



11 February 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, 17 February 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 16.12.19
- (8) Matters arising from Minutes
- (9) Reports of Staff
 - (a) Executive Services
 - (b) Corporate Services
 - (c) Infrastructure Services
 - (d) Planning and Environmental Services
- (10) Closed Meeting

Yours faithfully

Rebecca Ryan
General Manager

5.45pm Citizenship Ceremony

Meeting Calendar 2020

February

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
6.00pm	17 February 2020	Council Meeting	Community Centre
6.00pm	20 February 2020	Sports Council Meeting	Community Centre
6.00pm	25 February 2020	Tourism, Towns and Villages Committee Meeting	Community Centre
10.00am	27 February 2020	Central NSW JO Board Meeting	Weddin Shire
5.00pm	27 February 2020	Cemetery Forum	Community Centre
5.45pm	27 February 2020	Access Advisory Committee Meeting	Community Centre

March

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
5.00pm	3 March 2020	Financial Assistance Committee Meeting	Community Centre
9.00am	4 March 2020	Audit, Risk and Improvement Committee Meeting	Community Centre
6.00pm	16 March 2020	Council Meeting	Community Centre

April

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
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

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HELD ON MONDAY 17 FEBRUARY 2020

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LIVE STREAMING OF COUNCIL MEETINGS

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01) MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 16 DECEMBER 2019**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Local Governance and Finance**File No:** GO.ME.3**Recommendation:**

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

MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 16 DECEMBER 2019, COMMENCING AT 5.00PM

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

Acting General Manager (Mr M Dicker), 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****APOLOGIES**

Cr David Somervaille – Leave of Absence approved at the November 2019 Council Meeting (Resolution No. 1911/002).

DISCLOSURES OF INTEREST

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

Councillor /Staff	Interest	Item	Pg	Report	Reason
Daniel Drum	Non Pecuniary (Significant)	17	77	DA84/2019 – Alterations to an Existing Dwelling House (first floor), Inclusion of a Small Bar (ground floor) and Advertising Signage – 9 Pym Street, Millthorpe	My residence is located in close proximity to the subject property. I was notified of the proposed development and subsequently made a submission.

PUBLIC FORUM

Graeme Allen – Universal Property Group – Item 20 –
DA71/2019 – Forty (40) Lot Subdivision – 19a Plumb Street,
Blayney

MAYORAL MINUTE**THE TIMBER TRUSS BRIDGE BOOK GIFT**

1912/001

RESOLVED:

That Council accept the book entitled The Timber Truss Bridge
Book and make available at the Blayney Library.

(Ferguson/Reynolds)

CARRIED**GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW**

1912/002

RESOLVED:

That:

1. Council nominate Councillor Reynolds, along with the Mayor, Deputy Mayor and a Councillor nominated by the General Manager to comprise the Performance Review Panel.
2. Council delegate all tasks necessary for the completion of the Performance Review and Panel members all undertake training in accordance with the Performance Review Guidelines.
3. The Mayor be delegated authority to finalise all arrangements for the Performance Review Panel to convene in February 2020.

(Ferguson/Newstead)

CARRIED**CONFIRMATION OF MINUTES****MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 18
NOVEMBER 2019**

1912/003

RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 18
November 2019, being minute numbers 1911/001 to 1911/015
be confirmed.

(Kingham/Reynolds)

CARRIED**MATTERS ARISING FROM THE MINUTES**

Nil

EXECUTIVE SERVICES REPORTS**BUILDING BETTER REGIONS FUND ROUND 4**

1912/004

RESOLVED:

That Council approve the Australian Government's Building
Better Regions Fund Round 4 funding submissions for;

CentrePoint Sport and Leisure Centre ‘Swimming towards Utility Efficiency’ and King George Oval ‘Kicking Goals for Girls’ projects.

(Kingham/Ewin)
CARRIED

TOURISM EVENT DEVELOPMENT PROGRAM

1912/005

RESOLVED:

That Council;

1. Approve the Tourism Event Development Program and Guidelines for an initial 6 month trial.
2. Include in the draft Operational Plan 2020/21 for Council deliberation within the Tourism and Promotions Budget, an allocation of \$10,000 for the Tourism Event Development Program.

(Newstead/Reynolds)
CARRIED

MINUTES OF THE BLAYNEY SHIRE TOURISM, TOWNS AND VILLAGES COMMITTEE MEETING HELD 26 NOVEMBER 2019

1912/006

RESOLVED:

That the minutes of the Blayney Shire Tourism, Towns and Villages Committee meeting, held on Tuesday 26 November 2019, be received and noted.

(Reynolds/Ewin)
CARRIED

CORPORATE SERVICES REPORTS

REPORT OF COUNCIL INVESTMENTS AS AT 30 NOVEMBER 2019

1912/007

RESOLVED:

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

(Kingham/Ewin)
CARRIED

ANNUAL REPORT 2018/19

1912/008

RESOLVED:

That the Council receive the report on the 2018/19 Annual Report lodgement.

(Denton/Newstead)
CARRIED

BLAYNEY RESIDENTIAL DEVELOPMENT PROJECT - LAND SALES

1912/009

RESOLVED:

1. That Council endorse the action of the General Manager to accept the offer for sale of Lot 7 at Streatfeild Close (Lot 1 DP 250822) at the listed price of \$134,000.
2. That Council endorse execution of relevant contracts and associated documentation by the Mayor and General Manager under Council seal.

(Newstead/Ewin)

CARRIED**MINUTES OF THE BLAYNEY SHIRE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 21 NOVEMBER 2019**

1912/010

RESOLVED:

1. That the minutes of the Blayney Shire Audit, Risk and Improvement Committee, held on 21 November 2019, be received and noted.
2. That the Status of Prior Report Recommendations be circulated to MANEX for further review of outstanding actions and achievable action target dates; and
3. That the Status of Prior Report Recommendations be subject to regular review by MANEX between ARIC meetings.

(Reynolds/Ewin)

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

1912/011

RESOLVED:

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

(Reynolds/Ewin)

CARRIED**MAINTENANCE OF EFFLUENT INFRASTRUCTURE**

1912/012

RESOLVED:

1. That Council approve allocation of funding of \$160,000 from Sewerage Section 64 Externally Restricted Funds for emergency works at the Wetlands and Maturation Ponds
2. That Council approve the commencement of a Section 60 application process and proceed to develop a design and scope of works for an onsite Effluent Recycling Treatment Plant.

(Reynolds/Newstead)

CARRIED

KING GEORGE OVAL PROJECT CAPITAL EXPENDITURE REVIEW

1912/013

RESOLVED:

That Council approves the Kicking Goals for Girls project at King George Oval Capital Expenditure Review.

(Kingham/Denton)

CARRIED**MINUTES OF THE BLAYNEY SHIRE SPORTS COUNCIL MEETING HELD ON THURSDAY 21 NOVEMBER 2019**

1912/014

RESOLVED:

1. That the minutes of the Blayney Shire Sports Council Meeting, held on Thursday 21 November 2019, be received and noted.
2. That Sports Council support the inclusion of a submission for the Dakers Oval Fence project to the Drought Communities Program.
3. That Sports Council support the inclusion of a submission for the replacement of the Blayney Tennis Club toilet block to the Drought Communities Program.

(Kingham/Newstead)

CARRIED**MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD 6 DECEMBER 2019**

1912/015

RESOLVED:

1. That the minutes of the Blayney Traffic Committee Meeting, held on Friday 6 December 2019, be received and noted.
2. That Council endorse the Traffic Management Plan for the Newcrest Orange Challenge event to be staged on 22 March 2020. The event is to be classified as a Class 2 event, and approved subject to the conditions detailed in the Director Infrastructure Services' Report.
3. That Council endorse the Traffic Management Plan for the Carcoar Australia Day Fair, to be staged on 26th January 2020 on Naylor, Icely and Belubula Streets Carcoar as a Class 2 event, subject to the conditions detailed in the Director Infrastructure Services' Report and subject to the following amendment:
 - The addition of 40kmh "Special Events" signage to be installed at Icely Street and Brady Streets, Carcoar.
4. That Council refuse the request to install a "Give Way" sign at the intersection of Unwin and Crowson Streets, Millthorpe.
5. That Council install a No Stopping sign on Mid-Western Highway 10m north of the Gold Street intersection outside the Mandurama Shop in accordance with rule 170 of the NSW Road Rules 2014 and per direction from Transport for NSW.

(Reynolds/Newstead)

CARRIED

PLANNING AND ENVIRONMENTAL SERVICES REPORTS

CENTREPOINT SPORT AND LEISURE CENTRE MAJOR UPGRADE
STAGE 2 PROJECT CAPITAL EXPENDITURE REVIEW

1912/016

RESOLVED:

That Council approves the Capital Expenditure Review for the Blayney CentrePoint Sport and Leisure Centre stage 2 ‘Swimming towards utility efficiency’ project.

(Ewin/Newstead)
CARRIED

Acting Director Planning and Environmental Services, Daniel Drum, having declared an interest left the Chambers.

DA84/2019 – ALTERATIONS TO AN EXISTING DWELLING HOUSE (FIRST FLOOR), INCLUSION OF A SMALL BAR (GROUND FLOOR) AND ADVERTISING SIGNAGE – 9 PYM STREET, MILLTHORPE

1912/017

RESOLVED:

That Council:

1. Consents to Development Application 84/2019 for alterations to an existing dwelling house (first floor), inclusion of a small bar (ground floor) and advertising signage at Lot 9, Section B, DP1713 – 9 Pym Street, Millthorpe, subject to the recommended conditions of consent.
2. Amend condition 23 to state “the maximum number of patrons permitted in the small bar shall be limited to 25 persons”.

(Newstead/Ewin)

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

FOR	AGAINST	
Councillor Ewin		
Councillor Ferguson		
Councillor Kingham		
Councillor Reynolds		
Councillor Newstead		
Councillor Denton		
Total (6)	Total (0)	CARRIED

Daniel Drum returned to the Chambers.

DA97/2019 - ERECTION OF A SHED - 93 FOREST REEFS ROAD, MILLTHORPE

1912/018

RESOLVED:

That Council consents to Development Application DA97/2019 for the construction of a shed at Lot 6, DP6146 - 93 Forest Reefs Road, Millthorpe.

(Reynolds/Newstead)

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

FOR	AGAINST
Councillor Ewin	
Councillor Ferguson	
Councillor Kingham	
Councillor Reynolds	
Councillor Newstead	
Councillor Denton	
Total (6)	Total (0)

CARRIED

DA77/2019 - INSTALLATION OF A NEW SIGN - 1 WATER STREET, BLAYNEY

1912/019

RESOLVED:

That Council consents to Development Application DA77/2019 for a Business identification sign at Lot 1 DP123950 - 1 Water Street, Blayney.

(Reynolds/Ewin)

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

FOR	AGAINST
Councillor Ewin	
Councillor Ferguson	
Councillor Kingham	
Councillor Reynolds	
Councillor Newstead	
Councillor Denton	
Total (6)	Total (0)

CARRIED

DA71/2019 - FORTY (40) LOT SUBDIVISION - 19A PLUMB STREET, BLAYNEY

1912/020

RESOLVED:

That Council;

1. Consents to Development Application DA71/2019 for a forty (40) lot torrens title subdivision at Lot 29, DP1050133 - 19A Plumb Street, Blayney, subject to the recommended conditions of consent.
2. Amend condition 22 to state “across the frontages of lots 1-28”.
3. Amend condition 58 to include “and no part of any dwelling is located within 6m of the rear of any new lot”.
4. Add a new condition that the costs associated with the installation of any agreed new boundary fences shall be borne by the applicant.

(Reynolds/Newstead)

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

FOR	AGAINST
Councillor Ewin	Councillor Kingham
Councillor Ferguson	Councillor Denton
Councillor Reynolds	
Councillor Newstead	
Total (4)	Total (2)

CARRIED

MINUTES OF THE BLAYNEY SHIRE ACCESS ADVISORY COMMITTEE HELD 21 NOVEMBER 2019

1912/021

RESOLVED:

1. That the minutes of the Blayney Shire Access Advisory Committee, held Thursday 21 November 2019, be received and noted.
2. That Council investigate and consider for prioritised inclusion in the Active Movement Strategy renewing 3 laybacks within Adelaide Street (Church Street and both sides of Burns Street).

(Denton/Reynolds)

CARRIED

MINUTES OF THE BLAYNEY CEMETERY FORUM MEETING HELD WEDNESDAY 13 NOVEMBER 2019

1912/022

RESOLVED:

That the minutes of the Blayney Shire Cemetery Forum, held Wednesday 13 November 2019, be received and noted.

(Newstead/Ewin)

CARRIED

DELEGATES REPORTS**REPORT OF THE CENTROC BOARD MEETING AND THE
CENTRAL NSW JOINT ORGANISATION MEETING HELD 27
NOVEMBER 2019**

1912/023

RESOLVED:

That the Mayoral Report from the Centroc Board and Central NSW Joint Organisation Meeting held 27 November 2019 be received and noted.

(Ewin/Reynolds)

CARRIED**CLOSED MEETING**

1912/024

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:

**LAND ACQUISITION FOR ROAD RE-ALIGNMENT FOREST
REEFS ROAD - LOT 71 DP1225816**

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.

LEGAL MATTER

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

(Reynolds/Ewin)

CARRIED

Cr Kingham left the meeting at 6.20pm.

CONFIDENTIAL MEETING REPORTS**LAND ACQUISITION FOR ROAD RE-ALIGNMENT FOREST
REEFS ROAD - LOT 71 DP1225816**

1912/025

RESOLVED:

That Council approve:-

1. The compulsory acquisition of Lot 71 DP1225816 registered 25 August 2017; and
2. The making of an Application to the Minister for Local Government and Governor for approval of such compulsory acquisition; and
3. Upon acquisition the land be classified as "Operational Land"

- under Section 31 of the Local Government Act (1993); and
4. The placement of Council's seal on all documentation associated with the compulsory acquisition for the realignment of Forest Reefs Road including on any Deed of Agreement for Compulsory Acquisition pursuant to Section 30 of the Land Acquisition (Just Terms Compensation) Act (1991).

(Ewin/Newstead)
CARRIED

LEGAL MATTER

1912/026 RESOLVED:

That Council receive and note the report.

(Newstead/Ewin)
CARRIED

1912/027 RESOLVED:

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

(Denton/Reynolds)
CARRIED

AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR ANNOUNCED THE OUTCOMES OF RESOLUTION NUMBERS 1912/025 TO 1912/026.

There being no further business, the meeting concluded at 6.38pm.

The Minute Numbers 1912/001 to 1912/027 were confirmed on 17 February 2020 and are a full and accurate record of proceedings of the Ordinary Meeting held on 16 December 2019.

Cr S Ferguson
MAYOR

Mrs R Ryan
GENERAL MANAGER

02) COUNCIL RESOLUTION REPORT**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Local Governance and Finance**File No:** GO.ME.1**Recommendation:**

That Council notes the Resolution Report to January 2020.

Reason for Report:

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

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

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

Report:

This Council Outstanding Resolution Report includes Council Resolutions up to and including the previous Council Meeting.

Council currently has 17 resolutions 'in progress'.

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

Date of Meeting	Res. No	Resolution	Owner	Comments
18-Apr-17	1704/015	<p>Planning Proposal to amend Blayney Local Environmental Plan 2012 - Flood Planning Map RESOLVED That Council forward a Planning Proposal to the Minister for Planning and Environment seeking to amend the flood planning map within the Blayney Local Environmental Plan 2012.</p>	DPES	In progress: DPE approved Gateway time extension to 19 March 2020. Communication strategy to be developed prior to exhibition commencing.

Date of Meeting	Res. No	Resolution	Owner	Comments
18-Feb-19	1902/021	<p>King George Oval Pump Renewal RESOLVED</p> <p>1. That Council approve the renewal of the King George Oval bore and irrigation pumping equipment,</p> <p>2. The supplementary vote of \$68,100 be included in the third Quarterly Budget Review, to be funded from the King George Oval Internal Reserve.</p>	MWW	Options Study being investigated.
18-Feb-19	1902/029	<p>Amendment to Lease Agreement: Blayney Solar Farm RESOLVED</p> <p>1. That the Council endorse the General Manager to finalise the revised Agreement of lease contract terms with Verde Generation Developments Pty Ltd and Blayney (Solure) Pty Ltd.</p> <p>2. That Council endorse execution of the lease 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.</p>	DCS	Awaiting confirmation of lease commencement (on or before 31 December 2019) prior to registration of lease against title. Matter pending. Report for consideration of request to extend lease commencement date at February 2020 meeting.
20-May-19	1905/003	<p>Blayney Train Station Community Art Space RESOLVED</p> <p>That Council seek a Community Use Licence for the currently disused booking office, waiting rooms, storage sheds and former refreshment buildings at the Blayney Train Station, with the view that a sub licence agreement will facilitate an Art Gallery and Community Space.</p>	GM	Business plan completed. Project update report to be provided to Council March/April 2020.

Date of Meeting	Res. No	Resolution	Owner	Comments
17-Jun-19	1906/E005	Tender 11/2019 - CentrePoint Sport & Leisure Centre Aquatic & Building Upgrades RESOLVED 7. Undertake an operational review of all CentrePoint Sport and Leisure Centre services and operations prior to reopening in 2020 with the objective of identifying efficiencies, increasing membership, users and revenue.	DPES	In Progress.
19-Aug-19	1908/004	Electric Vehicle Charger Stations RESOLVED 2. When the preferred charging station solution is determined a report be provided to Council with location and recommended fees based on a full cost recovery User Pays Policy.	MWW	In progress
19-Aug-19	1908/014	Minutes of the Blayney Shire Audit, Risk And Improvement Committee Meeting held 1 August 2019 RESOLVED 2. That 2019/20 review of the Corporate Risk Register be scheduled.	DCS	Report to Audit Risk and Improvement Committee on revised Corporate Risk Register, with amendments highlighted to be tabled at February 2020 ARIC meeting.
19-Aug-19	1908/019	Minutes of the Blayney Shire Access Advisory Committee Meeting held on 17 July 2019 RESOLVED 4. That Council proceed to cost the upgrade of the identified non-compliant car parking in the 2018 audit of accessible car parking across Blayney Shire for future grant funding opportunities and/or Operational Plan inclusion. 6. That Council investigate and consider as a priority renewing the layback in front of the Anglican Church Blayney (corner of Adelaide Street and Church Street) in the 2019/20 financial year.	DPES	In progress.

Date of Meeting	Res. No	Resolution	Owner	Comments
16-Sep-19	1906/010	<p>Sale of Land for Unpaid Rates RESOLVED</p> <p>1. That Council proceed with preparation of sale of land for unpaid rates in accordance with legislation; and</p> <p>2. That Council invite expressions of interest for land passed in from the 2014 auction.</p>	DCS	<p>Acknowledgement letters sent to adjoining owners who submitted price offers.</p> <p>Submissions presented to Council at the November meeting.</p> <p>No further EOI's received.</p>
16-Sep-19	1906/013	<p>Proposed Renaming - Arley Lane to Meadows Lane, Lyndhurst RESOLVED</p> <p>That Council adopt the name Meadows Lane, to replace the name Arley Lane at Lyndhurst.</p>	MI	Gazettal notice being prepared for publication in the NSW Government Gazette to facilitate update of NSW Government spatial information.
16-Sep-19	1906/014	<p>Small Bridge Program Scope Confirmation RESOLVED</p> <p>2. That a further report come to Council confirming the scope of Leabeater Street bridge pending land tenure and road reserve investigations and subsequent design and cost implications are known.</p>	MO	Consultant engaged to undertake hydrology study.
16-Sep-19	1906/016	<p>Planning Proposal to Amend Blayney Local Environment Plan 2012 - RU1 Primary Production to E2 Environmental Conservation - Cadia Biodiversity Offset Areas RESOLVED</p> <p>1. That Council proceed to endorse the amendment to the Blayney Local Environmental Plan 2012,</p> <p>2. That Council, in exercising its delegation under Section 3.36 of the Environmental Planning and Assessment Act 1979, as</p>	MP	In progress. DPIE approved Gateway time extension to March 2021.

Date of Meeting	Res. No	Resolution	Owner	Comments
		endorsed by NSW Planning, Industry & Environment in the Gateway Determination, forward the relevant documents to Parliamentary Counsel for opinion, to amend the Blayney Local Environmental Plan 2012 by rezoning Lot 201 DP 1037198 and Lot 1422 DP 1168271 from RU1 Primary Production to E2 Environmental Conservation, and the making of the Local Environmental Plan.		
21-Oct-19	1910/014	Draft Local Strategic Planning Statement RESOLVED 1. That Council endorse the draft Local Strategic Planning Statement attached to this report for public exhibition. 2. That the draft Local Strategic Planning Statement be exhibited for 28 days. 3. A report be prepared for Council's consideration, following exhibition of the draft Local Strategic Planning Statement addressing any submissions received.	MP	In progress. Public exhibition period undertaken. Draft LSPS not to be finalised until draft Housing Strategy completed.
21-Oct-19	1910/015	Draft Community Participation Plan 1. That Council endorse the draft Community Participation Plan attached to this report for public exhibition. 2. That the draft Community Participation Plan be exhibited for 28 days. 3. A report be prepared for Council's consideration, following exhibition on the draft Community Participation Plan addressing any submissions received.	MP	To be presented to February 2020 Council Meeting.
18-Nov-19	1911/013	Offer for Land Passed in at Sale of Land for Unpaid Rates RESOLVED 1. That Council accept the offer from RJ Stack Pty Ltd for sale of 24A Trunkey Street, Newbridge (Lot E, DP 383876) for the amount of \$4,470.	DCS	Solicitor engaged to prepare contract and liaise with purchaser. Matter ongoing. Contracts

Date of Meeting	Res. No	Resolution	Owner	Comments
		2. That Council endorse execution of relevant contracts and associated documentation by the Mayor and General Manager under Council seal. 3. That Council invite expressions of interest for remaining unsold parcels of land passed in from the 2014 auction.		exchanged and settlement proposed for 19 March 2020.
16-Dec-19	1912/009	Blayney Residential Development Project - Land Sales RESOLVED 1. That Council endorse the action of the General Manager to accept the offer for sale of Lot 7 at Streatfeild Close (Lot 1 DP 250822) at the listed price of \$134,000. 2. That Council endorse execution of relevant contracts and associated documentation by the Mayor and General Manager under Council seal.	DCS	Contract executed by Council. Awaiting confirmation of execution by Purchaser and exchange.
16-Dec-19	1912/021	Minutes of the Blayney Shire Access Advisory Committee held 21 November 2019 RESOLVED 2. That Council investigate and consider for prioritised inclusion in the Active Movement Strategy renewing 3 laybacks within Adelaide Street (Church Street and both sides of Burns Street).	DPES	In progress.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

Nil

03) RISK, WORK HEALTH AND SAFETY QUARTERLY REPORT

Department: Executive Services

Author: WHS and Risk Coordinator

CSP Link: 2. Local Governance and Finance

File No: GO.ME.1

Recommendation:

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

Reason for Report:

To update Council on Risk, Work Health and Safety activities and performance for the period of October 2019 to January 2020

Report:

The review of feedback from the initial Drug and Alcohol testing is complete. A process to conduct testing with minimum disruption to staff is now in place.

OzHelp staff attended the Blayney Shire Council depot this quarter to facilitate a group of employees through OzHelp's comprehensive digital health and wellbeing check, the Workplace Tune Up (WTU). A staff survey remained open until 31 December 2019. Some employees (15) completed the WTU ahead of OzHelp's visit to the Depot.

The WTU provides individual participants with a confidential report based on their self-assessment, and completion of the WTU initiates ongoing access for 12 months to OzHelp's support team.

Total Engagement: 46 participants completed the WTU

StateCover

A Wellbeing 2020 Program is being introduced in conjunction with Council WHS and Risk Coordinator and StateCover, to coincide with results from the WTU report to provide support to all Council staff in their health and wellbeing.

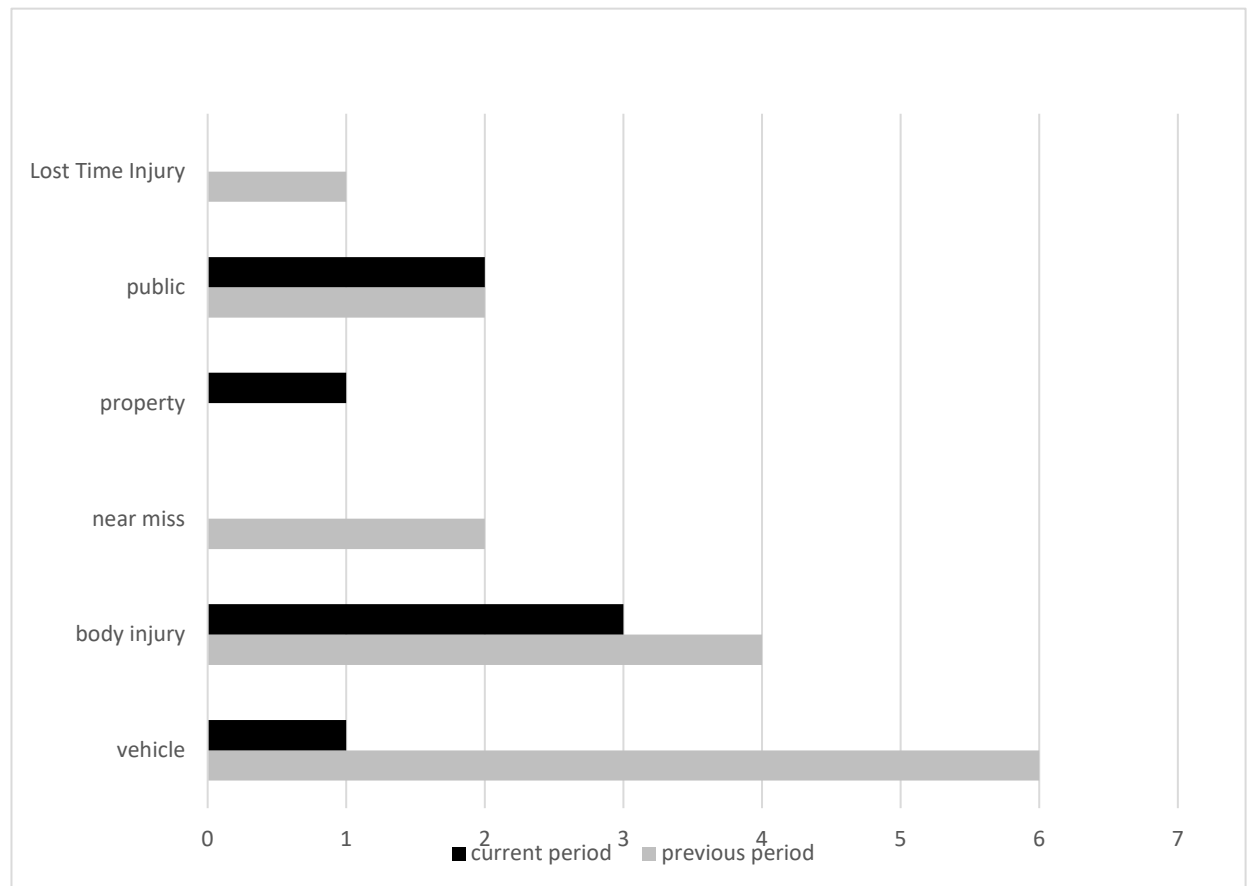
Statewide

The Continuous Improvement Pathway (CIP) Risk Culture Workbook has been amended as a survey for staff responses to assist in the continuous improvements to Council's WHS system.

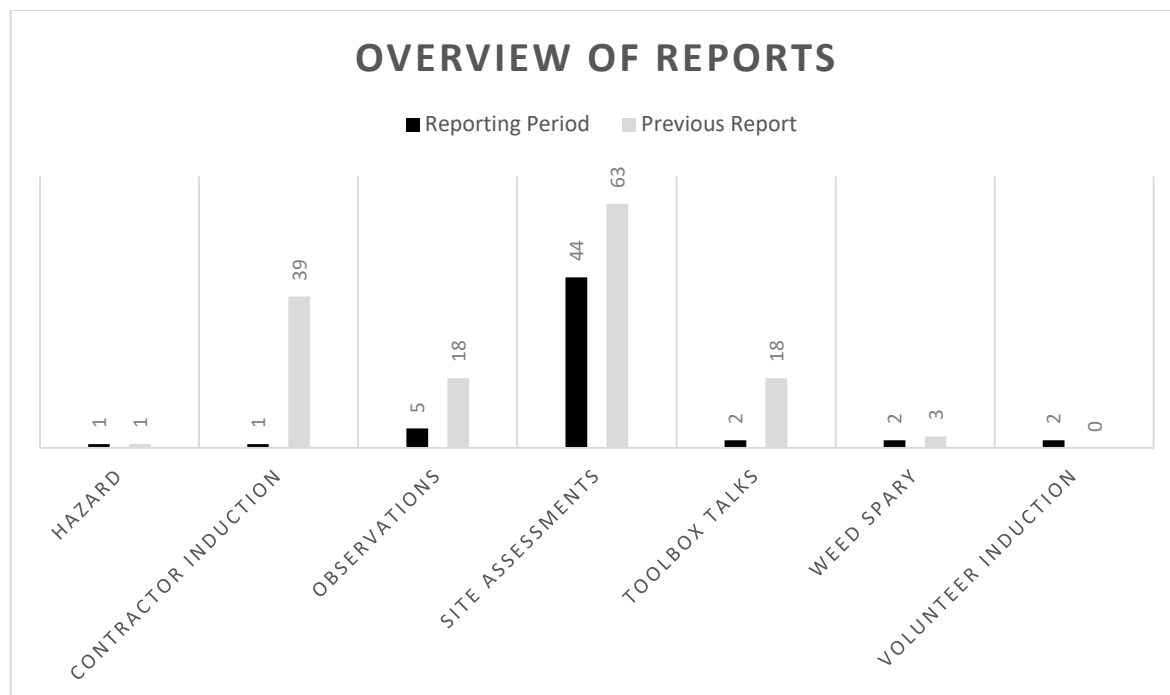
Performance Summary

WHS Performance Indicators	Current report period	Previous Reporting Period
New hazard reports received	0	0
New WHS Quality Improvements	0	4
WHS Quality Improvements closed	12	17
Training /refresher sessions BSC staff	0	7
Workplace inspections	1	4
Project Site Contractor Inspections	8	12
StateCover audits conducted	0	0
StateWide initiatives conducted	3	2

Reported Incidents



Incident Details



Risk/Policy/Legislation Considerations:

Risk appetites completed in the Enterprise Risk Management workshop held September 2019 have been incorporated into the Enterprise Risk Management Policy and Plan as a combined document, and tabled as a separate report.

Budget Implications:

Council received the StateCover WHS incentive payment of \$ 24,635 for 2019/2020. This was included in the Operational Plan 2019/20 allocated for the delivery of work health and safety initiatives.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

04) DROUGHT COMMUNITIES PROGRAM 2019**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Local Governance and Finance**File No:** GS.LI.1**Recommendation:**

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;

Project Title	Funding
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
Construction new shared path on Boomerang Street (Victoria Street to Redmond Oval Millthorpe)	\$54,572
Blayney Tennis Club Amenities Building	\$136,364
Total	\$1,000,000

Reason for Report:

Blayney Shire is eligible to access \$1m funding under the Australian Government's Drought Communities Program Extension 2019 for projects that provide an economic stimulus to drought-affected communities by investing in projects that support jobs and business income.

Report:

Council resolved to seek expressions of interest from local community organisations for potential projects at the November meeting (**Resolution No 1911/002**). On 29 November 2019, Council received the new guidelines and a communications strategy implemented inviting Expressions of Interest from the Town and Village Committees/Progress Associations/Showground Reserve Trusts, local community organisations and Development Coordinators to nominate eligible projects for Council consideration.

Guidelines are available on the Australian Business.Gov website <https://www.business.gov.au/Grants-and-Programs/Drought-Communities-Programme-Extension>

The program was promoted on Council's website, via the GM Conversation, direct email, Council Connect Newsletter, Local Radio and social media. The Development Coordinators have been actively involved with each of their Town or Village groups to facilitate applications.

Expressions of Interest closed Friday 31 January.

16 submissions were received, which have been collated and presented to a Council workshop for review and assessment, prior to final endorsement by the Council meeting.

Assessment criteria included the following:

- Eligibility of Applicant
- Has the project received DA approval, Heritage Advice, owner consent
- Is the project Local Community Infrastructure?
- Are expenditure items eligible?
- Are the activities directly related to the project?
- Do these activities include repairs, maintenance, fit out, upgrading of existing or building/construction of new community facilities and community spaces?
- Will the project employ local contractors to undertake repairs and maintenance?

A summary of the projects are listed as follows:

Applicant	Project Title	EOI Request
Barry Bore Association	Renewal of Barry Community Supplementary Bore Reservoir	\$35,182
Blayney Shire Community Men's Shed	Construction of a Community Garden Facility at the Men's Shed Complex in Blayney	\$50,000
School of Arts Community Hall Carcoar	Carcoar School of Arts Community Hall Septic and associated storm water drainage	\$30,695
Carcoar PA&H Society	Carcoar Showground ringside seating and Park Seat Shelters	\$34,099
Central Tablelands Water	Potable Water Filling Station Project	\$40,000
Blayney Cricket Club	Dakers Oval Cricket fence	\$77,000
Lyndhurst Cricket Club	Lyndhurst Recreation Grandstand and Cricket Pitch	\$26,262
Millthorpe Village Committee	Community Recreation Shelter at Redmond Oval	\$100,000
Millthorpe CWA Branch	Refurbishment of CWA Hall in Millthorpe	\$105,886
Millthorpe & District Historical Society	Replacement of Toilet Block at the Golden Memories Museum	\$90,909
Neville Public Hall Reserve	Neville Hall Restoration and Improvement Project	\$59,300
Newbridge Progress Association	Newbridge Showground Pavilion Refurbishment	\$180,518
Blayney Shire Council	Recycled Water project for King George Oval	\$205,100
Upper Macquarie County Council	Drought relief for farmers weed action project	\$100,000
Blayney Shire Council	Bringing forward Footpaths in Active Movement Strategy	\$332,000
Blayney Shire Council	Blayney Tennis Club Amenities Building	\$136,364
Total		\$1,603,314

Risk/Policy/Legislation Considerations:

Council is the only organisation eligible to submit an application for the \$1m which is available until 30 December 2020, when projects must be completed.

Any offer of funding is subject to approval by the Australian Government which will undertake their own assessment process and make the final determination of successful projects.

Given that many local community assets and infrastructure are held in the care and control of community organisations, Reserve Trusts and the like, Council agreed that it was necessary to share some project delivery responsibilities associated with expenditure of this funding. The relinquishing of governance, project and contractor management however to third parties has some inherent risks.

To reduce these risks, and ensure this funding is being spent where it is intended, reporting of progress claims and lodgement of Tax Invoices will be required using processes already in place for Council's Financial Assistance Program. This worked very well for the Drought Communities Program 2018, and resulted in each project successfully being completed and an audited financial acquittal submitted to the Department by 31 August 2019.

The necessity for community groups to submit quotes, evidence of any Council consent or other regulatory/licencing approvals and details of the organisations' previous project delivery experience provides reassurance to Council that the projects endorsed for lodgement will be completed on time and within budget.

Subject to final approval by the Australian Government, the same Funding Agreement and project acquittal process will be used as for the previous round.

Council will deal with treatment of GST for the individual organisations, subject to their GST reporting status. The budget implication for those applicants currently not registered for GST has been considered and for a small number of projects, the funding request has been amended to accommodate the GST status of the particular community organisation.

There are a few projects, whilst eligible for funding that do require Development Consent, which staff are working with to facilitate a quick turn around. In all cases, the applicants have met with Council Planning staff and where necessary, Heritage Advice received.

Each project must meet at least one of the following project requirements:

- The project is expected to lead to the employment of locals
- the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed
- how the project is expected to lead to the employment of locals and over what period of time they are expected to be employed

- the employment expected to be created beyond the immediate construction phase of the project and into the longer-term
- the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.

The project is expected to contribute to the economic activity of communities/regions:

- local businesses, suppliers and services are expected to be used to complete the projects
- the project will encourage investment, business activities and other economic benefits to communities/regions.

The project is expected to lead to the retention of businesses, services and facilities:

- the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities
- the number of people that are expected to benefit from the approved project.

The revised guidelines (November 2019) include a requirement for Councils to submit an Adverse Event Plan with their final project report. An Adverse Event Plan has to meet the needs of the community, and give consideration to the following:

- natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership)
- communication and coordination (i.e. how to let people know what's available – now, and in the future; how do you communicate in hard times and for recovery).

The development of an Adverse Events Plan is an eligible activity and may be included in the list of projects for funding under this program.

Staff recommend this be completed in house, utilising as the base existing documents including the Local Emergency Management Plan, Business Continuity Plan, and Communication Engagement Strategy. A further report will be provided to Council outlining the scope and delivery of this Plan by December 2020.

Budget Implications:

A number of projects identified are Council assets. For these, there will be a consideration of the asset write down and additional depreciation expense of the replacement or new community infrastructure. On the counter side are the anticipated savings and project benefits.

A number of projects are from applicants, which do not have an ABN or are not registered for GST, in which case it is recommended Council auspice to ensure funding criteria is met. There will be no budget impost for this support being provided to those groups, should Council determine their project is on the list.

Council has been allocated \$1m GST exclusive, and there is no opportunity to increase this amount.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

05) TOURISM EVENT DEVELOPMENT FUND - ANTICA AUSTRALIS APPLICATION

Department: Executive Services

Author: Manager Tourism and Communications

CSP Link: 3. The Local and Visitor Economy

File No: RC.PL.1

Recommendation:

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.

Reason for Report:

For Council to consider an application under the Tourism Event Development Program for \$1,000 for an Incubator Event being conducted by Antica Australis for the 'Ancient Southern Lands' event on Saturday 4 April 2020.

Report:

'Ancient Southern Lands' is a registered event in the Orange F.O.O.D Week program to be held on Saturday 4 April 2020 in Carcoar at Antica Australis and the Carcoar School of Arts. There will be a maximum of 60 tickets available for the event at \$110 each.

The event will include a 5 course First Nation Australian bush tucker and wild style southern Italian inspired dining experience. Funding is sought to contribute to a cultural dance performance by local operators Milaan Dhiyaan by the Belubula River.

Benefits will flow through the Blayney Shire with accommodation packages made available for guests to add-on to their tickets with a 1 night stay plus breakfast at Royal Hotel Carcoar, Old Carcoar Post Office or Hilton Homestead in Mandurama.

The event addresses strategic themes of the Blayney Shire Destination Management Plan through Celebrating Culture on Country, Wine Lovers and Foodie Finds, Revealing Our Heritage, Little Places Big Stories, Retail Offerings and the Seasonal Themes Autumn and Orange FOOD Week festival. Specific target demographics are 55+ active travellers from Sydney and interstate interested in history and cultural heritage.

If funding is unsuccessful it would likely result in the cancellation of the cultural performance, as at \$1,750 it has too great an impact on the profitability and sustainability of an event with less than 50 guests. The dining event itself would still go ahead.

Risk/Policy/Legislation Considerations:

In accordance with the Local Government Act, s356 in summary; 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. (s356 part (3))*

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

Budget Implications:

Approval of this first application will leave \$9,000 available in this program, which Council has allocated \$10,000 in 2019/20.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

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

Department: Executive Services

Author: General Manager

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

File No: ED.LI.2

Recommendation:

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

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

Meeting commenced at 6.00pm.

PRESENT

Mayor Scott Ferguson (Chair), Deputy Mayor Allan Ewin, Rebecca Ryan (General Manager), Elizabeth Russ, Gwenda Stanbridge, Ian Tooke, Margaret Paton, Tom Williams and Jan Richards.

The Mayor acknowledged the passing of Loretta Kervin and her contribution to this working group alongside her involvement with Textures of One, Blayney Town Association and the Barry community.

APOLOGIES

RECOMMENDED: That the apology submitted on behalf of Graeme Summerson be accepted.
(Elizabeth Russ / Gwenda Stanbridge)

DISCLOSURES OF INTEREST

Mayor Scott Ferguson declared a conflict of interest in the Blayney Railway Station, as he is a contractor engaged by Sydney Trains.

MINUTES FROM PREVIOUS MEETING – 5 AUGUST 2019

Recommended: That the minutes from the previous Cultural Centre Working Group Meeting held on 5 August 2019 be adopted.
(Ian Tooke / Tom Williams)

BUSINESS ARISING

- Platform
 - Business Plan has been completed for Blayney Town Association / Textures of One Platform project
 - Site visit to see second stage works at Railway Station 21 February
 - Rising damp in buildings and internal works in progress.

- Stronger Country Communities Round 3 not submitted for Library project

AGENDA ITEMS

PROGRAM FOR BOWLING CLUB BUILDING

- EOI closed 12 December, no news

BLAYNEY LIBRARY PLANS UPDATE

- Architect engaged and is working on revised plans for Library
 - Stage 1 – Accessible toilet and front door entrance.
 - Stage 2 – Extension at rear
 - Library space
 - Kitchen
 - Storage
 - Work rooms
- Revised plans will be presented ready for 2020 Library Development Grant.

GENERAL BUSINESS

- Molong Community Hub
 - Hall/library, Art hanging space
 - Community consultation day soon
 - Will be open by 2022

NEXT MEETING

Next meeting will be held Monday 4 May 2020 at 6.00pm in the Blayney Shire Community Centre.

MEETING CLOSE

There being no further business the meeting closed at 6.40pm.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

07) REPORT OF COUNCIL INVESTMENTS AS AT 31 DECEMBER 2019

Department: Corporate Services

Author: Chief Financial Officer

CSP Link: 2. Local Governance and Finance

File No: FM.AU.1

Recommendation:

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.

Reason for Report:

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

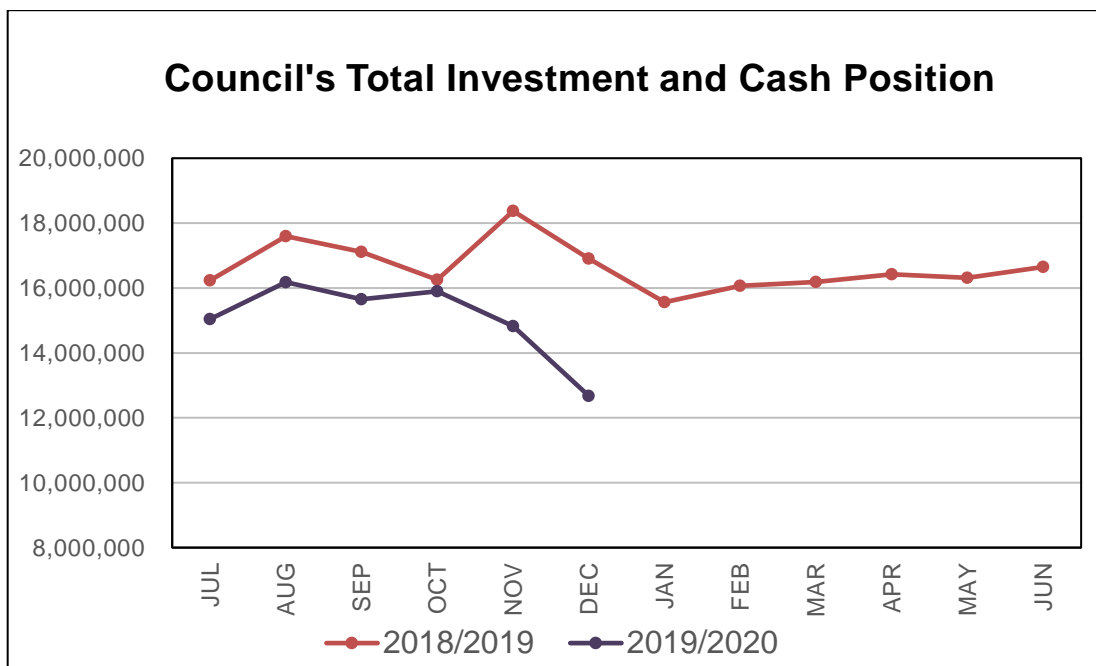
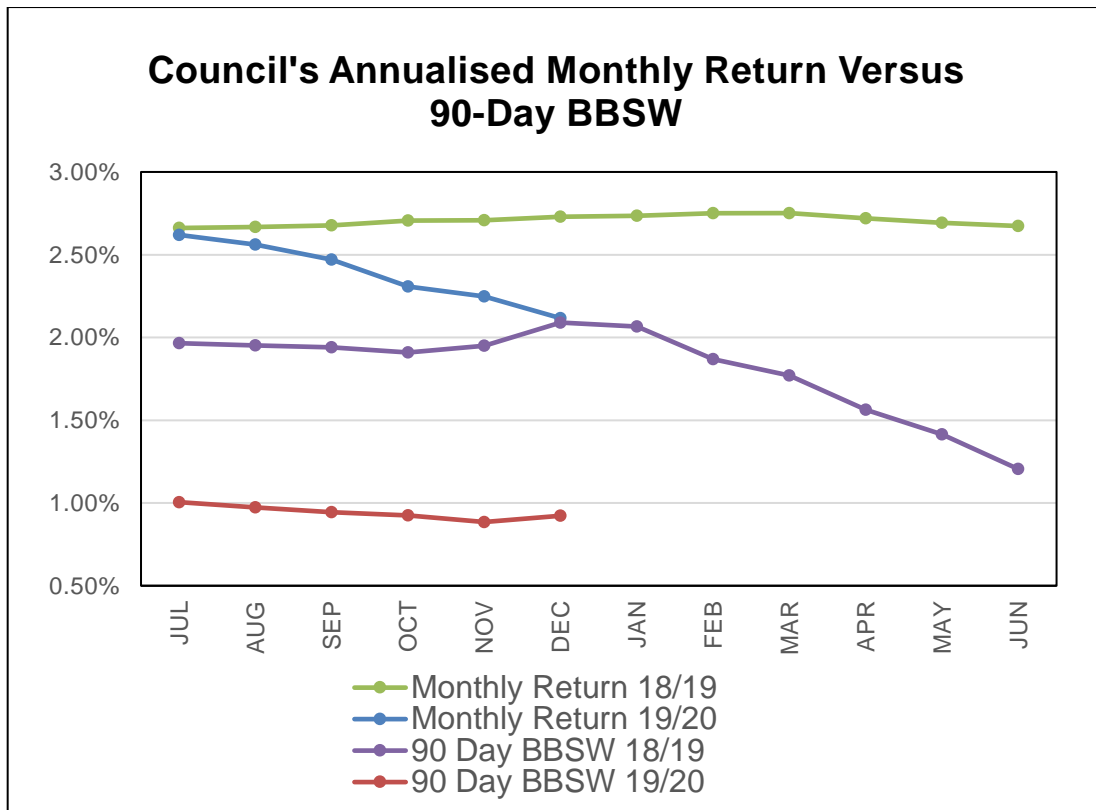
Report:

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

Council's total investment and cash position as at 31 December 2019 is \$12,675,794. Investments earned interest of \$21,080 for the month of December 2019.

Council's monthly net return on Term Deposits annualised for December of 2.12% outperformed the 90 day Bank Bill Swap Rate of 0.92%.

Following adoption of the new Investments policy in October 2019 Council remains outside of its policy limits for the BBB category (10%), the overall BBB+ / BBB category (30%) and for a number of the Individual Institutions. Council will transition to compliance and rectify these anomalies as investments fall due. It is anticipated that these anomalies will be rectified by the end of February 2020.



REGISTER OF INVESTMENTS AND CASH AS AT 31 DECEMBER 2019				
Institution	Rating	Maturity	Amount \$	Interest Rate
AMP Bank	A2/BBB+	07/01/2020	500,000	2.800%
AMP Bank	A2/BBB+	14/01/2020	500,000	2.500%
Auswide Bank Ltd	A2/BBB	28/01/2020	500,000	2.250%
MyState Bank Ltd	A2/BBB	04/02/2020	500,000	2.850%
MyState Bank Ltd	A2/BBB	18/02/2020	500,000	2.700%
AMP Bank	A2/BBB+	25/02/2020	500,000	2.000%
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-	28/07/2020	500,000	1.600%
AMP Bank	A2/BBB+	04/08/2020	500,000	2.000%
ME Bank	A2/BBB	15/09/2020	500,000	1.600%
Total Investments			10,500,000	2.038%
Commonwealth Bank - At Call Account ⁽¹⁾			-	0.750%
Commonwealth Bank Balance - General ⁽¹⁾			315,741	0.600%
Tcorp IM Cash Fund ⁽²⁾			1,860,053	0.960%
TOTAL INVESTMENTS & CASH			12,675,794	
Benchmarks:	BBSW 90 Day Index ⁽¹⁾			0.922%
	RBA Cash Rate ⁽¹⁾			0.750%

1. % Interest rates as at 31/12/2019

2. Monthly return annualised. Return over the previous year is 1.86%

Summary of Investment Movements - December 2019		
Financial Institution	Investment/(Recall) Amount \$	Commentary
ME Bank	(506,310)	Term Deposit Redeemed 03/12/2019
MyState Bank Ltd	(513,962)	Term Deposit Redeemed 03/12/2019
Macquarie Bank	500,000	New Term Deposit 04/12/2019
Macquarie Bank	500,000	New Term Deposit 04/12/2019
Auswide Bank Ltd	(514,211)	Term Deposit Redeemed 10/12/2019

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Policy Maximum	Current Holding %	Current Holding \$
TCorp IM Funds	100%	15%	1,860,053
AAA – AA Category	100%	28%	3,500,000
A- Category	40%	8%	1,000,000
BBB+ Category ⁽³⁾	30%	28%	3,500,000
BBB Category ⁽³⁾	10%	20%	2,500,000
BBB- Category and below: Local ⁽⁴⁾ ADI's	5%	0%	-
			12,360,053

3. BBB+ / BBB categories are not to exceed 30% collectively
4. ADI's located within the Local Government Area

Individual Institution Limit	Rating	Policy Maximum	Current Holding
AMP Bank	A2/BBB+	1,000,000	2,500,000
ANZ	A1+/AA-	5,000,000	500,000
Auswide Bank Ltd	A2/BBB	500,000	500,000
Bendigo & Adelaide Bank	A2/BBB+	1,000,000	1,000,000
Macquarie Bank	A1/A+	3,000,000	1,000,000
ME Bank	A2/BBB	500,000	500,000
MyState Bank Ltd	A2/BBB	500,000	1,500,000
NAB	A1+/AA-	5,000,000	3,000,000

<u>RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS</u>		
	Actual 30/06/2019 \$ 000's	Forecast 30/06/2020 \$ 000's
External Restrictions	9,713	7,726
Internal Cash Restrictions	6,777	4,934
TOTAL RESTRICTED ASSETS	16,490	12,660⁽⁵⁾

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

08) REPORT OF COUNCIL INVESTMENTS AS AT 31 JANUARY 2020

Department: Corporate Services

Author: Chief Financial Officer

CSP Link: 2. Local Governance and Finance

File No: FM.AU.1

Recommendation:

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.

Reason for Report:

For Council to endorse the Report of Council Investments as at 31 January 2020.

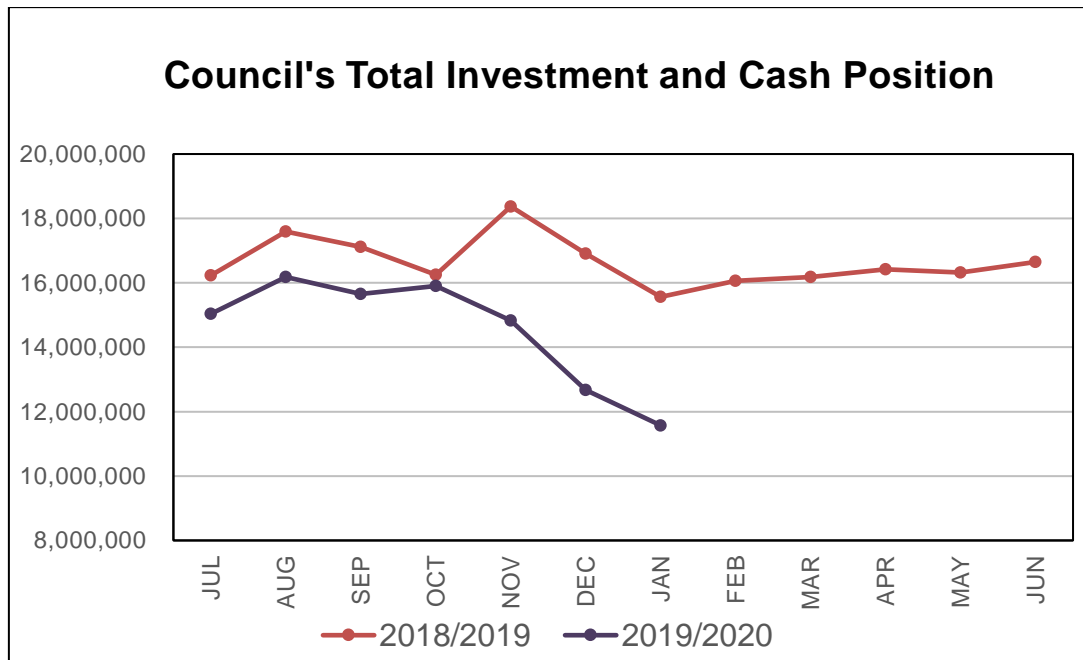
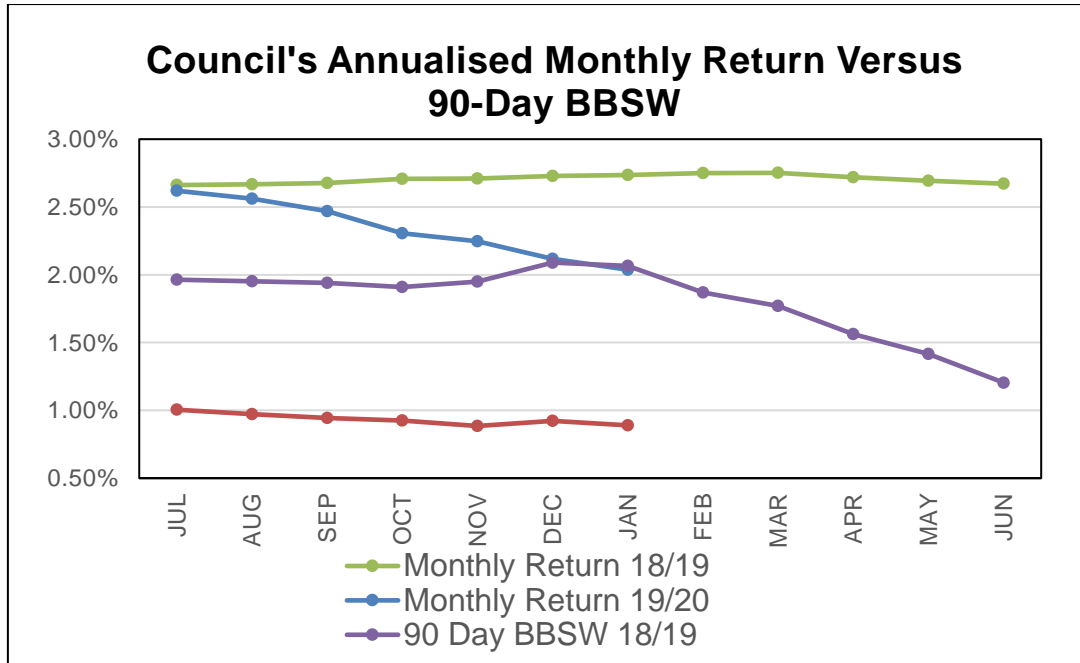
Report:

This report provides details of Council's Investment Portfolio as at 31 January 2020.

Council's total investment and cash position as at 31 January 2020 is \$12,072,802. Investments earned interest of \$20,444 for the month of January 2020.

Council's monthly net return on Term Deposits annualised for January of 2.04% outperformed the 90 day Bank Bill Swap Rate of 0.89%.

Following adoption of the new Investments policy in October 2019 Council remains outside of its policy limits for the BBB category (10%), the overall BBB+ / BBB category (30%) and for a number of the Individual Institutions. Council will transition to compliance and rectify these anomalies as investments fall due. It is anticipated that these anomalies will be rectified by the end of February 2020.



REGISTER OF INVESTMENTS AND CASH AS AT 31 JANUARY 2020				
Institution	Rating	Maturity	Amount \$	Interest Rate
MyState Bank Ltd	A2/BBB	04/02/2020	500,000	2.850%
MyState Bank Ltd	A2/BBB	18/02/2020	500,000	2.700%
AMP Bank	A2/BBB+	25/02/2020	500,000	2.000%
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-	28/07/2020	500,000	1.600%
AMP Bank	A2/BBB+	04/08/2020	500,000	2.000%
ME Bank	A2/BBB	15/09/2020	500,000	1.600%
Total Investments			9,000,000	1.958%
Commonwealth Bank - At Call Account ⁽¹⁾			-	0.750%
Commonwealth Bank Balance - General ⁽¹⁾			1,210,818	0.600%
Tcorp IM Cash Fund ⁽²⁾			1,361,984	1.320%
TOTAL INVESTMENTS & CASH			11,572,802	
Benchmarks:	BBSW 90 Day Index ⁽¹⁾			0.890%
	RBA Cash Rate ⁽¹⁾			0.750%

1. % Interest rates as at 31/01/2020

2. Monthly return annualised. Return over the previous year is 1.75%

Summary of Investment Movements - January 2020		
Financial Institution	Investment/(Recall) Amount \$	Commentary
AMP Bank	(511,277)	Term Deposit Redeemed 07/01/2020
AMP Bank	(508,390)	Term Deposit Redeemed 14/01/2020
Auswide Bank Ltd	(507,336)	Term Deposit Redeemed 28/01/2020

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Policy Maximum	Current Holding %	Current Holding \$
TCorp IM Funds	100%	13%	1,361,984
AAA – AA Category	100%	34%	3,500,000
A- Category	40%	10%	1,000,000
BBB+ Category	30%	24%	2,500,000
BBB Category	10%	19%	2,000,000
BBB- Category and below: Local ADI's	5%	0%	-
			10,361,894

Individual Institution Limit	Rating	Policy Maximum	Current Holding
AMP Bank	A2/BBB+	1,000,000	1,500,000
ANZ	A1+/AA-	5,000,000	500,000
Auswide Bank Ltd	A2/BBB	500,000	-
Bendigo & Adelaide Bank	A2/BBB+	1,000,000	1,000,000
Macquarie Bank	A1/A+	3,000,000	1,000,000
ME Bank	A2/BBB	500,000	500,000
MyState Bank Ltd	A2/BBB	500,000	1,500,000
NAB	A1+/AA-	5,000,000	3,000,000

<u>RESTRICTED CASH, CASH EQUIVALENTS & INVESTMENTS</u>		
	Actual 30/06/2019 \$ 000's	Forecast 30/06/2020 \$ 000's
External Restrictions	9,713	7,726
Internal Cash Restrictions	6,777	4,934
TOTAL RESTRICTED ASSETS	16,490	12,660 ⁽³⁾

3. Forecast figures are unaudited as at report preparation date.

Council is scheduled to drawdown borrowings of \$2.5m in mid-February to fund major capital projects significantly progressed as at 31 January 2020.

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I, Tiffany Irlam, certify that the investments listed in this report have been made in accordance with s.625 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 s.625 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

09) QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2019

Department: Corporate Services

Author: Chief Financial Officer

CSP Link: 2. Local Governance and Finance

File No: FM.BU.1

Recommendation:

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.

Reason for Report:

For Council to endorse the Quarterly Budget Review Statement for the quarter ending 31 December 2019.

Report:

The budget review statement must show, by reference to the estimate of income and expenditure set out in the Operational Plan adopted by Council, a revised estimate of the income and expenditure for the year. The budget review statement must also be accompanied by a report as to whether or not the Responsible Accounting Officer believes that the financial position of the council is satisfactory, having regard to the original estimates of income and expenditure.

The NSW Office of Local Government (OLG) developed a set of minimum requirements for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The report as tabled satisfies this minimum disclosure.

The QBRS reports the Council Consolidated position combining General and Sewer Funds and is composed of, but not limited to, the following budget review components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBRS;
- Summary of Operational, Capital, Net and Restricted cash positions
(QBRS: Part 1)
- Income and Expenses (Operational) Budget Review Statement in one of the following formats:

- by income and expense type including capital grants and contributions **(QBRs: Part 2)**
- by function / activity to align with the operational plan including capital grants and contributions **(QBRs: Part 4)** and further detailed, excluding capital grants and contributions **(QBRs: Part 4A)**
- Capital Expenditure and Funding Budget Review **(QBRs: Part 3)** and further detailed **(QBRs: Part 5)**
- Recommended changes to revised budget with commentary for Operational Income and Expenditure **(QBRs: Part 6)** and Capital **(QBRs: Part 7)**
- Budget Review Cash and Investments position **(QBRs: Part 8)** and narrative **(QBRs: Part 9)**
- Budget Review Key Performance Indicators **(QBRs: Part 10)**
- Contracts Budget Review Statement **(QBRs: Part 11)** and narrative **(QBRs: Part 12)**
- Consultancy & Legal Expenses Overview **(QBRs: Part 13)**
- Loans summary **(QBRs: Part 14)**.

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

The attached report provides a detailed review of Council's 2019/20 Budget Review covering the December 2019 quarter.

Risk/Policy/Legislation Considerations:

Clause 203 of the Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer of a council prepare and submit to Council a budget review statement. The format as presented reports on an income and expense type as well as by Council activity and helps to inform Council on the anticipated Income Statement operating result for the financial year. Other information is also disclosed including budgeted capital income and expenditure; restricted cash movements and key performance indicators.

Budget Implications:

Overall, the net variations in Continuing Operations for the quarter of \$152k will increase the projected Net Operating Result before Capital Items to (\$542k).

Operating grants and contributions increased by \$269k as a result of increased funding under the Roads to Recovery program which will fund additional heavy patching and reseals on both local and regional roads.

Capital grants and contributions increased by \$231 including \$270k under the Approved Repair Grant funding renewal and heavy patching on regional roads across the shire including Hobbys Yards Rd. An additional \$65k was received for s.7.11 contributions for the Streatfeild Close development. Grant funding of

\$78k for the construction of a cricket fence at Dakers Oval was unsuccessful and \$50k co contribution for the construction of the amenities block in Barry is no longer available due to relocation of the amenities resulting in a reduction in capital grants and contributions of (\$128k).

A (\$40k) reduction in user fees and charges for Cemeteries and CentrePoint were offset by reduced operational expenditure. An additional \$19k is sought to fund the Cyber Security review coordinated through the Audit Risk & Improvement Committee.

An additional \$58k to fund temporary staff maternity relief positions offset by \$27k rebates received.

Capital expenditure variations of \$454k include increased road funding allocation from Regional Roads Repair Grant & Roads to Recovery which will fund additional heavy patching and rehabilitation works on local and regional roads.

Budgeted savings of \$95k on Burnt Yards Rd was reallocated to Forest Reefs Rd 2018/19 works finalised in late September.

A capital contribution from Newbridge Progress Association of \$24k to install exercise equipment at the Newbridge Rec Ground.

Variations of \$43k to externally restricted cash resulting in \$65k increased s7.11 contributions from Streatfeild Close and (22k) for additional works on CentrePoint entrance and internal improvements carried over from 2018/19 funded from Voluntary Planning Agreement – Mining.

Enclosures (following report)

1	December Quarter 2019 Quarterly Budget Review Statement	23 Pages
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Attachments (separate document)

Nil



Quarterly Budget Review 2019-2020

**Period ending
31 December 2019**

Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/19 and should be read in conjunction with the total QBR report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

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Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total QBRS report

Blayney Shire Council

Quarterly Budget Review Statement


for the period 01/10/19 to 31/12/19

Report by Responsible Accounting Officer

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

31 December 2019

It is my opinion that the Quarterly Budget Review Statement for Blayney Shire Council for the quarter ended 31/12/19 indicates that Council's projected financial position at 30/6/20 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  _____

date: 7/02/2020

Tiffany Irlam
Responsible Accounting Officer

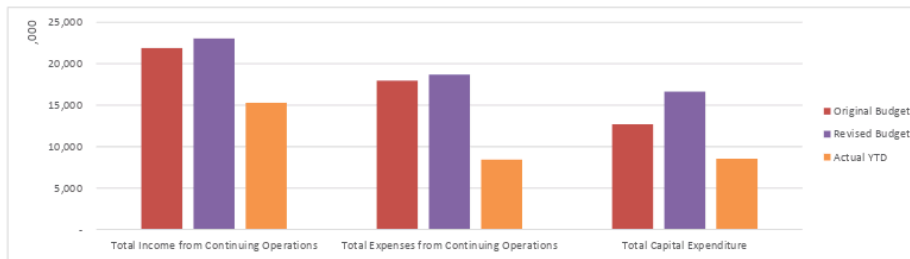
Blayney Shire Council
PART 1:

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Income & Expenses Budget Summary

Budget review for the quarter ended 31 December 2019
Income & Expenses - Council Consolidated

(\$000's)	Original Budget \$ 000	Revised Budget Last Qtr	Variations for this Dec Qtr	Revised Budget Current	Actual YTD figures
Total Income from Continuing Operations	21,900	23,040	496	23,536	15,301
Total Expenses from Continuing Operations	17,966	18,678	113	18,791	8,429
Net Operating Result from Continuing Operations	3,934	4,362	383	4,745	6,872
Total Capital Expenditure	12,702	16,638	454	17,092	8,553



Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total QBRS report

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/10/19 to 31/12/19

Income & Expenses Budget Review Statement (By Type)

Budget review for the quarter ended 31 December 2019

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2019/20	Revised Budget 2019/20	Variations for Dec Qtr	Notes	Projected Year End Result	Actual YTD figures *
Income						
Rates and Annual Charges	11,205	11,205	(39)	b,c,j	11,166	11,062
User Charges and Fees	1,974	1,937			1,937	561
Interest and Investment Revenues	442	442			442	167
Other Revenues	305	325	35	a,g,i	360	180
Grants & Contributions - Operating	3,855	4,052	269	e	4,321	928
Grants & Contributions - Capital	3,833	5,056	231	d,f	5,287	2,205
Net gain from disposal of assets	263	-			-	198
Share of Interests in Joint Ventures	23	23			23	-
Total Income from Continuing Operations	21,900	23,040	496		23,536	15,301
Expenses						
Employee Costs	6,840	6,919	5	k	6,924	3,456
Borrowing Costs	337	337			337	121
Materials & Contracts	2,330	2,264	110	a,b,f,h	2,374	540
Depreciation	5,387	5,387			5,387	2,686
Legal Costs	92	92			92	19
Consultants	359	396			396	179
Other Expenses	2,621	2,607	(2)	k	2,605	1,428
Net Loss from disposal of assets	-	676			676	-
Share of interests in Joint Ventures	-	-			-	-
Total Expenses from Continuing Operations	17,966	18,678	113		18,791	8,429
Net Operating Result from Continuing Operation	3,934	4,362	383		4,745	6,872
Discontinued Operations - Surplus/(Deficit)		-			-	
Net Operating Result from All Operations	3,934	4,362	383		4,745	6,872
Net Operating Result before Capital Items	101	(694)	152		(542)	4,667

* Rates and annual charges are levied in full in July with minor variations made throughout the year. There are other income and expenditure items that vary in timing when paid or received (e.g. weekly, monthly or annually).

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/10/19 to 31/12/19

Income & Expenses Budget Review Statement (By Function/Activity)

Budget review for the quarter ended 31 December 2019

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2019/20	Revised Budget 2019/20	Variations for Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Income						
Governance	6	10	8	g	18	12
Administration	576	433	27	a	460	371
Public Order & Safety	54	54			54	(4)
Health	12	12			12	4
Environment	1,502	1,502			1,502	1,368
Community Services & Education	3	3			3	-
Housing & Community Amenities	210	353	(60)	b,h	293	128
Sewer Supplies	1,742	1,742			1,742	1,077
Recreation & Culture	4,129	4,934	(84)	c,l,j	4,850	1,948
Manufacturing & Construction	495	495			495	197
Transport & Communication	2,110	2,404	604	d, e, f	3,008	765
Economic Affairs	252	152	1	k	153	27
General Purpose Revenue	10,809	10,946			10,946	9,408
Total Income from Continuing Operations	21,900	23,040	496		23,536	15,301
Expenses						
Governance	488	505	27	g	532	247
Administration	4,757	4,518	58	a	4,576	2,471
Public Order & Safety	517	517			517	173
Health	73	73			73	34
Environment	1,551	1,611			1,611	718
Community Services & Education	22	30			30	14
Housing & Community Amenities	587	587	(10)	b	577	262
Sewer Supplies	1,412	1,424			1,424	635
Recreation & Culture	2,809	3,724	(30)	c	3,694	1,158
Manufacturing & Construction	477	477			477	213
Transport & Communication	4,887	4,927	60	f	4,987	2,345
Economic Affairs	386	285	8	k	293	159
Total Expenses from Continuing Operations	17,966	18,678	113		18,791	8,429
Net Operating Result from Continuing Operation	3,934	4,362	383		4,745	6,872
Discontinued Operations - Surplus/(Deficit)		-			-	
Net Operating Result from All Operations	3,934	4,362	383		4,745	6,872
Net Operating Result before Capital Items	101	(694)	152		(542)	4,667

Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total QBRS report

Blayney Shire Council
PART 3A:
Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Operating Income & Expenses Budget Review Statement (By Function/Activity - Detailed)

Budget review for the quarter ended 31 December 2019

Operating Income & Expenses - Council Consolidated (Excludes Capital Grants and Contributions)

	Operating Income				Operating Expenditure			
	Original Budget \$'000	Carry Forwards \$'000	Revised Budget \$'000	Variations for Dec-19	Notes	Projected Year End Result	Actual YTD figures	%
((\$000's))								
Governance								
Council	6	-	10	8	g	18	12	66.7%
Administration								
Corporate Services	240	-	235	14	a	249	71	28.5%
Engineering & Works	332	-	194	13	a	207	298	144.0%
Environmental	5	-	5	-		5	2	40.0%
	577	-	434	27		461	371	80.5%
Public Order & Safety								
Rural Fire Service	46	-	46	-		46	-	0.0%
Animal Control	8	-	8	-		8	(4)	-50.0%
Emergency Services	-	-	-	-		-	-	0.0%
Other Public Order & Safety	54	-	54	-		54	(4)	-50.0%
	12	-	12	-		12	4	33.3%
Health								
Administration/Food Control	12	-	12	-		12	4	33.3%
	12	-	12	-		12	4	33.3%
Environment								
Noxious Plants	-	-	-	-		-	-	0.0%
Domestic Waste Management	1,069	-	1,069	-		1,069	1,073	100.4%
Other Waste Management	333	-	333	-		333	295	88.6%
Street Cleaning	-	-	-	-		-	-	0.0%
Urban Stormwater Drainage	100	-	100	-		100	-	0.0%
	1,502	-	1,502	-		1,502	1,368	91.1%
Community Services & Education								
Child Care	-	-	-	-		-	-	0.0%
Aged & Disabled	-	-	-	-		-	-	0.0%
Youth Services	3	-	3	-		3	-	0.0%
Community Services Administration	-	-	-	-		-	-	0.0%
	3	-	3	-		3	-	0.0%
	488	-	505	27	g	532	247	46.4%
	2,798	41	2,824	58	a	2,882	1,370	47.5%
	1,680	-	1,415	-		1,415	937	66.2%
	279	-	279	-		279	164	58.8%
	4,757	41	4,518	58		4,576	2,471	54.0%
	369	-	369	-		369	98	26.6%
	114	-	114	-		114	58	50.9%
	34	-	34	-		34	17	50.0%
	-	-	-	-		-	-	0.0%
	517	-	517	-		517	173	33.5%
	73	-	73	-		73	34	46.6%
	73	-	73	-		73	34	46.6%
	79	-	79	-		79	80	101.3%
	767	-	767	-		767	346	45.1%
	365	-	365	-		365	157	43.0%
	106	-	106	-		106	91	84.8%
	234	-	234	-		234	44	18.8%
	1,551	-	1,611	60		1,611	718	44.6%
	10	-	10	-		10	10	100.0%
	-	-	-	-		-	-	0.0%
	5	2	7	2		7	7	100.0%
	-	-	-	-		-	-	0.0%
	22	2	24	2		24	14	58.3%

Council's Quarterly Budget Review Statement (CBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total CBRS report.

Blayney Shire Council
PART 3A:
Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Operating Income & Expenses Budget Review Statement (By Function/Activity - Detailed)

Budget review for the quarter ended 31 December 2019

Operating Income & Expenses - Council Consolidated (Excludes Capital Grants and Contributions)

(\$000's)	Operating Income				Operating Expenditure				Actual YTD figures	%	
	Original Budget \$ 000	Carry Forwards \$ 000	Revised Budget \$ 000	Variations for Dec-19	Notes	Projected Year End Result	Actual YTD figures	%			
Housing & Community Amenities											
Housing	117	-	117	-		117	57	358	-	0.0%	
Town Planning	93	93	93	(10)	b	83	25	73	63	43.6%	
Public Cemeteries	-	-	-	-		-	-	162	81	39.7%	
Public Conveniences	210	-	210	(10)		200	82	583	162	50.0%	
									583	44.9%	
Recreation & Culture											
Public Libraries	40	77	77	-		77	77	246	97	39.4%	
Public Halls	17	17	17	-		17	10	139	76	54.7%	
Centrepoint Sport & Leisure	381	341	341	(30)	c	311	76	1,803	365	20.6%	
Sporting Grounds	17	17	17	-		17	8	240	240	131	54.6%
Parks & Gardens	3	3	3	-		3	2	1,155	1,185	43.3	36.5%
Blayney Showground	4	4	4	-		4	5	88	88	51	58.0%
Other Cultural Services	462	-	462	(30)		429	178	23	23	5	21.7%
									3,694	1,158	31.3%
Mining Manufacturing & Construction											
Building Control	136	136	136	-		136	67	135	135	88	65.2%
Quarries & Pits	360	360	360	-		360	130	342	123	36.0%	
	496	-	496	-		496	197	477	477	211	44.2%
Transport & Communication											
Local Roads	1,389	1,411	1,411	269	e	1,680	214	3,708	3,708	1,736	46.8%
Regional Roads	330	330	330	-		330	170	120	181	157	86.7%
State Roads	237	237	237	-		237	24	182	182	27	14.8%
Bridges - Local	24	24	24	-		24	7	445	487	232	47.6%
Bridges - Regional	-	-	-	-		-	-	-	-	-	0.0%
Footpaths	-	-	-	-		-	-	104	104	45	43.3%
Kerb and Gutter	-	-	-	-		-	-	91	91	44	48.4%
Street Lighting	22	22	22	-		22	-	135	135	57	42.2%
Other Transport and Communication	-	-	-	-		-	-	99	99	49	49.5%
	2,002	-	2,024	269		2,293	415	4,887	4,927	2,347	47.1%

Council's Quarterly Budget Review Statement (CBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total CBRS report

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Blayney Shire Council
PART 3A:

Operating Income & Expenses Budget Review Statement (By Function/Activity - Detailed)

Budget review for the quarter ended 31 December 2019

Operating Income & Expenses - Council Consolidated (Excludes Capital Grants and Contributions)

(\$000's)	Operating Income					Operating Expenditure										
	Original Budget \$ 000	Carry Forwards \$ 000	Revised Budget \$ 000	Variations for Dec-19	Notes	Projected Year End Result	Actual YTD figures	%	Original Budget \$ 000	Carry Forwards \$ 000	Revised Budget \$ 000	Variations for Dec-19	Notes	Projected Year End Result	Actual YTD figures	%
Economic Affairs	35	-	35	1	h	36	15	41.7%	261	-	260	-		260	123	47.3%
Tourism & Area Promotion	9	-	9	-		9	-	0.0%	18	-	18	-		18	7	38.9%
Industrial Development & Promotion	126	-	26	-		26	-	0.0%	51	-	(49)	-		(41)	14	0.0%
Real Estate	72	-	72	-		72	12	16.7%	56	-	56	-		56	15	26.8%
Other Business - Private Works	242	-	142	1		143	27	18.9%	386	-	285	-		293	159	54.3%
General Purpose Revenue	10,809	-	10,946	-		10,946	9,408	85.9%	-	-	-	-		-	-	0.0%
General Purpose Revenues	1,692	-	1,692	-		1,692	1,038	61.3%	1,412	-	1,424	-		1,424	635	44.6%
Sewerage Services	18,067	-	17,984	265		18,249	13,096	71.8%	17,966	43	18,678	113		18,791	8,429	44.9%

*Note expense figures include depreciation

Council's Quarterly Budget Review Statement (CBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total CBRS report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details	Variations to:	
	Income \$000	Expenditure \$000
a Adjustment for Maternity Leave Subsidy Temporary staff, maternity leave position	27	58
	27	58
b Public Cemeteries - Income below forecast, offset by reduced expenditure	(10)	(10)
	(10)	(10)
c CentrePoint - Income below forecast, offset by reduced Employee Expenses	(30)	(30)
	(30)	(30)
d Income from Development Contributions	65	
	65	-
e Roads to Recovery income above forecast - offset by Capital Expenditure on Regional Roads - Operating Expenses	269	60
	269	60
f Regional Roads - Approved Repair Grant.	270	
	270	-
g Additional costs associated with Audit & Risk Committee, including higher than anticipated audits, partially offset by Contributions from other Councils	8	27
	8	27
h SCCF1 - Public Conveniences Upgrade - Barry Hall. RFS no longer contributing to project.	(50)	
	(50)	-
i Newbridge Rec Ground - Exercise Equipment. Offset by contribution from Newbridge Progress Association	24	
	24	-
j Dakers Oval - Fencing	(78)	
	(78)	-
k Minor budget adjustments	1	8
	1	8
	-	-
	496	113
Net adjustment to operating result		383

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2019

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2019/20	Other than by QBRs	Revised Budget 2019/20	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure							
New Assets							
- Plant & Equipment	1,326		1,370	2		1,372	895
- Land & Buildings	1,050		1,690	8		1,698	884
- Sewer	75		75	-		75	93
- Roads, Bridges, Footpaths	-		21	25		46	65
- Other	88		156	-		156	3
Renewal Assets (Replacement)							
- Plant & Equipment	-		-	-		-	-
- Land & Buildings	5,124		5,396	(37)		5,359	2,083
- Roads, Bridges, Footpaths	3,712		5,123	510		5,633	3,382
- Sewer	280	160	519	-		519	-
- Other	543		1,784	(54)		1,730	923
Loan Repayments (Principal)	504		504	-		504	225
Total Capital Expenditure	12,702	160	16,638	454		17,092	8,553
Capital Funding							
Rates & Other Untied Funding	3,185		3,498	223		3,721	4,772
Capital Grants & Contributions	3,833		4,443	231		4,674	2,205
Reserves:							
- External Restrictions/Reserves	1,453	160	3,241	-		3,241	400
- Internal Restrictions/Reserves	896		2,121	-		2,121	978
New Loans	2,500		2,500	-		2,500	-
Receipts from Sale of Assets							
- Plant & Equipment	835		835	-		835	198
- Land & Buildings	-		-	-		-	-
Total Capital Funding	12,702	160	16,638	454		17,092	8,553
Net Capital Funding - Surplus/(Deficit)	-	-	-	-		-	-

Blayney Shire Council

Quarterly Budget Review Statement

PART 4A:

for the period 01/10/19 to 31/12/19

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2019

Capital Budget - Council Consolidated

		Original Budget 2019/20	Other than by QBRs	Revised Budget 2019/20	Other than by QBRs	Variations for Dec Qtr	Notes	Projected Year End Result	Actual YTD figures	%
(\$000's)										
LAND & BUILDINGS										
R	Visitor Information Centre - Heating/Cooling Unit	-	-	10	-	(3)	11	7	7	100%
R	Blayney Library	7	-	18	-	(8)	11	10	1	10%
R	Blayney Library - Other Works	-	-	3	-	-	-	3	3	100%
R	Blayney Library - Split System Air Conditioner	-	-	-	-	3	11	3	-	0%
R	Blayney Library Design Services & Additions	-	-	-	-	5	11	5	-	0%
R	Blayney Community Centre - Minor Assests	6	-	6	-	2	11	8	6	75%
R	Blayney Community Centre - Internal Painting	30	-	30	-	-	-	30	-	0%
R	Barry Hall Works (Kitchen, Verandah, Entrance)	-	-	26	-	-	-	26	26	100%
R	SCCF1 - Public Conveniences Upgrade - Barry	-	-	85	-	(50)	8	35	1	3%
R	SCCF1 - Public Conveniences Upgrade - Neville	-	-	2	-	-	-	2	2	100%
R	SCCF2 - Carcoar Sportsground Amenities Block	216	-	310	-	-	-	310	12	4%
R	SCCF2 - CentrePoint Sport & Leisure Centre Amenities	66	-	85	-	-	-	85	2	2%
R	CentrePoint - Building & Pool Upgrade Stage 1	4,449	-	4,449	-	-	-	4,449	1,907	43%
R	CentrePoint Electrical & Fire Compliance	350	-	350	-	-	-	350	79	23%
R	CentrePoint - Major Upgrade Stage 2	-	-	6	-	-	-	6	7	117%
R	CentrePoint - Entrance & Internal Improvements	-	-	-	-	22	9	22	22	100%
R	Blayney - Showground Equestrian Livestock Centre	1,050	-	1,690	-	-	-	1,690	884	52%
R	Blayney - Showground Pavilion	-	-	16	-	-	-	16	8	50%
	TOTAL LAND & BUILDINGS	6,174	-	7,086	-	(29)		7,057	2,967	42%
OTHER STRUCTURES										
R	Public Cemeteries - Infrastructure Renewals	10	-	10	-	-	-	10	6	60%
R	Dakers Oval - Fencing	78	-	78	-	(78)	7	-	-	0%
R	Dakers Oval - Cricket Nets	24	-	82	-	-	-	82	39	48%
R	Stillingfleet Netball Courts Resurfacing	70	-	70	-	-	-	70	-	0%
R	Electronic Vehicle Charging Station - Carcoar	5	-	9	-	-	-	9	-	0%
R	Electronic Vehicle Charging Station - Millthorpe	5	-	9	-	-	-	9	-	0%
R	SCCF1 - Heritage Park - Blayney Skate Park	-	-	3	-	-	-	3	3	100%
R	SCCF2 - Blayney Sports Facility Masterplan - Napier	333	-	497	-	-	-	497	-	0%
R	SCCF Round 2 - Shade Structures	-	-	68	-	-	-	68	53	78%
R	Newbridge Rec Ground - Exercise Equipment	-	-	-	-	24	6	24	7	29%
R	King George Oval - Bore	-	-	65	-	-	-	65	-	0%
R	Carcoar Sportsground Multipurpose Court Renewal	-	-	-	-	21	10	21	21	100%
R	VEP Blayney	21	-	18	-	-	-	18	-	0%
R	VEP Carcoar	16	-	21	-	(21)	10	-	-	0%
R	VEP Lyndhurst	12	-	31	-	-	-	31	-	0%
R	VEP Millthorpe	25	-	55	-	-	-	55	10	18%
R	VEP Mandurama	10	-	3	-	-	-	3	1	33%
R	VEP Neville	5	-	5	-	-	-	5	-	0%
R	VEP Barry & Hobbys Yards	5	-	5	-	-	-	5	-	0%
R	VEP Newbridge	12	-	30	-	-	-	30	1	3%
	TOTAL OTHER STRUCTURES	631	-	1,059	-	(54)		1,005	141	14%
INFRASTRUCTURE										
Local Roads - Construction										
R	Newbridge Road	-	-	387	-	-	-	387	387	100%
R	Forest Reefs Road	574	-	878	-	95	1	973	437	45%
R	Burnt Yards Road	525	-	525	-	(95)	1	430	420	98%
R	Icely Street	231	-	-	-	-	-	-	-	0%
R	Mandurama Road	-	-	4	-	4	2	8	4	50%
R	Southern Cadia Access Route	-	-	1	-	1	2	2	1	50%
R	Initial Sealing - Village Rd	-	-	19	-	-	-	19	19	100%
R	Initial Sealing - Selby Street	43	-	43	-	16	2	59	59	100%
R	Initial Sealing - Bathurst/Pascoe St	89	-	89	-	(27)	2	62	62	100%
R	Business Case - Blayney Heavy Vehicle Route	-	-	-	-	1	2	1	1	100%
R	Errowanbang Road	-	-	-	-	8	2	8	8	100%
R	Heavy Patching	492	-	607	-	78	3	685	638	93%
R	Gravel Resheeting	360	-	360	-	72	3	432	392	91%
	TOTAL LOCAL ROADS CONSTRUCTION	2,314	-	2,913	-	153		3,066	2,428	79%
Local Roads - Reseal Program										
R	Reseal Program	385	-	385	-	-	-	385	86	22%
	TOTAL RESEAL PROGRAM	385	-	385	-	0		385	86	22%
Regional Roads										
R	Reseals & Heavy Patching	173	-	216	-	328	4	544	3	1%
	TOTAL REGIONAL ROADS	173	-	216	-	328		544	3	
Bridges										
R	Wombiana Lane	-	-	54	-	-	-	54	-	0%
R	Carcoar Road - Cowriga Creek	500	-	506	-	-	-	506	456	90%
R	Kinds Lane, Grubbenbun Creek	-	-	128	-	-	-	128	132	103%
R	Lucan Road, Limestone Creek	-	-	137	-	-	-	137	6	4%
R	Winterbottoms Lane, Unknown	-	-	134	-	-	-	134	35	26%
R	Hines Lane, Grubbenbun Creek	-	-	107	-	-	-	107	99	93%
R	Leabeater St Grubbenbun Creek	-	-	88	-	-	-	88	4	5%
	TOTAL BRIDGES	500	-	1,154	-	0		1,154	732	63%

Councils Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/19 and should be read in conjunction with the total QBR report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

PART 4A:

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2019

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2019/20	Other than by QBRs	Revised Budget 2019/20	Other than by QBRs	Variations for Dec Qtr	Notes	Projected Year End Result	Actual YTD figures	%
Footpaths									
Renewals	45	-	88	-			88	54	61%
SCCF 1 - Blayney Belubula River Walk - Stage 1	-	-	58	-	35	s	93	26	28%
SCCF 1 - Lyndhurst Village Link Project - Stage 1	-	-	37	-			37	37	100%
Adelaide St / Martha St - Completion of Shared Path	-	-	36	-			36	36	100%
Park Street Millthorpe (Redmond Oval Entrance)	-	-	3	-			3	3	100%
Blayney - Carcoar St - SP Orange Rd to Binstead St	29	-	-	-			-	-	0%
Blayney - Renewals - Napier St	10	-	-	-			-	-	0%
Blayney - Renewals - Gowan Pl	4	-	-	-			-	-	0%
Blayney - Improved Rail Crossing Design	45	-	-	-			-	-	0%
Blayney - Binstead St - Marsden St to Raphael St	-	-	16	-			16	-	0%
Blayney - CentrePoint - Accessible Parking to Front Ent	-	-	20	-			20	-	0%
Millthorpe Crowson St Stage 1 - Unwin St to Staback St	-	-	16	-			16	-	0%
Newbridge Toomey St - Kerb Ramps	-	-	2	-			2	-	0%
Newbridge Blayney St - Caloola St to Railway Bridge	-	-	25	-			25	-	0%
Mandurama - Gold St Existing to Memorial Park	-	-	14	-			14	-	0%
Millthorpe - Railway Underpass Investigation	10	-	10	-			10	7	70%
Millthorpe - Victoria St Investigation	10	-	10	-			10	-	0%
Carcoar - Icely St - FP School to exist Natural Surface	48	-	48	-			48	-	0%
Olive St Mandurama Relocate Pedestrian Refuge	60	-	-	-			-	-	0%
Blake St to Pym St Millthorpe	17	-	17	-			17	-	0%
TOTAL FOOTPATHS	278	-	400	-	35		435	163	37%
Stormwater									
Stormwater Drainage Renewals	62	-	62	-	(2)		60	-	0%
TOTAL STORMWATER	62	-	62	-	(2)		60	-	0%
Kerb & Gutter									
Renewals	-	-	-	-	2		2	2	100%
SCCF 1 - Ogilvy/Farm Lane Pram Ramp	-	-	14	-	19	s	33	33	100%
TOTAL - RENEWALS	-	-	14	-	21		35	35	100%
TOTAL INFRASTRUCTURE	3,712	-	5,144	-	535		5,679	3,447	61%
PLANT & EQUIPMENT									
Light Vehicle									
Light Vehicle Replacement	240	-	226	-			226	226	100%
TOTAL LIGHT VEHICLE	240	-	226	-	0		226	226	100%
Minor Plant									
P82 - New Holland Telehandler	174	-	174	-			174	-	0%
P83 - John Deere F1575 Ride-on Mower	57	-	57	-	(2)	11	55	47	85%
P84 - Kanga Mini-Loader	108	-	108	-	3	11	111	111	100%
P85 - John Deere F1575 Ride-on Mower	57	-	57	-	(1)	11	56	47	84%
P95 - Flail Mower	21	-	21	-			21	-	0%
P96 - Flail Mower	20	-	20	-			20	-	0%
P97 - Slasher	-	-	15	-			15	-	0%
P144 - Fuel Trailer	-	-	25	-			25	-	0%
P48 - Isuzu NPR55	-	-	-	-			-	-	0%
Trimax Mower - Winged	26	-	26	-			26	-	0%
Small Plant & Tools	32	-	32	-			32	25	78%
TOTAL MINOR PLANT	495	-	535	-	0		535	230	43%
Major Plant									
P54 - Grader Cat 12M	472	-	472	-			472	385	82%
TOTAL MAJOR PLANT	472	-	472	-	0		472	385	82%
Information Technology									
Active Directory Upgrade	8	-	8	-	(4)	11	4	-	0%
Website Reader for Visually Impaired	3	-	3	-			3	3	100%
Magiq Upgrade	5	-	5	-			5	-	0%
PC Replacement	13	-	13	-	(2)	11	11	11	100%
UPS Battery Back up	5	-	5	-	(2)	11	3	3	100%
IPad/Tablet Replacements	8	-	8	-	6	11	14	8	57%
Mobile Phone Replacements	5	-	5	-			5	-	0%
Supply and Install of Storage Area Network (SAN)	45	-	45	-	2	11	47	-	0%
Webcasting System	8	-	8	-			8	8	100%
Councillors - iPad Replacement/Accessories	3	-	3	-			3	1	33%
LocalWan	2	-	2	-			2	-	0%
Aerial Imagery	-	-	18	-	2	11	20	9	45%
TOTAL INFORMATION TECHNOLOGY	105	-	123	-	2		125	43	34%
Other Plant & Equipment Purchases									
Minor Asset Purchases - Corporate Services	3	-	2	-			2	1	50%
Minor Asset Purchases - Engineering Services	-	-	1	-			1	-	0%
Minor Assets Purchases - CentrePoint	11	-	11	-			11	10	91%
TOTAL OTHER PLANT & EQUIPMENT PURCHASES	14	-	14	-	0		14	11	78%

Councils Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/19 and should be read in conjunction with the total QBR report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

PART 4A:

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2019

Capital Budget - Council Consolidated

(\$000's)

	Original Budget 2019/20	Other than by QBRs	Revised Budget 2019/20	Other than by QBRs	Variations for Dec Qtr	Notes	Projected Year End Result	Actual YTD figures	%
TOTAL PLANT & EQUIPMENT	1,326	-	1,370	-	2		1,372	895	65%
Sewerage Services									
Renewable Energy Project	75	-	75	-			75	-	0%
Plant & Equipment - Replacement of Pumps in SPS	25	-	25	-			25	-	0%
Manhole Rehabilitation Program	25	-	25	-			25	1	4%
Lining/Replacement Sewer Mains	150	-	150	-			150	-	0%
Compliance for CVO Pump Station	75	-	75	-			75	-	0%
Magnesium Hydroxide Dosing	-	-	79	-			79	-	0%
STP Maturation Pond Repairs	-	40	40	-			40	40	100%
Alum Dosing	5	-	5	-			5	-	0%
Wetlands Retification - STP	-	120	120	-			120	52	43%
TOTAL SEWERAGE SERVICES	355	160	594	-	0		594	93	16%
Principal Loan Repayments									
Bridge Replacement Program	209	-	209	-			209	103	49%
Works Depot	80	-	80	-			80	39	49%
Millthorpe Sewer	47	-	47	-			47	23	49%
Residential Land Development	120	-	120	-			120	60	50%
CentrePoint Major Upgrade	48	-	48	-			48	-	0%
	504	-	504	-	-		504	225	45%
Other Business Undertakings									
32 Plumb Street Land Development	-	-	881	-			881	785	89%
	-	-	881	-	0		881	785	89%
Total Capital Expenditure	12,702	160	16,638	-	454		17,092	8,553	

Councils Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/19 and should be read in conjunction with the total QBR report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details	Variations to: Expenditure \$000
1	Burnt Yards Road, cost savings allocated against Forest Reefs Road 18/19 project	(95) 95 -
2	Additional budget required for finalisation of infrastructure works - Mandurama Road - Southern Cadia Access - Initial Sealing - Selby Street - Initial Sealing - Bathurst/Pascoe St - Business Case - Blayney Heavy Vehicle Route - Errowanbang Road	4 1 16 (27) 1 8 3
3	Additional budget allocation due to increased Roads To Recovery Funding - Heavy Patching - Gravel Sheeting	78 72 150
4	Additional budget for Regional Roads - Reseals & Heavy Patching, funded from: - Repair Grant Funding - Roads to Recovery Funding	270 59 329
5	Variation for SCCF Round 1 Funding - Ogilvy/Farm Lane Pram Ramp - Blayney Belubula River Walk Stage 1 Belubula River Walk Stage 1 - balance of grant funding	19 (19) 54 54
6	Newbridge Rec Ground - Exercise Equipment. Offset by capital contribution from Newbridge Progress Association	24 24
7	Dakers Oval Fence - grant funding was unsuccessful and project will be deferred pending future funding opportunities	(78) (78)
8	SCCF1 - Public Conveniences Upgrade Barry - project has been relocated and Council is no longer eligible for co funding.	(50) (50)
9	Finalisation of CentrePoint Entrance & Internal Improvements, funded from VPA - mining.	22 22
10	Carcoar Sportsground Multipurpose Court Renewal Funded from VEP	21 (21) -
TOTAL		454

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/10/19 to 31/12/19

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2019

Cash & Investments - Council Consolidated

(\$'000's)	Opening Balance 1/07/2019	Other than by QBRs	Other Approved Transfers	Projected Result Pre QBRs	Variations for Dec Qtr	Notes	Projected Year End Result
Externally Restricted ⁽¹⁾							
Developer Contributions - General	851	-	(339)	512	65	i	577
Developer Contributions - Sewer	936	(160)	-	776	-		776
Unexpended Grants	406	-	-	-	-		-
Unexpended Borrowings	881	-	-	-	-		-
Sewerage Services	4,991	-	-	4,912	-		4,912
Domestic Waste Management	1,071	-	22	1,093	-		1,093
Voluntary Planning Agreement - Mining	215	-	-	215	(22)	ii	193
Rates Special Variation - Mining	362	-	-	58	-		58
Total Externally Restricted	9,713	(160)	(317)	7,566	43		7,609
<small>(1) Funds that must be spent for a specific purpose</small>							
Internally Restricted ⁽²⁾							
Plant and Vehicle Replacement	238	-	356	554	-		554
Employees Leave Entitlement	857	-	50	907	-		907
Asset Reserve - Transport	1,062	-	-	370	-		370
Asset Reserve - Buildings	127	-	-	115	-		115
Asset Reserve - Parks & Recreation	81	-	(48)	33	-		33
Asset Reserve - Stormwater	52	-	-	52	-		52
Blayney Sports Facility Master Plans	40	-	-	10	-		10
CentrePoint	717	-	(479)	232	-		232
Election Reserve	58	-	18	76	-		76
Environmental Projects – Belubula River	53	-	-	53	-		53
I.T Reserve	114	-	70	184	-		184
King George Oval	258	-	-	193	-		193
Property Account	1,466	-	515	1,981	-		1,981
Quarry	174	-	-	174	-		174
Village Enhancement Program	84	-	-	-	-		-
Financial Assistance Grant	1,396	-	-	-	-		-
Total Internally Restricted	6,777	-	482	4,934	-		4,934
<small>(2) Funds that Council has earmarked for a specific purpose</small>							

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Cash & Investments Budget Review Statement

Investments

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

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$12,676

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/12/19

Reconciliation Status

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

		\$ 000's
Cash at Bank (as per bank statements) - General Fund		316
Cash at Bank (as per bank statements) - Online Saver		-
Investments on Hand		12,676
less: Unpresented Cheques (Timing Difference)		-
add: Undeposited Funds (Timing Difference)		4
less: Identified Deposits (not yet accounted in Ledger) (Require Actioning)		-
add: Identified Outflows (not yet accounted in Ledger) (Require Actioning)		-
less: Unidentified Deposits (not yet actioned) (Require Investigation)		-
add: Unidentified Outflows (not yet actioned) (Require Investigation)		-
Reconciled Cash at Bank & Investments		12,996
Balance as per Review Statement:		12,996
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

		Variations \$000
i	Increased Developer Contributions - Restricted	65
		65
ii	CentrePoint - Entrance & Internal Improvements	(22)
		(22)
		0
TOTAL		43

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Blayney Shire Council

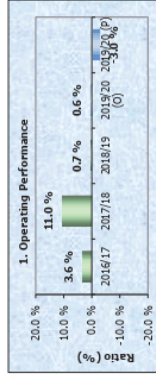
Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 December 2019

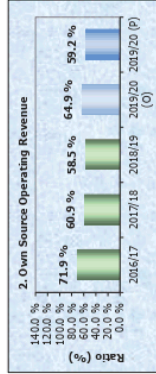
(\$000's)	Current Projection Amounts 19/20	Indicator 19/20	Original Budget 19/20	Actuals Prior Periods 18/19	17/18

NSW Local Government Industry Key Performance Indicators (OLG):

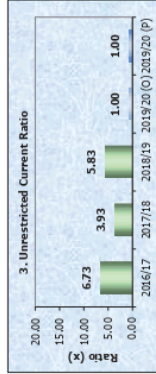
1. Operating Performance					
Operating Revenue (excl. Capital) - Operating Expenses	-542	-3.0 %	#	0.6 %	
Operating Revenue (incl. Capital Grants & Contributions)	18249		#	0.7 %	11.0 %
This ratio measures Council's achievement of containing operating expenditure within operating revenue.					



2. Own Source Operating Revenue					
Operating Revenue (excl. ALL Grants & Contributions)	13928	59.2 %	#	64.9 %	
Total Operating Revenue (incl. Capital Grants & Cont)	23536		#	58.5 %	60.9 %
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.					



3. Unrestricted Current Ratio					
Current Assets less all External Restrictions	1	1.00		1.00	
Current Liabilities less Specific Purpose Liabilities	1			5.83	3.93
To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.					



Council's Quarterly Budget Review Statement (CBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total CBRS report

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Blayney Shire Council

Key Performance Indicators Budget Review Statement - Industry KPIs (OLG)

Budget review for the quarter ended 31 December 2019

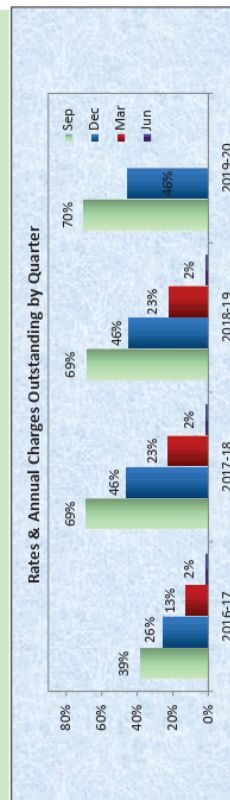
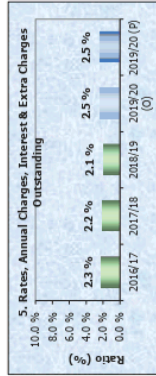
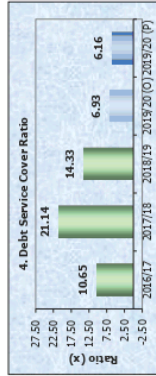
	Current Projection Amounts 19/20	Indicator 19/20	Original Budget 19/20	Actuals Prior Periods 18/19
4. Debt Service Cover Ratio				
Operating Result before Interest & Dep. exp (EBITDA)	5182	6.16	6.93	14.33
Principal Repayments + Borrowing Interest Costs	841	#	#	21.14

NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

5. Rates, Annual Charges, Interest & Extra Charges Outstanding	2.5	2.5 %	2.5 %	2.1 %
Rates, Annual & Extra Charges Collectible	100			2.2 %

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.



Council's Quarterly Budget Review Statement (CBRS) for the quarter ended 31/12/19 and should be read in conjunction with the total CBRS report

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Blayney Shire Council

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2019

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Contracts Entered > \$50,000						
Laser Electrical Orange	CW Equestrian Livestock Centre General Light & Power	64,033	21/11/19	Ongoing	Y	
Elton Consulting	Blayney Settlement Strategy	54,371	04/12/19	Ongoing	Y	
TLE Electrical	CW Equestrian Livestock Centre	53,513	28/11/19	Ongoing	Y	
Contracts Paid > \$50,000						
Blayney Shire Council	Road Construction Bond, Section 7.11 Contribution, Sewer	161,404		Completed	Y	
CPB Excavations	Maturation pond stabilisation, Wetlands renovation project	72,139		Ongoing	Y	
Downer EDI Works	Road Sealing	236,266		Ongoing	Y	
Hadow Earthmoving	Waste Facility Management	141,158		Ongoing	Y	
	Plant Hire	50,358		Ongoing	Y	
Hanson Construction Materials	Supply & delivery of road construction material	125,720		Ongoing	Y	
Hines Constructions	CentrePoint Building Upgrades	1,518,068		Ongoing	Y	
Hutcheon & Pearce	Plant Purchases	73,778		Ongoing	Y	
ICR Engineering	Blayney Showground - Equestrian & Livestock Centre	228,505		Ongoing	Y	
JR Richards & Sons	Waste Contract	91,753		Ongoing	Y	
L-Don Sporting Areas	Carcoar Multipurpose Court	23,970		Ongoing	Y	
	Dakers Oval Cricket Nets	41,600		Ongoing	Y	
Midwest Traffic Management	Traffic Control	65,198		Ongoing	Y	
Murray Constructions	Design and construction Carcoar Rd - Cowriga Creek	293,506		Ongoing	Y	
Ollisplus	Supply of Fuel	109,291		Ongoing	Y	
Orange City Council	Central West Libraries Contribution	44,727		Ongoing	Y	
	RFS Contribution	64,464		Ongoing	Y	
Upper Macquarie County Council	2019/20 Contribution	87,595		Ongoing	Y	
Stabilised Pavements of Aust	Stabilisation Establishment, Plant Hire and Materials	136,720		Ongoing	Y	
Tracserv Trucks	Bobcat S650	122,656		Completed	Y	
Westrac	Caterpillar 12M Motor Grader	432,244		Completed	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts for employment are not required to be included.

Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/19 and should be read in conjunction with the total QBR report

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Contracts Budget Review Statement
Comments & Explanations relating to Contractors Listing

Notes Details

Nil	

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/10/19 to 31/12/19

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	143,025	Y
Legal Fees	15,794	Y

Definition of a consultant:

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

Comments

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

Details	\$000

Quarterly Budget Review Statement
for the period 01/10/19 to 31/12/19

Blayney Shire Council
PART 8:

Loans Summary

Budget review for the quarter ended 31 December 2019

(A) External Loans

	LOAN DETAILS	Original Principal	Int %	Opening Balance 1/07/19	Drawdown	Interest Year to date	Repayments Year to date	Closing Balance 31/12/19	Scheduled completion date
3	Millithorpe Sewer	900,000	8.05%	567,066		22,475	45,474	544,068	26-Feb-28
4	Blayney Works Depot	600,000	6.73%	211,300		6,929	27,416	190,814	04-Dec-23
5	Blayney Works Depot	600,000	6.00%	240,754		7,073	25,865	221,962	21-Dec-24
7	Blayney Bridges Program (LIRS)	1,000,000	5.73%	545,428		14,892	66,043	494,277	22-Jan-24
8	Bridge Replacement Program	3,000,000	3.97%	2,873,827		56,414	109,027	2,821,214	15-Feb-38
9	Residential Land Development	1,320,000	2.09%	1,320,000		13,701	73,309	1,260,392	28-Jun-29
		7,420,000		5,758,376		121,484	347,134	5,532,726	

Council's Quarterly Budget Review Statement (QBR) for the quarter ended 31/12/19 and should be read in conjunction with the total QBR report

10) COMPLIANCE AND REPORTING ACTIVITIES**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** IM.CO.3**Recommendation:**

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

Reason for Report:

For Council to be updated on compliance and reporting activities for the 6 month period to December 2019.

Report:

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

This report outlines compliance and reporting activities undertaken for the 6 month period to December 2019:

Activity	Legislation	Due Date	Completion Date
Review of Agency Information guide at intervals of not more than 12 months	GIPA Act s.21	Annually	15/07/2019
Proposed loan borrowings return lodgement to TCorp	OLG Guideline	05/07/2019	04/07/2019
GST Certificate lodgement to OLG	OLG Guideline	31/07/2019	30/07/2019
Last day for resolution for making rates	L.G. Act s.533	31/07/2019	24/06/2019
Public Interest Disclosure (PID) (six monthly) report to NSW Ombudsman	PID Act s.6CA	31/07/2019	26/07/2019
Rates levied by service of rates & charges notice	L.G. Act s.562	1/08/2019	17/07/2019
Delivery Program progress report to Council	L.G. Act s.404(5)	6 monthly	19/08/2019
Table completed Pecuniary Interest Returns for Councillors and Designated Persons at Council meeting after due date	L.G. Act s.449(3) and 450(A)	Council meeting after 30/09/2019	21/10/2019
Roads & Bridges Data Return	Grants Commission	14/10/2019	30/09/2019

Financial Statements to be audited within 4 months of year end	L.G. Act s.416(1)	31/10/2019	16/10/2019
Lodgement of Public Interest Disclosures Annual Report with Minister and NSW Ombudsman	PID Act s.31	30/10/2019	26/07/2019
Government Information (Public Access) Act Annual Report with Minister and Information Commissioner	GIPA Act s.125 & Regulation cl. 7	30/10/2019	11/10/2019
Issue 2nd Rates Instalment notices	L.G. Act s.562	31/10/2019	15/10/2019
Audited Financial Statement to be lodged with OLG	L.G. Act s.417(5)	31/10/2019	17/10/2018
Financial Data Return to be lodged with OLG	L.G. Act s.417(5)	31/10/2019	31/10/2019
Presentation of Audited Financial Reports to public	L.G. Act s.418(2)	27/11/2019	18/11/2019
Submission of Quarterly Budget Review Statement to Council (1st Quarter)	L.G. Regulation cl.203(1)	30/11/2019	18/11/2019
Notify Minister (via OLG) that Annual Report posted on website.	L.G. Act s.428	30/11/2019	28/11/2019
Grants Commission General Data Return	Grants Commission	30/11/2019	01/11/2019

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

Nil

11) SIX MONTHLY DELIVERY PLAN REVIEW - DECEMBER 2019**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** CM.PL.1**Recommendation:**

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

Reason for Report:

To review progress of Council's 2019/20 – 2022/23 Delivery Plan.

Report:

As part of the Integrated Planning and Reporting Framework the Office of Local Government (OLG) requires Council to adopt a suite of strategic planning documents. These documents include a long term Community Strategic Plan, a 4 year Delivery Plan and an annual Operational Plan and Budget. These documents are supported by the Resourcing Strategy comprising the Long Term Financial Plan, Asset Management Policy and Plans and the Workforce Plan.

The current Delivery Plan was adopted in June 2019 following consultation surrounding the Blayney Shire Council Community Strategic Plan 2018 - 2028 involving the community, Councillors and Council staff. The Delivery Plan is a document that outlines what will be delivered to the community during the 4 year term of Council using the Blayney Shire Council Community Strategic Plan as an overarching guide.

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

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

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

1 Delivery Plan Review as at 31 December 2019 12 Pages

Attachments (separate document)

Nil

DELIVERY PLAN PERFORMANCE STATUS REPORT – February 2020

DP Ref.	DP Task	OP Measure	Comment
Future Direction 1 - Maintain and Improve Public Infrastructure and Services			
1.1 All levels of government need to work together to plan for ongoing works and capital projects that will improve the Blayney Shire road networks and other assets			
1.1.1	Represent business and community concerns to both State and Federal governments in relation to improved road safety and market access outcomes	Sealed roads and unsealed roads, bridges and culverts are maintained in accordance with agreed service levels.	Routine inspections undertaken as programmed and non-routine inspections as required, subject to Customer Requests or other demand. With maintenance response prioritized accordingly and within budget allocations. Burnt Yards Road rehabilitation works completed December 2019. Forest Reefs Road, Forest Reefs rehabilitation works completed October 2019. Maintenance grading and resheeting programs underway and within budget allocations. Small bridge replacements completed:- <ul style="list-style-type: none"> • Kinds Lane – October 2019. • Hines Lane – December 2019. Carcoar Road over Cowriga Creek bridge replacement completed November 2019.
		Participation in the Central NSW Joint Organisation Transportation Strategic and Technical Advisory Groups.	DIS and DPES attended the Central NSW Councils Transport Matrix Review. GM, DIS and DPES attended Central West and Orana regional economic growth and transport workshop.
1.1.2	Manage Regional (State) and Local Road Networks	Sealed roads, unsealed roads and bridges/culverts are maintained in accordance with agreed Service Levels.	Routine inspections undertaken in accordance with Routine Maintenance Council Contract, and works programmed as required.
1.1.3	Implement the Blayney Shire Council Asset Management Plans	Implement the Blayney Shire Village Streets Sealing Plan 2018/2022 on streets in residential zones.	Initial sealing works completed on Selby, Bathurst and Pascoe Streets, Lyndhurst.
1.1.4	Prepare business cases for submission to NSW and Federal Governments for the upgrade and undertaking of capital works along local roads which provide market access for primary production, tourist drives, and for achieving road safety outcomes	Funding opportunities are identified and applications are prepared and submitted for funding.	Council advised by Regional NSW to progress to full Business Case under NSW Growing Local Economies program for construction of Blayney Heavy Vehicle Route – Stage 1. Council advised by Transport for NSW of successful REPAIR funding application for rehabilitation works on Hobbys Yards Road. Applications lodged to NSW Government Fixing Local Roads program for Carcoar Street, Blayney and Mandurama Road upgrades.
		Representations are made through the local State and Federal Government Agencies for assistance to obtain additional funding for significant projects.	Extension of Lyndhurst Village Link completed from Mid-Western Highway to Recreation Ground entry – August 2019. Belubula River Walk shared path completed from Ogilvy Street to Martin Street, Blayney – November 2019. Council Officer representations to local MPs, and Government agencies undertaken to discuss local issues, inspect current project progress and discuss future opportunities for funding.
		Projects are identified and prioritised via Central NSW Joint Organisation	Infrastructure Services staff attend Strategic and Technical Advisory Group meetings.
		Develop a priority list of road projects for regional review that are worthy of funding and investment by NSW and Federal Governments from the Blayney, Orange and Cabonne Regional Economic Development Strategy.	Infrastructure Services liaised with Central NSW JO and NSW Department of Planning and Environment on Western Region, Regional Freight Route map.
		Develop plans for a Heavy Vehicle Traffic Relief Route north of Blayney to link the Mid-Western Highway to Orange Road.	Council advised by Regional NSW to progress to full Business Case under NSW Growing Local Economies program for construction of Blayney Heavy Vehicle Route – Stage 1, to be submitted in February 2020.
1.1.5	Plan for future transport and road infrastructure to service future needs	Road networks and supporting facilities are analysed to identify opportunities for inclusion and development within the Transportation Asset Management Plan	Traffic classifiers installed at various locations across the Shire road network to analyse speeding issues, and alignment with accident locations. Condition assessment of sealed road network completed for Transportation Asset Management Plan, revaluation for audit purposes and prioritisation of works for future capital works programs.
		Projects are scoped and designed to a 'shovel ready' state for when funding opportunities arise	Survey works completed for future design for Victoria Street, and Millthorpe railway underpass, Millthorpe.

1.1.6	Investigate opportunities for storm water harvesting and reuse	Projects are scoped from storm water management plan(s) and funding applications submitted	Council advised by NSW Department of Planning, Industry and Environment of successful funding application for Retarding Basin study in Blayney.
1.1.7	Apply the principles of Water Sensitive Urban Design (WSUD) to storm water management	WSUD principles considered as part of development process and implemented where benefits are identified	No action related to WSUD principles and policy to date.
		Develop a WSUD policy in relation to development and Council works	
1.1.8	Storm water Management Plans are prepared for Blayney, Millthorpe and Carcoar	Prepare a storm water strategic management plan to reduce impacts of storm water quality and quantity on the local environment	Council advised by NSW Department of Planning, Industry and Environment of successful funding application for Retarding Basin study in Blayney. No action related to overall Stormwater Management Plan to date.
1.1.9	Maintain Council cemeteries in accordance with the community's needs and expectations	Maintain Cemetery records and provide online public access	Rabbit eradication was undertaken at Blayney Cemetery.
		Maintain cemeteries to agreed Service Levels	5 new double sided monument headstones were installed at the lawn section of the Millthorpe Cemetery.
1.1.10	Speed Zones within the residential zones of the Shire address Traffic Management, Heavy Vehicle noise and Road Safety concerns	Lobby RMS to undertake an audit of speed zones with solutions leading to the designing and installation of traffic calming devices, where opportunities arise	Speed zone audit for Village of Neville to be undertaken in second half 2019/20 by Transport for NSW.
		Undertake an audit of school bus shelters to ensure they meet agreed Service Levels.	No action to date.
1.2 Ensure provision of Sewerage Treatment is adequate for the growth of the Shire and promotes Residential Development			
1.2.1	Ensure the provision of Sewerage Treatment is planned for in a sustainable manner	Manage treatment plant to effectively treat raw sewerage and ensure compliance with licence requirements	Inspections of sewerage treatment plant (STP) undertaken on routine basis in conjunction with EPA and NSW Water. Continue to sample effluent in accordance with licence conditions to monitor compliance. Works undertaken to reactivate STP wetlands for discharge of treated effluent to Belubula River, in accordance with license conditions, following Newcrest notification of cessation of transfer of treated effluent recovery to Cadia mine.
		Investigate funding opportunities for a Business Case for Town Sewerage for Carcoar, Mandurama and Lyndhurst	No progress during period.
1.2.2	Ensure that the disposal of effluent on un-sewered properties is being carried out in a healthy manner without negative environmental impact	Commence preparation of the Blayney On-Site Waste Water Strategy	Draft OSWW strategy currently being prepared.
1.3 The Blayney Shire Active Movement Strategy will be continued to be implemented to extend and renew the footpath and shared path networks in each town and village within the shire			
1.3.1	Implementation of the Active Movement Strategy priorities providing safe and accessible connecting pathway networks	Funding of new and replacement footpaths are designed and undertaken in accordance with Council's agreed Service Levels	Belubula River Walk shared path extended along Ogilvy Street to Adelaide Street, Blayney – November 2019. Design works finalised for accessibility compliant toilet with disabled parking space at Barry Community Hall.
		Accessibility compliance is considered prior to works commencing on all projects in accordance with Council's Disability Inclusion Action Plan	Central West Equestrian and Livestock Centre (CWELC) platform and ramps approved and programmed for installation in early 2020.
1.4 Improved access to community and public transport between villages and centres			
1.4.1	Lobby to improve public and community transport for the Shire	Assess transport needs around the Shire	Council participation with Blayney Interagency supporting collaborative delivery of transport services to people in need and engaging with service providers.
		Continue to lobby for retention and innovative ways to deliver transport and other essential services in the Shire	
1.5 The Blayney Health Multi-Purpose Service; hospital, emergency, aged care, primary and ancillary support services provided in the Shire must meet the future needs of the community to improve health outcomes			
1.5.1	Work with the community to lobby NSW and Federal governments for expanded and improved health and aged care facilities	Lobby and advocate on behalf of the community to refurbish the Blayney Health Multipurpose Service so that it meets current and future needs of the Shire	Blayney Shire Health Snapshot project – Council providing funding for design. Mayor and Cr. Ewin members on Health Council. Council facilitated Aged Care Services review by Health and Aged Care Department.

1.6 The community supports and values the local village and town primary schools so that they remain active and operational educative facilities			
1.6.1	Advocate on behalf of the community to NSW Government to support accessible quality local education	Advocate on behalf of the community to NSW Government to support accessible quality local education	Council staff participated in a phone conference with Dept. of Education and other key stakeholders for Millthorpe School Major Upgrade.
1.7 Seek opportunities from the Federal Government and NSW Government to re-open the Blayney – Demondrille Railway Line which will provide significant regional benefits, cost effective port and market access for many regional industries			
1.7.1	Lobby and advocate for the re-opening of the Blayney-Demondrille Railway Line	Work with our railway alliance Councils, Central NSW Joint Organisation and stakeholders to lobby the NSW Government for investment to reinstate the Blayney-Demondrille Railway Line	Report remains pending.
1.8 Full and equitable access and strong usage of Information and communication technologies across the Shire			
1.8.1	Lobby the Federal Government for improved internet and mobile phone access to all our villages to facilitate business growth	Lobby and advocate on behalf of the community to the Federal Government for improved mobile phone access to Carcoar and other localities.	Awaiting outcome of application for Round 4 Blackspot Program. LoraWan installed.
1.9 Investment by the NSW Government to re-open both Millthorpe and Newbridge Railway Stations for On Request Services			
1.9.1	Advocate on behalf of the villages to NSW Transport to facilitate investment by the NSW Government to reinstate On Request Services at both Millthorpe and Newbridge	Support the investigation of the Business Case for On Request Services in Millthorpe.	Completed.
		Advocate on behalf of Newbridge to NSW Transport to facilitate the reinstatement of On Request Services at Newbridge	No progress this period. Representation made seeking maintenance of station to be scheduled by John Holland.

Future Direction 2 - Build the Capacity and Capability of Local Governance and Finance			
2.1 Build on the strength of the individual Town Association & Village Committees so that they are capable, self-sufficient communities involved in decision making about issues that affect their own community			
2.1.1	Encourage sound governance practice and build the capacity and capability of local leaders within community organisations	Recognise Town & Village Committees and Progress Associations facilitating two way communication with Council and with each other	Communication ongoing with community organisations.
		Provide ongoing financial support for the Community Development Coordinator roles and engagement with the Tourism, Town and Villages Committee	Community Development Coordinator program has realised for 2019/20 period additional \$42k worth of external grants funding local projects.
		Support the development and implementation of improvement projects for the local Halls, School of Arts and other Community facilities	SCCF Round 2 projects in progress.
		Continue to support local Community infrastructure projects via the Financial Assistance Program and Village Enhancement Plan allocations	Funds voted by Council in 2019/20 Operational Plan. Round 1 applications assessed and funding allocated.
2.1.2	Work proactively with the community groups to assist with event management	Review and update Council Events Management Policy and procedure for holding events within the community, on Council roads and facilities.	Policy reviewed and adopted in February 2019. Website and Information Guideline under review to provide more information to Event Organisers.
		Review risk assessments supporting Event Management Applications and provide feedback where required.	Event Management Support provided to volunteer groups by WHS & Risk Coordinator.
2.2 Whether you choose to live in the town of Blayney or any of our villages, there is both space and time to build the home of your dreams			
2.2.1	Facilitate the development of new residential housing blocks and availability in Blayney and Villages	Commence review of the Blayney Settlement Strategy	Draft Settlement Strategy being finalised. Draft expected to be publically exhibited in early 2020.
		Invest and develop available land to stimulate the release of housing blocks in Blayney to meet demand and facilitate investment growth	Streatfeild Close Project Land Sales marketing strategy launched May 2019. 6 blocks have exchanged contracts and 1 block, resolved at December 2019 meeting awaiting contract execution by Purchaser.
2.3 Our local planning instruments supports the agricultural, industry, business/tourism and residential growth demands in a sustainable manner			
2.3.1	Ensure planning activities support long term sustainability of agricultural sector	Adopt a comprehensive Development Control Plan for the Shire	Completed.
		Review the 2008 Blayney, Cabonne & Orange Sub Regional Rural and Industrial Strategy	Draft Strategy being finalised. Draft expected to be publically exhibited in early 2020.
2.4 Maintain meaningful two-way communication and engagement between State and Federal Governments, our Town Association and Village Committees, Business, Industry, Stakeholders, Council and communities of interest			
2.4.1	Councillors to exhibit leadership on Council participating in committees and implementing Council's Community Engagement Strategy	Council delegates are included in committees and community organisation engagement opportunities Active participation in the Central NSW Joint Organisation	Committees of Council meeting on a regular basis. Councillors and staff meeting with community and village representatives. Joint Organisation has adopted Strategic Plan, Centroc has commenced winding up provisions.
2.5 A well-run Council organisation that is flexible enough to take advantage of capital grant opportunities to undertake major projects whilst delivering Council services effectively and efficiently, in a sustainable manner			
2.5.1	Provide a framework for the efficient and effective administration of Council.	Implement collaboration with Central NSW Joint Organisation	Council participation with Central NSW JO ongoing.
		Review policies every 4 years following Council election. Introduce and amendment of policies as required.	Policy review program ongoing with policy amendments effected as required.
		Provide training for Councillors and staff	Monthly workshops attended by Councillors. ERM Workshops and Finance for Local Government Workshop, facilitated by Dennis Banicevic, attended by Councillors. Councillors Shire Tour scheduled for January to visit villages and infrastructure projects.
		Delivery of Office of Local Government statutory compliance activities within required timeframes.	Reports furnished to Council on six monthly basis on Statutory Compliance and Reporting activities.

2.5.2	Council responsible management and delivery of sustainable services and assets are delivered across the Blayney Shire.	Review and report on Council's performance against Long Term Financial Plan and ensure its meets OLG Financial Performance Ratios	Performance ratios reported upon against OLG benchmark in Audited Financial Reports. Review of Long Term Financial Plan scheduled with Operational Plan and budget preparation process.
		Council's Financial Statements are prepared as per statutory requirements and unqualified	Financial Statements and audit finalised and lodged with OLG on 17/10/2019. Tabled to November 2019 Council meeting. Audit opinion unmodified.
		Equitable distribution of rates and charges and responsible collection of rates and debtors	Rates and charges adopted by Council in June 2019. Debt collection undertaken in accordance with Council's Rates Debtors Recovery Procedure. Practices for recovery align with OLG Debt Management and Hardship Guidelines.
		Asset management strategy and plans that ensures intergenerational equity.	Whole of Life Costs considerations included within future Capital Works projects reports.
2.5.3	Support the sustainable future of local government	Participate in leading advocacy networks including Local Government NSW, Country Mayors Association and Central NSW Joint Organisation	Country Mayors meetings attended. General Manager attending meetings of Central NSW JO.
2.5.4	Undertake regulatory responsibilities for environmental health and animal control	Provide animal control services in accordance with agreed Service Levels	Ongoing. 25 animals have been housed in the pound, 12 being returned to owners, 6 rescued, 4 rehomed and 3 dogs euthanized. During period there were 7 dog attacks resulting in 1 dangerous order, 1 menacing order, 1 nuisance order being issued. One of the dogs was surrendered and euthanized (included in figures above) 3 of the attacks the dogs or animals were unable to be located.
2.5.5	Review Risk Management Strategy of Council operations	Review and test the Business Continuity Plan Implement Statewide Risk Management Action Plans	Review completed November 2019 with scenario Test Workshop. Amendments to plan from test in progress. Risk Management Action Plan (RMAP) completed.
		Regular meeting of Audit, Risk and Improvement Committee	4 meetings of Audit, Risk and Improvement Committee scheduled to align with proposed guidelines outlined in the recent discussion paper on the New Risk Management and Internal Audit Framework.
		Ensure a Risk Management Panel considers all major projects prior to commencement	Corporate Risk Register reviewed. CAPEX guidelines updated to reflect new projects. Projects identified and reported to Council Workshop on monthly basis.
2.5.6	Continue to be an attractive employer that people want to work for	Implement Workforce Management Plan strategies	Consultative committee meetings held.
2.5.7	Administrative and technical services are undertaken to support the organisation	Fleet services are managed	Ongoing.
		Payment of suppliers within trading terms	Payments to suppliers made.
		Payroll services undertaken within statutory requirements and on a timely basis	Payroll services delivered on time with statutory requirements being met.
		Management and ongoing development of I.T. Geographical Information and Communication services	Development of public websites ongoing for ease of access of information and online submission of enquiries. Cadastral realignment project ongoing to align mapping systems with Lands data.
2.5.8	Effective management of land under Council control	Management of leases and licences	Ongoing. Crown leases and licences on hold pending Crown Lands Plans of Management program. Crown Lands Negotiation program with State Government and Orange Local Aboriginal Lands Council in abeyance pending review.
		Development of Plans of Management for Crown Reserves	Funding received. Strategy for Plans of Management program in progress.
		Facilitate property sales and development	Development of residential real estate ongoing. EOI for Industrial Land listed on Council's website. Sale enquiries for land being managed on an ongoing basis.
2.5.9	Customer services and information are delivered effectively and efficiently	Customer support services are provided from Council from all service points	Customer requests captured and request status reviews / follow up undertaken.
		Manage public access for information (GIPA) and privacy	Agency Information Guide adopted by Council in July 2019. Reporting and Formal GIPA requests being attended to within statutory timeframe.
		Councils records are maintained and captured in accordance with statutory requirements	Records Retention and Disposal Procedure (11D) reviewed and endorsed following adoption of the Records Management Policy (11B). Development of Records Disaster Management Plan still ongoing.
2.6 A diverse population with the rights to live safely and securely in our communities and villages with opportunity to develop positive neighbourhood relationships			
2.6.1	Provide support for emergency management in Blayney Shire in accordance with the State Emergency and Rescue Management (SERM) Act	Provide executive support to the Local Emergency Management Committee.	Director Infrastructure Services (DIS) chairs Local Emergency Management Committee, on quarterly basis, and provides executive support where required. DIS attends Regional Emergency Management, RFS Bushfire Management and Liaison Committee meetings on quarterly basis or as required.
		Support the operation of the SES.	Support provided as and when requested.

2.6.2	Educate communities on road and pedestrian safety	Continued support to the role and function of a Road Safety Officer and implementation of the annual Road Safety Action Plan	Central Tablelands Road Safety Program continues with delivery of approved Road Safety Action Plan by Acting Road Safety Officer.
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Future Direction 3 - Promote Blayney Shire to grow the Local and Visitor Economy			
3.1 A viable and productive, sustainable agricultural sector with opportunities for niche production and access to markets			
3.1.1	Support the growth of the Shire in order to preserve productive agricultural land and integrate sustainable industrial diversity into the future	Explore and promote opportunities for Agricultural value adding industries	Draft Blayney Cabonne and Orange Rural and Industrial Strategy being finalised. Draft expected to be publically exhibited in early 2020.
		Review the 2008 Blayney, Cabonne & Orange Sub Regional Rural and Industrial Strategy	
3.1.2	Maintain the availability and quality of water for use in rural areas	Participate in Central NSW Joint Organisation Planners Group, ensuring input into Department of Planning and Environment proposed policy changes	DPEs attended all meetings.
		Manage the water supply bores in rural locations to provide a secure 'non-potable' supply of water to the Shire	Community engagement underway to manage water resource during high demand period over 2019/20 summer during drought.
3.2 A responsible and thriving mining industry that is engaged and works towards the betterment of the Shire with the community and Council as leading corporate citizens			
3.2.1	Encourage and support cooperation of mining industry in relation to the economic growth of the shire to protect the environment and address potential impacts.	Participate in the Energy and Mining Related Councils Association and Cadia Consultative Committee	Mining and Energy related Council membership.
		Lead Voluntary Planning Agreement negotiations with Regis Resources	Council represented on McPhillamys and Cadia Community Consultative Committee Meetings. Negotiations for Voluntary Planning Agreement pending completion of EIS, submissions and Regis Resources response process.
3.3 A well-established, connected and prosperous tourism industry supported by local communities			
3.3.1	Implement Blayney Shire Destination Marketing Plan to grow the visitor economy	Encourage engagement with tourism and business groups to build relationships and build on local events and attractions	New Destination Management Plan approved. Membership and collaboration with Orange360 continues. Regular communication with tourism operators and volunteer committees through Tourism and Communications Manager. New Tourism Event Development Fund.
3.3.2	Implement Blayney 2020 Masterplan projects	Identify those projects that meet Council's objectives and develop Business Cases as opportunities arise	Beaufort Street Park Concept Plans. Belubula River Walk Project. Heavy Vehicle Route Investigation has commenced.
3.3.3	Facilitate the re-opening of Junction Reefs Reserve for camping	Facilitate communication between Council, Oceania Gold, Crown Lands and NSW Government to resolve the public access, environmental and road ownership issues to Junction Reefs Reserve	In progress. For completion January 2020.
3.3.4	Ensure Food Premises comply with the requirements of the Food Act	Undertake annual food shop inspections and investigate any food related complaints	50 temporary food shop inspections undertaken in the period. 2 inspections of permanent food shops undertaken in the period.
3.4 An internationally recognised brand for the Orange Region that adds value to the vision and appeal of our heritage villages and tourism product within the Shire			
3.4.1	As a founding member of Orange Region Tourism, Council works with members to develop a recognised brand and promote the region	Support Orange Region Tourism activities	Monthly tourism manager meeting with Orange360, Cabonne and Orange Councils. New Orange360 Visitor Guide and Towns and Village Guide. Support with Orange360 Mining Contractor Accommodation Project.
		Support the initiatives of Central NSW Tourism.	Regular communication and quarterly meetings with Central NSW Tourism. Collaboration with Central NSW Tourism at Canberra Caravanning and Camping Expo.
3.5 Sustainable water, renewable energy options and transport sectors support future growth of business, industry and residents			
3.5.1	Promote sustainable energy development and use within the Shire.	Provide information to public regarding sustainable energy practices	No further action to date.
		Investigate sustainable energy opportunities on Council land and infrastructure	Council attends meetings of Central NSW JO Energy Group as and when undertaken for energy procurement projects. Council reviewed and amended Renewable Energy Action Plan. Development of electric car charging station took kit underway.

3.6 A vibrant local retail and business sector that employs local people supported by Council and the community			
3.6.1	Seek opportunities to build a vibrant local retail and business sector.	Improve the directional signage and Visitor Information messaging along the Mid-Western Highway and remove old signs of businesses which have closed	Completed.
		Undertake a review of the Heritage Conservation Areas within the Blayney Shire	Will be considered as part of the Blayney Settlement Strategy review.
3.6.2	Complete a Business Case considering a new Cultural Centre bringing together the Library and Family History Group for arts and cultural activities.	Complete plans for new Cultural Centre on current library site to a shovel ready status so that funding submissions may be lodged	Funding Application unsuccessful. Plans being revised for 2 stages at Blayney Library.
3.6.3	Investigate options for the utilisation of the Railway Station buildings at Newbridge, Carcoar and Blayney for community, art, social and tourism activities	Build relationships with Government bodies and NGO's to assist small business.	Business Plan for Platform Project at Blayney Railway Station completed.
		Support and encourage the establishment or expansion of local businesses.	No progress this period.
3.6.4	Provide specialist access consulting advice to facilitate development	Support the engagement of an Access Consultant to assist businesses with specialist access advice for lodgement of development applications	Provision made in the Operational Plan for 2 visits per annum.
3.7 A range of quality and affordable childcare and family support services will be available and supported			
3.7.1	Continue to advocate and support children's services.	Advocate for children's services in the Shire.	A number of services are provided for children by Council including junior sporting awards program; sport related funding for regional, state and national representation through the Community Financial Assistance Program; awarding of Music Scholarships at the Mitchell Conservatorium and the Orange Regional Conservatorium. Also, Council's CentrePoint Sport & Leisure Centre offered a number of programs for children including school holiday programs, Kids Fit and Funball.
3.8 Implementation of the Regional Economic Development Strategies identified for Blayney Shire			
3.8.1	Review the Blayney Local Environmental Plan (2012).	Undertake a review of the Heritage Conservation Areas within the Blayney Shire, BCO sub regional strategy and Blayney Settlement Strategy in preparation of the BLEP 2012 review	As outlined above per: 2.2.1, 2.3.1, 3.6.1.
		Undertake the review of the BLEP 2012 in the time period specified in the amendments to the EPAA 1979	Not required to be undertaken until after the Blayney Cabonne Orange Strategy and Blayney Settlement Strategy reviews are completed.

Future Direction 4 - Enhance facilities and networks that support Community, Sport, Heritage and Culture			
4.1 Cultural and sporting events are supported by Council, volunteers and state sporting bodies so that they are coordinated and well resourced			
4.1.1	Development of a calendar of sport and cultural events	Promote Council website and social media platforms for promotion of major sporting and cultural events by groups	Council provides regular posts to social media platforms of local sporting events, and directs training opportunities to Sports Council members.
4.1.2	Implement Blayney Shire Sports and Recreation Masterplan to enhance and improve sporting facilities	Continue to engage Sports Council to develop business cases for and prioritise sport and recreational facilities capital projects	Council advised of unsuccessful funding application to Crown Reserves Improvement Fund for construction of playing field fencing at Dakers Oval. Council advised of successful funding application to NSW Cricket T20 Legacy Fund for construction of cricket pitch at Napier Oval in partnership with Blayney Cricket Club.
		Deliver Multipurpose Covered Arena project at Blayney Showground	Working Group has met regularly for project delivery updates, internal fitout and surface specifications and development of further priorities.
		Prepare Business Case for King George Oval refurbishment project and seek funding opportunities	Application lodged to Australian Government Building Better Regions program for King George Oval Change Rooms.
4.2 There is capacity to host within the Shire regional and state sporting events and competitions that will attract strong participation			
4.2.1	Encourage active participation in sport	Participate in programs and maintain Council membership to the Western Regional Academy of Sport	Membership renewed.
4.3 Blayney Shire is a centre for cultural interest, heritage and history, arts, performance and entertainment			
4.3.1	Engage with the Shire youth to facilitate projects and activities across the Shire	Facilitate youth activities held in Shire during Youth Week	Applications for 2020 Youth being called in January 2020 following school resumption.
		Support the hosting of the WRAS regional Skate Boarding event in Milthorpe	Event held and funding provided.
4.3.2	Encourage participation and continue relationships with music organisations	Participate in programs and maintain Council's membership to Regional Music Programs	Invitations for Blayney Music Scholarships promoted during September and October. Poor response to program resulted in 1 Music Scholarship awarded for 2020 year.
4.3.3	Develop partnerships with other arts organisations to help deliver arts and cultural activities	Actively support and promote the Arts OutWest	Membership renewed.
		Encourage the use of the Blayney Shire Community Centre as a facility for arts and culture	Community Centre continues to receive bookings for use of its facility for arts and cultural purposes.
4.3.4	Provide effective and consumer friendly library services in the Blayney Shire.	Maintain and operate Blayney Library via Service Level Agreement in place with Orange City Council	Agreement finalised and in place.
		Undertake access and refurbishment works to current Library in conjunction with planning for Cultural Centre	Refurbishment works finalised. Minor works including airconditioning installation and signage ongoing.
4.4 Implementation of the Blayney Shire Sports and Recreation Masterplan priorities and strategies will realise opportunities for improved healthy lifestyle for our community			
4.4.1	Implement the priorities identified in Blayney Sport and Recreation Masterplan to enhance and improve our sporting facilities	Provide and maintain active and passive recreation facilities for the shire communities	Routine inspections undertaken as programmed and non-routine inspections as required, subject to Customer Requests or other demand. With maintenance response delivered in accordance prioritisation and within budget allocations.
		Investigate opportunities to develop "shovel ready" projects and implement the Blayney Sport and Recreation Masterplan to improve facilities at our major sporting precincts	Blayney Cricket Club undertaking preparation of documentation for future DA for amenities block at Napier Oval. Cricket practice nets completed at Dakers Oval, funded via:- <ul style="list-style-type: none"> • NSW ICC T20 World Cup 2020 Legacy Fund, • Australian Cricket Infrastructure Fund, • NSW Stronger Country Communities Fund, • Blayney Cricket Club Applications lodged to NSW Government Stronger Country Communities fund for:- <ul style="list-style-type: none"> • Stillingfleet Netball precinct resurfacing works, • Neville Multipurpose court, • Milthorpe junior skatepark. Contractor engaged to construct Carcoar Sportsground amenities building.
		Undertake an audit and upgrade the children's play equipment in the Shire's parks and recreation grounds	Additional shade cloth installed at Newbridge Recreation Ground playground through the NSW Stronger Country Communities Fund.
4.5 The Blayney Health Service Integrated Care Program will provide innovative methods to connect health care providers, ancillary and community services for those in need and deliver better preventative health outcomes			
4.5.1	Encourage and facilitate an active and healthy community by developing accessible	Establish CentrePoint as the Shire's health and fitness centre	CentrePoint Major Pools Upgrade currently in progress, scheduled to be reopened in 2020. Trial of 'Unsupervised Gym Access' between 4:30am and 11pm undertaken over the 2019 Christmas period completed.

	programs through CentrePoint and local sporting groups	Lobby Federal and NSW Government's for funding to undertake the CentrePoint Sport and Leisure swimming pools major refurbishment project	Grant application seeking \$900k from the Commonwealth Government's under the BBRF round 4 program was lodged for the CentrePoint Stage 2 'swimming towards utility efficiency' project.
4.5.2	Advocate and support Integrated Care Management Plan and Disability Services	Support Blayney Shire Interagency and implement Disability Inclusion Action Plan	Council support to facilitate Interagency continues and meetings held quarterly in Community Centre. Disability Inclusion Plan status reports to Council on six monthly basis.

Future Direction 5 - Protect Our Natural Environment			
5.1 Retention and regeneration of native vegetation corridors and removal of invasive weed and pest species throughout the Shire			
5.1.1	Maintain and strengthen partnerships with organisations responsible for natural resource management	Ongoing liaison, support and participation with Local Land Services, Landcare and Upper Macquarie County Council	Council continues to actively participate in Local Land Services (LLS) programs, and as part of the Environment and Waterways Alliance. Council Officers attend regular UMCC meetings.
		Continue with native planting and river health programs	Native plantings undertaken along Belubula River Walk. Further plantings deferred due to ongoing drought.
5.2 Biodiversity and cleaning up of the Belubula River waterways and tributaries within the Central NSW region water catchment			
5.2.1	Enhance the communities' understanding of biodiversity issues and work towards positive behavioural change	Actively participate in local and regional catchment management groups to increase sharing of knowledge and participate in catchment wide projects and programs	Council continues to actively participate in Environment and Waterways Alliance.
		Continue with the Belubula River Restoration Program at riverbank areas in Blayney and Carcoar to remove willow trees and other noxious species, to plant natives and improve water quality and fish habitat	No further action to date.
		Clean up the creeks throughout the Shire, including removal of willow trees and other noxious species, to create wildlife habitat	No action to date.
5.3 Heritage and indigenous significant sites in the natural and built environment are identified and protected			
5.3.1	Identify items of natural and built heritage in Blayney Shire.	Promote Council's Heritage Assistance Fund to owners of Heritage items to assist with maintenance of heritage items.	Heritage Assistance Program was advertised and 6 applications approved.
		Heritage Advisory services are continued to be provided to owners of heritage items ensuring heritage is preserved whilst allowing development to occur	Provided on a monthly and referral basis.
		Undertake review of the Heritage Conservation Areas within the Blayney Shire.	Will be considered as part of the Blayney Settlement Strategy review.
		Install interpretative signage within our Town and Villages at historically significant sites	No progress this period.
5.3.2	Ensure the Shire's 8 heritage listed cemeteries are maintained and protected	Support the engagement of specialist stone masons to commence restoration works on derelict graves	Awaiting input from the Blayney Family History Group to undertake 2019/20 restorations.
		Continue to eradicate vermin and install vermin prevention measures.	Ongoing. Eradication program targeting rabbits was undertaken at Blayney Cemetery in December 2019.
5.4 Sustainable land use practices across the Shire is improved and tree planting projects are supported			
5.4.1	Promote sustainable development and protection of our natural resources	Disseminate information to the community as it becomes available	No action to date.
		Facilitate the delivery of environment initiatives on Council owned and controlled land	Ongoing maintenance in conjunction with Carcoar Urban Landcare Group along Belubula River in Carcoar.
5.4.2	Pursue sustainable land use practices based on the protection and restoration of natural resources, innovative land use policies and government and community partnerships	Undertake a review of the BCO sub regional strategy and Blayney Settlement Strategy in preparation of the BLEP 2012 review	As detailed above in 2.2.1, 2.3.1, 3.1.1, 3.8.1.
		Improve the look of the town and villages by ongoing tree planting program including on the highway, and cleaning up entrances	Council in partnership with Millthorpe Village Committee undertook only limited planting due to drought.
5.5 Rural Fire Services, Weeds and Local Land Services protect and manage environmentally significant areas to maintain biodiversity of native vegetation			
5.5.1	Protect and enhance biodiversity, native vegetation, river and soil health	Assess all DA's with appropriate regard to the minimisation and mitigation of loss or harm to native vegetation	Ongoing.

5.6 Crown Lands are better managed to control weeds, pest species and bushfire			
5.6.1	Participate and share resources required to complete the NSW Crown Land Negotiation program with Orange Local Aboriginal Lands Council, Orange City and Cabonne Councils	Provide resources and participate in NSW Crown Land Negotiation program with Orange Local Aboriginal Lands Council, Orange City and Cabonne Councils	Crown Land Negotiation program in abeyance, effective from October 2019, pending review by State Government.
5.7 Sustainable waste management and recycling or reuse of waste will extend the life of Council's landfill and provide opportunities for industry to reduce costs			
5.7.1	Ensure Waste Management Services are delivered in a financially sustainable manner	Review services at the Blayney Waste Facility before proceeding to re-tender the contract management of the Blayney Waste Facility.	Completed.
		Encourage separation of products at the Blayney Waste Facility to reduce the amount of material deposited to landfill	Ongoing. Education undertaken by NetWaste, Councils GM conversation and media avenues.
		Implement a new covering plan technique, to cap completed areas once they have been filled with waste	Ongoing.
5.7.2	Develop and promote programs with NetWaste that increase recycling within the community and reduce the volume of waste going to landfill	Consider installation of additional collection points for waste transfer and recycling in the villages if the need is identified	Location and contamination levels continually evaluated.
		Investigate installation of a CDS reverse vending machine for Blayney	Royal Hotel providing over the counter service, Bathurst Recycling providing service to Blayney LGA.

12) DISABILITY INCLUSION ACTION PLAN 2017 – 2021 PROGRESS REPORT

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 1. Public Infrastructure and Services

File No: CS.PO.1

Recommendation:

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.

Reason for Report:

For Council to review progress of the Disability Inclusion Action Plan 2017 – 2021.

Report:

Council adopted a Disability Inclusion Action Plan (DIAP) 2017-2021, which commenced on 1 July 2017. The State Government under the NSW Disability Inclusion Act 2014 mandates that all Councils monitor and deliver a Plan.

The DIAP underpins Council's commitment to providing quality facilities and services that enable people with disability to fully participate in our communities. This plan was developed through a community consultation and research process which included review of Council documents and relevant Government policies.

This progress report demonstrates how Council has delivered on the Plan.

The implementation of the DIAP continues by working in collaboration with a wide range of Council staff incorporating actions from the plan into Council works, projects and activities.

It is proposed that the progress report be referred to the Access Advisory Committee for review and comment.

Risk/Policy/Legislation Considerations:

Council is required under the Disability Inclusion Act 2014 to adopt a plan and report 6 monthly to Council with reporting included in Council's Annual Report.

Budget Implications:

Implementation of the plan is incorporated into project planning and budgeted into operational and capital project costs.

Enclosures (following report)

- 1 Disability Inclusion Action Plan Progress Report as at
31 December 2019 4 Pages

Attachments (separate document)

Nil

**Blayney Shire Disability Inclusion Action Plan
Strategies and Actions - 2018/19 Six monthly report as at 30 June 2019**

Attitudes and behaviours					
Strategy	Actions	CSP Ref.	Outcome	Timeframe	Status
1. Raise awareness of the contribution that people with disability make in the community	Include positive images of people with disability in general promotional material.	6.2	Increased number of documents including diversity	Ongoing	As documents are published a review for inclusiveness is undertaken.
	Use of correct language in all media and publications when referencing people with disabilities.	6.2	Establishment of standard and staff informed	Ongoing	
2. Ensure that customer service staff and other staff who have contact with the community continue to be educated in disability awareness	Integrate training on access into Council staff inductions.	6.3	Included in induction training	Ongoing	Induction process with new staff and Training Plan inclusive of Disability Awareness Training adopted.
	Provide ongoing training on disability inclusion to employees	6.3	Training identified in training plan	Ongoing	
5. Engage with local businesses to encourage and support inclusive practices	Work with the business community to raise awareness of the importance of inclusion for people with disability	1.6	Engage with local business to promote inclusiveness	Ongoing	Council has budget provision and advises business of its Access Consulting Support Program. The program assists businesses by providing preliminary accessibility compliance advice triggered when a Construction Certificate is lodged.
Create Liveable Communities					
Strategy	Actions	CSP Ref.	Outcome	Timeframe	Status
1. Improve accessible paths of travel to key destinations	Identify the suitability of paths of travel to key destinations such as recreation facilities, parks and community facilities.	5.2	Assessment completed	Ongoing	Active Movement Strategy Works completed:- Harrow St - Mid Western Hwy to Recreation Ground, Lyndhurst Henry St - Burns St to Martin St, Blayney Martin St - Adelaide St to Henry St, Blayney Adelaide/Martha St corner, Blayney Redmond Oval, Millthorpe Renewals completed:- Ogilvy St between Adelaide St and Farm Ln, Blayney Park St, entry to Redmond Oval, Millthorpe Blayney St, new railway overbridge, Newbridge

**Blayney Shire Disability Inclusion Action Plan
Strategies and Actions - 2018/19 Six monthly report as at 30 June 2019**

Create Liveable Communities					
Strategy	Actions	CSP Reference	Outcome	Timeframe	Status
2. Contribute towards liveable and accessible public places	Work with local business to identify barriers to access and develop opportunities for improvement	1.6	Barriers identified	2020	Council has budget provision and advises business of its Access Consulting Support Program. The program assists businesses by providing preliminary accessibility compliance advice triggered when a Construction Certificate is lodged.
	Promote universal access principles for new and upgraded buildings and facilities in public places.	4.1	Access principles included in project	Ongoing	All Construction Certificate applications are assessed in accordance with the Building Code of Australia and the Disability (Access to Premises - Buildings) Standards 2010. The CentrePoint Major Upgrade was varied to include; a set of steps into the 25m pool and a changing places bathroom. Shared pathways extended in Blayney and Lyndhurst.
	Include access and inclusion as a guiding principle in Plans of Management for community land and provisions with the Development Control Plan	3.4	Planning policies inclusive	2020	Access provisions which facilitate good accessible outcomes are included in part D of the DCP 2018.
	Consider the particular needs of children with disability in the design, layout and security of parks and playgrounds.	4.1	Playgrounds are safe and inclusive	Ongoing	Community engagement session (BBQ) to present concept designs, undertaken for future inclusive playground for Beaufort Street, Blayney.
3. Promote universal access to all Council events within the community	Promote disability inclusion in community events and festivals e.g. availability of accessible toilet facilities.	1.6	Promotion of inclusive events by Council	Ongoing	Event Management Plan promotes accessible events.
4. Continuously upgrade Council's assets to meet legislative requirements for accessibility	Complete an audit of all Council assets to ensure accessibility and identify priorities for upgrade	4.1	Audit completed and priorities identified	2020	Accessibility, assessed as part of proposed renewals and upgrades as project and funding becomes available.
	Liaison with Orange City and Cabonne Shire Councils to improve access to tourism destinations	1.3	Opportunities for funding identified	2020	Library improvements plan being developed for funding opportunities. Major capital projects undertaken have included access considerations - CentrePoint; Central West Equestrian and Livestock Centre. Footpath accessibility reviewed by Council and Access Advisory Committee.

**Blayney Shire Disability Inclusion Action Plan
Strategies and Actions - 2018/19 Six monthly report as at 30 June 2019**

Create Liveable Communities					
Strategy	Actions	CSP Ref.	Outcome	Timeframe	Status
5. Improve accessible public toilet facilities and parking	Review, update and promote the location of accessible facilities and parking on Council's Mobility Map.	4.3	Development of Mobility map	Ongoing	Social Futures to undertake the Access at a Glance project in Blayney during 2020. This program will create a digital online map identifying all facilities and business that are accessible.
	Promote needs of people with disability to event organisers of special events particularly where parking is temporary and movement around venue may be restricted.	2.1	Events include accessible parking	Ongoing	Through Event management approval process event organisers are asked to consider accessible facilities and parking with event planning.
6. Contribute towards programs which aim to increase social inclusion and community connection	Work in partnership to raise awareness of campaigns to promote inclusion throughout the community e.g. the "Just Like You" program in schools.	5.1	Increase in awareness and participation	2020	Not yet commenced. Council continues to support of Interagency and delivery of services to people with disability.
	Awareness of concessional access programs to Council facilities and community events e.g. NSW Companion Card.	4.3	Investigate and participate in programs. Promotion to event holders.	2020	To be considered when preparing the 2020/2021 Operational Plan.
Employment					
Strategy	Actions	CSP Ref.	Outcome	Timeframe	Status
1. Develop employment opportunities for people with disability	Review staff recruitment processes to ensure information in relation to employment is accessible.	6.3	Review completed	2020	Not yet commenced.
	Make reasonable adjustment to workplaces to facilitate work placement and employment opportunities for people with disability.	5.1	Workplace capable of supporting people with disabilities	Ongoing	Ongoing.
	Where volunteers are required, provide volunteering opportunities that are inclusive.	5.1	Development of an inclusive Volunteer Policy	2020	Development of policy in progress.
	Review Equal Employment Opportunity Management Plan.	6.3	Review completed	2020	Equal Employment Opportunity Management Plan currently under review.
	Investigate and consider utilisation of services and activities offered by disability service programs.	5.1	Investigation completed	2020	Not yet commenced.

**Blayney Shire Disability Inclusion Action Plan
Strategies and Actions - 2018/19 Six monthly report as at 30 June 2019**

Systems and Processes					
Strategy	Actions	CSP Ref.	Outcome	Timeframe	Status
1. Ensure accessible and inclusive community engagement across all areas of Council	Include the principles of access and inclusion in Council's service delivery.	SJP*	Consistency in messaging and communication	Ongoing	Principles of access inclusion in Media and Publications.
	Promote Council's implementation of access and inclusion principles and recognise the rights and contribution of people with disability in the community.	6.3	Promotion of the DIAP has been undertaken	Ongoing	Council website includes features to cater for the hearing and visually impaired. Program proposed for 2018/19 to assist business. Operational Plan includes program with \$5K funding to be used as a contribution to assist businesses if they require an access consultant report when lodging a DA and/or CC.
2. Promote a culture of responsive customer service	Review Council's processes to identify barriers to access to provide effective communication with people with disability.	6.3	Processes reviewed	2020	Not yet commenced.
3. Improve regulatory processes within Council	Utilise the Access Advisory Committee to provide comment on capital projects and development applications that relate to council buildings; facilities and infrastructure.	3.4	Process in place for Access Advisory Committee to review proposals	Ongoing	Council projects including; CentrePoint Major Upgrade and new Carcoar Amenities Block project have been referred to Access Committee on an as needs basis.
	Internal process to ensure that access is not overlooked when developing new facilities; buildings, parks, playgrounds, footpaths.	4.1	Review of internal processes for planning works	Ongoing	Design staff have previously undertaken accessibility training. Construction staff routinely reminded to maintain vigilance when preparing works for construction, and direct concerns to design staff for potential changes.

* Social Justice Principles

13) SALE OF LAND FOR UNPAID RATES**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** IM.CO.3**Recommendation:**

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.

Reason for Report:

For Council to consider a report on land on Council's records that satisfy the conditions for Sale of Land for Unpaid Rates and Charges, under s.713 of the Local Government Act 1993 and to resolve to commence the process of selling these properties for unpaid rates and charges.

Report:

As reported at the September 2019 Council meeting, Council records indicate that there are 5 properties with in excess of 5 years rates owing with a combined amount outstanding of \$59,217.45.

In accordance with s.713(1) of the Local Government Act 1993, the properties shown below are eligible to be sold as rates and charges have been outstanding for a period of more than five (5) years. In accordance with s.713(3) of the Local Government Act the relevant General Manager's Certificates will be prepared and signed for each property.

It is proposed that the auction for the sale of land for unpaid rates and charges be scheduled for Friday, 22 May 2020 at the Blayney Shire Council Community Centre commencing at 10:00 am.

All efforts have been made to contact owners or owner representatives, including the issue of reminder notices, pre-legal demand letters, referral to a Mercantile Agent and notification of intended sale of land for unpaid rates and charges letters in an attempt to recover the outstanding rates and charges.

The collection of Rates in this manner is a last resort, with many other recovery processes and attempts to contact the owners having been attempted. The action constitutes good financial management, preventing the excessive build-up of large outstanding debts.

Pursuant to legislation advertisements will be placed in the Government Gazette and at least one newspaper to advertise the sale. As part of the sale process Council will also seek expressions of interest from local real estate agents with a view to appoint an agent to carry out the auction.

Prior to the auction date Council may be approached by landowners to make arrangements for the repayment of the rates and charges outstanding, as allowed by s.715(2) of the Local Government Act 1993. In this situation it is recommended that Council not accept any arrangements and advise the landowner that it will not withdraw the property from the sale of land for unpaid rates and charges until such time as the total amount of rates and charges owing are paid in full.

Properties proposed to be sold at auction are as follows:

Property Details	Rates and Charges Outstanding
Assessment No. A334849 Lot 20 Section 9 DP978887; Lot 1 DP197207. Elizabeth Anne Pollard and Michael John Pollard	13 Peach Street, Mandurama house and land 2,024m ² \$4,197.94
Assessment No. A335471 Lot 3 DP7159; Lots 1/5 DP132088; Lots 125/128,134,140,141 DP75039; Lot 1 DP999206; Lots 131/133 DP1080934. Hugh Charles Gordon The Official Trustee in Bankruptcy including Estate of Charles Stewart Gordon	945 Village Road, Blayney vacant land 373.06ha \$45,597.33
Assessment No. A344991 Lots 9 & 10 DP 1138533 Colourtone Pty. Ltd.	Danvers Street, Carcoar vacant land 2,350m ² \$4,031.89

Property Details	Rates and Charges Outstanding	
Assessment No. A345890 Lot 65 DP1147347 Richard Glasson	Village Road, Blayney vacant land 3,422m ²	\$2,838.36
Assessment No. A348636 Lot 12 DP1173235 Edward James Earl	6370 Midwestern Highway, Lyndhurst vacant land 2,225m ²	\$2,552.43

Risk/Policy/Legislation Considerations:

Council is empowered under s.713 of the Local Government Act to sell land on which a rate or charge has remained unpaid for more than five years from the date on which it became payable.

Council is also empowered under s.713 to sell land parcels passed in by private treaty. However, land may only be sold to a council, a councillor, a relative of a councillor, a member of staff of the council or any relative of a member of staff of the council by public auction and is precluded to be sold by private treaty.

Budget Implications:

Council has provision in the 2019/20 Operational Plan for conduct of a Sale of Land for Unpaid rates. There is a risk that Council will be out of pocket in the event that a land parcel remains unsold or proceeds do not exceed costs incurred.

Council is obligated to conduct a number of statutory processes including property searches, statutory notification by advertisement in newspapers and gazettal of intended sale. Such costs are not recoverable in the event that the rates and charges outstanding on the property are settled.

All proceeds of sale are paid to the Council in accordance with s.718 of the Local Government Act, 1993 are to be discharged in the following order:-

- a) Reimbursement of Council expenses associated with the sale, then;
- b) Discharge of any rate or charge in respect of the land due to the Council, or any other rating authority, and any debt in respect of the land (being a debt of which the Council has notice) due to the Crown.

Should insufficient funds be recovered to satisfy all rates, charges and debts, then a pro rata of funds to debts occurs with all debts then deemed as satisfied. Where the proceeds from the sale of land not cover the costs of sale or amount of rates and charges owing then the balance will need to be borne by Council. Unpaid rates and charges would be funded from the provision for bad and doubtful debts.

Surplus funds are held within Council's Trust Fund pending discharge to persons having interest in the properties. Where no claim is forthcoming the balance of sale proceeds are remitted to the State Government in accordance with the Unclaimed Money Act.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

14) LEASE TO BLAYNEY MEALS ON WHEELS**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** PM.LE.1**Recommendation:**

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.

Reason for Report:

To obtain Council approval for the issue of a lease for 3 years to the Blayney Volunteer Meals On Wheels Association Inc.

Report:

A lease of the Old CWA Building located at 39 Church Street Blayney (Lot 23 Section 14 DP 758121), better known as the Blayney Meals on Wheels office, has expired. The previous lease instigated in 2012, for a period of 3 years with a 2 year option, expired 30 June 2017.

Council has been endeavouring to formalise tenure however has experienced a number of challenges. It was advised to Council that the land was Crown Land and at the September 2017 meeting Council resolved to consent the issue of a Crown lease subject to endorsement of Department of Industry – Crown Lands.

The review process by Department of Industry – Crown Lands was protracted and it became apparent around November 2018 that following a review of the certificate of title that this land was freehold in the name of Council, although interests of the Crown including Crown Reserve reference were noted on the title certificate in the second schedule.

Clarification that the Crown has no interest in the land has been confirmed by Department of Industry – Crown Lands however removal of their interest remains in progress. It was also confirmed that this arrangement would not require a Crown lease and that a commercial lease would suffice.

The reserve occupies approximately 734m² and includes a building. Blayney Meals on Wheels has occupied the reserve since 2012 and has undertaken significant restoration and improvement works to the building since initial occupation.

The building has been utilised as an office for services provided including meals on wheels and social services to the community and also avails meeting room space to a number of community organisations. It is considered

to be in the public interest that the lease be granted due to the importance of these services to the community.



In 2017 the tenant sought a 2 year lease with a 10 year option. Due to the cyclical nature of the service funding, the length of the lease proposed and agreed in principle by the tenant, is for a period of 3 years with a 1 year option commencing 1 March 2020. It is also proposed that existing arrangements remain with the rent charged at \$1 and the tenant to bear the financial responsibility for payment of outgoings associated with the property including services and ongoing minor maintenance associated with the property.



Risk/Policy/Legislation Considerations:

Nil.

Budget Implications:

Costs associated with the leased property are minimal with outgoings borne by the lessee, with the exception of building insurance. Maintenance costs beyond the scope of minor are provided for in Council's Operational Plan as programmed.

Enclosures (following report)

- 1 Correspondence from Blayney Multi Purpose Outlet 1 Page

Attachments (separate document)

- 2 Draft Lease Agreement with Blayney Volunteer Meals On Wheels Association Inc. 7 Pages

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

The General Manager
 Mrs. R Ryan
 PO Box 62
 Blayney NSW 2799

Re: Lease of 39 Church Street, Blayney

Dear Rebecca,

I write in reference to the expiring lease from Council for the above property.

Blayney Multipurpose Service Outlet (BMSO) has leased the above property for the past five years and over that time an amount of \$65,000.00 and 1500 volunteer hours has been expended on refurbishing the interior and improving the building exterior. The building use has also expanded from being single purpose for delivery of services by BMSO focussed predominantly around meal deliveries and social interaction to accommodating other groups such as Rotary, Camera Club, Homecare, Slimliners, View Club, Innerwheel, Martha Street disabled care home, Ladies of the Night, Blayney Community Transport and Mothers group just to name a few as a meeting venue / office. A lot of this use by charitable and not for profit groups is for no cost.

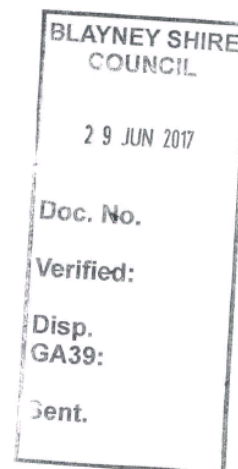
BMSO wishes to make application for lease of this building for a period of 2 years with a 10 year option on the same basis as previous arrangements.

I wish to express my appreciation to Council for their support in provision of this accommodation and request that you give favourable consideration to a further lease.

Yours faithfully

Suellen Cook
 Service Manager
 Blayney Multi Service Outlet
 39 Church Street
 Blayney 2799
 P 0263683748

blayneymow@ix.net.au



15) REVIEW OF COUNCIL POLICIES**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Local Governance and Finance**File No:** GO.PO.1**Recommendation:**

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

Reason for Report:

For the Council to review a number of Council's strategic policies.

Report:

Council has undertaken a review of policies recently.

The following policies have been reviewed with amendments of a substantial nature required being. These policies, as amended, are proposed for public exhibition for a period of not less than 28 days.

No.	Policy Name	Nature of amendments
2I	Enterprise Risk Management Policy and Plan	Amendments from the Risk Maturity Assessment Report that identified the need for Risk Appetite Statements to be incorporated into the Risk Management Policy and that it be referenced as Enterprise Risk Management policy. The inclusion of the plan was prompted by the ERM workshop hosted by JLT group, Marsh, who had recommended its integration with the policy and was part of Council's Statewide Board initiatives program for 2019/2020. Policy has also been adapted to align with proposed guidelines outlined in the recent discussion paper on the New Risk Management and Internal Audit Framework.
3G	Procurement of Goods and Services	To amend the threshold for procurement by invitation or tender to be approved by Council from \$150k or greater to \$250k or greater to align with s.55 Local Government Act.

No.	Policy Name	Nature of amendments
25F	Road, Street and Bridge Names	<p>To change document from internal procedure/ guideline to Strategic Policy and to amend policy to include former Presidents / Mayors from previous councils as detailed below:</p> <ul style="list-style-type: none"> • Lyndhurst Shire 1906 – 1937 • Blayney Municipal Council c.1935 • Provisional Amalgamation of Lyndhurst Shire and Blayney and Carcoar Municipal Councils 1938 – 1978 • Blayney Shire Council 1978 – present <p>Historical information was not found on Carcoar Municipal Council and Blayney Municipal Council pre 1935.</p> <p>Names that are repeated / similar to existing names within the Shire (or are within a 20km radius have not been included), as per GNB guidelines.</p> <p>Under the policy other names can be suggested, accompanied by supporting information and can be used if acceptable to the GNB.</p>

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

1	Enterprise Risk Management Policy and Plan	22 Pages
2	Procurement of Goods and Services Policy	8 Pages
3	Road, Street and Bridge Names Policy	6 Pages

Attachments (separate document)

Nil



2I Enterprise Risk Management Policy and Plan

Policy Title	2I Enterprise Risk Management Policy & Plan
Officer Responsible	WHS & Risk Coordinator
Last Review Date	19/11/2019

STRATEGIC POLICY

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POLICY

1 POLICY STATEMENT

Council is committed to taking a structured and innovative approach to the management of risk throughout the organisation in order to promote and demonstrate good corporate governance, to minimise loss and maximise opportunities to improve service provision.

The Enterprise Risk Management (ERM) approach utilised by Council in the development of the ERM Framework is AS ISO 31000:2018 together with the requirements of the NSW Work Health and Safety Act, 2011, and will be incorporated into the Planning, Governance, Asset Management, and Operational Processes of Council.

2 OBJECTIVES

- 2.1 To provide direction and commitment to ERM principles as part of Council's management planning, decision making and the undertaking of operational activities.
- 2.2 To effectively integrate the management of risk into Council's high level management planning activities to ensure the achievement of its strategic objectives as outlined in the Community Strategic Plan and associated documents. The ERM Framework (incorporated into the ERM Plan) includes ERM being integrated with Council's Integrated Planning and Reporting Structure.
- 2.3 To apply and incorporate the ERM Framework into Council's operational activities and business planning processes.
- 2.4 To promote an environment of risk awareness and willingness to manage risk at all levels of the organisation.
- 2.5 To provide opportunities that encourages continuous improvement of the ERM Framework and at all levels of the organisation.
- 2.6 To ensure, through the application of this Policy:
 - a) That the Council, General Manager and the Executive Staff are in a position to confidently make informed strategic, project and operational decisions based on ERM Principles;
 - b) That the requirements of the Office of Local Government's Promoting Better Practice, in relation to the management of risk, are satisfied;
 - c) That all reasonably foreseeable risks are systematically identified, assessed, analysed, prioritised and considered for appropriate treatment with all information documented in Council's electronic risk system;
 - d) The correct assigning of ownership of risks through appropriate delegation of risk management responsibilities to all Council officers across all functional areas of Council;
 - e) That all relevant legislation is complied with and relevant risk management standards (currently AS ISO 31000:2018) are used to provide guidance in best risk management practices;
 - f) The effective management and allocation of resources through more targeted and effective controls;
 - g) Improved protection of the community, Council's employees and volunteers, Council's assets and Council's financial integrity and sustainability;
 - h) The effective communication of this policy through the development of an ERM Communication and Reporting Framework.

3 BACKGROUND

- 3.1 Risks exist in all aspects of Council's undertakings. AS ISO 31000:2018 defines risk as the 'effect of uncertainty on objectives'. An effect is a deviation from the expected, whether it be a negative or positive (realising opportunities) deviation.
- 3.2 The effective implementation of this policy will ensure that the management of risk is seen as good business sense and provide a way to know which risks to take for the benefit of a greater opportunity, which risks to avoid in order to prevent significant impact on the organisation and managing the outcomes for success in order to achieve the organisation's key objectives.
- 3.3 It is essential that risks are managed to ensure that Council achieves its objectives; and in turn be recognised for the excellence of its services and for the strength of its partnerships with the community, customers, employees and stakeholders. ERM plays a key role in ensuring that Council achieves that objective.
- 3.4 Council's Risk Appetite is:
 - a) The level of risk that the Council is prepared to take to achieve its strategic objectives;
 - b) The risks that it is prepared to endure in response to a decision not to implement risk treatments;
 - c) The acceptance of the residual risk following the implementation of risk treatments.
- 3.5 Under most scenarios, Council generally has a conservative risk appetite but accepts there are risks associated with many of Council's activities. Where there is scope for discretion, Council is usually willing to accept a higher level of risk to achieve its strategic objectives, however all risk scenarios will be considered on a case by case basis. An Extreme Risk Rating is **NOT** acceptable and such a level shall not be tolerated by Council.

4 RESPONSIBILITIES

The Council, General Manager, Directors, Managers, Supervisors and Employees, Contractors and Consultants are to be familiar with, and competent in, the application of the ERM Policy, and are respectively accountable for the delivery of the Policy within their areas of influence and responsibility. These are outlined in Council's ERM Plan.

5 ENTERPRISE RISK MANAGEMENT PLAN

- 5.1 Council's ERM Plan is the document that articulates how the intent of the ERM Policy (this policy) is to be communicated and implemented throughout the organisation. It provides clear guidance and the associated processes, procedures and standards that are to be observed.
- 5.2 Effective communication is critical to the successful implementation of the policy. Council is to develop and implement a Communication Strategy that will ensure the policy and its intent is known, clearly understood and applied by all staff within the organisation.
- 5.3 Similarly, a Reporting Strategy will provide effective channels for information, decision making and instructions to be relayed efficiently and effectively in order to successfully manage any potential risk that may impact on Council's achievement of objectives. Council personnel will follow these protocols.
- 5.4 Council is committed to the proactive approach to risk management, to continually review its effectiveness and to be flexible enough to adapt to the changing needs of

the organisation. A performance review of the effective implementation of the ERM Plan and activities will be conducted for the Audit, Risk and Improvement Committee. This review will serve to further enhance Council's performance that will have Council seen as a proactive and resilient leader by the community.

6 RISK TOLERANCE / APPETITE

- 6.1 How much risk Council is willing to accept will vary with each circumstance. Staff must be aware that there are risks Council will NOT be prepared to accept and as such, it is important to identify these and follow appropriate protocol.
- 6.2 Risk levels that are NOT ACCEPTABLE by Council are those risks where:
- d) Any reasonable preventable accident/incident resulting in the loss of life or serious injury
 - e) Any reasonable preventable incident that will threaten the provision of critical services and the well-being of the community.
 - f) Any reasonable preventable activity that will cause extensive endangerment or will cause long term or permanent damage to the Environment.
 - g) Any reasonable preventable activity that will disrupt normal business activities and/or cause major damage to reputation.
 - h) Any reasonable activity that will cause Council significant financial loss.

7 RECORD REQUIREMENTS

All documents associated with the ERM System and procedures will be kept in the appropriate Blayney Shire Council electronic records management system. All Blayney Shire Council workers are responsible for the formal retention of any risk management documents.

8 CONFLICT OF INTEREST

It is all employees' responsibility to ensure that there are no conflict of interest situations existing in undertaking their respective Council role. All conflicts of interest will be managed in accordance with Council's Code of Conduct Policy and Procedures.

PLAN

9 INTRODUCTION

This Enterprise Risk Management Plan establishes the framework and context, in terms of how Blayney Shire Council (Council) manages risk. Council recognises that risks are an integral part of normal everyday life. Taking control of risk is good business practice, and allows for risks to be identified, analysed, evaluated and treated. A set of descriptors and tables, known collectively as the Risk Rating Tables, or Risk Rating Matrix, are included to assist measuring and evaluating risks and controls and establishes a common language to manage risk and defines Council’s level of risk tolerance.

Council shall manage risks associated with Council operations through:

- Identification of foreseeable risk;
 - Assessment of the consequence of an event;
 - Implementation of corrective/preventative measures which aim to eliminate if possible, or if not, control or prevent risk according to the hierarchy of control;
 - Review or evaluation of the effectiveness of risk control measures; and
 - Providing instruction, training, information and supervision to support risk control
- The requirements of this Plan shall apply to all Councillors, Council employees, contractors (including labour hire and temporary employees) and where applicable volunteers.

Blayney Shire Council has adopted the three lines of defence assurance model with in its risk management process. This ensures the continuous, effectiveness and embedment in risk culture required to meet department outcomes.

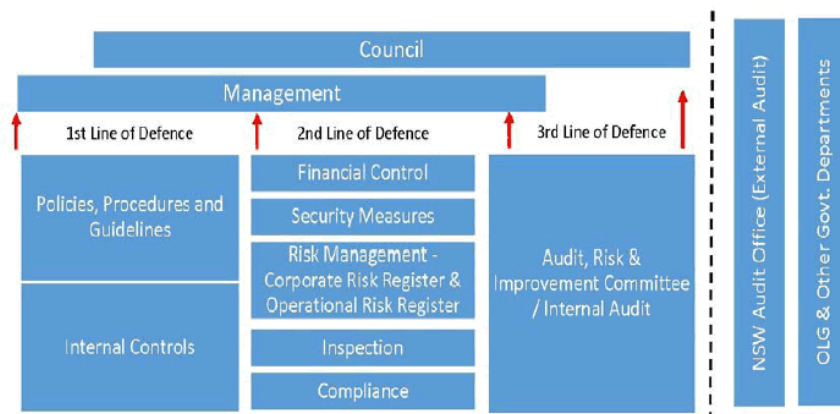


Figure 1: 3 lines of Defence Assurance Model

10 OBJECTIVES

To provide Blayney Shire Council with a consistent approach to Risk Management across all of Council and to assist staff in making decisions in their day to day activities, and the management of the risks that will be encountered in those activities.

11 DEFINITIONS

Action Plan – a plan formulated for the treatment of a risk. Action plans consider implementing controls, strengthening current controls or introducing additional controls that reduce the likelihood of the risk and/or the impact of the consequences.

Business Continuity Plan - a treatment plan for certain risks when consequences could disrupt core business functions. The plan outlines the actions to be taken and resources to be used before, during and after a disruptive event to ensure the timely resumption of critical business activities.

Consequences - the impact or outcome of an event.

Control - a procedure, system, activity or process that modifies the likelihood and/or consequences of risk.

Event – occurrence or change of a particular set of circumstances.

Hazard – a situation or thing that is the source of potential harm.

IP&R – integrated planning and reporting.

Likelihood - a measure of how likely it is that a certain consequence will eventuate.

Residual Risk – risk remaining after treatment.

Risk - the effect of uncertainty on objectives and is measured as a loss or gain.

Risk Analysis - the process that determines risk by evaluating the effectiveness of existing controls and assigning values for consequences and likelihood

Risk Acceptance – an informed decision to take a particular risk or accept a level of risk. Risk Acceptance can occur without risk treatment or during the process of risk treatment and is subject to monitoring and review.

Risk Appetite – the amount and type of risk that Council is willing to pursue or retain.

Risk Evaluation - a process of comparing the results of risk analysis to determine whether the risk is acceptable or tolerable.

Risk Identification means a process of finding, recognising and describing risks. The identification of risk includes the identification of the source, the events, their causes and their potential consequences.

Risk Management – the coordinated activities to direct and control Council with regard to risk.

Risk Owner - a person or entity with the accountability and authority to manage a risk.

Risk Rating - a determined value that is assigned to the risk.

Risk Tolerance - a degree that a Council is willing to accept risk, after risk treatment, in order to achieve its objectives.

Risk Treatment – process to modify risk.

Workers – includes Councillors, employees, staff, trainees, labour hire personnel, contractors and volunteers.

12 RISK MANAGEMENT

Risk management is a critical component of Council's overall performance and an essential element of good corporate governance.

There is a direct relationship between risk and opportunity in all business activities, and as such, Council needs to be able to identify, measure and manage its risks in order to be able to manage threats and opportunities to achieve its goals and objectives. Risk management is simply the practice of systematically identifying and understanding risks and the controls that are in place to manage those risks.

Risk is the effect of uncertainty on objectives and can be described as:

- Any threat that can potentially prevent Council from meeting its objectives;
- Any opportunity that is not being maximised by Council to meet its objectives.

The process for managing Council's risks is consistent with AS/NZS ISO 31000:2018 Risk management – Principles and guidelines.

13 MANAGING RISK

The primary reason for managing risk is to enable Council to successfully achieve its goals. With the growing need for transparent decision-making, a structured, systematic risk management process demonstrates the required due diligence. A comprehensive understanding of the risk exposures facing Council also facilitates effective planning and resource allocation, and encourages a proactive management culture, with flow-on benefits for every aspect of Council's operations.

14 APPLICATION OF RISK MANAGEMENT

Risk management is to be applied at all levels of Council operations, as it is most successful when fully integrated into normal operating procedures, processes and systems.

Everyone is accountable in managing risk.

Council has adopted an implementation framework, which provides a step by step outline for implementing risk management. There is a strong emphasis on training, education and communication, to ensure the skills of managers, supervisors and employees will be developed and maintained.

This management plan provides the framework for risk management and provides Blayney Shire Council staff with guidance in how to apply consistent and comprehensive risk management.

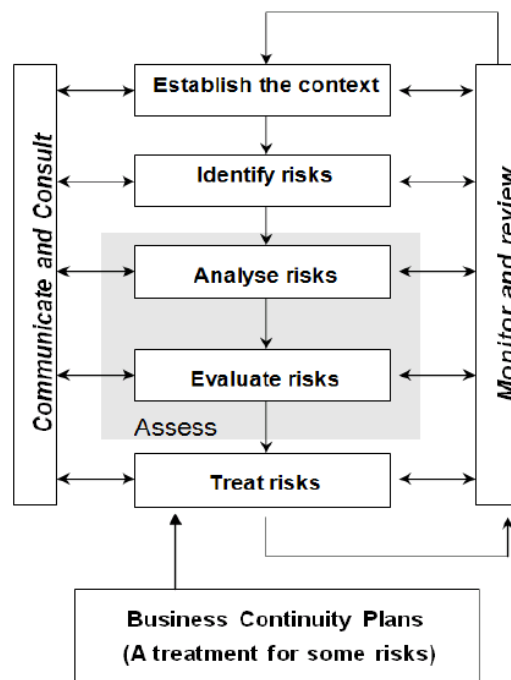


Figure 2: Risk Management Process

15 ROLES AND RESPONSIBILITIES

A commitment to risk management shall exist at all levels of Council.

Councillors

Councillors’ are responsible for adopting and committing to the Enterprise Risk Management Policy, setting of the risk appetite and overseeing Council’s risk management framework. They approve and allocate funding, report to the community and liaise with the General Manager and Directors.

General Manager

The General Manager is accountable for the overall management of Blayney Shire Council’s Enterprise Risk Management Policy and Enterprise Risk Management Plan. The General Manager ensures the policy and the plan’s implementation across all aspects of Council business. The General Manager will display leadership, direction and report to Council and statutory bodies. The General Manager is responsible for allocation of sufficient resources to support the effective and efficient management of risk and that risk management is aligned to the IP&R objectives and Operational Plan. The General Manager ensures that Council and Executive Services risks are identified and recorded in the Council Risk Register.

Management Executive Group (MANEX)

MANEX is chaired by the General Manager with the other members being the Directors. It meets weekly. MANEX will oversee the implementation, decide on the direction, monitor and review the risk management process. Risk management is a standing agenda item on the MANEX agenda and reports from the WHS & Risk Coordinator are tabled.

Directors

Directors are accountable for the implementation and currency of this Enterprise Risk Management Plan and its associated documents within their department. Other responsibilities include ensuring training and resources are available, providing leadership and support, and report to MANEX on matters relating to risk management. Directors ensure that departmental risks are identified and recorded in the Council Risk Register. The Director is notified of these risks and is the owner of the risks within their Directorate.

Managers

Managers are responsible for implementing and maintaining sound risk management processes to conform to this Enterprise Risk Management Plan. It is the responsibility of all Managers to actively promote a culture where risk mitigation is seen as the responsibility of all staff and contractors employed by Council. Managers are accountable for compliance, adherence to time frames, monitoring and review. They provide direction and support to supervisors and staff, and report to their Director. Managers are responsible for developing and implementing proposed actions on the Risk Register and ensuring actions are completed in the allocated time frame.

Supervisors

Supervisors are required to create an environment where the management of risk is accepted as the personal responsibility of all staff. Their duties include instruction, monitoring and enforcing risk management processes. They assist Council by communicating and consulting with staff, ensuring identification of hazards and risks ensuring they are eliminated or minimised, reviewing the effectiveness of controls and reporting incidents. Supervisors report to their managers and Director.

Workers

All workers are responsible for their participation in Enterprise Risk Management activities and processes to minimise Council's exposure to risk within their area of activity. Worker participation includes the documentation of work methods, processes and risk assessments. Other responsibilities include attending training in risk management, reporting unsafe acts or any conditions of risk, incidents or injuries and compliance with direction, policies and procedures.

Audit Committee

A formally appointed committee of the Council and is responsible to that body. The objective of the Audit Committee is to provide independent assurance and assistance to Blayney Shire Council on risk management, control, governance and external accountability responsibilities.

WHS & Risk Coordinator

The WHS & Risk Coordinator primary responsibility is the coordination, documentation, monitoring and compliance of risk management within Council. The WHS & Risk Coordinator reports directly to the General Manager and responsibilities include; providing risk management advice and assistance, distributing information and facilitating training in risk management for all Council staff.

16 COMMUNICATION AND CONSULTATION

Communication and consultation are important elements in each step of the risk management process. Ongoing stakeholder engagement is crucial for success in the identification and management of risk.

Effective communication ensures those accountable for risk management and those with a vested interest, understand the basis on which risk management decisions are made and why particular strategies are implemented. It is important that the communication approach recognises the need to promote risk management concepts across all management and employees.

Communication is the sharing of information, ideas, experience and viewpoints. A structured approach to communication and consultation will provide the following benefits:

- Organisational unity and a risk tolerant culture;
- Risk management process is credible and understood;
- The interests of stakeholders are understood and considered;
- Integration of multiple viewpoints;
- Securing endorsement and support for risk action planning;
- Risk management is embedded in the way we do things.

17 RISK MANAGEMENT FRAMEWORK

Blayney Shire Council's risk management process is aligned to its strategic goals and objectives and is integrated within the overall planning and management functions of Council.

Council's risk management process is about understanding Council's environment by considering the following:

- Vision and values as set out in its Community Strategic Plan;
- Strategic direction, goals and objectives;
- Internal and external environment;
- Internal and external stakeholders;
- Community expectations;
- Organisational planning, reporting and management;
- Roles, responsibilities and communication strategies;
- Organisational governance and the integration of risk management;
- Operational planning, skills and resources.

18 RISK MANAGEMENT METHODS

There are a number of different methods Council utilises to manage risk. Blayney Shire Council engages a three process risk assessment structure:

Process 1 – site or task specific risk assessments

Process 2 – procedures and safe work method statements

Process 3 – high level risk assessments and action plans

All three methods involve a systematic approach of risk identification, risk analysis and evaluation and risk treatment and control. The selection of risk assessment method is in relation to the level of risk or its complexity and exposure. Alternatively management may

apply a specific method based on other factors introduced to the activity or task. When the level of risk is identified as extreme or high they are to be recorded in the Council Risk Register.

The **Risk Register** is a log of the identified risk and hazards, and contains details of:

- Risk or Hazard identification and type;
- A risk statement describing the risk or hazard;
- Details of the business or work unit and ownership of the risk;
- Assessed likelihood and consequence descriptors;
- Risk rating;
- Appropriate Control Measures;
- Adequacy of those Control Measures;
- Responsibilities for actions;
- Monitoring and review process.

Risk registers shall be reviewed and reported to MANEX every two months. Reports to Council and Audit Committee are to be prepared three times a year or where there has been a significant incident or occurrence, and where changes to legislation or business practice occur.

19 RISK IDENTIFICATION

Council's Enterprise Risk Management Methodology is based on AS/NZS ISO 31000:2018 Risk Management Principles and Guidelines and involves an assessment of the risk consequences and likelihood. To ensure that all risks within Council are addressed, a structured, systematic approach to defining and identifying risk is essential. Risk identification considers what can happen, when and where, and why and how it can happen. Comprehensive risk identification using a well-structured process is critical, in order to achieve the strategic and operational outcomes agreed to by Council.

Risks can be identified using many techniques, including:

- Checklists
- Questionnaires
- Staff experience
- Council records
- Group methods such as brainstorming or workshops
- Internal or external audits.

Strategic and operational risks that effect objectives can be identified in areas such as:

- Service delivery
- Reputation
- People and culture
- Finance
- Fraud and corruption
- Health and safety
- Stakeholder
- Business continuity
- Security
- Compliance with legislative requirement

20 RISK ASSESSMENT

This is the process of considering the consequences and likelihood of a risk to determine the level of risk using the Risk Descriptors and Risk Matrix.

Consequence Rating

When analysing the consequences of a risk or event, consider the level of impact in relation to each of the consequence categories described in the Consequence Rating Table (Figure 3). Consequence is the outcome, injury, loss, gain, damage or any other unwanted outcome if the risk eventuates. Consequence ranges from minor to catastrophic.

Likelihood Rating

This describes how likely that a risk or event will eventuate. Likelihood can also be described as probability or frequency determined by referring to statistics, documents, skills and knowledge, past risk assessments and experiences (see Figure 4). Likelihood ranges from very unlikely to almost certain.

Risk Evaluation

The level of risk, or risk rating, is evaluated by cross referencing the consequence and likelihood rating tables using the risk rating matrix (see Figure 3). Within each category of risk there may be multiple scenarios ranging from Minor and very unlikely with a low risk rating to Catastrophic and almost certain which has an extreme risk rating. It is important to rate what is the most probable or realistic level of risk considering both consequences and likelihood.

Consequence				
Category	Catastrophic	Major	Moderate	Minor
People	Fatality/multiple fatalities/life threatening injury or illness /extensive long term injury	Severe injuries/ permanent disability/lost time injury	Medical treatment or hospitalisation/ restricted duties time	First aid/minor injury/no lost time
Property & Finance	Extensive loss and long term consequences (\$1M+/>10% of Budget)	Major financial loss, replacement of property or infrastructure (\$300,000-\$1M/>5% of Budget)	Significant financial loss and impact on operations (\$10,000+/<5% of Budget)	Negligible financial loss or property damage (<\$10,000/<1% of Budget)
Information	Complete loss of all records and data; disaster management required	Loss of critical functions across multiple areas; extensive management and resources required	Significant interruption in multiple areas	Minor downtime in single area
Reputation	Extensive public outcry, potential broad media attention	Significant public criticism with media attention	Local community concern or criticism	Isolated, internal or minimal adverse attention or complaint
Environment	Extensive impact; Fatalities occur; requires long term remediation	Serious medium term impact; external services required to manage	Significant impact; contained with assistance	Minimal impact; dealt with by normal operations
Legal & Governance	Extensive breach, fines litigation and possible class action; threat to viability of organisation	Serious breach involving statutory authority with formal inquiry, fines and litigation; long term significance	Contained non-compliance or breach with short term significance	Isolated non-compliance or breach Managed by normal operations

Figure 3: Consequence Rating Table

Descriptor	Description	Indicative Frequency
Almost Certain	The event is expected to occur in most circumstances	>80% of the time
Likely	The event will probably occur in most circumstances	50-80% of the time
Unlikely	The event is not expected to occur	20-50% of the time
Very Unlikely	The event could happen but only in exceptional circumstances	<20% of the time

Figure 4: Likelihood Rating Table

		Likelihood			
		Almost Certain	Likely	Unlikely	Very Unlikely
Consequence	Catastrophic	Extreme	Extreme	High	High
	Major	Extreme	High	High	Medium
	Moderate	High	High	Medium	Low
	Minor	High	Medium	Low	Low

Figure 5: Risk Rating Matrix

21 RISK APPETITE

- The risks that the Council is prepared to take to achieve its strategic objectives;
- The risks that it is prepared to endure in response to a decision not to implement treatments; and
- The acceptance of the residual risk following the implementation of risk treatments.

Under most risk scenarios, Council generally has a conservative risk appetite but accepts there are risks associated with many of Council’s activities. Where there is scope for discretion, Council is usually willing to accept a higher level of risk to achieve its strategic objectives, however all risk scenarios will be considered on a case by case basis.

Figure 6 provides a summary of Blayney Shire Council’s Risk Appetite position across its identified risk categories. Each category has at least one shaded cell, which represents the general appetite position. Some categories contain multiple shaded cells, which is indicative of a willingness to adjust the appetite in certain circumstances.

Blayney Shire Council Risk Appetites				
Category	Avoid	Averse	Accept	Receptive
Service Delivery		General		
Human Resources/People Management			General	
Work Health & Safety				
Financial				
Environmental Influences		General		
Stakeholders			General	
Corporate Governance & Compliance		General		
Political			General	
Projects				
Information Technology and Communications			General	

Figure 6: Summary Risk Appetite Positions

1	2	3	4
AVOID (little-to-no appetite)	AVERSE (small appetite)	ACCEPT (medium appetite)	RECEPTIVE (large appetite)
Avoidance of risk and uncertainty is key to achieving objectives	Prefer safe options with little risk of adverse exposure	Consider all options and choose most likely for successful delivery with reasonable degree of protection	Will engage with risks and opportunities when the potential benefit is great

Figure 7: Risk Appetite Scale

22 APPETITE STATEMENTS

Service Delivery	
Appetite	Statement (long form)
Averse to Accept	Council has an Averse risk appetite for taking on risks to operations that would adversely impact delivery of services to the community, or the effective management of assets, infrastructure, or projects. Council may Accept some risk in these areas where minor disruption for short periods will provide long-term benefits that outweigh the consequences.

Human Resources/people management	
Appetite	Statement (long form)
Accept to Receptive	As a general position Council is willing to Accept risk to all aspects of human resources and will choose the most likely option for successful delivery with a reasonable degree of protection. In some circumstances Council will be more Receptive and will engage with risks and opportunities when the potential benefit is great in an endeavour to ensure Council retains its valuable employees and that we can also attract the most suitable applicants for vacant positions. .

Work Health & Safety	
Appetite	Statement (long form)
Avoid	Council has no risk appetite and will seek to Avoid risk and uncertainty with regard to Risks relating to accident, injury or illness to Council staff, Councillors, contractors, visitors or members of the public.

Financial	
Appetite	Statement (long form)
Averse	As a general position Council has an Averse risk appetite with relation to significant financial decisions which may negatively impact on council's financial sustainability, and will endeavour to take safe options to limit risk exposures.

Environmental Influences	
Appetite	Statement (long form)
Averse to Avoid	Council has an Averse risk appetite for taking on risk relating to environmental impacts including pollution, climate change, natural climatic events, land use and the natural environment, and prefers safe options with little adverse risk exposure. However, under certain circumstances Council has an Avoid risk appetite for taking on risk where the environmental position within the community could be severely impacted or compromised.

Stakeholders	
Appetite	Statement (long form)
Accept to Averse	In general Council has an Accept risk appetite to taking on risk relating to parties external to Council and their relationship/interaction with Council, the impact of change, and stakeholder expectations. Council will consider all options and will choose the most likely option for successful delivery with a reasonable degree of protection. In certain circumstances Council may have an Averse risk appetite where they will prefer to adopt an attitude of taking safe options with little risk of adverse exposure.

Corporate Governance & Compliance	
Appetite	Statement (long form)
Averse to Avoid	<p>In general Council has an Averse risk appetite with regard to risks relating to corporate governance and compliance, including the efficient and effective direction and operation of the organisation; ethical, responsible and transparent decision making and will prefer safe options with little risk of adverse exposure.</p> <p>Council; however has an Avoid risk appetite for taking on any risk relating to corruption, fraud; procedural/policy, legal and legislative compliance. Under these circumstances Council has an attitude of avoidance where uncertainty in achieving its objectives exists.</p>

Section 1.01

Political	
Appetite	Statement (long form)
Accept to Receptive	<p>As a general position Council is willing to Accept risk relating to activities that may prove to be politically challenging. In the pursuit of this type of risk Council will consider all options for successful delivery of operations that may generate the scrutiny of authoritative agencies such as ICAC, or activities that increase public pressure on decision-making, with a reasonable degree of protection.</p> <p>In certain circumstances Council may have a Receptive risk appetite where it will prefer to adopt an attitude of engaging with risks and opportunities when the potential benefit is great.</p>

Projects	
Appetite	Statement (long form)
Accept	<p>Council has an Accept risk appetite for taking on risk relating to projects and will always consider all options and choose the one where successful delivery is achievable with a reasonable degree of protection. Major projects can vary greatly in respect to their respective complexity and associated risks. Therefore, Council may vary its risk appetite for each project after consideration of their respective risks on a project by project basis.</p>

Information Technology and communications	
Appetite	Statement (long form)
Accept to Avoid	<p>As a general position Council is willing to Accept risk relating to the resilience of its ICT infrastructure and support systems and its internal and external communications and messaging. Council will consider all options with regard to risk in this area and choose the most likely for successful delivery with a reasonable degree of protection.</p> <p>Council; however has an Avoid risk appetite for taking on any risk which may compromise the security or integrity of Council's ICT infrastructure and support systems.</p> <p>Council also has an Avoid risks appetite regarding communications and will take all measures to ensure that staff internally and the community and stakeholders externally are receiving accurate and transparent communications.</p>

23 RISK TREATMENT

Risks that are identified, assessed and evaluated can be modified by the process of risk treatment.

Approaches to risk treatment include:

- Ceasing the activity that creates the risk
- Mitigating the risk, in the case of a threat, to reduce the likelihood and/or consequence or in the case of opportunity, to enhance the likelihood and/or consequence (i.e. controlling the risk)
- Monitoring the risk and/or the effectiveness of controls
- Accepting the risk
- Sharing or transferring the risk

In some cases, existing controls will be determined to be effective, and the risk will be accepted. In other cases, the risk will need to be more effectively managed before it can be accepted. Risk treatment is therefore strengthening existing controls or developing and implementing new controls, so that the risk can be accepted.

Following the risk rating process, the level of risk needs to be re-evaluated to determine if the controls reduces the risk to an acceptable level. If it is determined that the risk is not reduced to an acceptable level, additional controls will be required.

24 HIERARCHY OF CONTROL

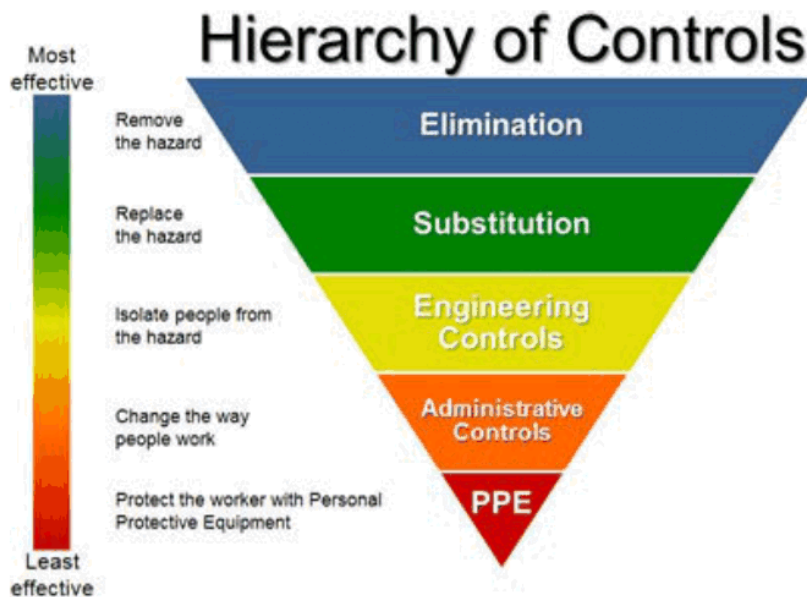


Figure 8: Hierarchy of Control

Article II.

25 RISK CONTROL

The primary aim of risk control is to eliminate the risk by removing the hazard. When this is not possible the risk must be minimised using one or more of the options from the hierarchy of controls. The risk control measure selected must be the highest possible option in the hierarchy to minimise the risk to the lowest level that is reasonably practicable.

Level 1

Eliminate the hazard.

Level 2

If it is not reasonably practicable to eliminate the hazards and associated risks, you should minimise the risks using one or more of the following approaches:

- Substitute the hazard with something safer
- Isolate the hazard
- Implement Engineering control

Level 3

Engineering controls to isolate a person from the hazard:

- Machinery guarding
- Fencing

Level 4

Administrative Controls as an interim measure until a more effective way of controlling the risk can be used to supplement higher level control measures.

Level 5

Using Personal Protective Equipment [PPE] to protect the worker. PPE should only be used when there are no other practical control measures available.

Level 4 and 5 control measures do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own, tend to be least effective in minimising risks.

26 REVIEW CONTROL MEASURES

The introduction or review of control measures will require a review of any changes to the way work is carried out. In these situations, it is usually necessary to support the control measures with:

Work procedures

Develop a procedure or safe work method statement that describes the task, identifies the hazards and documents how the task is to be performed to minimise the risks.

Training, instruction and information

Training will ensure workers are able to perform the task safely and demonstrate they are competent in performing the task according to the procedure. Training, instruction and information must be provided in a form that can be understood by all workers. Information and instruction may also need to be provided to others who enter the workplace, such as customers or visitors.

Supervision

Council shall ensure that employees are provided with reasonable supervision necessary to ensure the health and safety of the workers and any other persons at Council's place of work and that the supervision is undertaken by a competent person. In determining the nature and extent of necessary supervision, Council must have regard to the competence, experience and age of each worker.

Time frames

Controls and proposed actions are assigned to a responsible person with a specified date for completion or review.

27 RISK ACTION PLANNING

The purpose of risk action planning is to document how current controls and additional controls will be implemented.

Risk action plans shall include the following:

- Recommended and agreed actions – what is the control or additional controls required;
- Resources needed – what is required to implement the control;
- Responsibility – who will be responsible to implement the controls;
- Timing – what is the timeframes for implementing the controls;
- Reporting and monitoring – who needs to be informed when implementing the controls.

Actions will be placed on an action plan and staff responsible for the action will be notified.

28 DOCUMENTATION

In order to maintain the highest level of integrity in its decision-making process, it is essential that Council documents its risk management process, especially policies and procedures.

Documenting each step of the risk management process is important for a number of reasons:

- Demonstrate to stakeholders that the process has been conducted properly.
- Provide evidence of a systematic approach to risk identification and analysis.
- Provide a record of risk identification and analysis.
- Enable the review of decisions or processes.
- Develop Council's knowledge database.
- Provide an accountability mechanism.
- Facilitate continued monitoring and review.
- Provide an audit trail.
- Share and communicate information.

Subject to legislative requirements, decisions and processes involving risk management should be documented to the extent appropriate to the circumstances.

Risks identified as extreme or high are to be recorded in the Council Risk Register. Medium risks are managed by site risk assessments, work methods and procedures and can be recorded to the Risk register for monitoring if required.

Processes of low risk rating may be documented through a diary note or file notes. All Risk Management documentation should must be registered.

29 RELATED DOCUMENTS

- Blayney Shire Council Risk Management Policy 2I
- Blayney Shire Council WHS Policy 9A
- AS/NZS ISO 31000:2018 Risk management - Principles and guidelines
- SA/SNZ HB 436:2013 Risk management guidelines – Companion to AS/NZS ISO 31000:2018 SA SNZ HB 89 - 2013 Risk management - Guidelines on risk assessment techniques
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Local Government Act 1993

End

Adopted:	09/09/2013	1309/012
Last Reviewed:	09/09/2013	1309/012
	21/03/2016	1603/007
	16/09/2019	1909/008
Next Reviewed:	14/04/2021	



Procurement of Goods & Services Policy

Policy	3G
Officer Responsible	Chief Financial Officer
Last Review Date	

Strategic Policy

Scope

This Procurement of Goods and Services Policy applies to all procurement processes and activities undertaken by Council, including purchasing, ordering, tendering, contracting and disposals. It applies to all types of goods and services but does not apply to real property acquisitions and other non-procurement expenditure, such as sponsorships, donations and employment contracts.

The Procurement of Goods and Services Policy applies to anyone who undertakes or is involved in procurement activities. This includes Councillors, staff and delegates.

Compliance

The Procurement of Goods and Services Policy, conditions of tender and conditions of contract must be strictly observed at all times. Procurement activities will be periodically audited.

Procurement Procedures and Supporting Documents

The Corporate Services Directorate will develop and maintain procedures, templates, tools and guidelines necessary to give practical effect to the Procurement of Goods and Services Policy.

Fundamental Procurement Principles

All procurement activities will be conducted in accordance with seven fundamental principles.

1. Ethical behaviour, Integrity, Probity and Fair Dealings

Council values the highest ethical and professional standards in its business dealings. Council will ensure the verifiable integrity of its procurement activities through transparent processes. Council will respect the rights of tenderers and contractors, including confidentiality and the expectation to be treated fairly at all stages of the procurement process.

Council must not engage in any practices that aim to give a potential tenderer, service provider or business an advantage over others, nor engage in any form of collusive practice. A Councillor or Council employee with an actual or perceived conflict of interest must address that interest without delay in accordance with Council's Code of Conduct.

The procurement of services should be conducted in a way that imposes as far as practicable the same level of accountability and responsibility on the service provider as would exist if the Council carried out the services itself. In pursuit of ethical behaviour, staff will, for example:

- Disclose to the General Manager any possible conflict of interest; where a potential conflict relates to the General Manager, it will be

disclosed to the Council in accordance with the Local Government Act 1993

- Deal with all suppliers in an honest, fair and equitable manner
- Respect all in-confidence information received and not use it for personal gain, or to prejudice fair and open competition
- Not accept money, goods, loans, credits, purchasing incentives, services or prejudiced discounts
- Not use Council's name or purchasing power to make purchases other than for Council use during the procurement of services. In this regard, Staff will ensure that their close associates also do not receive an advantage in relation to a Council procurement.

A tenderer will be immediately excluded from a procurement process where:

- A conflict arises or
- There is inappropriate lobbying of the Council or
- There is a behaviour that might reasonably be regarded as seeking to solicit favourable treatment for the procurement process including by the offering of gifts or benefits.

2. Value for Money

Council seeks to achieve value for money in all its procurement activities. Council will select goods, services and suppliers that represent the best overall value for Council; not necessarily the lowest priced conforming offer.

Value for the community is the core principle underpinning Council's procurement system. This will involve a comparative analysis of all relevant costs and benefits of each proposal throughout the whole procurement cycle. Value for money is not restricted to price alone. When assessing value for money, consideration shall also be given to:

- The advancement of Council and Local Government priorities
- The non-cost factors such as fitness for purpose, quality, service and support, and sustainability considerations
- The cost related factors including whole-of-life costs and transaction costs associated with acquisition, use, holding, maintenance and disposal.

3. Open and Effective Competition

Council recognises the commercial and economic benefits of open and effective competition. Council will encourage healthy competition in the markets from which it purchases.

4. Cooperation

Council will approach its procurement dealings in good faith and in a spirit of cooperation. Where appropriate, Council will work proactively with tenderers, contractors and third parties (such as other Councils or peak industry bodies) to improve overall outcomes for the community.

5. Ethically and Environmentally Responsible

Council is committed to minimising the impact of its activities on the environment. Council will support the use of environmentally sustainable products, materials, processes and services.

Council will, when evaluating quotations or tenders, take into consideration the anticipated impact on the environment and show such consideration in their evaluation documentation. This may be achieved by procuring goods and services that will minimise their impact on the environment, including goods constructed from recycled or re-used products.

6. Risk Management

Council will implement systems within its procurement process to identify and manage risks, including, but not limited to Health and Safety risks, fraud prevention and legal compliance.

7. Support for Local Industry

Council recognises the importance of employment growth in the Shire. Council will structure its procurement activities to encourage the development of local employment opportunities

POLICY DIRECTIVES

Council shall undertake its procurement of goods and services activities in accordance with the following directives.

Statutory Requirements

The Local Government (General) Regulation 2005 is particularly relevant to the tendering process; however, various Acts and Regulations apply to Council's diverse range of procurement activities. The Procurement of Goods and Services Policy is intended to supplement these instruments. Any inconsistency that may arise between the Procurement of Goods and Services Policy and a relevant Act or Regulation, shall be resolved in favour of the Act or Regulation.

Officers shall maintain a working knowledge of the Acts and Regulations applying to the procurement activities they undertake.

Conduct of Officers

Officers shall conduct themselves with the utmost integrity and professionalism when undertaking procurement activities. Care shall be taken to ensure the proper management of conflicts of interest and other issues that may affect the integrity of procurement activities. Council's Code of Conduct shall be strictly observed at all times.

Delegations

Officers shall not make procurement decisions outside of their delegated authority. Procurement decisions shall not be divided or restricted, nor any other process engaged in, for the purpose of circumventing delegation limits.

General Application of Delegation Limits to Procurement

Most procurement decisions are subject to delegation limits. Such procurement decisions must be made by an officer with a delegation limit sufficient to cover the value of the procurement exercise. A decision with a value in excess of the General Manager's delegation limit must be made by Council resolution.

Delegation limits apply to procurement decisions that create a financial commitment or a commitment to provide ongoing business opportunities. This includes the approval of requisitions, one-off purchases, one-off contracts, discretionary contract variations, the exercising of contract options and orders against existing period contracts. It also includes the approval of period contracts including standing offer arrangements and pre-qualified supplier panels.

Determining the 'Delegations Value' of the Procurement

The relevant value, for delegations purposes, is simply the face value of the purchase or contract (inclusive of GST).

Delegations and Contract Variations

Variations fall into two categories, discretionary and non-discretionary. Discretionary variations involve a decision to increase the scope of a contract (for example, by adding extra requirements or product lines) and consequently increase the level of financial commitment. Discretionary variations must be approved by an officer (or Council) with a delegation limit sufficient to cover the value of the variation.

In some instances a contract price can alter due to the application of pre-agreed terms (for example, a price adjustment formula, a measured quantity clause, a latent condition clause or an expense reimbursement clause). Such alterations are often referred to as variations; however they are non-discretionary in nature. Although they may require some professional skill to calculate or verify, they do not involve a 'decision' to increase the scope of the contract. Nevertheless, to provide for sound administrative governance such non-discretionary variations shall also be subject to delegation limits up to ~~\$150,000~~250,000 in value. Non-discretionary variations over ~~\$150,000~~250,000 in value do not need to be approved by Council but must be approved by the General Manager.

[Pursuant to the Local Government Act s.55\(3\)\(n\)\(ii\) a delegation limit of \\$150,000 will apply to Discretionary variations where Council invites a contract involving the provision of services where those services are, at the time of entering the contract, being provided by employees of the council](#)

For general reporting and accounting purposes non-discretionary variations shall be recorded and tracked in the same way as other variations.

Budget Constraints

All procurement is subject to approved budgets. Procurement of Goods and Services Policy thresholds and delegation limits operate in addition to (not in place of) any budget constraints.

Number of Firms to be invited

Council shall invite sufficient offers to provide a reasonable degree of competition for the level of expenditure involved, without creating undue administrative cost for Council or the invitees.

Intention to Proceed

Council shall generally not invite offers without a firm intention to proceed with the procurement. Where it is necessary to invite offers on a contingency basis this shall be clearly communicated to participants. Where it is necessary to invite the submission of indicative pricing for estimating or planning purposes this shall be clearly communicated to participants. Where Council intends to consider an existing common-use procurement arrangement along with invited tenders this shall be clearly communicated to participants (see also Common-Use Government Procurement Arrangements).

Public Invitations to Tender

All public invitation processes shall be managed in accordance with the relevant elements of the Local Government (General) Regulation 2005, regardless of whether or not the Regulation applies to the contract.

Offers

All offers made in response to a public invitation or for a contract greater than ~~\$150,000~~\$250,000 in value must be received via a formal tender box process, regardless of whether or not the Local Government (General) Regulation 2005 applies.

Late Offers

Late offers received via a formal tender box process shall be handled in accordance with the relevant elements of the Local Government (General) Regulation 2005, regardless of whether or not the Regulation applies to the contract.

Late offers for minor procurement exercises (i.e. not closing via the tender box) may be considered if the approving officer is of the opinion that the circumstances of the offer do not compromise the integrity of the process.

General Communications

Wherever practical, communications with suppliers, contractors and tenderers shall be in writing (electronic or hard-copy). Where this is not practical file notes or formal minutes shall be recorded in an appropriate Council system.

Unsuccessful Offers

Council shall generally provide feedback to unsuccessful offerers if requested. Where the contract value exceeds \$~~150,000~~250,000 at least two Council officers shall participate in the feedback session. Written records shall be made and recorded in an appropriate system.

Successful Offers

Successful offers shall be notified by the issue of a Council Purchase Order. Other correspondence may also be issued however a supply will not be binding without the issue of a Council Purchase Order.

References

Officers shall not provide written references to suppliers or contractors. Officers may provide verbal references to appropriately identified persons, on issues relating to specific contract performance. File notes shall be made.

Common-Use Government Procurement Arrangements

Where Council does not have its own procurement arrangement for a particular good or service, common-use arrangements (such as ~~WBC~~, Centroc, Local Government group arrangements, NSW Government arrangements and Commonwealth Government arrangements) may be used. Where a common-use arrangement exists, tenders from other contractors may be sourced, however the invitation documents must state that a common-use Government procurement arrangement exists for this item and will be considered as part of Council's tender process.

Emergency Situations

In some circumstances an urgent purchase may be required to meet Council's obligations in regard to safety, asset protection, environmental protection or critical service provision. If such a situation arises **and** there is insufficient time to comply with Procurement of Goods and Services Policy or delegations limits then the most senior officer available may approve an emergency procurement exercise.

An emergency procurement exercise should comply, to the maximum extent possible, with the policies and procedures that would normally apply. All emergency procurement exercises (and the circumstances leading to them) shall be documented and reported to the relevant Director.

Reporting to Council

Contracts in excess of \$~~150,000~~250,000 in value shall be reported to Council.

Integrity, Dignity and Respect

- Council treats all persons with courtesy and respect.
- Council officials will demonstrate fair and consistent decision-making, ensuring probity at all times.

Appendix 1: Exemptions from Purchase Orders

Council shall develop a list of exemptions from purchase order generation as part of its operational procedures to allow seamless administrative operations. This list may change from time to time based on Council's operational requirements.

End of Policy

Adopted:	20/09/1999	664
Last Reviewed:	14/05/2007	07/094
	12/11/2012	1211/014
	09/12/2013	1312/003
	21/05/2018	1805/014
Next Review:	19/04/2021	



Road, Street and Bridge Names Policy

Policy	25F
Officer Responsible	Director Infrastructure Services
Last Review Date	XX/XX/2020

Strategic Policy

OBJECTIVES

To provide a consistent procedure to local road and bridge naming within the Blayney Shire Council Local Government Area (LGA).

To ensure that road, street and bridge names comply with relevant legislative, government department and locality requirements.

To increase the use of names within the Blayney LGA which have relevant historical or botanical themes.

To provide clear information on Council's requirements for the naming of roads and streets.

GENERAL

The naming of roads in New South Wales is standardised to ensure that the process is transparent and easy-to-understand for regulatory bodies and members of the community. A consistent approach benefits emergency services, transport and goods delivery and provides opportunities for community consultation when naming roads.

This policy has been prepared to assist Council staff with the naming of proposed roads and the renaming of existing roads.

The approval for road names is regulated by Clause 162 of the Roads Act 1993.

162 Naming of public roads

- (1) A roads authority may name and number all public roads for which it is the roads authority.*
- (2) The RMS may name and number all classified roads.*
- (3) Neither a roads authority nor the RMS may name a public road, or alter the name of a public road, unless it has given the Geographical Names Board at least one month's notice of the proposed name.*

Therefore, all requests for road names must be directed to the local road authority.

It is the road authority's responsibility to assess all proposed road names and renaming of existing roads.

SCOPE

Council as the local road authority must approve the naming of any road under its control, including public roads or a road that is to be dedicated to Council by way of a subdivision of land, but excludes Crown public roads, private roads and roads under the control of any State Government Authority.

GUIDELINES

The process for naming or renaming a road is undertaken by Council in accordance with the *NSW Addressing User Manual*.

Council's preference is to use names of Ex-Service personnel, Previous Mayors of the Council and Indigenous Leaders. Council has a list of pre-approved names (below) that can be considered for use by any proponent, or alternatively a written proposal together with a plan indicating the location of the road to be named, shall be submitted to Council. The proposal shall also include the contact name and address details of the proposer.

When a name is used for a bridge, the rank and initials of an Ex-Serviceman may also be used, however this is not supported by the NSW Naming Guidelines for roads.

If an alternate name is being suggested information supporting the suggestion must be included, and the name must comply with the criteria defined in the *NSW Addressing User Manual*.

All suggested road names must be submitted to the Geographical Names Board for approval.

Where the need for a name is not caused by a subdivision, the proposed name shall be the subject of a Council report with a recommendation for Council adoption.

The renaming of an existing road will require a Council resolution for the decision to rename and the determination of the new name must include community consultation with the residents affected.

The proposed road name shall be placed on public exhibition for 28 days, with public submissions invited via the local press

Upon completion of the 28 day public exhibition period, and where no objections have been received, a report shall be provided for Council adoption of the road name.

Once adopted by Council, the road name shall be re-advertised as approved in the Government Gazette and the local press.

IMPLEMENTATION

Council shall arrange the manufacture and installation of street signs other than those in new subdivision areas, and private roads.

The subdivision developer is required to supply the road sign and maintain the street sign until Council accepts maintenance of the road as a public road.

Proposed road names in new subdivisions must be approved by Council as part of the subdivision approval process.

Proposed Name	Initial	Locality	Conflict	Limitations
Ash	W	Blayney	1914-1918	Ash Street, Orange in Orange LGA 12.7 km away
Baulch	F			
Bennett	G	Millthorpe	1914-1918	Bennet lane, Spring Side in Orange LGA 6.2 km away
Biddulph	L	President Lyndhurst SC	1906	
Bird	A	Millthorpe	1939-1945	
Black	HN	Blayney	Boer 1899-1902	Back Street, Cargo in the Cabonne LGA 10.5km away
Brimble	T	Millthorpe	1914-1918	Bimble Close, Orange in the Orange LGA 18km away
Burrell	J	Millthorpe	1914-1918	
Caldwell	R	Millthorpe	1914-1918	Caldwell lane, Borenor in the Cabonne LGA 18.8km away
Castle	AE H	Blayney Blayney	1917 1917	
Chalson	A(Gus)	Blayney	1917	
Chapman	ELE(Ted) EBE	Blayney Blayney	1917 1917	Chapman Road, Sping Hill in the Oange/Cabonne LGA 1.2km away
Cheffins	CR	Carcoar	1914-1918	
Cheney	E AA	Blayney President Lyndhurst SC	1914-1918 1932-1937	Similar to Chesney Lane in neighbouring locality of Browns Creek 5km away
Chittenden	G	Blayney	1914-1918	
Clements	PE	Blayney	1917	Clements Road, Rosberg/Woodstock in the Cowra LGA 4 km away
Colburt	BD	President Blayney SC	1981-1982 1984-1993	
Coppock	W	Millthorpe	1914-1918	
Crichton	DR	Shaw	Boer 1899-1902	
Davis	J	Millthorpe	1914-1918	Davis Road, Spring Hill, in the Cabonne LGA 8.8 km away
Frost	S	Blayney	1914-1918	Frost Street, Orange in the Orange LGA 14.6km away
Gainsford	F	Millthorpe	1914-1918	
Gannon	F	Mandurama	1914-1918	
Gardiner	G	Blayney	1914-1918	Gardiner Road, Orange in the Orange LGA 14 km away
Golding	RJ	Millthorpe	1939-1945	Golden Place, Orange in the Orange LGA 14km away
Goode	G E	Millthorpe Millthorpe	1914-1918 1914-1918	
Hewish	AL	Blayney	1917	
Holland	W	Millthorpe	1914-1918	
Hosie	P	Mandurama	1914-1918	

Hoynes	N	Blayney	1914-1918	
Innes	JA	President Lyndhurst SC	1937-1951	
James	H	Millthorpe	1914-1918	
Jennings	CW	Blayney	1914-1918	Jenning Close, Orange in the Orange LGA 16.5km away
Kable	GP	Blayney	1914-1918	Kable Place, Orange in the Orange LGA 13.5km away
Knox	G	Millthorpe	1914-1918	Cox Ave, Orange in the Orange LGA 14.8km away
Kotton	M	Millthorpe	1914-1918	Cotton Street, Raglan in the Bathurst LGA 24km away
Lambert	B	Kings Plains	Aboriginal Leader	'Billy Lambert' acceptable for a bridge
Lasey	RL	Neville	1914-1918	
Life-Smith	E	Carcoar	1914-1918	
Mann	AE	Neville	1914-1918	Main St, Darby Falls in the Cowra LGA 19km away
Mayberry	S	Carcoar	1914-1918	
McMahon	T	Millthorpe	1914-1918	
McVicar	HW	Carcoar	1914-1918	
Miles	R	Millthorpe	1914-1918	Miles Road, Byng in the Cabonne LGA 3.7km away
Milham	RM	Millthorpe	Boer 1914- 1902	
O'Leary	KI	Millthorpe	1939-1945	
Pittendrigh	NT E	Blayney Blayney	1915 1915	
Roberts	JJ	Blayney	1917	
Robinson	J	Millthorpe	1914-1918	Robinson St, Woodstock in the Cowra LGA 11 km away
Rosenburg	M	Lyndhurst	1914-1918	Roseburg Road, Roseburg in the Cowra LGA 2 km away
Ryan	R MJ	Carcoar Carcoar	1914-1918 1914-1918	Ryans Road, Rockley Mount in the Bathurst LGA 11 km away
Sams	E	Millthorpe	Boer 1899- 1902	
Shappere	CS	Blayney	1916	
Simmons	F	Blayney	1914-1918	Simmons Pl, Kelso in the Bathurst LGA 21km away
Stammers	EW	Lyndhurst	1914-1918	
Starr	JH	Millthorpe	Boer 1899- 1902	
Syphers	JNO J	Lyndhurst Millthorpe	1914-1918 1914-1918	
Thompson	EG	President Lyndhurst SC & Blayney SC	1965-1977 1977-1991	
Thorncraft	C	Neville	1914-1918	

Tibbs	RH	Blayney	1916	
Wenban	E	Millthorpe	1914-1918	
Williamson	AS	Millthorpe	1939-1945	Williamsons Road, LewisPonds/Rocksford in the LGAs of Bathurst/Cabonne
Wise	GAN	Blayney	1916	Wise Road, Springside in the Orange LGA 5.5km away

End of Policy

	Date	Minute
Adopted:	12/08/1996	724
Last Reviewed:	09/08/2010	1008/011
	12/11/2012	1211/014
Next Review:	19/04/2021	

16) 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 February 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**

On Sunday 2 February at approximately 3:30pm Council staff, Lyndhurst RFS and Blayney SES responded to calls to assist following an intense storm event that reportedly included hail, lightning and heavy rain.

The community has reported rainfall of up to 125mm in 90-120 minutes in the Grubbenbun Creek catchment upstream of the Village of Lyndhurst.

As a result of the event, damage is being assessed, and the following has currently been identified:-

- The new short span bridge structures on Hines and Kinds Lanes were undamaged, however approaches have been scoured behind the wing walls and abutments, resulting in narrower approaches.
- The bridge over Limestone Creek on Boondaroo Road Millamolong, had the approach on the Cowra side washed out, and the Blayney side was extensively scoured revealing a mass footing with no piers.
- There was considerable deposition of material (topsoil, vegetation, tree limbs) from adjoining paddocks, with many rural fences knocked over due to grass matting causing water to back up and knock them over.
- Table drains have been scoured along many roads, with the gravel lost or being washed onto the road.

As inspections progress further damage may be identified.

Council crews continue to repair the damage and make safe where more extensive works are required.

Council has also indicated its intention to lodge a Natural Disaster Declaration due to the scale of damage and cost to repair.

Grant Applications

In December, Council staff submitted 2 grant applications to Fixing Local Roads.

The first was for \$1.8 million to supplement Council's \$993k for Carcoar Street in 2020/21. This will allow Council to expand its scope of works beyond pavement rehabilitation to allow for kerb realignment, improved parking, and traffic calming devices to discourage heavy vehicle use.

The second was for \$4 million for Mandurama Road to enable realignment of the poor curves on Mandurama Road. This application is optimistic at this point in time due to Council having a limited budget over the grant funding timeline. It may be more suitable at a later round of this program.

Council Officers provided Carcoar Street as the priority project, due to having funding allocated for only 2020/21, whilst Mandurama Road has funding allocated over the following years, allowing for more flexibility in when we might receive funding for that project.

Major Works

Forest Reefs Road

Works have commenced on the next stage of the rehabilitation of Forest Reefs Road, in the vicinity of Spring Terrace Road and Eucalypt Lane.

Works to date include importing of sub-base material ready for stabilisation. Works have been delayed due to the necessity to respond to the Lyndhurst Flood Damage.

Stabilisation is planned for 12 February 2020, with work expected to take 3 days. Base layer material will then be placed, with works expected to be finished by mid March.

Small bridge replacement program

The Winterbottoms Lane bridge has been replaced with a box culvert solution, with work delayed due to scouring around the work site following the storm event of 2 February.

Road Maintenance Works

Council's heavy patching and resealing program has been completed.

Maintenance grading has been undertaken on Gap Road, Fell Timber Road, Warburtons Lane, Ovington Lane, Watersons Road, Carbine Road, and Beneree Road.

A minor patch was completed on Hobbys Yards Road to remove a hazardous shove near Blayney.

Footpaths

Council's crews have undertaken some work in Newbridge, with works having to halt due to fuel tanks underneath the proposed route.

The link on Binstead Street between Raphael Street and Burton Street has been completed.

The crew has now moved to undertake work on a footpath at the Dakers Oval cricket nets.

Land Development

Underground services are complete, with final connection for gas and electricity scheduled. Lighting installation will be occurring in the next fortnight.

Kerb and gutter has been completed, with final trimming and sealing to be completed by end of February.

Major Contracts

Carcoar Sportsground Amenities Block

The Contractor for this project commenced work on site in early January and works are currently programmed for completion by end of March.

Cricket Practice Nets

This project is part of Council's Stronger Country Communities Fund Round 2 program co-funded by the NSW ICC T20 Legacy Fund, the Australian Cricket Infrastructure Fund, and Blayney Cricket Club. Work on the nets is now complete, and Council will look to undertake other improvements associated with the facility. From site inspections and social media feedback it would suggest the facility has been welcomed by the community, providing children and families an alternate recreational outlet during the school holiday period. The official opening of the nets has been scheduled for the 18 February.

Central West Equestrian & Livestock Centre (CWELC)

There is a high level of activity occurring at the CWELC site at the moment with a push to finish off and be ready for the Blayney Show. The retaining walls are complete with handrails being installed as the report is being written. Internal perimeter fence installation has commenced and the water infrastructure is now complete.

Lighting installation is nearing completion and the footpaths will commence in the week commencing 9 February, along with the external fencing.

Earthworks for batters and perimeter of the arena will also commence the week commencing 9 February.

The Working Group have finalised the new Strategic Plan for the Blayney Showground, and subject to Council consideration, by way of separate report. Draft User Fees and User Agreements are being prepared which will establish the responsibilities of Council, User Groups and Casual Hirers for events being held at the Showground, and in particular within the new facility.

Assets

Asset staff have completed Condition inspections for the largest of Council's asset classes, Transportation, for the June 2020 revaluation. Staff are

completing condition inspections of culverts that were potentially effected by the recent storm in the Lyndhurst and Mandurama areas.

Work continues on the cleansing and validation of all data on the Transport asset class for the revaluation and the review of asset component unit rates and useful lives.

The development of a Methodology for the Transportation revaluation is nearing completion. Once complete this will be sent to Council's auditors to be reviewed prior to running the revaluation.

Parks and Recreation

Council has identified concerns with dieback of fringing and emergent macrophytes in the Heritage Park wetlands in recent months, and is currently undertaking investigations to determine a possible cause.

Wetlands (either natural or man made) are not swamps or ponds that die when dry. They have a natural wet-dry cycle, and in some places the dry cycle may last for decades. The dry phase is necessary for the life cycle of the wetland, as well as for many of the flora and fauna that may live there.

The drying of the wetland has not been a concern to Council, however the dieback being observed has required us to investigate the cause.

With the sporadic rain in recent months we have seen an increase in grass growth which has resulted in an increased level of mowing being undertaken, whilst also seeking to resource deep watering of trees. Unfortunately with the extreme temperatures and dry conditions we are seeing the loss of many trees across the landscape including Council maintained trees.

Wastewater

Council Staff and our local contractor worked quickly over December to prepare the wetlands for receiving effluent water again, after Cadia Valley Operations ceased receiving the effluent. Water is now flowing through the wetlands and via Council's approved licence point into the Bellubula River.

Work has commenced on the process to gain approval to discharge effluent water onto our ovals. This requires a risk workshop to identify the hazards and risks as a result of using recycled water. These risks then identify the required treatment process to ensure safety to the public and environment.

When the outcomes of this risk workshop are identified, it will shape a recycled water management plan which will then go to the NSW Government seeking an approval to discharge the effluent onto our ovals. After the approvals are provided then construction of the treatment plant can occur.

Risk/Policy/Legislation Considerations:

Information report only

Budget Implications:

Information report only

Enclosures (following report)

Nil

Attachments (separate document)

Nil

17) ROAD HIERARCHY, RENEWAL AND MAINTENANCE POLICY**Department:** Infrastructure Services**Author:** Manager Infrastructure**CSP Link:** 1. Public Infrastructure and Services**File No:**

Recommendation:

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

Reason for Report:

For Council to endorse the Road Hierarchy, Renewal and Maintenance policy for public exhibition.

Report:

Council does not currently have a roads policy. This policy will enable Council to determine the level of service for maintenance and renewal of existing roads. It will also determine the physical limit to which Council will maintain roads.

The objectives of the Road Hierarchy, Renewal and Maintenance Policy are:

- To ensure that roads are maintained in compliance with relevant legislative requirements.
- To ensure that local and regional road maintenance is undertaken within the financial constraints and competing interests placed on Council, and in accordance with the limit of funds available as determined in Council's Transportation Asset Management Plan and Long Term Financial Plan.
- To provide clear information on the level of service that Council will provide to maintain roads defined within the Road Hierarchy, and the physical point at which Council ceases to maintain roads.
- To establish procedures that provide a simple, systematic and readily usable risk management approach to the maintenance of public roads to minimise potential hazards to road users resulting in public liability claims or injuries.

A Roads Policy is required for Council to:

- Properly account for changes in the road lengths valued in the Transportation Asset Revaluation as at 30 June 2020.
- Provide the required evidence for changes in road lengths for the Council's Financial Assistance Grants submissions.

It also facilitates Council to:

- Improve Council's Asset Management Framework and provide documented support for the assumptions contained in the Transportation Asset Management Plan;
- Provide clear direction to applicants seeking to extend the road network through development applications (subdivisions);
- Provide clear information to Council staff and any proponents seeking to have Council maintain a road not currently included in Council's Asset Register; and
- Determine Council's levels of service for the Renewal and Maintenance of the existing road network.

As part of Council's commitment to transparency and openness, public notice is recommended to be given prior to the policy adoption process.

Risk/Policy/Legislation Considerations:

Adoption of the policy will provide clear evidence of the extent of the road network for the 30 June 2020 Transportation asset revaluation and for the Financial Assistance Grant submissions.

It will also define Council's level of service for the maintenance and renewal of the existing road network, clarify the conditions for the acceptance of new roads and define the physical limit of Council road maintenance.

Budget Implications:

Nil

Enclosures (following report)

1 Road Hierarchy, Renewal and Maintenance Policy 10 Pages

Attachments (separate document)

Nil



Road Hierarchy, Renewal and Maintenance Policy

Policy	
Officer Responsible	Director Infrastructure Services
Last Review Date	

Strategic Policy

OBJECTIVES

To ensure that roads are maintained in compliance with relevant legislative requirements.

To ensure that local and regional road maintenance is undertaken within the financial constraints and competing interests placed on Council, and in accordance with the limit of funds available as determined in Council's Transportation Asset Management Plan and Long Term Financial Plan.

To provide clear information on the level of service that Council will provide to maintain roads defined within the Road Hierarchy, and the physical point at which Council ceases to maintain roads.

To establish procedures that provide a simple, systematic and readily usable risk management approach to the maintenance of public roads to minimise potential hazards to road users resulting in public liability claims or injuries.

DEFINITIONS

“Crown Road” means a public road that is declared to be a crown road for the purposes of the Roads Act 1993.

“public road” means:

- a) any road that is opened or dedicated as a public road, whether under the Roads Act 1993 or any other Act or law,
- b) any road that is declared to be a public road for the purposes of the Roads Act 1993, and
- c) any road that complies with Clause 701 of the Local Government Act, 1993.

“Regional roads” are roads defined by the state as performing a function between that of State road and a local road and provide for travel between smaller towns and districts and perform a sub-arterial function within major urban centres. They receive part funding by the State Government.

“road” includes:

- a) the airspace above the surface of the road, and
- b) the soil beneath the surface of the road, and
- c) any bridge, tunnel, causeway, road-ferry, ford or other work or structure forming part of the road.

“carry out road work” includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work.

“Asset Register” refers to Council's financial register of all fixed assets, including all road related infrastructure.

SCOPE

The Policy outlines Council's level of service for road renewal and maintenance activities and details procedures for the management of the road network, road related infrastructure and activities. In particular, the Policy covers the following areas:

- Road hierarchy,
- Renewal standards,
- Road maintenance and maintenance limits, and
- Acceptance of roads to the financial Road Asset Register.

Other objectives consistent with this policy include:

- Advocating for and facilitating the maintenance and improvement of roads and related infrastructure that are the responsibility of NSW Government agencies,
- Providing access throughout the Shire to facilitate the provision of assistance in times of emergency,
- Protecting and maintaining roadside vegetation in accordance with Blayney Shire Council's Roadside Vegetation Management Plan,
- Minimising any adverse environmental impacts of roads,
- Contribute to effective fire control,
- Providing for the grazing of livestock on rural roads in accordance with the Local Land Services Act 2013 and Roads Act 1993, and
- Treat ratepayers equitably in the allocation of maintenance services.

Road Hierarchy:

Council uses a 6 level road hierarchy based on the Local Government Functional Road Classification (Institute of Public Works Engineering Australasia), which determines the road class based on:

- Regional Road classification,
- Function within the road network,
- Typical traffic volumes,
- Number of heavy vehicles,
- School bus routes, and
- Level of connectivity it provides.

The road classes are shown in Table 1 below.

Renewal Standards:

Council has a set of target renewal standards for each road class. These apply to sealed roads, as it is unlikely Council will renew an unsealed road, other than through the maintenance program.

Table 1:

Road Hierarchy – Target Renewal Standards						
Class	Description	Road Seal Standard			Line Marking	
		Seal Width (m)	Lane Width (m)	Shoulder Width (m)	Centre Line	Fog Line
1	Main Arterial	9.0	3.5	1.0	Yes	Yes
2	Shire Arterial	8.0	3.5	0.5	Yes	Yes
3	Main Collector	7.5	3.25	0.5	Yes	As Req.
4	Collector	7.0	3.0	0.5	As Req.	No
5	Access	6.0	3.0	None	No	No
6	Road Reserve / No dwelling access	No Renewal Standard				

Renewal frequency:

The time intervals for renewal works on sealed roads are based on the life for which each road component is designed and within the limits of Council's finances, as set out in the Transportation Asset Management Plan and Long Term Financial Plan. These targets are indicative, as the need for any renewal works will be assessed based on the condition of the road component on a rolling (approximately) 3-year basis. Unsealed roads are included in the maintenance standards.

Table 2:

Road Hierarchy – Sealed Road Target Renewal Frequency						
Class	Top Surface (Years)			Pavement Base Layer (Years)	Pavement Sub Base Layer (Years)	Formation / Earthworks (Years)
	Spray Seal	Asphalt	Concrete			
1	13	20	80	40	150	Infinite
2	13	25	80	40	150	Infinite
3	15	25	80	45	150	Infinite
4	20	NA	100	60	150	Infinite
5	25	NA	100	75	150	Infinite
6	NA					

Other road assets, including Bridges, Culverts, Urban Stormwater and Kerb and Gutter have varying renewal frequencies and are considered on a case-by-case basis, based on condition, function or capacity. These asset sub classes will be covered in other policies.

Maintenance Activities:

In order to prioritise maintenance activities on the Sealed and Unsealed road network, Council has adopted a Response Priority Matrix, which has been developed in line with Councils Enterprise Risk Management Policy and Plan.

The Response Priority Matrix uses a similar approach to a risk matrix, but in this instance only refers to the priority with which Council assigns to the response to an identified maintenance defect.

The actual response time will be determined by the severity of the defect, the hierarchy of the road, and the availability of resources. A response may range from placement of temporary signage to major repairs.

A major failure of road infrastructure is individually assessed and is treated in accordance with the Risk Rating Matrix within Council’s Enterprise Risk Management Policy and Plan framework. This would illicit an individually prioritised response and would not be managed as a maintenance activity.

For maintenance activities the Priority Response Matrix is shown in Figure 1 below

Figure 1: Priority Response Matrix

Defect Severity	High	Very High	Very High	High	Medium
		Very High	High	Medium	Medium
		High	Medium	Medium	Low
	Low	Medium	Medium	Low	Low
		Class 1			Class 5
		Road Hierarchy / Traffic Volume			

Sealed Road Maintenance:

For the purposes of this Policy, Council accepts the maintenance for the full length of all existing sealed public roads included in its asset register. This does not include that portion of a sealed road that leaves the road reserve, and terminates within private property.

Sealed roads are formally condition assessed on a rolling 3-year (approximately) basis utilising electronic / laser measurement of rutting and cracking. The survey generates a Seal and Pavement condition rating, which

is used to develop the ongoing resealing, pavement rehabilitation and heavy patching programs.

In addition to these assessments, Council staff undertake ongoing assessments of the sealed road network and prioritise repairs and maintenance on an as needs basis. Following a customer request, relevant staff will assess any defects and allocate a priority in line with Council's Priority Response Matrix (Figure 1).

Table 3:

Maintenance standards for Sealed Roads			
Class	Inspection Program	Maintenance Intervention Level	Response Priority¹
1	3 Yearly, Staff informal, Customer Request	Surface defect (Pothole)	H
		Edge drop (>150mm depth)	VH
		Delineation (Guide Posts, Linemarking)	M
		Pavement Failure (Shoves >100mm)	VH
		Visibility encroachment (Vegetation)	M
2		Surface defect (Pothole)	H
		Edge drop (>150mm depth)	VH
		Delineation (Guide Posts, Linemarking)	L
		Pavement Failure (Shoves >100mm)	VH
		Visibility encroachment (Vegetation)	M
3		Surface defect (Pothole)	M
		Edge drop (>150mm depth)	H
		Delineation (Guide Posts, Linemarking)	M
		Pavement Failure (Shoves >100mm)	H
		Visibility encroachment (Vegetation)	M
4		Surface defect (Pothole)	M
		Edge drop (>150mm depth)	M
		Delineation (Guide Posts, Linemarking)	L
		Pavement Failure (Shoves >100mm)	H
		Visibility encroachment (Vegetation)	L
5	Surface defect (Pothole)	L	
	Edge drop (>150mm depth)	M	
	Delineation (Guide Posts, Linemarking)	L	

Maintenance standards for Sealed Roads			
Class	Inspection Program	Maintenance Intervention Level	Response Priority ¹
		Pavement Failure (Shoves >100mm)	L
		Visibility encroachment (Vegetation)	L
6	NA	Council will not maintain these roads	

1. Defect response priority is determined with reference to Council's Enterprise Risk Management Policy and Plan.

Unsealed Road Maintenance:

For unsealed roads, it is recognised that condition varies greatly due to traffic type and usage, topography, available construction and maintenance materials and can vary greatly along the length of a road. Over the full road length, various homogenous segments will generally remain in a good level of service with other sections tending to be in a poorer state.

Council undertakes regular inspections of its unsealed road network, as detailed in the Table 4 below. Unsealed roads are assessed for their drivability, profile (shape) and percentage of gravel remaining. Other defects in the road are also recorded and considered in developing an actual response.

Response priorities are determined with reference to Council's Risk Management Policy and Plan.

An Unsealed Class 5 road can be further divided into category A and B segments. Class 5A segments of a road are defined as the road to the point of the second last lawfully continuously occupied residence. Class 5B segments are from the second last to the last lawfully continuously occupied dwelling access, or other facility approved by Council. Council will not maintain roads beyond the last lawfully continuously occupied dwelling access, or other facility approved by Council.

Class 5B segments will be inspected as Class 5 roads as detailed in the Table 4 below. Required maintenance will be determined and programmed following each inspection, will generally be minimal in nature, but sufficient to ensure the road is trafficable. They are not included on a scheduled grading program. These roads / road segments will be maintained on an as needs basis and as Council funding permits.

Council will not maintain Class 6 roads at Council expense and they are not included in Council's Financial Assistance Grant (FAG) calculations or Council's asset register. They include, but are not limited to Crown or Council Road Reserves with no formed road; evidence of vehicular tracks; or evidence of previously formed road structure.

Where a property owner has placed a gate or other barrier over a road on a Crown Road Reserve, Council will deem the road beyond the gate / barrier to be a Class 6 road and will not undertake any inspection or maintenance of that road segment. Where this occurs on a Council owned Road Reserve,

Council will require the removal of the gate / barrier at the property owner's expense, or will consider selling that segment of the road to the property owner.

Council will consider 'closing' and selling or leasing roads to property owners who wish to maintain a road segment at a higher standard than Council is able to maintain within its budgetary constraints.

Table 4:

Maintenance standards for Unsealed Roads			
Class	Inspection Program	Maintenance Intervention Level	Response Priority ¹
1	3 monthly, Customer Request	Surface defect (Roughness)	VH
		Edge drop (>150mm depth)	M
		Delineation (Guide Posts, Signs)	L
		Pavement Failure (Rutting, Bogs)	VH
		Visibility encroachment (Vegetation)	L
		Scours (Washout in travelled area)	H
2	N.A	N.A (There are no Class 2 Unsealed Roads)	NA
3	6 monthly, Customer Request	Surface defect (Roughness)	H
		Edge drop (>150mm depth)	M
		Delineation (Guide Posts, Signs)	L
		Pavement Failure (Rutting, Bogs)	H
		Visibility encroachment (Vegetation)	L
		Scours (Washout in travelled area)	M
4	12 monthly, Customer Request	Surface defect (Roughness)	L
		Edge drop (>150mm depth)	H
		Delineation (Guide Posts, Signs)	L
		Pavement Failure (Rutting, Bogs)	M
		Visibility encroachment (Vegetation)	L
		Scours (Washout in travelled area)	M
5A	12 monthly, Customer Request	Surface defect (Roughness)	L
		Edge drop (>150mm depth)	M
		Delineation (Guide Posts, Signs)	L

Maintenance standards for Unsealed Roads			
Class	Inspection Program	Maintenance Intervention Level	Response Priority ¹
		Pavement Failure (Rutting, Bogs)	M
		Visibility encroachment (Vegetation)	L
		Scours (Washout in travelled area)	M
5B		When access not possible	H
6	NA	Council does not maintain these roads	

1. Defect response priority is determined with reference to Council's Risk Management Policy and Plan.

Acceptance of Roads onto the Road Asset Register:

The asset register has been determined by assessing and measuring all current roads maintained by Council. These include roads that have been constructed by Council or by another party to Council standards and formally handed to and accepted by Council.

They are stored in Council's Asset Management System, which also contains information on some roads that are not maintained by Council. These roads are not included in Councils Financial Assistance Grant (FAG) calculations, or included in Councils asset register.

For Council to accept any additional road on to the asset register, the road must meet all of the criteria outlined below:

1. The subject road will be the sole means of access to at least one lawful continuously occupied residence with an approved dwelling consent, or other facility approved by Council. If a residence is able to obtain access from another maintained road, the road may not be included.
2. The road shall be constructed at no cost to Council to the required standard as determined from Council's 'Guidelines for Engineering Works'.
3. The maximum length accepted shall be the distance to the access point of the last lawful continuously occupied residence(s) with a lawful dwelling consent, or other facility approved by Council.
4. The constructed road shall be wholly located within the designated road reserve. Where this is not practical, it may be acceptable to realign the road reserve, with all costs to be met by the applicant.
5. There shall be no timber bridges located on the subject road and any culvert or bridge structures shall comply with the relevant Australian Standards and any provisions within Council's 'Guidelines for Engineering Works'.
6. Where Council accepts the transfer of a Crown Road it shall approach the State Government to have the road reclassified as a public road over the nominated length. If the road is accepted for inclusion to the

asset register, all costs for reclassification are to be met by the applicant.

Additions to the asset register will only be considered on a written request to Council or lodgement of a Development Application. In determining a written request or an application, Council will consider the above criteria, Council's financial position, the maintainability of the road including the gradient and the additional road length.

Where Council accepts additional lengths of road in association with a Development Application for a dwelling-house or dwelling envelope the road transfer and construction will be required prior to the release of the subdivision / occupation certificate.

LEGISLATIVE AND POLICY LINKS

This Policy has been formulated with reference to a number of key pieces of Legislation and associated Regulations and in accordance with other Council Policies.

These include, but are not limited to:

- NSW Roads Act, 1993,
- Local Government Act 1993,
- Disability Inclusion Act 2014,
- Environmental Planning and Assessment Act 1979,
- Civil Liability Act 2002,
- Blayney Shire Council Enterprise Risk Management Policy and Plan,
- Blayney Shire Council Complaints Management Policy,
- Blayney Shire Council Legislative Compliance Policy,
- Blayney Shire Council Work Health and Safety Policy,
- Blayney Shire Council Asset Management Policy, and
- Blayney Shire Council Road and Bridge Naming Policy.

IMPLEMENTATION

Appeals to the Policy or its application can only be made by submission to a Council meeting.

End of Policy

	Date	Minute
Adopted:		
Last Reviewed:		
Next Review:		

18) BLAYNEY SHOWGROUND STRATEGIC PLAN 2020-2025

Department: Infrastructure Services

Author: General Manager

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

File No: RC.SP.1

Recommendation:

That Council endorse the Blayney Showground Strategic Plan 2020-2025

Reason for Report:

To inform Council of the stakeholder engagement undertaken with the Equestrian and Showground Users at the Blayney Showground and seek endorsement of the revised Blayney Showground Strategic Plan 2020.

Report:

In May 2016, Council endorsed the Blayney Showground Equestrian Sports Facilities Upgrade Plan and Projects (**Resolution No 1605/001**). This included a list of new and upgrade projects that would realise the full potential for each sport and user group to host regular regional competition and events. Some of these projects have now been completed or are in progress; namely the construction of two outdoor Dressage Arenas, refurbishment of the Pavilion Dining Room and Bar area and the Concourse seating upgrade.

This collaboration of user groups provided the strategic direction which enabled the business case and successful funding application for the Central West Equestrian and Livestock Centre in 2017. This project is now in progress due for completion in March 2020.

The 2016 Plan was reviewed by user groups in the latter half of 2019 and the Blayney Showground and Equestrian Sports Facilities Strategic Plan 2020-2025 provides the direction that user groups and Council aspire for the next 5 years and beyond.

The adopted vision is as follows:

The Blayney Showground will be a centre of excellence, a regional hub for promoting agricultural production; providing a safe, functional, equitable and accessible facility for local community groups to conduct quality multidisciplinary equestrian sports and associated activities, hosting high calibre regional, state and in some cases national events.

As an equestrian precinct for the Central West region, Blayney Showground will be a premier location that will be an asset encouraging people to relocate and visit. Increase tourism, visitors and competitors who will provide positive commercial benefits to local businesses whilst raising the profile of Blayney and its attributes.

The plan includes some recommendations and an action plan, with prioritised short, medium and long term projects. All of the projects listed will require planning, external grant funding, voluntary labour, financial contributions from user groups or future budget allocations.

Risk/Policy/Legislation Considerations:

The Blayney Showground is a public facility, located on NSW Crown Land, managed by Blayney Shire Council as Trustee. The land classified as Community Land is for Recreational Purposes. The facility is open to the public upon application and execution of individual User Agreements.

Council is still required to prepare a Plan of Management for the Reserve, along with its other Reserves in the Shire by 30 June 2021. This Strategic Plan is not a Plan of Management and does not include any Operational Procedures, Licence Agreements or Budget.

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

- | | | |
|---|---|----------|
| 1 | Blayney Showground and Equestrian Sports Facilities
Strategic Plan 2020-2025 | 12 Pages |
|---|---|----------|

19) MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD 7 FEBRUARY 2020

Department: Infrastructure Services

Author: Director Infrastructure Services

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

File No: TT.ME.1

Recommendation:

1. That the minutes of the Blayney Traffic Committee Meeting, held on Friday 7 February 2020, be received 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.

MINUTES OF THE BLAYNEY TRAFFIC COMMITTEE MEETING HELD ON FRIDAY 7 FEBRUARY 2020 AT BLAYNEY SHIRE COUNCIL

Meeting commenced at 10:06am.

PRESENT -

Members: Cr Bruce Reynolds (Blayney Shire Council - Chair), Cr John Newstead (Blayney Shire Council), Reg Rendall (Paul Toole Representative), Jackie Barry (TfNSW), Sgt Ryan Baird (NSW Police).

Present: Grant Baker (Director Infrastructure Services), Andrew Cutts (Tablelands Area Road Safety Officer), Nikki Smith (Administration Officer).

APOLOGIES

Nil.

DECLARATION OF INTEREST

Nil.

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the previous Traffic Committee Meeting held on Friday, 6 December 2019 be confirmed to be a true and accurate record of that meeting.

(Reg Rendall/Jackie Barry)

MATTERS ARISING**Australia Day – Carcoar**

ACTION: Council to advise Carcoar Village Fair Committee that an event debrief is required involving Council and NSW Police.

DECLARATION OF INTEREST

That the following Declaration of Interest be noted.

Number	Member/Officer	Interest	Report	Reason
20200207:01	Cr Bruce Reynolds	Non Pecuniary Interest – less than significant	Millthorpe Markets – April 2020	Committee Member
20200207:03	Reg Rendall	Non Pecuniary Interest – less than significant	Anzac Day Service Blayney - 2020	Committee Member

CORRESPONDENCE

Nil.

Request to suspend standing orders – Cr Bruce Reynolds (Chair).
Cr John Newstead took the Chair.

REPORTS**20200207:01 – Millthorpe Markets – April 2020**

RECOMMENDATION: 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.

(Reg Rendall/Jackie Barry)

Cr Bruce Reynolds resumed the Chair.
Request to recommence standing orders.

20200207:02 – Newbridge Winter Solstice - 2020

RECOMMENDATION: 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.

(Jackie Barry/Reg Rendall)

Reg Rendall left the meeting.

20200207:03 – Anzac Day Service Blayney - 2020

RECOMMENDATION: 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.

(Jackie Barry/Sgt Ryan Baird)

Reg Rendall returned to the meeting.

20200207:04 – Anzac Day Services Villages - 2020

RECOMMENDATION: 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.

(Reg Rendall/Sgt Ryan Baird)

TRAFFIC COMMITTEE REGISTER

That the information be noted.

ACTION: 20190607:11 Road Safety Office to liaise with TfNSW and NSW Police on helmet use campaign.

GENERAL BUSINESS

20200207:05 – Intersection – Icely Street and Mid-Western Highway, Carcoar (20191206:07)

ACTION: Council to refer requests to TfNSW for signage assessment and investigation of noise concerns.

Road Safety Officer to provide education campaign on how to use the intersection.

20200207:06 – 40 Speed Zone (Business Area), Carcoar

The Committee determined that a High Pedestrian Activity Zone is not warranted as traffic data indicates vehicles are complying with speed limit.

ACTION: Council to notify proponent that there was no support for a High Pedestrian Activity Zone, advising traffic data shows no major speeding issue and noting NSW Police would provide more police presence around school zone times.

ACTION: Road Safety Officer to provide education campaign about school zones.

20200207:07 – Speeding Complaint – Brady Road, Carcoar

The Committee determined that a change of speed zone is not warranted as traffic data indicates vehicles are complying with speed limit and the roadside environment does not warrant a speed zone reduction.

ACTION: Council to notify proponent there was no support for a speed zone reduction and that traffic data shows no major speeding issue and notes that wildlife signage is already in place.

20200207:08 – Burns Street, Blayney

ACTION: Road Safety Officer to provide education campaign through Facebook about rules, regulations and fines around parking in driveways.

INFORMAL MATTERS

20200207:09 – Monthly Road Safety Reports – December 2019 & January 2020.

That the information be noted.

20200207:10 – Chifley Local Area Command – Serious/Fatal Motor Vehicle Accidents Reports – November & December 2019.

That the information be noted.

FUTURE MEETING DATES - 2020

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

MEETING CLOSED

The meeting closed at 11:22am.

COUNCIL ISSUES

Development of Policy and Guidelines for Advisory Signs.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

20) DRAFT COMMUNITY PARTICIPATION PLAN**Department:** Planning and Environmental Services**Author:** Town Planner**CSP Link:** 5. The Natural Environment**File No:** LP.ME.5**Recommendation:**

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.

Reason for Report:

To seek Council endorsement of the draft Community Participation Plan (CPP) following public exhibition for a period of 28 days. The CPP outlines how and when Blayney Shire Council will engage with the community across the planning functions it performs under the Environmental Planning and Assessment Act 1979 (the Act).

Report:

The draft CPP has been prepared to satisfy Council's obligations under the Act to have a plan in place by 1 December 2019. It is an administrative change to transfer existing advertising notification procedures for development application from the Blayney Development Control Plan 2018 (the DCP). It also incorporates the consultation requirements set by legislation for strategic planning matters, such as planning proposals, draft development control plans and planning agreements.

The CPP is a single document that sets out all of Council's community participation requirements under planning legislation, including minimum public exhibition timeframes. It applies to planning proposals, contributions plans, draft development control plans, planning agreements, environmental impact assessments and development applications. The CPP only deals with planning matters under the Act and the CPP contains Council's existing community participation procedures as set out in the Act and the DCP.

The draft Plan was approved for public exhibition on 21 October 2019 and exhibited for 28 days from 24 October 2019 to 21 November 2019. During this time, no submissions were received. Accordingly, no changes are proposed and the draft CPP is recommended for adoption as shown at Attachment A.

The draft CPP will replace Part B: Notification and Public Exhibition of Development Applications within the DCP. Staff are currently preparing a list of items to undertake a housekeeping review of the DCP in the near future, the amendment to Part B will be included in the proposed amendment.

Risk/Policy/Legislation Considerations:

Council's Draft CPP has been prepared in accordance with sections 2.21(2), 2.23(2) and Schedule 1 of the EP&A Act 1979 and the minimum exhibition timeframes are set by the EP&A Regulation 2000.

Budget Implications:

Nil

Enclosures (following report)

Nil

Attachments (separate document)

1 Draft Community Participation Plan

28 Pages

21) SUBREGIONAL RURAL AND INDUSTRIAL LANDS STRATEGY 2019 TO 2036 - DRAFT

Department: Planning and Environmental Services

Author: Manager Planning

CSP Link: 5. The Natural Environment

File No: LP.PL.9

Recommendation:

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.

Reason for Report:

To obtain Council endorsement of the Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 for public exhibition.

Report:Introduction

The Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 provides a framework to guide growth and development of agriculture and industry within the Blayney, Cabonne and Orange Local Government Area subregion to 2036.

Background

From 2004 to 2008, the Blayney Shire, Cabonne Shire and Orange City Councils collaborated to prepare the Sub-Regional Rural and Industrial Land Use Strategy 2008 (the '2008 Strategy').

The 2008 Strategy provided a comprehensive rural and industrial lands strategy to guide and inform land use planning for the subregion for 30 years, as well as informing the preparation of Standard Instrument Local Environmental Plans for each of the three councils.

Following a planning proposal by Orange City Council to rezone the Orange Airport into an Industrial and Technology Park, Council resolved to support "a joint review to be undertaken of the 2008 Blayney Cabonne Orange Sub-Regional Rural and Industrial Land Use Strategy in its entirety by; NSW Department of Planning and Environment, Blayney, Cabonne and Orange Councils" (19 December 2016, Resolution Number (1612/021) point 2).

The NSW Department of Planning and Environment (DPE), Blayney, Cabonne and Orange Councils subsequently engaged Elton Consulting to review and update the 2008 Strategy following the release of the NSW Government Central West and Orana Regional Plan in 2017.

The Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 has been developed through a two stage process with Stage 1 involving a comprehensive review of the existing 2008 Strategy and constraints analysis which included a full land use audit of all industrial land in the subregion. This stage also included early community and agency engagement.

Stage 2 has involved the preparation of the final Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 based on the results of Stage 1.

Community Engagement Strategy

Public exhibition will be undertaken in accordance with the Draft Community Participation Plan, which has been the subject of Item 20 of this meeting.

Public exhibition will be undertaken for a period of 28 days, with the exhibition period to commence after public notice is published in the Blayney Chronicle.

One paper copy of the Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 will be made available for inspection at Council's Administration Centre, 91 Adelaide St Blayney. Copies would be made available upon request, however photocopying charges apply as per Council's schedule of Fees and Charges for the financial year in which payment is made.

In addition, the Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 would be made available on Council's website for the duration of the public exhibition period.

Council staff will be available during office hours to answer questions at Customer Service Counter during public exhibition period as work commitments permit.

The Draft Subregional Rural and Industrial Lands Strategy 2019 to 2036 will be reported back to Council at the conclusion of the public exhibition periods of the Blayney Shire, Cabonne Shire and Orange City Councils.

Risk/Policy/Legislation Considerations:

In 2017 the NSW Government published the Central West and Orana Regional Plan (Regional Plan). Developed by the Department of Planning and Environment, the Regional Plan is intended to guide the NSW Government's land use planning priorities to 2036 and provide a framework for more detailed land use plans. The Regional Plan is accompanied by an Implementation Plan. The Strategy has been prepared to be consistent with and assist with the delivery of the Regional Plan in the context of rural and industrial land in the subregion.

More recently, the councils jointly adopted a Regional Economic Development Strategy (REDS) with the NSW Government in 2018, reflecting their positioning as a functional economic region. Prepared with input from the local community, the REDS identifies and builds on the competencies and strengths of the subregion. The Strategy aligns with the relevant actions in the REDS.

Budget Implications:

The NSW Department of Planning and Environment (DPE), Blayney Shire Council, Cabonne Council and Orange City Council engaged Elton Consulting to review and update the 2008 Strategy.

External consultant expenditure will be approximately \$40k and is allocated within the 2019/20 Operational Plan.

Enclosures (following report)

Nil

Attachments (separate document)

1 Draft Rural and Industrial Strategy

82 Pages

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.

22) 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.

23) 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.

24) 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.