>	<b>Interest Rate</b>
MyState Bank Ltd	A2/BBB	03/03/2020	500,000	2.650%
AMP Bank	A2/BBB+	17/03/2020	500,000	2.400%
Bendigo & Adelaide Bank	A2/BBB+	24/03/2020	500,000	1.600%
NAB	A1+/AA-	31/03/2020	500,000	2.500%
Bendigo & Adelaide Bank	A2/BBB+	07/04/2020	500,000	1.700%
ANZ	A1+/AA-	14/04/2020	500,000	2.350%
NAB	A1+/AA-	28/04/2020	500,000	1.550%
NAB	A1+/AA-	12/05/2020	500,000	1.550%
NAB	A1+/AA-	26/05/2020	500,000	1.500%
Macquarie Bank	A1/A+	02/06/2020	500,000	1.600%
NAB	A1+/AA-	16/06/2020	500,000	1.540%
Macquarie Bank	A1/A+	30/06/2020	500,000	1.550%
NAB	A1+/AA-	14/07/2020	500,000	1.550%
NAB	A1+/AA-	28/07/2020	500,000	1.600%
AMP Bank	A2/BBB+	04/08/2020	500,000	2.000%
Macquarie Bank	A1/A+	18/08/2020	500,000	1.500%
ME Bank	A2/BBB	15/09/2020	500,000	1.600%
Macquarie Bank	A1/A+	24/11/2020	500,000	1.550%
<b>Total Investments</b>			<b>9,000,000</b>	<b>1.794%</b>
Commonwealth Bank - At Call Account <sup>(1)</sup>			-	0.750%
Commonwealth Bank Balance - General <sup>(1)</sup>			2,570,220	0.600%
TCorp IM Cash Fund <sup>(2)</sup>			2,363,436	0.960%
<b>TOTAL INVESTMENTS &amp; CASH</b>			<b>13,933,657</b>	
Benchmarks:	BBSW 90 Day Index <sup>(1)</sup>			0.810%
	RBA Cash Rate <sup>(1)</sup>			0.750%

1. % Interest rates as at 29/02/2020

2. Monthly return annualised. Return over the previous year is 1.58%



<b>Summary of Investment Movements - February 2020</b>		
<b>Financial Institution</b>	<b>Investment/(Recall) Amount \$</b>	<b>Commentary</b>
MyState Bank Ltd	(514,211)	Term Deposit Redeemed 04/02/2020
MyState Bank Ltd	(513,463)	Term Deposit Redeemed 18/02/2020
Macquarie Bank	500,000	New Term Deposit 19/02/2020
NAB	500,000	New Term Deposit 19/02/2020
AMP Bank	(504,986)	Term Deposit Redeemed 25/02/2020
Macquarie Bank	500,000	New Term Deposit 26/02/2020

<b>Long Term Credit Rating (or Moody's, Fitch, S&amp;P or Equivalent)</b>	<b>Policy Maximum</b>	<b>Current Holding %</b>	<b>Current Holding \$</b>
TCorp IM Funds	100%	21%	2,363,436
AAA – AA Category	100%	35%	4,000,000
A- Category	40%	18%	2,000,000
BBB+ Category <sup>(3)</sup>	30%	18%	2,000,000
BBB Category <sup>(3)</sup>	10%	9%	1,000,000
BBB- Category and below: Local <sup>(4)</sup> ADI's	5%	0%	-
			<b>11,363,436</b>

3. BBB+ / BBB categories are not to exceed 30% collectively

4. ADI's located within the Local Government Area

<b>Individual Institution Limit</b>	<b>Rating</b>	<b>Policy Maximum</b>	<b>Current Holding</b>
AMP Bank	A2/BBB+	1,000,000	1,000,000
ANZ	A1+/AA-	4,545,375	500,000
Bendigo & Adelaide Bank	A2/BBB+	1,000,000	1,000,000
Macquarie Bank	A1/A+	2,272,687	2,000,000
ME Bank	A2/BBB	500,000	500,000
MyState Bank Ltd	A2/BBB	500,000	500,000
NAB	A1+/AA-	4,545,375	3,500,000

<b><u>RESTRICTED CASH, CASH EQUIVALENTS &amp; INVESTMENTS</u></b>		
	<b>Actual 30/06/2019 \$ 000's</b>	<b>Forecast 30/06/2020 \$ 000's</b>
External Restrictions	9,713	7,609
Internal Cash Restrictions	6,777	4,934
<b>TOTAL RESTRICTED ASSETS</b>	<b>16,490</b>	<b>12,558<sup>(5)</sup></b>

5. 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

**05) YOUTH WEEK 2020****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 4. Community, Sport, Heritage and Culture**File No:** GS.LI.1**Recommendation:**

That the report on Youth Week 2020 be received and the allocations from the 2020 Youth Week Small Grants Program be endorsed as follows:

Millthorpe Youth Group	\$ 800
Le Danse School	\$ 700
CentrePoint	\$2,800

**Reason for Report:**

To inform Council on the Youth Week activities proposed for the Blayney Shire and allocations from the 2020 Youth Week Small Grants Program.

**Report:**

Youth Week 2020 is scheduled for 1 to 9 April 2020 with the theme “*Speak Up. Be Involved. Get Connected. Have Fun.*” and is aimed at youth aged 12 – 25 years. As in recent years, Council has engaged with the community to seek expressions of interest for holding events as part of the Youth Week Small Grants Program. In the past, this has been a successful means to hold a number of Youth Week events in the Shire.

The program was promoted through the local newspaper, social media and by email distribution to the schools, sporting groups, village contacts through the Tourism, Towns and Villages Committee and Development Coordinators.

The closing date for applications was 25 February 2020. At the closing date for expressions of interest the number received were very limited. Applications are detailed as follows:

Project	Applicant	Amount	Event Detail
Millthorpe Youth Group	Millthorpe Tenpin Reconnection	\$800	Transport, food and drinks pack, and 2 games for 20 participants.
Dance into Youth Week	Le Danse School	\$700	Free disco, games, activities, sausage sizzle and drinks at Lyndhurst Memorial Hall.
Let's Gets Healthy Together	CentrePoint (Blayney Shire Council)	\$2,800	Free gym sessions for participants 16-25yrs, youth indoor sports afternoons and youth fitness classes in the dry courts over Youth Week.

**Risk/Policy/Legislation Considerations:**

Nil

**Budget Implications:**

The NSW Youth Week Grants Program requires Council to match funding allocated. Youth Week funding from Department of Family and Community Services is in the amount of \$2,259. The total budget for the program in the 2019/20 Operational Plan is \$4,518 and will cover project allocations, advertising and promotional expenses associated with Youth Week. Funds proposed for allocation from the 2020 Youth Week Small Grants Program total \$4,300 with the residual retained to cover advertising and promotion costs.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**06) BLAYNEY RESIDENTIAL DEVELOPMENT PROJECT - LAND SALES**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 1. Public Infrastructure and Services

**File No:** PM.AD.1

---

**Recommendation:**

1. That Council endorse the action of the General Manager to accept the offer for sales of Lot 14 at Streatfeild Close (Lot 1 DP 250822) at the listed price of \$155,000.
2. That Council approve execution of relevant contracts and associated documentation by the Mayor and General Manager under Council seal, if required.

**Reason for Report:**

For Council to endorse the actions of the General Manager to accept an offer for sale of land at Streatfeild Close (Lot 1 DP250822), Blayney.

**Report:**

Council at its meeting held 17 December 2018 resolved that the General Manager be authorised to list properties and negotiate sales for land.

Council has received an offer for Lot 14 in the amount of the listed price of \$155,000

A sales advice have been sent by the Real Estate Agent to Council's solicitor for contract preparation and distribution. Council endorsement of this report will facilitate exchange of contracts with the Purchaser. Settlement of land sales will follow finalisation of land development and plan registration.

Should Council endorse this sale and it proceed to contract exchange a total of 8 parcels will have been sold.

**Risk/Policy/Legislation Considerations:**

Pursuant to Local Government Act s.377(h) sale of land requires a resolution of Council.

**Budget Implications:**

Council will benefit from lands sale with a nett increase in rate income. Nett proceeds after purchase cost, development costs and associated costs of sale will be brought to account as income in 2019/20 following finalisation of the development. Proceeds from land sales will held as Restricted Cash for servicing of borrowings over the loan duration with the residual funds held for future land development purposes.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

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

That the Fraud and Corruption Control Policy and Plan be placed on public exhibition for a period of at least 28 days.

**Reason for Report:**

To seek Council approval for amendment to the current Fraud Control Policy.

**Report:**

Council has received notification from the NSW Audit Office in its Final Management Letter on the 2018/19 Audit that it did not have a Fraud Control Plan.

A Fraud Control Policy was adopted by Council in August 2008 and with the recent notification a Fraud and Corruption Control Plan has been prepared and appended to the policy. It is proposed to amend the name of the policy to the Fraud and Corruption Control Policy and Plan.

The Fraud and Corruption Control Policy Plan provides the basis for various control strategies to address risk exposures associated with Fraud and Corruption. It also forms an integral part of the Council's integrity framework.

While it is recognised that even the most stringent of governance frameworks may not prevent all fraud and corruption, the plan summarises Council's framework for the prevention, detection, investigation and reporting of such activity.

This draft has been presented and reviewed by Council's Audit Risk Improvement Committee on 4 March 2020 and referred to Council for consideration.

A copy of the draft policy and plan are provided as an attachment to this report.

**Risk/Policy/Legislation Considerations:**

Adoption of the policy will clearly articulate the Council's commitment to the implementation of Risk Management practices throughout the organisation.

**Budget Implications:**

Nil

**Enclosures (following report)**

- 1 Draft Fraud and Corruption Control Policy and Plan 17 Pages

**Attachments (separate document)**

Nil





## Fraud and Corruption Control Policy and Plan

<b>Policy</b>	2F
<b>Officer Responsible</b>	Director Corporate Services
<b>Last Review Date</b>	XX/02/2020

**Strategic Policy**

**TABLE OF CONTENTS**

**POLICY** ..... 3

1. **INTRODUCTION** ..... 3

2. **PURPOSE** ..... 3

3. **POLICY** ..... 3

4. **DEFINITIONS** ..... 3

5. **RELATED POLICIES** ..... 4

**PLAN** ..... 5

6. **INTRODUCTION** ..... 5

7. **STATEMENT** ..... 5

8. **SCOPE** ..... 6

9. **AREAS WITHIN COUNCIL WHERE FRAUD AND CORRUPTION MAY OCCUR** ..... 6

10. **RESPONSIBILITIES** ..... 6

10.1 **COUNCIL** ..... 6

10.2 **GENERAL MANAGER** ..... 7

10.3 **AUDIT, RISK AND IMPROVEMENT COMMITTEE** ..... 7

10.4 **DIRECTORS** ..... 7

10.5 **MANAGERS AND SUPERVISORS** ..... 7

10.6 **ALL STAFF** ..... 7

11. **EDUCATION FOR AWARENESS** ..... 7

12. **CONFLICT OF INTERESTS** ..... 8

13. **AREAS OF POSSIBLE RISK** ..... 8

14. **RISK MANAGEMENT** ..... 8

15. **REPORTING** ..... 9

16. **PREVENTION** ..... 10

17. **INVESTIGATION** ..... 10

18. **DISCIPLINARY ACTION** ..... 10

# POLICY

## 1. Introduction

This policy sets out for Council the approach to be taken with Fraud and Corruption. Council is required to have a policy in place to manage these significant risks which provides the foundation of good governance and instils community trust and faith in Council to deliver ethical service delivery.

## 2. Purpose

- To ensure a sound ethical culture exists within Council.
- To ensure that councillors, staff and council representatives are aware of their responsibilities for identifying possible exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activities and or detecting such fraudulent activity when it occurs.
- To provide guidance as to the action which should be taken where fraudulent activity is suspected and the process of investigating fraudulent activities, and provide a suitable environment to report such matters.
- To protect the integrity, security and reputation of the Council.
- To protect the public funds and assets.

This policy should be read in conjunction with Council's Code of Conduct; Statement of Business Ethics and the Internal Reporting policy.

## 3. Policy

Council is committed to minimising the incidence of fraud and corruption by implementing and regularly reviewing a range of strategies that aim to prevent, detect and respond to fraud and corruption. Council promotes an organisational culture that will not tolerate any act of fraud or corruption. The accompanying Fraud and Corruption Control Plan is designed to put these principles into practice.

This policy applies to all delegates – Councillors, Council employees (including temporary work experience / trainees), Contractors, Volunteers, Committee members and other delegates.

## 4. Definitions

**Fraud** - Council has adopted the definition of fraud contained in the Australian Standard 8001-2008 on fraud and corruption control, which defines it as:

Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

**Corruption** – corruption and corrupt conduct are defined in the ICAC Act 1988 (Sect 7, 8, 9) as:

- Conduct of a person (whether or not a public official) that adversely affects, or could affect the honest and impartial exercise of public official functions, or

- Conduct of a public official that involves the dishonest or partial exercise of any of his or her public official functions, or
- A breach of public trust, or
- The misuse of information or material acquired in the course of a public official's functions.

Additionally, corrupt conduct can also be the conduct of any person (whether or not a public official) that adversely affects or could affect the exercise of official functions and involves conduct such as bribery, blackmail, fraud, forgery and various other crimes.

For conduct to be corrupt it must be covered by one of the conditions above and also any one of the following:

- A criminal offence;
- A disciplinary offence; and/or
- A situation where there are reasonable grounds for dismissal or dispensing or terminating the Councillor or a public official.

#### **5. Related Policies and Documents**

- 1A Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy
- 1B Code of Conduct for Councillors
- 1D Code of Conduct for Council Staff
- 1E Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers
- 2C Complaints Management Policy
- 2D Public Interest Disclosures: Internal Reporting Policy
- 2E Gifts and Benefits Policy
- 2H Statement of Business Ethics
- 2I Enterprise Risk Management Policy and Plan
- 3G Procurement of Goods and Services Policy
- 3J Disposal of Assets Policy
- 4C Corporate Credit Card Policy
- 8C Information Technology Security and Usage Policy
- 11C Privacy Management Plan
- Public Interest Disclosures Act 1994
- Independent Commission Against Corruption Act 1998 –
- Part 3 Local Government Act 1993
- Crimes Act 1900 – section 156 & 157
- State Records Act 1998
- Australian Standard AS8001:2008
- Audit Office of NSW – Fraud Control Improvement Kit 2015

# PLAN

## 6. Introduction

The Fraud and Corruption Control Plan provides the basis for various control strategies to address risk exposures associated with Fraud and Corruption. It also forms an integral part of the Council's integrity framework which consists of the following:

- Fraud and Corruption Control Policy and Plan
- Code of Conduct
- Corruption Prevention and Fraud Control Policy
- Statement of Business Ethics

The relationship of the above key drivers of integrity are presented in the following diagram:



A key element of the Fraud and Corruption Control Plan is the Fraud Control Policy.

The Plan follows the guidelines of the Australian Standard 8001-2008, Fraud and Corruption Control (the Standard) and tailors the requirements of the Standard to the Council environment.

While it is recognised that even the most stringent of governance frameworks may not prevent all fraud and corruption, the Plan summarises the Council's framework for the prevention, detection, investigation and reporting of such activity.

## 7. Statement

Blayney Shire Council is committed to a work environment that is resistant to fraud and corruption and is dedicated to implementing effective measures to minimise fraud and corruption risks.

Blayney Shire Council does not tolerate fraudulent or corrupt behaviour and will take appropriate action against Council Officers, contractors and elected members who have participated in such behaviour, and those who allowed it to occur.

**8. Scope**

The Fraud and Corruption Control Plan applies to:

- Councillors
- Council Officers
- Contractors working for Council
- Other people who perform public official functions on behalf of Council, such as volunteers

**9. Areas within Council where Fraud and Corruption may occur**

Fraud may be categorised as 'internal' or 'external' fraud. Internal fraud, sometimes called 'workplace fraud', refers to fraud that is committed by Council delegates in the workplace. External fraud refers to fraud against Council by non-delegates, such as customers, suppliers etc.

Areas identified as having high risk ratings for fraud and corruption in the public sector include:

- **Managing people** – delegations, recruitment, supervision of staff, secondary employment.
- **Managing external relationships** – conflicts of interest, procurement, commercial activities, joint ventures, sponsorship.
- **Managing services and products** – client relationships, community affiliations, regulatory functions, and resource allocation.
- **Managing money** – accounts management, cash handling, credit cards, grants and program funding, payroll, ticket vending.
- **Managing information** – confidential information, electronic transactions, IT systems.
- **Managing assets** – disposal of goods and property, intellectual property, management of resources, use of resources.

Some examples of fraud and corruption include:

- **Theft** (from Council or its customers) of assets, such as equipment, consumables, supplies, cash, information.
- **Unauthorised or illegal use of assets, information or services for private purposes** including: vehicles, human resource support, computers (including email and internet), confidential information, equipment (including photocopiers, telephones, fax), Council logo or stationary.
- **Abuse of position and power for personal gain** for example obtaining gifts or benefits in exchange for favourable treatment, nepotism in staff appointments, non-compliance with procurement processes by favouring one tenderer over another.
- **Manipulation or misuse of accounting**, such as ordering equipment for personal use, over-ordering for private use, favouring suppliers whose costs are not as competitive as other suppliers, deliberate miscoding or transfer of financial transactions to achieve favourable reported budget outcomes.
- **Falsification of records or services**, including timesheets, travel claims, purchase orders, petty cash vouchers, allowing contractors to under-deliver on goods or services below their contracted arrangements.
- **Conflict of interest** e.g.: where a councillor or employee acts in their own self-interest rather than the interests of Council.

**10. Responsibilities****10.1 Council**

Council considers and approves the strategic policy.

**10.2 General Manager**

The General Manager is ultimately responsible for the prevention and detection of fraud and is responsible for ensuring the appropriate and effective internal control systems are in place.

**10.3 Audit, Risk and Improvement Committee**

The Audit, Risk and Improvement Committee has been established and assists in reviewing the effectiveness of Council's fraud and corruption control strategies and plans.

**10.4 Directors**

Directors are to provide leadership and a point of reference with regards to good governance in their Department and actively promote the Code of Conduct and ensure that there are **fraud prevention strategies and** mechanisms in place within their area of control to:

- Assess the risk of fraud.
- Promote employee awareness of ethical principles.
- Educate employees about fraud prevention and detection.
- Facilitate the reporting of suspected fraudulent activities.

**10.5 Managers and Supervisors**

Managers and Supervisors are to provide leadership with regards to good governance in their area and actively promote the Code of Conduct and ensure that there are **fraud prevention strategies and** mechanisms in place within their area of control to:

- Promote employee awareness of ethical principles.
- Educate employees about fraud prevention and detection.
- Facilitate the reporting of suspected fraudulent activities.
- Monitor these strategies and ensure their effectiveness and report issues promptly to their Director if they occur

**10.6 All staff**

All Staff must act ethically, lawfully and in accordance with the principles contained in the Code of Conduct. All potentially unethical or corrupt practices must be reported via the established mechanisms in place.

**11. Education for Awareness**

Council recognises that the success and credibility of this Plan will largely depend upon how effectively it is communicated throughout the organisation and beyond.

The Council will, therefore, from time to time take proactive steps towards ensuring that the wider community is aware of the Council's zero-tolerance stance towards Fraud and Corruption including by:

- promoting the Council's initiatives and policies regarding the control and prevention of Fraud and Corruption on the Council website and at Council's office;
- facilitating public access to all of the documents that constitute the Council's Fraud and Corruption framework;
- communication and discussion at staff inductions and at regular scheduled information sessions on the Code of Conduct.

## 12. Conflict of Interests

A conflict of interest exists when a staff member could be influenced, or perceived to be influenced, by a personal interest when carrying out their duties. Council's Code of Conduct provides detailed guidance regarding conflicts of interest.

It is corrupt behaviour to knowingly make a decision influenced by a conflict of interest.

## 13. Areas of Possible Risk

Based on studies by ICAC the following public sector operational areas and functions are perceived to have high fraud and corruption risk ratings:

- *Financial functions* – such as the receipt of cash, revenue collection and payment systems, salaries and allowances, and entertainment expenses
- *Construction, development and planning functions* – ranging from land rezoning or development applications to construction and building activities
- *Regulatory functions* – involving the inspection, regulation or monitoring of facilities and operational practices, including the issue of fines or other sanctions
- *Licensing functions* – such as the issue of qualifications or licences to indicate proficiency or enable the performance of certain activities
- *Demand driven or allocation-based functions* – where demand often exceeds supply, including the allocation of services, or the provision of subsidies, financial assistance, concessions or other relief
- *Procurement and purchasing functions* – including e-commerce activities, tendering, contract management and administration
- *Other functions involving the exercise of discretion*, or where there are regular dealings between public sector and private sector personnel (especially operations that are remotely based or have minimal supervision).

## 14. Risk Management

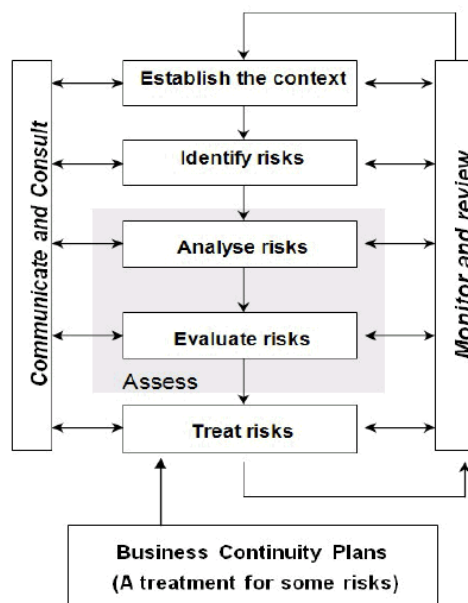
An important part of fraud and corruption prevention is understanding where the areas of risk are in Council. With this in mind, Council aims for the risk management process to result in meaningful action that eliminates or, at least, improves mitigation of fraud and corruption risks. The complete elimination of fraud and corruption is the desired state to be achieved, and while striving to achieve this level of control, a higher level of fraud and corruption risk mitigation will be achieved.

Risk management is:

- the responsibility of all employees
- integrated into all business activities and systems
- based around the overall process of risk identification, risk analysis, risk evaluation and risk treatment.



This plan is to be cross referenced with Council's Enterprise Risk Management Policy and Plan, in particular its risk management process.



**15. Reporting**

All employees have the responsibility to report suspected fraud by immediately notifying their supervisor, and if the supervisor is suspected of involvement in fraudulent activity, the matter should be notified to the next highest level of supervision.

Such reporting is to be undertaken in accordance with Council's internal reporting procedures. Alternatively, if the employee is uncomfortable about reporting the alleged fraud within the organisation, the employee may utilise the mechanisms contained within the Protected Disclosure Act (NSW) 1994. The policy sets out:

- procedures for making disclosures to Council;
- procedures for making disclosures to appropriate external agencies;
- procedures for dealing with anonymous reports;
- protection for people making protected disclosures from reprisals that might otherwise be inflicted on them because of their disclosures;
- provisions for disclosures to be properly investigated and dealt with.

Supervisors have the responsibility to report the suspected fraud, confidentially to the General Manager and the General Manager is responsible for investigating the suspected fraud with the assistance of appropriate senior staff.

**Staff are encouraged to continue to raise appropriate matters at any time with their managers, but as an alternative they have the option of making a public interest disclosure.**

In the event that the General Manager is the subject of a suspected fraud, the matter must be reported to the Mayor and the Mayor is responsible for investigating the suspected fraud with the assistance of appropriate senior staff.

**16. Prevention**

Council through its management team will create an environment and culture in which fraudulent acts will not be tolerated and which will be appropriately investigated when they are suspected or reported.

The General Manager, or appropriate staff delegated to carry out such activities, will conduct regular risk assessment reviews and audits with officers from the relevant operational areas. After identification and assessment of a potential risk, an implementation plan will be developed to minimise and control the identified risks.

**17. Investigation**

All complaints of suspected fraudulent behaviour be thoroughly, objectively and carefully investigated, providing for the protection of those individuals making the complaint.

The purpose of any internal investigation is to ascertain the facts surrounding the matter. The investigation is not an exercise in establishing the guilt of the person accused.

Confidentiality is paramount. Releasing information may result in serious damage to the investigation and may also damage the accused's reputation, which may leave persons open to an action in defamation.

All NSW State Agencies and Councils have a duty to report any suspected corrupt conduct to the Independent Commission Against Corruption (ICAC), pursuant to the provisions of the Independent Commission Against Corruption Act 1988.

The ICAC may decide to investigate the matter itself or it may ask Council to carry out the investigation. In the case of the latter option, the General Manager, with the assistance of the appropriate staff member (as outlined above), shall commence the investigation being mindful of the rights of the accused person.

However, if the allegation of fraud appears to carry the imputation of criminal conduct, the matter shall also (after an initial fact gathering investigation) be referred to the NSW Police Service. The Police Service may also ask Council to fully investigate the matter.

In the event that an internal investigation is carried out, the relevant officers shall carry out the investigation objectively, thoroughly and without prejudice.

The officers shall also be mindful of procedural fairness obligations and offer the accused a right to respond if evidence appears to insinuate fraudulent behaviour and internal disciplinary action or any other form of internal action adversely affecting the accused is to be undertaken.

**18. Disciplinary Action**

Where internal investigations confirm fraud has occurred, appropriate disciplinary action will be recommended having regard to Council's Code of Conduct, the relevant industrial instrument and other relevant legislative provisions.

Pursuant to section 440D of the Local Government Act 1993, the General Manager may temporarily suspend a member of staff in connection with serious corrupt conduct. Serious corrupt conduct is defined as corrupt conduct that may constitute a serious indictable offence done in connection with the exercise of the staff member's duties.

**END**

<b>Adopted:</b>	<b>11/8/2008</b>	<b>08/209</b>
<b>Last Reviewed:</b>	<b>12/11/2012</b>	<b>1211/014</b>
	<b>19/03/2018</b>	<b>1803/014</b>
<b>Next Review:</b>	<b>16/03/2021</b>	

**08) MINUTES OF THE FINANCIAL ASSISTANCE COMMITTEE MEETING HELD 3 MARCH 2020**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 2. Local Governance and Finance

**File No:** CR.SD.2

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**Recommendation:**

1. That the minutes of the meeting held 3 March 2020 be received.
2. That Council review the large amounts in the s.356 Schedule of Financial Assistance for well-established and long standing events and consider whether these should be capped at a subsidy of \$2,000.
3. That any subsidy greater than the capped amount be subject to a claims process with substantiation including financial statements and the assessment process have regard to the financial viability of the event.
4. That the approvals of fee waivers and sporting related financial assistance, under delegation by the General Manager, in the amount of \$2,125 be noted.
5. That the recommendations for 2019/20 - Round 2 of the Community Financial Assistance Program by the Financial Assistance Committee, in the amount of \$20,984 be approved.
6. That an amount of \$6,926, being the amount in excess of that available in the budget for 2019/20 for Round 2, be allocated from funds unexpended from previous periods carried over.

**Reason for Report:**

For Council to approve the minutes of the Financial Assistance Committee meeting held 3 March 2020.

**Report:**

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

An amount of \$18,500 in financial assistance was forecast to be available at the commencement of the financial year. After consideration of financial assistance approvals under delegation during the financial period an amount of \$14,058 was available for distribution in Round 2. An amount of \$24,289 in unexpended funds from prior periods is also available.

Council received 9 applications with a total value of \$81,506 in works or programs seeking \$24,434 in financial assistance. The Financial Assistance Committee has recommended \$20,984 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 3 MARCH 2020 AT BLAYNEY SHIRE COMMUNITY CENTRE**

The meeting commenced at 5.03 PM.

**1. PRESENT**

Councillor David Somervaille (Chairman); Miles Hedge; Rebecca Price; Graeme Summerson; Melissa O'Brien (Cadia); David Kennedy; Anton Franze (Director Corporate Services).

**2. APOLOGIES**

Kerry Adams.

**3. DECLARATIONS OF INTEREST**

- Cr. David Somervaille – Blayney Golf Club application\*
- David Kennedy - Blayney Golf Club application\*
- Miles Hedge – Blayney Golf Club application\*

\*Non-pecuniary Interest – Less than significant - Social member of Blayney Golf Club.

**4. MINUTES FROM PREVIOUS MEETING – 6 AUGUST 2019**

**RECOMMENDATION:**

The minutes of the previous meeting held on 6 August 2019 were confirmed to be a true and accurate record of that meeting.

(Miles Hedge / Rebecca Price)

**5. BUSINESS ARISING**

Nil.

**6. REVIEW OF POLICY 03I COMMUNITY FINANCIAL ASSISTANCE  
POLICY & GUIDELINE**

**RECOMMENDATION:**

That the matter be deferred pending a Discussion Paper on funding rationale for rules and awards for sporting achievements.

(Rebecca Price / David Kennedy)

**7. 2020/21 S.356 DONATIONS SCHEDULE – IN PRINCIPLE APPROVAL**

**RECOMMENDATION:**

- i) That Council review the large amounts for well-established and long standing events and consider whether these should be capped at a subsidy \$2,000.
- ii) That any subsidy greater than the capped amount be subject to a claims process with substantiation including financial statements and the assessment process have regard to the financial viability of the event.

(Rebecca Price / Graeme Summerson)

## 8. REQUESTS APPROVED BY GENERAL MANAGER UNDER DELEGATION

### RECOMMENDATION:

That the approvals of fee waivers and sporting related financial assistance, under delegation by the General Manager, in the amount of \$2,125 be noted.  
(Rebecca Price / Melissa O'Brien)

## 9. CONSIDERATION OF ROUND 2: 2019/20 FINANCIAL ASSISTANCE PROGRAM APPLICATIONS

### RECOMMENDATION:

That an amount of \$20,984 for 2019/2020 Round 2 Community Financial Assistance Program be recommended for approval by Council as per the attached schedule; and

That an amount of \$6,926, being the amount in excess of that available in the budget for 2019/20 for Round 2, be allocated from funds unexpended from previous periods carried over.

(Miles Hedge / Rebecca Price)

## 10. NEXT MEETING

21 July 2020

There being no further business the meeting closed at 6.39pm.

Applicant	Project	Grant sought	Grant recomm'd	Comments and feedback
CWA of NSW - Central West Group	Schools Public Speaking Competition	\$300	\$300	Supported by neighbouring Councils. A recurrent annual request, recommended for inclusion on s.356 Schedule of Financial Assistance.
Carcoar Hospital Museum	Down to Earth' Gardening Expo - Banners	\$880	\$880	Application includes co-funding and outcome provides community benefit. Funding subject to engagement with Council prior to commencement of works.
Newbridge Progress Association	Newbridge Sports Ground - Exercise Equipment	\$4,000	\$3,000	Worthwhile community project. Significant grant funding and co-funding. Recommend maximum grant.

<b>Applicant</b>	<b>Project</b>	<b>Grant sought</b>	<b>Grant recomm'd</b>	<b>Comments and feedback</b>
Inner Wheel Australia Inc.	Inner Wheel Australia Changeover 2020 Event	\$610	\$610	Significant event which brings many visitors from all over Australia. Worthy of Council support.
Blayney Shire Community Mens Shed	Disabled Parking Zones	\$3,000	\$3,000	Great project that will improve access. Funding approved subject to furnishing of quotations.
Blayney Golf Club	Auditorium Floor Rejuvenation	\$4,200	\$3,000	Further improvement to only remaining local licenced sporting club. Funds sought greater than matching contribution. Recommend maximum grant.
Neville Equine Performance	Neville Showground - Water Troughs	\$1,900	\$1,900	Application includes co-funding and outcome provides community benefit.
Barry Progress Association	Barry Community Hall - Interior Refurbishment	\$4,250	\$3,000	Hall upgrade of \$29k recently completed. Project provides community benefit. Funding approved for flooring. Applicant to be encouraged to apply for next round of funding with quotations for furnishings.
Millthorpe Village Committee	Pym Street Lighting Enhancement	\$5,294	\$5,294	Poor lighting in Pym Street during major events is a major safety hazard. Substantial matching contribution. Approved as special project funding.
<b>Total</b>		<b>\$24,434</b>	<b>\$20,984</b>	

**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



**09) MINUTES OF THE BLAYNEY SHIRE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 4 MARCH 2020**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 2. Local Governance and Finance

**File No:** FM.AU.1

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**Recommendation:**

1. That the minutes of the Blayney Shire Audit, Risk and Improvement Committee meeting held 4 March 2020 be received.
2. That the draft Fraud and Corruption Control Policy and Plan be referred to Council for consideration.
3. That in reference to the SCAR recommendation (Schedule of Outstanding Recommendations - item 97) that the Manager Operations provide a report around the rationale for the action being “not deemed a value proposition”.

**Reason for Report:**

For Council to endorse the minutes of the Blayney Shire Audit Risk and Improvement committee meeting held 4 March 2020.

**MINUTES OF THE BLAYNEY SHIRE COUNCIL AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 4 MARCH 2020, COMMENCING AT 1.30 PM**

Meeting opened: 1.31pm

Present: Phillip Burgett (Chairperson), Donna Rygate, Cr. David Somervaille, Rebecca Ryan, Tiffaney Irlam and Anton Franze.

**APOLOGIES**

Karen Taylor, John O'Malley and Vicki Walker.

**DISCLOSURES OF INTEREST**

Nil

**CONFIRMATION OF MINUTES****Item 1 MINUTES OF THE PREVIOUS MEETING****Recommendation:**

That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 21 November 2019 be confirmed.

(Donna Rygate / Cr. David Somervaille)

**MATTERS ARISING FROM THE MINUTES**

NIL

**REPORT**

Item 2

**WHS AND RISK MANAGEMENT ACTIVITIES REPORT****Recommendation:**

That the WHS & Risk Officer Report on WHS and Risk Management activities be received.

(Donna Rygate / Cr. David Somerville)

Item 3

**REVIEW OF STRATEGIC RISK REGISTER****Recommendation:**

That the report on the Strategic Risk Register be received.

(Cr. David Somerville / Donna Rygate)

Item 4

**CFO REPORT – DECEMBER 2019 TO FEBRUARY 2020****Recommendation:**

1. That the Chief Financial Officer report on Finance activities be received.
2. That a plan be formulated for the Control Framework and Process Improvement review.

(Donna Rygate / Cr. David Somerville)

Item 5

**MANAGEMENT LETTER ON FINAL PHASE OF 2018/19  
AUDIT**

**John O'Malley (Intentus Chartered Accountants) telephoned in to participate in discussion of matter.**

**Recommendation:**

1. That the Management Letter on the Final Phase of the Audit for the year ended 30 June 2019 from the NSW Audit Office be received.
2. That the issues raised be noted in the Schedule of Recommendations for ongoing monitoring by the Audit, Risk and Improvement Committee.

(Cr. David Somerville / Donna Rygate)

Item 6

**DRAFT ENGAGEMENT PLAN 2019/20 AUDIT**

**John O'Malley (Intentus Chartered Accountants) telephoned in to participate in discussion of matter.**

**Recommendation:**

1. That the report on the draft Engagement Plan for the year ended 30 June 2020 from the NSW Audit Office and verbal report from John O'Malley (Intentus Chartered

- Accountants) be received.
2. That the final Audit Engagement Plan for 2019/20 be circulated out of session.

(Donna Rygate / Cr. David Somerville)

**Item 7**      **DRAFT FRAUD AND CORRUPTION CONTROL POLICY AND PLAN**

**Recommendation:**

1. That the report on the draft Fraud and Corruption Control Policy and Plan be received.
2. That the draft Fraud and Corruption Control Policy and Plan be referred to Council for consideration.

(Donna Rygate / Cr. David Somerville)

**Item 8**      **PRESCRIBED FUNCTIONS ACTIVITY REPORT**

**Recommendation:**

That the report on Prescribed Functions activities be received.

(Cr. David Somerville / Donna Rygate)

**Item 9**      **SCHEDULE OF OUTSTANDING AUDIT RECOMMENDATIONS**

**Recommendation:**

1. That the Schedule of Outstanding Audit Recommendations report be received.
2. That in reference to the SCAR recommendation (item 97) that the Manager Operations provide a report around the rationale for the action being “not deemed a value proposition”.

(Donna Rygate / Cr. David Somerville)

**Item 10**      **UPDATE ON MAJOR DEVELOPMENTS**

**Recommendation:**

That the Update on Major Developments report be received.

(Cr. David Somerville / Donna Rygate)

**Meeting closed: 3.19pm**

**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 are provided for in Council's 2019/20 Operational Plan for this purpose.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**10) 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 March 2020 be received and noted.

**Reason for Report:**

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

**Report:****Topical Matters****Flood Damage – Lyndhurst**

Council has submitted a Natural Disaster Assessment to NSW Justice following the intense storm event that occurred on Sunday 2 February. Council now awaits formal notification of a declaration being made, at which point it shall prepare its claim in liaison with Transport for NSW (RMS) in accordance with the Australian Government Disaster Recovery Funding Arrangements 2018.

Following an inspection of the bridge over Limestone Creek on Boondaroo Road, Millamolong the bridge was deemed unsafe and has been shut, with a temporary crossing put in place downstream of the bridge. As the bridge provides access only to Cowra Shire residents, Cowra Council has been notified, and confirmed that the bridge is only identified on the Blayney Shire asset register.

Council staff also continue to undertake works, to ensure blocked culverts are reactivated, and roads safe for traffic. These works have delayed some of Council's other projects, but that is considered necessary to ensure an adequate response to the damage.

**Belubula River Open Space – Community Engagement**

Council has previously engaged Place Design Group to prepare concept plans for various locations in Blayney. Councillors and Council staff recently held a community engagement session in the form of an afternoon BBQ drop in session at the Blayney Tennis Club to present the concepts and further the conversation with local residents. The event attracted approximately 20 people including children, with ideas and thoughts being offered about what should be included along the route, and on "the island", how to manage community expectation and when the project may be delivered.

Once this work is compiled, and addressed by Place Design Group, they shall be invited back to present to Councillors before addressing any further concerns and seeking to place both the Belubula River and Beaufort Street Park project sites on Public Exhibition.

Project costings and stages will be then developed for future grant applications and funding opportunities.

### **Major Works**

#### Forest Reefs Road

Works are completed on the pavement for this project. At the time of writing, sealing is scheduled for Friday 13 March to finalise this project.

Following completion of this, works will commence on Hobbys Yards Road in the vicinity of Tooheys Lane

#### Small bridge replacement program

Works on Winterbottoms Lane is now complete.

The hydrological study for Leabeater Street bridge is underway, with survey completed. The report is expected towards the end of March.

#### Road Maintenance Works

Maintenance grading has been undertaken on Kings Plains Road, Caloola Road, and Old Lachlan Road. There has been a large amount of work undertaken on a number of roads to repair scours and unblock culverts following recent storms.

#### Footpaths

Council crews have completed footpath works at Dakers Oval cricket nets, and also around the Central West Equestrian and Livestock Centre.

Works have commenced on the Blake Street footpath to connect Park Street to Pym Street.

#### Land Development

Installation of street lighting has commenced, with footing excavation being undertaken in conjunction with Council resources.

Backfilling of the excavated area with suitable material has commenced, to be followed by compaction testing to enable a Certificate of Compliance to be issued as required by the Development Consent.

Following completion of the kerb and gutter, inspections have revealed the need for additional compaction work at the front of kerb, to ensure adequate bearing capacity is provided for vehicles, most notably for garbage truck movements.

Final trimming and sealing is being deferred until backfilling and light poles are installed to minimise tracking of clay onto the pavement base layer.

Completion of works are expected by the end of March, at which time the subdivision approval process can be finalised. A formal opening of Streatfeild Close will be organised when construction works are completed, barricade fences removed and public access granted.

### **Major Contracts**

#### Carcoar Sportsground Amenities Block

Works continue to progress as programmed with completion by end of March.

#### Cricket Practice Nets

A successful opening of the practice nets was undertaken on 18 February, with Member for Bathurst Paul Toole and Sydney Breakers, Bathurst local Lisa Griffiths cutting the ribbon, with Councillors and members of the Blayney community.

#### Central West Equestrian and Livestock Centre (CWELC)

Council and Contractors are completing the final touches to the new CWELC in preparedness for the Blayney Show. The show will provide for a soft opening and ability to test the facility prior to a formal opening.

At the completion of the show, works will recommence on installation of the sand surface which was deliberately placed on hold to enable the show to use the facility in its bare form. Seating, permanent yards and maintenance equipment will also be a focus after the show.

### **Assets**

The Methodology for the Transportation revaluation has been prepared and provided to Council's Auditors for review.

### **Parks and Recreation**

As a result of recent storms, Parks and Recreation staff have been addressing trees weakened by the prolonged extreme temperatures and dry conditions, resulting in a need to remove dangerous limbs or trees. Minor repair works have been required to shade sails across the Shire, also impacted by storm activity.

Routine maintenance works have included general mowing of ovals, villages and cemeteries, repairs to playground equipment and park furniture, irrigation systems.

Other works have included, line marking for Little Athletics and football at King George oval, as sports transition toward the Winter season.

### **Wastewater**

Council staff are continuing to work through the process of obtaining approval for the development of a recycled water plant. A risk workshop involving NSW Government departments and Council staff was completed and we are now developing a Recycled Water Management Plan.

Additional water sampling is also being undertaken to further inform the design of the treatment process equipment, and its size to meet the requirement for successful treatment.

**Fleet & Plant**

Council is expecting to take delivery of a new Backhoe in the coming weeks, this will replace the Telehandler as a depot loader, and general work horse.

Sale of items purchased for the Southern Cadia Access Route are currently on hold awaiting the outcome of Council's application to the Fixing Local Roads grant program.

A number of items that have been replaced will be sent to auction within the next month. By sending them as a bulk lot, Council saves on freight for these items to get to auction.

**Risk/Policy/Legislation Considerations:**

Information report only.

**Budget Implications:**

Information report only.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



11) **MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ELECTRONICALLY - FEBRUARY 2020**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

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

**File No:** TT.ME.1

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**Recommendation:**

1. That the minutes of the Extraordinary Blayney Traffic Committee Meeting, held electronically in February 2020, be received and noted.
2. That Council endorse the Traffic Management Plan for the Orange Cycle Club series of events for 2020. The events are to be classified as Class 2 events, and approved subject to the conditions detailed in the Director Infrastructure Services' Report.

**MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ELECTRONICALLY – FEBRUARY 2020**

**PRESENT -**

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

**20200304:01 – Orange Cycle Club 2020 Event Series**

**RECOMMENDATION:** That Council endorse the Traffic Management Plan for the Orange Cycle Club series of events for 2020. The events are to be classified as Class 2 events, and approved subject to the conditions detailed in the Director Infrastructure Services' Report.

(Reg Rendall/Michael Chooi)

**FUTURE MEETING DATES - 2020**

- Friday, 3 April 2020
- Friday, 12 June 2020
- Friday, 31 July 2020
- Friday, 9 October 2020
- Friday, 11 December 2020

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**12) MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD THURSDAY 20 FEBRUARY 2020**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

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

**File No:** PR.ME.1

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**Recommendation:**

1. That the minutes of the Blayney Shire Sports Council Meeting, held on Thursday 20 February 2020, be received and noted.
2. That Blayney Shire Council accept the nomination of Geoff Redmond as the new representative for Blayney Bears Junior Rugby League and Blayney Shire Horse Sports on the Blayney Shire Sports Council.

**MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD ON THURSDAY 20 FEBRUARY 2020 AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.00pm.

**PRESENT**

Cr David Kingham (Chair), Cr John Newstead, Rebecca Ryan (General Manager), Ian Tooke (Development Coordinator), Adam Hornby (Blayney Senior Rugby League), Julie Prosper (Blayney Cricket Club and Blayney Netball Association), Paige Dickie (Blayney Little Athletics), Rosemary Reid (Blayney A&P), Rebecca Scott (Blayney Senior Football Club), Geoff Redmond (Blayney Bears Junior Rugby League and Blayney Shire Horse Sports), Andrew Oldham (Blayney Junior Soccer) and Lorraine Dunkley (Lyndhurst Village Committee).

**APOLOGIES**

**RECOMMENDED:** That the apologies submitted on behalf of Christine Smith (Heritage County Schools PSSA) and Cheryl Rutherford (Blayney Tennis) be accepted.

(Ian Tooke / Adam Hornby)

**MINUTES FROM PREVIOUS MEETING – 21 NOVEMBER 2020**

**Recommended:** That the minutes from the previous Blayney Shire Sports Council Meeting held on 21 November 2020 be adopted.

(Julie Prosper / Rosemary Reid)

**MATTERS ARISING FROM THE MINUTES**

- Blayney Cricket to be invoiced for Cricket Nets \$7k

**DISCLOSURES OF INTEREST**

Nil

**EVENT CALENDAR UPDATE**

- Western Rams – 8 March 2020
- U18 Knockout – 7 March 2020
- Blayney Tennis Junior Development Series (JDS) – 3 May 2020
- Junior Soccer – 2 May 2020

**GRANT FUNDING UPDATE**

- Drought Communities Program range of sporting facilities nominated including; Dakers Oval Cricket Fence, Lyndhurst Recreation Ground Grandstand and Cricket Pitch, Carcoar Showground ringside seating, Community Shelter Redmond Oval, Newbridge Showground Pavilion, Recycled Water pipeline for KGO, Blayney Tennis Club Amenities Block.
- BBBRF Round 4 – CentrePoint Roof and Solar Panel Project, KGO Women's Change Rooms
- SCCF3 – Remains pending includes nominated projects; Neville Multipurpose Court, Blayney Netball Courts Resurfacing, CentrePoint Roof and Solar Panels and Millthorpe Junior Skate Park
- Blayney A&P have received \$5k from NSW Government to assist with 2020 Show

**PROJECTS UPDATE**

- Central West Equestrian and Livestock Centre, will be operational for Blayney Show, with some final components to be completed before a grand opening in next few months
- CentrePoint Swimming Pool Refurbishment will be completed in April, Council working on reopening and operational review
- Carcoar Sportsground Amenities Block construction is underway
- KGO Bore will not proceed, funds will be used for infrastructure at KGO for Recycled Water project

**CORRESPONDENCE**

Nil

**MEMBERSHIP**

- Application from Geoff Redmond received for discussion, in accordance with the requirements of this section 355 Committee of Blayney Shire Council.

**RECOMMENDED:** That Blayney Shire Council accept the nomination of Geoff Redmond as the new representative for Blayney Bears Junior Rugby League and Blayney Shire Horse Sports on the Blayney Shire Sports Council.

**(Lorraine Dunkley / Adam Hornby)**

**ACTION: Director to follow up invitation to Ashley Clarke, Lyndhurst Cricket Club to nominate**

**GENERAL BUSINESS****KING GEORGE OVAL – BREAK INS**

- Break-ins to Junior and Senior League, with drinks stolen

- Security systems, and alarm options discussed
- Need to investigate better mechanism to locking roller door

**ACTION: GM to organise installation of sensor lights at the roller doors behind the Grandstand and seek report from Council staff as to a recommended improvement to locking mechanism**

#### **SPORTING GROUPS GRANTS PRIORITIES**

- Blayney Development Coordinator is seeking Sporting Clubs to spend time to work out their priorities for the next 1 – 2 – 5 years
- In 2021, the new Council will be reviewing the Community Strategic Plan and individual Town/Village Plans opportunity for update to plan for next 4-10 years. This is an opportunity to review the Blayney Sport and Recreation Masterplan.

**ACTION: Blayney Sport and Recreation Masterplan to be included on next meeting of Sports Council**

#### **CLUB GRANTS SPORTS CATEGORY 3 FUND**

- Open 16 March, close 6 April

#### **TENNIS NSW**

- New Development Officer has commenced and is visiting Blayney

#### **SPORTS COUNCIL MEMBERSHIP**

- Showground Working Group have been meeting on a regular basis now for 2 years to see through construction of CWELC, and is reason why Equestrian Sports are not members nor attending Sports Council. Is more of an operational communication meeting, there are no recommendations to Council as Council is Project Manager.
- A Showground Users Group has been established as an action from Blayney Showground Strategic Plan to facilitate communication between user groups and Council on a regular basis. User Group will be meeting each quarter initially when CWELC operational. When CWELC is open, users will be invited to attend Sports Council.
- A similar group was established when Canteen was refurbished at KGO, and for recent funding applications. KGO Users should meet again in 2020 to progress mutual projects, raise issues and facilitate communication.
- Request for Council to organise King George Oval User Group Meeting on a Mon/Tues/Wed preference.

**ACTION: Council to organise a KGO Users Group meeting in next 4 weeks.**

- Discussion raised questions about purpose of Sports Council, which has for the past 7 years raised the profile of sporting facilities and provided valuable stakeholder engagement in developing and completing projects.

- Sporting and Recreation MasterPlan now provides strategic view of where community inspiration for Blayney Shire to develop, support and grow our sporting facilities

**ACTION: Next meeting to include a timeframe and opportunity for members to review Sports Council, objectives and direction, meetings and purpose.**

**NEXT MEETING**

Next meeting will be held Monday 21 May 2020 at 6.00pm in the Blayney Shire Community Centre.

Agenda item – Review of Sports Council

**MEETING CLOSE**

There being no further business the meeting closed at 6.49pm.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**13) MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE HELD 27 FEBRUARY 2020**

**Department:** Planning and Environmental Services

**Author:** Director Planning and Environmental Services

**CSP Link:** 5. The Natural Environment

**File No:** GO.ME.1

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**Recommendation:**

That Council;

1. Investigate funding opportunities to upgrade path of travel doors to and within CentrePoint
2. Consider any immediate improvements that can be undertaken to the entrance of the Blayney Library
3. Ensure upgrading of the front entrance is included as part of the planned library toilet upgrade project.
4. Write to the building owner of the National Australia Bank highlighting the current accessibility issue and outline assistance Council can provide to create compliant accessible access
5. Seek through its various communication platforms to identify the location of defibrillators within the Blayney Shire prior to the next Access Committee meeting
6. Note the Blayney Shire Access Committee endorsement of the 6 monthly review to 31 December 2019 of the Blayney Shire Disability Inclusion Action Plan
7. Write to the Hon Paul Toole MP for the Bathurst seeking that the Travel Card for seniors is considered for community transport use in regional NSW where public transport options are limited

**MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE MEETING HELD ON THURSDAY 27 FEBRUARY 2020 AT THE BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 6.07pm.

**PRESENT**

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

**GUEST**

Allan Baldock.

**APOLOGIES**

Shane Oates.

**CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting held on 21 November 2019 were confirmed to be a true and accurate record of that meeting (noting 2 corrections; Shane Oates was present and the date was 21 November 2019 not 6 March 2019).

(Greg Hooper / Jenny McMahon)

**DISCLOSURES OF INTEREST**

Nil

**BUSINESS ARISING FROM PREVIOUS MEETING****CentrePoint – Concrete footpath, lighting and doors**

The committee were advised the current doors are compliant with the Australian Standard and National Construction Code any service level above complaint minimum standards would need to be endorsed by Council.

The committee were advised, Council needs to investigate automated options, in particular if doors are compatible with the membership system (in particular how it would interact with unsupervised gym access) and also security implications prior to committing to undertake these works.

**ACTION;**

DPES to follow up the allocation in the 2019/20 Active Movement Strategy Program for this footpath.

DPES to contact door supplier seeking options and costing of automating the current paths of travel doors in CentrePoint for Council to consider.

**RECOMMENDED;**

That Council investigate funding opportunities to upgrade path of travel doors to and within CentrePoint.

(Allison Farr / Tom Williams)

**2018 audit of accessible car parking across the Blayney Shire**

The committee were advised this matter is with Council's Infrastructure Services for action. There is a significant amount of work in designing and costing the audit and due to the current workload it is unknown when this matter will be completed.

**Access consulting**

The committee were advised to date during 2019/20 no pre DA advice has identified a businesses that required the benefit of access consulting.

**Blayney Library**

Council is planning for changes to the Blayney Library including accessible toilets and a potential future expansion of the library.

**ACTION;**

DPES to circulate plans for proposed works at Blayney library to the committee.

**RECOMMENDED;**

That Council consider any immediate improvements that can be undertaken to the entrance of the Blayney Library,  
That Council ensure upgrading of the front entrance is included as part of the planned library toilet upgrade project.

(Councillor Reynolds / Jenny McMahon)

**BUSINESS ADVISED****National Australia Bank**

Councillor Denton raised the issue of how inaccessible the National Australia Bank in Blayney is. DPES advised the NAB had sought pre DA advice on installation of an accessible ramp, but no DA had ever been lodged.

**RECOMMENDED;**

That Council write to the building owner of the National Australia Bank highlighting the current accessibility issue and outline assistance Council can provide to create compliant accessible access

(Councillor Denton / Allison Farr)

**Access to Defibrillators**

A discussion was had on defibrillators and known locations within the Blayney Shire. DPES provided a list from Council of known locations within the Blayney Shire.

**RECOMMENDED;**

That Council seek through its various communication platforms to identify the location of defibrillators within the Blayney Shire prior to the next Access Committee meeting.

(Iris Dorsett / Jenny McMahon)

**Disability Inclusion Action Plan**

The committee was provided with a copy of the 6 monthly report to 31 December 2019. General discussion was had.

Question was raised on the NSW Companion Card. DPES advised this was to be included in the upcoming 2020/21 Operational Plan, specifically the fees and charges.

**RECOMMENDED;**

That Council notes the Blayney Shire Access Committee endorsement of the 6 monthly review to 31 December 2019 of the Blayney Shire Disability Inclusion Action Plan.

(Iris Dorsett / Jenny McMahon)

**NSW Government – Travel Card for Seniors.**

A discussion was had on the newly implemented Travel Card for seniors.



**RECOMMENDED;**

That Council write to the Hon Paul Toole MP for the Bathurst seeking that the Travel Card for seniors is considered for community transport use in regional NSW where public transport options are limited

(Greg Hooper / Iris Dorsett)

**Active Movement Strategy Program – 2019/20 to 2029/30**

The committee due to time constraints only briefly discussed the 10 year plan provided with the agenda. Committee members to advise Councillors Denton and Reynolds of any identified priorities in the AMS.

**Belubula River walkway**

Councillor Reynolds advised the committee of the upcoming community engagement barbeque on Tuesday 3 March 2020 regarding this matter.

DPES advised the project was originally identified in the Blayney 2020 MasterPlan undertaken in 2016 by Council and stage 1 (Ogilvy St to Martin St) was completed in 2019. The community consultation seeks input specifically for stage 2 (Burns Street to Heritage Park) including options for the island area between Henry St and Newbridge Road.

**ACTION;**

DPES to circulate concept plans to the committee.

**Millthorpe School Redevelopment**

Councillor Reynolds provided a verbal update on this matter.

**FUTURE AGENDA ITEMS**

Nil.

**FUTURE MEETING DATES**

Wednesday 10 June 2020.

**MEETING CLOSE**

The meeting closed at 7:36pm.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**14) MINUTES OF THE BLAYNEY CEMETERY FORUM MEETING HELD 27 FEBRUARY 2020**

**Department:** Planning and Environmental Services

**Author:** Director Planning and Environmental Services

**CSP Link:** 5. The Natural Environment

**File No:** GO.ME.1

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**Recommendation:**

That;

1. Council, after engaging the village committees and cemetery forum members to ascertain quantities, print the Blayney Shire Cemetery brochure for distribution
2. Council, as an alternative to repairing individual grave sites, investigate use of the 2019/20 budget allocation to clean up significantly dilapidated and derelict graves sites in the Blayney Cemetery by placing new identification plaques and removing damaged and derelict pieces of grave sites
3. A separate report be prepared for Council to endorse the Draft Cemetery Management Plan for public exhibition
4. Council consider urgently top dressing and native seeding of the lawn section of the Blayney Cemetery
5. Council consider not using chemicals around the headstones in lawn sections of cemeteries
6. Council prepare an information sheet for families when considering final resting options.

**MINUTES OF THE BLAYNEY SHIRE CEMETERY FORUM MEETING  
HELD ON THURSDAY 27 FEBRUARY 2020  
BLAYNEY SHIRE COMMUNITY CENTRE**

Meeting commenced at 5.01pm.

**PRESENT**

Councillor David Kingham (Chair), Councillor John Newstead, Helen Dent, Vicki Pulling, Hayley Lavers, Kevin Radburn Senior, Kevin Radburn, Carmel Scanlan, and Mark Dicker (Director Planning and Environmental Services (DPES)).

Guest: Mrs Shirley Howarth

**APOLOGIES**

Geoff Braddon, Candice Braddon

**CONFIRMATION OF MINUTES**

The minutes of the previous meeting held on 13 November 2019 were confirmed to be a true and accurate record of that meeting.

(Vicki Pulling / John Newstead)

**DECLARATIONS OF INTEREST**

Nil

**PRESENTATION**

Mrs Shirley Howarth, spoke to the committee regarding a recent letter she had written to Blayney Shire Council, outlining the contents of the letter and seeking the support of the Cemetery Forum.

Mrs Howarth left the meeting at 5:20pm

**BUSINESS ARISING****Cemetery Brochure**

The final version of the Blayney Shire cemetery brochure was presented to the committee.

**RECOMMENDED;**

The Cemetery Forum notes completion of the Blayney Shire Cemetery Brochure.

Council, after engaging the village committees and cemetery forum members to ascertain quantities, print the Blayney Shire Cemetery brochure for distribution.

(Vicki Pulling / Kevin Radburn)

**Restoration of damaged and/or derelict graves**

Helen Dent advised the Blayney Local and Family History Group are yet to recommend priorities. DPES advised if funds (at least Purchase Order raised) are not committed prior to 30 June 2020, this year's allocation does not roll over into the 2020/21 budget.

**ACTION;** Blayney Local and Family History Group advise DPES ASAP of identified priorities for 2019/20.

**RECOMMENDED;**

That Council, as an alternative to repairing individual grave sites, investigate use of the 2019/20 budget allocation to clean up significantly dilapidated and derelict graves sites in the Blayney Cemetery by placing new identification plaques and removing damaged and derelict pieces of grave sites.

(Vicki Pulling / Kevin Radburn)

**Rabbits**

The committee were advised a private contractor undertook eradication in January 2020, with Blayney additionally undertaken in December 2019. This program was highly successful and will be undertaken annually and additionally as deemed necessary.

Councillor Kingham asked DPES to arrange Council staff to liaise with the contractor to discuss remediation ideas for the ground surface.

**BUSINESS ADVISED**

**Draft Cemetery Plan**

The Committee was reminded that the Blayney Shire Draft Cemetery Management Plan was tabled to the committee at its 26 February 2019 meeting. Comments and feedback were to be provided. DPES had received no comments and/or feedback.

**RECOMMENDED;**

That a separate report be prepared for Council to endorse the Draft Cemetery Management Plan for public exhibition.

(Vicki Pulling / Kevin Radburn)

**Correspondence**

The committee discussed the correspondence to Council and presentation from Mrs Shirley Howarth.

**RECOMMENDED;**

That Council consider urgently top dressing and native seeding of the lawn section of the Blayney Cemetery.

That Council consider not using chemicals around the headstones in lawn sections of cemeteries.

That Council prepare an information sheet for families when considering final resting options.

(Mitchell Groves / Kevin Radburn)

**FUTURE MEETINGS**

Wednesday 10 June 2020.

**MEETING CLOSE**

The meeting closed at 5.45pm.

**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.

**15) LAND PURCHASE OPPORTUNITY**

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