



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

Business Paper

25 September 2012



OUR VISION, MISSION AND VALUES





AGENDA

COUNCIL MEETING

25 September 2012

1.0 PRAYER

*Almighty God, we humbly ask you to invoke Your blessing upon this Council.
Direct and prosper our deliberations to the advancement of Your Glory and
the true welfare of the people of the Council area, our State and Australia.
Amen*

2.0 ATTENDANCE

2.1 Councillors

Cr R Bland
Cr P Grellman
Cr L Hampton
Cr K Keatley
Cr T Lord
Cr L McGlynn
Cr B Monaghan
Cr N Pokoney
Cr P Templeton

2.2 Staff

General Manager – Ray Smith
Director Corporate Services – Elizabeth White
Executive Assistant – Julie Sharpe

2.3 Apologies

Director Engineering Services – Will Marsh
Director Community & Development Services – Adele Casey

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 21 August 2012

- **Corrections**
- **Confirmation**
That the minutes of the Ordinary Council meeting held on 21 August 2012 be confirmed as a correct record of proceedings.
- **Business Arising**

4.0 DECLARATIONS OF INTEREST

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss the person or another person with whom the person is associated.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision to person might make in relation to a matter.

Councillor/Officer	Item	Nature of Interest

5.0 PUBLIC FORUM

6.0 MAYORAL MINUTE

7.0 NOTICES OF MOTION Nil

8.0 DELEGATES REPORTS

9.0 ADVISORY COMMITTEE REPORTS

10.0 STAFF REPORTS

That the Council receive the staff reports.

Section 1 – Office of the General Manager *(reports for decision)*

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Section 2 – Corporate Services *(reports for decision)*

10.6	Financial Statements – August 2012	25
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Section 3 – Community & Development Services *(reports for decision)*

Nil

Section 4 – Engineering Services *(reports for decision)*

Nil

Section 5 – Reports for Information

Nil

11.0 URGENT BUSINESS WITHOUT NOTICE

12.0 QUESTIONS AND STATEMENTS

- Matters to be dealt with arising out of the proceedings of former meetings of the Council
- Other Matters

13.0 CLOSURE OF THE MEETING TO DISCUSS CONFIDENTIAL BUSINESS UNDER THE PROVISIONS OF SECTION 10A(2) OF THE LOCAL GOVERNMENT ACT

14.0 RESUMPTION OF THE MEETING AND CONSIDERATION OF RECOMMENDATIONS OF THE CLOSED SECTION OF THE MEETING

15.0 CLOSE OF THE MEETING

SECTION 1 – OFFICE OF THE GENERAL MANAGER

10.1 ELECTION OF MAYOR

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management

Author: Executive Assistant

Officer’s Recommendation:

- i) That the Council note the report on the procedure for the election of Mayor.**
- ii) That the election of Mayor be held at this meeting.**
- iii) That in the event of a contested election that the Council determine whether voting is to be open voting, Ordinary Ballot or Preferential Ballot.**
- iv) That the General Manager be appointed Returning Officer for the purpose of this election.**
- v) That at the conclusion of the election any ballot papers be destroyed.**

Introduction

Councillors are required by the Local Government Act to elect annually one of their number to be the Mayor of the Council for the ensuing 12 months.

The purpose is to inform Councillors of the requirement to hold the election in accordance with the Local Government Act and Regulations.

290 When is an election of a mayor by the councillors to be held?

- (1) The election of the mayor by the councillors is to be held:*
 - (a) if it is the first election after an ordinary election of councillors—within 3 weeks after the ordinary election, or*
 - (b) if it is not that first election or an election to fill a casual vacancy—during the month of September, or*
 - (c) if it is the first election after the constitution of an area—within 14 days after the appointment of a provisional council or the first election of the council if a provisional council is not appointed, or*
 - (d) if the relevant council is a non-functioning council, or a council of which all civic offices have been declared vacant, and the election is the first to be held after the appointment or election of the councillors—within 14 days after the appointment or election of the councillors.*
- (2) If the councillors fail to elect a mayor as required by this section, the Governor may appoint one of the councillors as the mayor.*

Note. The filling of a casual vacancy in the office of a mayor elected by the councillors is dealt with in section 295.

230 For what period is the mayor elected?

- (1) A mayor elected by the councillors holds the office of mayor for 1 year, subject to this Act.
- (2) A mayor elected by the electors holds the office of mayor for 4 years, subject to this Act.
- (3) The office of mayor:
 - (a) commences on the day the person elected to the office is declared to be so elected, and
 - (b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.
- (4) A person elected to fill a casual vacancy in the office of mayor holds the office for the balance of the predecessor's term.

231 Deputy mayor

- (1) The councillors may elect a person from among their number to be the deputy mayor.
- (2) The person may be elected for the mayoral term or a shorter term.
- (3) The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.
- (4) The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.

Schedule 7 Election of mayor by councillors (Clause 394)

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.

(4) *In this clause:*

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*
- (2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

6 Count—2 candidates

- (1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*
- (2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

7 Count—3 or more candidates

- (1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*
- (2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*
- (3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*
- (4) *A further vote is to be taken of the 2 remaining candidates.*
- (5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*
- (6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) *The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.*
- (2) *The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

10 Count

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*
- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.*
- (4) *In this clause, absolute majority, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

11 Tied candidates

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) *to be declared to the councillors at the council meeting at which the election is held by the returning officer, and*
- (b) *to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.*

Conclusion

Councillors are required by the Local Government Act to elect annually one of their number to be the Mayor of the Council for the ensuing 12 months.

Nomination forms for the election of Mayor have been provided. It would help the process if Councillors wishing to nominate a candidate for the office of Mayor completed the form prior to the meeting. However it is still open to Councillors, if they so wish, to nominate a candidate at the meeting provided the formalities concerning signature and written consent are observed.

Those completing the forms before the meeting should bring the completed forms with them to the meeting or hand them to the Returning Officer prior to the meeting.

10.2 ELECTION OF DEPUTY MAYOR

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management

Author: Executive Assistant

Officer’s Recommendation:

- i) That the Deputy Mayor be elected at this meeting.**
- ii) That the Deputy Mayor be elected for the Mayoral term.**
- iii) That in the event of a contested election that the Council determine whether voting is to be open voting, Ordinary Ballot or Preferential Ballot.**
- iii) That the General Manager be appointed Returning Officer for the purpose of this election.**
- iv) That at the conclusion of the election any ballot papers be destroyed.**

Introduction

The Councillors may elect one of their number to be the Deputy Mayor. The person may be elected for the Mayoral or shorter term.

The Deputy Mayor’s role is to exercise any function of the Mayor:-

- i) At the request of the Mayor; or
- ii) If the Mayor is prevented by illness, absence or otherwise from exercising the function; or
- iii) if there is a casual vacancy in the Office of Mayor.

If no Deputy Mayor is elected or if the Deputy Mayor is unable to Act, the Councillors may elect one of their number to act as Deputy Mayor.

This Council in the past has elected a Deputy Mayor.

The procedure for the election of the Deputy Mayor is the same as the procedure for the election of Mayor.

Separate forms to enable Councillors to nominate candidates for election as Deputy Mayor have been provided.

Conclusion

Councillors may elect annually one of their number to be the Deputy Mayor of the Council.

10.3 REVIEW OF COMMITTEE STRUCTURE

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management

Author: Executive Assistant

Officer’s Recommendation:

That the Council Committee structure as attached be adopted for the ensuing four year council term.

Background

The committees have been reviewed with the objective of determining the most efficient and cost effective means of providing advisory services to council through a process of advisory committees consisting of councillors, relevant staff and community representatives.

The review has taken into account the current staff involvement, budget implications, council representation, community involvement, overlap and duplication and the effectiveness of the existing committees.

There are also a number of external committees over which council has no control. It is appropriate however, that council continue to nominate its representatives on such committees.

Conclusion

The minor amendment to the existing committee structure will provide some financial savings but more importantly it should result in a more efficient use of staff resources and a more effective and professional committee structure.

Some minor savings will be achieved by virtue of reduced paperwork and more efficient use of staff time.

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
OFFICE OF THE GENERAL MANAGER				
Council Workshop	Informal session to support and discuss the development of agenda items and/or issues	Monthly, 1st Tuesday Chambers 5.30pm (changes to 6.30pm during daylight savings)	5 February 5 March 2 April 7 May 4 June 2 July 6 August 3 September 1 October 5 November 3 December	<ul style="list-style-type: none"> • Councillors • General Manager • Director Corporate Services • Director Community & Development Services • Director Engineering Services • Other staff as required Corporate Support: <ul style="list-style-type: none"> • Executive Assistant
Council Meeting		Monthly, 3rd Tuesday 6.30pm, Chambers	19 February 19 March 16 April 21 May 18 June 16 July 20 August 17 September 15 October 19 November 10 December	<ul style="list-style-type: none"> • Councillors • General Manager • Director Corporate Services • Director Community & Development Services • Director Engineering Services Corporate Support: <ul style="list-style-type: none"> • Executive Assistant
Community Forums	Informal community meeting and/or site visits	Annually in all villages	September / October Dates to be determined	<ul style="list-style-type: none"> • Councillors • General Manager • Director Engineering Services • Other staff as required Corporate Support: <ul style="list-style-type: none"> • Engineering Projects Officer

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Manex	Corporate Advisory <ul style="list-style-type: none"> Meets to support and discuss operational issues 	Bi-weekly 1st and 3rd Tuesday each month 9am, Foyer Meeting Room	5 & 19 February 5 & 19 March 2 & 16 April 7 & 21 May 4 & 18 June 2 & 16 July 6 & 20 August 3 & 17 September 1 & 15 October 5 & 19 November 3 & 10 December	<ul style="list-style-type: none"> General Manager Director Corporate Services Director Community & Development Services Director Engineering Services Other staff as required Corporate Support: <ul style="list-style-type: none"> Executive Assistant
Australia Day Awards Committee	To consider the nominations and choose winning recipients	As and when required		<ul style="list-style-type: none"> Councillors General Manager
EEO Committee	Workplace Advisory <ul style="list-style-type: none"> Sub Committee of Consultative Committee Ensure absence of discrimination and harassment in employment and in the provision of Council services 	Quarterly 1st Wednesday 3pm, HR Training Room	6 March 5 June 4 September 4 December	<ul style="list-style-type: none"> 2 outdoor workforce <ul style="list-style-type: none"> o RS o AC 1 Childrens Services <ul style="list-style-type: none"> o AC 1 Depot - vacant 1 Administration office <ul style="list-style-type: none"> o LL 2 Consultative Cttee <ul style="list-style-type: none"> o JS o vacant General Manager EEO Coordinator (Senior HR Advisor) - vacant

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Consultative Committee	Workplace Advisory <ul style="list-style-type: none"> Provides a forum for consultation between Council and its employees to achieve cooperation in Award and Salary Policy implementation, effective and productive workplace reforms and enhanced career opportunities for all employees 	Bi-Monthly last Thursday 9am, HR Training Room	28 February 25 April 27 June 29 August 31 October 28 November	Elected employee reps: <ul style="list-style-type: none"> 3 USU Wages <ul style="list-style-type: none"> JS BG vacant 1 USU Salary <ul style="list-style-type: none"> RF 1 DEPA <ul style="list-style-type: none"> GM 1 APESMA <ul style="list-style-type: none"> vacant 1 Wages Staff rep <ul style="list-style-type: none"> RS 1 Salary Staff rep <ul style="list-style-type: none"> DS JS (alternate & EEO Cttee rep) Nominated employer reps: <ul style="list-style-type: none"> 2 reps nominated by Council <ul style="list-style-type: none"> General Manager vacant 1 Childrens Svs Unit rep - vacant 1 Ex-officio HR rep – Senior HR Advisor (vacant) Corporate Support – HR
Plant Committee	Advisory Committee	Quarterly Prior to a Council Workshop 4.30pm (changes to 5.30pm during daylight savings)	5 March 2 July 3 September 5 November	<ul style="list-style-type: none"> 3 Councillor Reps General Manager Director Engineering Services Plant Supervisor

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
CORPORATE SERVICES				
Internal Audit Committee	Independent advisory committee to Council. Assists in the effective conduct of responsibilities for financial reporting, risk management, maintaining a reliable system of internal controls and facilitating the organisations ethical development	On hold pending establishment of Committee		<ul style="list-style-type: none"> Independent Members x2 Staff (Observers) x2 <ul style="list-style-type: none"> General Manager Director Corporate Services Other staff as required Corporate Support – Executive Assistant
Tourism Advisory Committee	Community Advisory <ul style="list-style-type: none"> Research and identify current trends in tourism in the Riverina Implement projects Plan to further enhance visitation in the Bland Shire 	Monthly 2nd Thursday 5.15pm, Foyer Meeting Room	14 February 14 March 11 April 9 May 13 June 11 July 8 August 12 September 10 October 14 November 12 December	<ul style="list-style-type: none"> 2 Councillor Reps Director Corporate Services Senior Economic Development & Tourism Advisor (+ corporate support) VIC/Library staff – as required 4 Community Reps
Economic Development Advisory Committee	Advancing economic development in the Bland Shire	Bi-Monthly Prior to a Council Workshop 4.30pm (changes to 5.30pm during daylight savings)	5 February 2 April 4 June 6 August 1 October 3 December	<ul style="list-style-type: none"> Whole of council General Manager Director Corporate Services Senior Economic Development & Tourism Advisor Corporate Support: <ul style="list-style-type: none"> Corporate services staff

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Occupational Health & Safety Consultation Committee	Workplace Advisory <ul style="list-style-type: none"> Provides a forum for consultation between Council and its employees to allow them to contribute to the making of decisions 	Quarterly 2nd Tuesday in February, May, August, November 9.30am, HR Training Room	12 February 14 May 13 August 12 November	Elected employee reps: <ul style="list-style-type: none"> WM CL KP LS JM JL Nominated employer reps: <ul style="list-style-type: none"> General Manager OHS & Risk Advisor Corporate Support: <ul style="list-style-type: none"> Organisational Development Officer

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
COMMUNITY SERVICES				
Health & Wellbeing Advisory Committee	Community Advisory Committee to provide advice to the Council on health and medical services matters within the Bland Shire LGA. The Committee to have an initial term of 12 months from the day of the first meeting. The Committee does not have any formal delegations to act on behalf of the Council.	Monthly 1st Monday 5pm, BSC Meeting Room	4 February 4 March 1 April 6 May 3 June 1 July 5 August 2 September 7 October 4 November 2 December	<ul style="list-style-type: none"> • 3 Councillor Reps • 3 Community Reps • Director Community & Development Services (+ corporate support)
Bland Shire Interagency	Community Advisory	Biannually 2nd Tuesday in June and November 12noon, Chambers	11 June 12 November	<ul style="list-style-type: none"> • Manager Library & Childrens Services • Community Development Officer (+ corporate support) • Community Care Coordinator • Youth & Community Development Officer • Other agencies
Cultural Advisory Committee	Community Advisory <ul style="list-style-type: none"> • To promote, support and nurture art and cultural development 	Quarterly 4th Monday in February, May, August & November 5.30pm, Green Meeting Room	25 February 27 May 26 August 25 November	<ul style="list-style-type: none"> • 2 Councillor reps • Community Development Officer (+ corporate support) • 4 Community representatives • Director Community and Development Services (as required)

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Access Advisory Committee	Community Advisory <ul style="list-style-type: none"> • Raising access awareness to Council and community • Improving access for community • Preventing falls in older people • Advising Council on access issues and trends 	Quarterly 1st Friday in February, May, August, November 10am, Community Health Centre	1 February 3 May 2 August 1 November	<ul style="list-style-type: none"> • 1 Councillor rep • Director Community and Development Services • Manager Development Services – as required • Community Development Officer (+ corporate support) • 6 community representatives
Heritage Advisory Committee	Community Advisory <ul style="list-style-type: none"> • Provides venue for heritage issues to be raised • Community liaison and education for heritage advisory • Researching assistance • Improve collections of heritage materials • Advise local heritage assistance fund distribution • Organise heritage awards and certificates • Recommend to Council as necessary 	Bi-Monthly 1st Wednesday of complete week 5pm, Foyer Meeting Room	6 February 3 April 5 June 7 August 9 October 4 December	<ul style="list-style-type: none"> • 2 Councillor reps • Manager Development Services or representative(+Corporate support) • Economic Development and Tourism Officer – as required • Town Planner • Heritage Advisor – David Scobie • 2 Community reps

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Museums Advisory Committee	Subcommittee of the Heritage Advisory Committee, to oversee the ongoing development of the Bland District Historical Society Museum. The Advisory Committee is to have an initial term of 12 months from the day of the first meeting. The Committee does not have any formal delegation to act on behalf of Council.	Quarterly Last Thursday of each March, June, September, November 5pm, Foyer Meeting Room	28 March 27 June 26 September 28 November	<ul style="list-style-type: none"> • 2 Councillors (not currently a member of any represented museum) • 1 Executive Member of Bland District Historical Society • 1 Executive member of Ungarie Historical Society • 1 Executive Member of Weethalle Museum • Manager Development Services (or representative) (+shared Corporate support) • Senior Economic Development and Tourism Officer (as required) • Museum Advisor • Town Planner (as required)
Indigenous Advisory Committee	Community Advisory	As Required	As Required	<ul style="list-style-type: none"> • 1 Councillor rep • Director Community & Development Services • Community Relations Officer (+ corporate support) • 4 Aboriginal Lands Council (at least 1 youth rep)

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
ENGINEERING SERVICES				
Local Traffic Advisory Committee	<p>Community Advisory</p> <p>Bland Shire Council Traffic Advisory Committee delegation pursuant to the delegation of powers from the Roads & Traffic Authority of NSW, the authority for regulation of traffic and traffic control signs on public roads. This authority is limited to the powers, authorities, duties and functions that are specified in the Roads & Traffic Authority of NSW Instrument of Delegation to Council, from the Roads & Traffic Authority</p>	<p>Quarterly</p> <p>1st Tuesday in February, May, August, November</p> <p>10.30am, Committee Room</p>	<p>5 February 7 May 6 August 5 November</p>	<ul style="list-style-type: none"> • 2 Councillor Reps – Mayor (voting rights) & 1 alternate Councillor rep • Director Engineering Services • Road Safety Officer • RTA rep (voting rights) • Police rep (voting rights) • Local State Member of Parliament rep – Liz McGlynn (voting rights) <p>Corporate Support:</p> <ul style="list-style-type: none"> • Administration Officer – Engineering Services • Senior Manager Engineering Services • Operations Coordinator

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Local Emergency Management Committee		3 times per year 12pm, Council Chambers	To be advised	<ul style="list-style-type: none"> • Director Engineering Services (LEMO) • Manager Development Services • Operations Coordinator Corporate Support: <ul style="list-style-type: none"> • Administration Officer Engineering Services Nominated organisation reps: <ul style="list-style-type: none"> • Police • Ambulance • NSW Fire Brigade • SES • RFS, • Dept Industry and Investment • Local area Health Service • Goldenfields Water • Barrick • RTA • Emergency Manager • Red Cross • Country Energy
Asset Management Control Committee	Workplace Committee	Pending establishment of committee	Pending establishment of committee	<ul style="list-style-type: none"> • Senior Asset Management Officer • Senior Accounting & Infrastructure Officer • Town Planner • Revenue Officer

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
EXTERNAL COMMITTEES				
NSW Association of Mining Related Councils	External Committee			<ul style="list-style-type: none"> • 2 Councillors • General Manager
Bland Creek Catchment Management Committee	External Committee			<ul style="list-style-type: none"> • 1 Councillor • Environmental Officer
Bland Rural Fire District Zone Liaison Committee	External Committee			<ul style="list-style-type: none"> • 1 Councillor • General Manager
Bland District Bushfire Management Committee	External Committee			<ul style="list-style-type: none"> • 1 Councillor • Director Engineering Services
Public Libraries New South Wales - Country	External Committee			<ul style="list-style-type: none"> • 1 Councillor • Manager Library & Childrens Services
Riverina Regional Tourism	External Committee			<ul style="list-style-type: none"> • 1 Councillor • Senior Economic Development & Tourism Advisor
Cowal Gold Project Community Environmental Monitoring & Consultative Committee	External Committee	1st Wednesday in March, June, September, December Dates confirmed at December meeting		<ul style="list-style-type: none"> • 1 Councillor (Mayor)
Lachlan Catchment Management Authority Local Government Coordinating Committee	External Committee			<ul style="list-style-type: none"> • 1 Councillor • General Manager • Environmental Officer

PROPOSED COMMITTEES & MEETINGS – 2013

COMMITTEE	SCOPE/FUNCTION OF COMMITTEE	MEETING CYCLE, TIME & LOCATION	MEETING DATES	CURRENT REPRESENTATIVES & STAFF INVOLVED
Riverina Eastern Regional Organisation of Councils (REROC)	External Committee			<ul style="list-style-type: none"> • 1 Councillor (Mayor) • General Manager
Joint Regional Planning Panel	Suspend pending outcome of Dept of Planning Review			<ul style="list-style-type: none"> • Lindsay Moore • Garry Pearson
Newell Highway Taskforce				<ul style="list-style-type: none"> • 1 Councillor
Goldenfields Water County Council Board	External Committee			<ul style="list-style-type: none"> • 1 Councillor
Murrumbidgee Medicare Local Board	External Committee			<ul style="list-style-type: none"> • 1 Councillor

10.4 APPOINTMENT OF COUNCIL DELEGATES & REPRESENTATIVES TO COMMITTEES

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15. To provide quality leadership, governance and management

Author: Executive Assistant

Officer’s Recommendation:

That the Council make the appointments of delegates and representatives to the Advisory Committees of Council and external committees for the ensuing Council term.

Introduction

The Local Government Act 1993 enables the Council to exercise any of its functions by the committee of the Council: -

The Act envisages two basic types of Committees: -

- Committees of the Council of which all of the members are Councillors
- Other Committees of the Council

The Council has established the following other workplace, community and corporate advisory committees. Appointments will be made for the ensuing council term. The Council also appoints delegates to a number of external bodies concurrently.

The Council has appointed the following delegates or representatives to various committees and these appointments are to expire at this meeting.

Conclusion

That Council determine its delegates and representatives for the ensuing council term.

COUNCIL COMMITTEE	NOMINATIONS RECEIVED	COUNCIL DECISION
Plant Committee (3x Councillor representatives)	• • •	• • •
Tourism Advisory Committee (2x Councillor representatives)	• •	• •
Health & Wellbeing Advisory Committee (3x Councillor representatives)	• • •	• • •
Cultural Advisory Committee (2x Councillor representatives)	• •	• •
Access Advisory Committee (1x Councillor representative)	•	•
Heritage Advisory Committee (2x Councillor representatives)	• •	• •
Museums Advisory Committee (2x Councillor representatives)	• •	• •
Indigenous Advisory Committee (1x Councillor representative)	•	•
Local Traffic Advisory Committee (2x Councillor representatives) • Mayor – voting rights • Alternate	• •	• •

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 25 SEPTEMBER 2012

.....
MAYOR

EXTERNAL COMMITTEE	NOMINATIONS RECEIVED	COUNCIL DECISION
NSW Association of Mining Related Councils (2x Councillor representatives)	• •	• •
Bland Creek Catchment Management Committee (1x Councillor representative)	•	•
Bland Rural Fire District Zone Liaison Committee (1x Councillor representative)	•	•
Bland District Bushfire Management Committee (1x Councillor representative)	•	•
Public Libraries NSW – Country (1x Councillor representative)	•	•
Riverina Regional Tourism (1x Councillor representative)	•	•
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) (1x Councillor representative – Mayor)	•	•
Lachlan Catchment Management Authority Local Government Coordinating Committee (1x Councillor representative)	•	•
Riverina Eastern Regional Organisation of Councils (REROC) (1x Councillor representative – Mayor)	•	•
Newell Highway Taskforce (1x Councillor representative)	•	•
Goldenfields Water County Council Board (1x Councillor representative)	•	•
Murrumbidgee Medicare Local Board (1x Councillor representative)	•	•

10.5 APPOINTMENT OF COMMUNITY REPRESENTATIVES TO COMMITTEES

OUR LEADERSHIP – setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

16. *Develop strong community partnerships*

Author: General Manager

Officer’s Recommendation:

That the Council make the appointments of community representatives to the relevant Advisory Committees of Council for the ensuing council term.

Introduction

Council has a range of advisory committees with community representatives appointed for the four year term of Council. The table below outlines the nominations received for the relevant advisory committees.

COUNCIL COMMITTEE	NOMINATIONS RECEIVED	COUNCIL DECISION
Access Advisory (6x Community representatives)	<ul style="list-style-type: none">• Mrs Wilma Hutcheon• Mr Ron Black• Mrs Alison Templeman• Ms Gail Platz	<ul style="list-style-type: none">••••••
Tourism Advisory (4x Community representatives)	<ul style="list-style-type: none">• Amanda Stitt• Margaret (Peg) Mrowka• Bernard Couzens• Des Delaney• Martin Lane	<ul style="list-style-type: none">••••
Heritage Advisory (2x Community representatives)	<ul style="list-style-type: none">• Dorothy (Dot) Smith• Martin Lane	<ul style="list-style-type: none">••
Health and Wellbeing Advisory (3x Community representatives)	<ul style="list-style-type: none">• Carmel Mead• Dorothy (Dot) Smith• Jill Funnell	<ul style="list-style-type: none">•••
Cultural Advisory (4x Community representatives)	<ul style="list-style-type: none">• Nil	<ul style="list-style-type: none">•

Unfortunately there are still vacant positions, however if interested community representatives make application, Council can consider the request at that time.

Conclusion

The officer recommends that the nominations be received and accepted by Council.

SECTION 2 - CORPORATE SERVICES

10.6 FINANCIAL STATEMENTS – AUGUST 2012

OUR LEADERSHIP – Setting a benchmark for community standards “a well run council acting as the voice of the community ... leading by example”

15 – To provide quality leadership, governance and management.

Author: Director Corporate Services

Officer’s Recommendation:

1. That Council receive and note the statement of Bank Balances, Rates Collections and Investments for the month of August, 2012.
2. That Council confirms the payment of accounts, for the period 1 August 2012 to 31 August 2012, summarised in the accounts summary totalling \$3,389,476.56

STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF AUGUST, 2012.

BANK BALANCES AS AT 31 August, 2012

ACCOUNT	DEBIT	CREDIT
General Fund	\$ 1,436,635.84	
Invested Funds		
Fixed Deposits	\$8,000,000.00	
Deposits at Call	\$ 2,096,472.09	
	\$11,533,107.93	
Percentage of investment to Net Balance		87.54%

STATEMENT OF BANK BALANCES AS AT 31.08.2012
SUBMITTED TO THE ORDINARY MEETING SEPTEMBER, 2012

Balance as at 1.08.2012 \$771,492.70

Add Receipts

For month of August 2012 4,054,619.70

Includes

17.08.2012 – DITRDLG RTR 08/12 821,423.00

10.08.2012 – RMS PP6 11/12 Flood Damage 344,314.30

Less Payments

For month of August 2012 3,389,476.56

Includes

No Creditor payments over \$200,000 for month of August

Cash Balance 1,436,635.84

Limit of Overdraft Arranged with Bank \$350,000.00

ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period August 1, 2012 to August 31, 2012.

I CERTIFY,
That the accounts included in the accounts summary and totalling as detailed under: -

Fund		Voucher No.s	Total
General		22252 - 22352	1,306,372.31
Autopay	Creditors	31009 - 31377	1,423,668.67
Autopay	Payroll	5/13 – 9/13	658,027.06
August Bank Charges			1,408.52
			<u>\$3,389,476.56</u>

1. Are fully supported by vouchers and invoices and have been fully registered.
2. The responsible officer concerned has certified that the goods for which respective accounts are submitted have been rendered to order and/or that the services for which respective accounts are submitted have been rendered according to order.
3. Official orders have been issued for the supply of such goods and services. The goods for which respective accounts are submitted have been checked with the entries in the goods order book.
4. The prices and computations of every account are correct.
5. The prices for the goods supplied or services rendered under the contract or quotation in accordance therewith and in all cases the prices charged are according to order and as far as I am able to ascertain fair and reasonable.
6. The provisions of the Local Government Act, 1993 and Regulations in connection therewith have been complied with.

Further I also certify that the Ledger has been reconciled with the bank statements for the last preceding monthly period.

.....
Director of Corporate Services

CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 18 September 2012, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

.....
General Manager

CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING

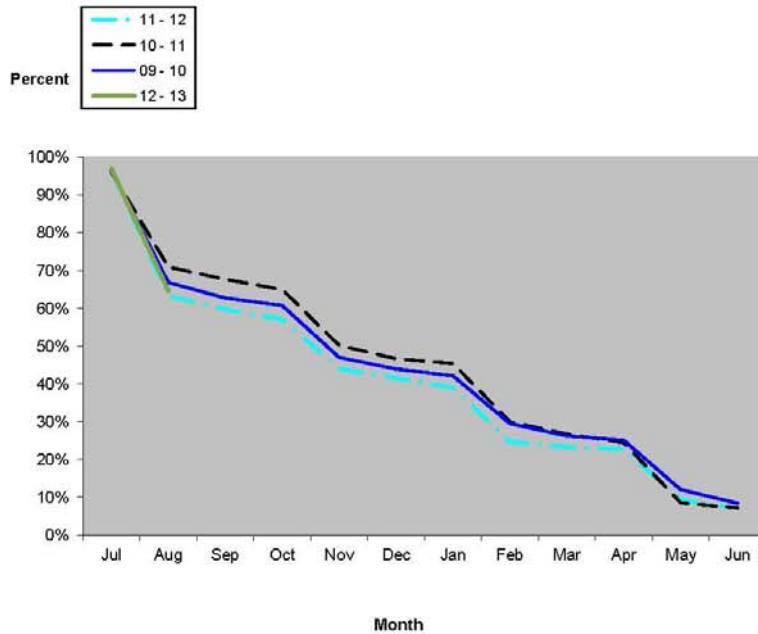
I certify that this accounts summary, covering amounts totalling \$3,389,476.56 was submitted to the Ordinary Meeting on the 18 September 2012 and that the amounts are presented to Council for confirmation of payment.

.....
Chairman of Ordinary Meeting

STATEMENT OF RATES AS AT 31 August 2012

RATE	Levy	Arrears	Adjustments	Interest	Total	Pension Rebate	Collections	Balance	2012-13	2011-12
General	\$5,676,521.14	\$323,806.99	-\$4,966.29	\$3,713.11	\$5,999,074.95	-\$78,348.57	-\$2,181,762.04	\$3,738,964.34	63.15%	61.27%
Sewerage	\$1,112,760.00	\$130,064.20	-\$1,114.09	\$1,474.39	\$1,243,184.50	-\$37,242.48	-\$362,190.03	\$843,751.99	69.97%	70.28%
Garbage/Services/Legal	\$767,034.00	\$149,359.94	-\$1,941.65	\$1,824.40	\$916,376.69	-\$43,915.45	-\$281,824.54	\$590,636.70	67.70%	68.00%
Overpayments	\$0.00	\$0.00					-\$7,633.29	-\$7,633.29		
TOTALS:	\$7,556,315.14	\$603,231.13	-\$7,922.03	\$7,011.90	\$8,158,636.14	-\$159,506.50	-\$2,833,409.90	\$5,165,719.74	64.58%	63.26%

% of Rates



Debt Analysis	Properties	Balance
Sale of Land	0	\$0.00
Future Sale of Land	38	\$40,147.64
Arrangements	97	\$215,610.16
Debt Collection	111	\$326,377.55
Centrepay	49	\$65,971.66
Total	295	\$648,107.01

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 25 SEPTEMBER 2012

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MAYOR

INVESTMENTS

The following table gives details of Council's Funds invested at 31st August 2012. The funds consist of monies from the Bank Accounts of the Trust Funds, Reserve Accounts, Sewerage Fund and Combined General Account.

DATE	INVESTED WITH WHOM	INVESTED AMOUNT	TERM	YIELD	DATE DUE
30-June-2012	NAB (Term Deposit)	1,000,000.00	90 Days	5.10%	28-September-2012
08-August-2012	NAB (Term Deposit)	500,000.00	90 Days	5.00%	06-November-2012
22-May-2012	NAB (Term Deposit)	1,000,000.00	180 Days	5.27%	22-November-2012
10-July-2012	IMB (Term Deposit)	500,000.00	90 Days	5.00%	08-October-2012
21-August-2012	IMB (Term Deposit)	500,000.00	90 Days	5.10%	19-November-2012
22-May-2012	Bankwest (Term Deposit)	1,000,000.00	105 Days	5.20%	04-September-2012
07-June-2012	Bankwest (Term Deposit)	1,000,000.00	105 Days	5.20%	20-September-2012
27-June-2012	ANZ (Term Deposit)	2,000,000.00	92	5.20%	27-September-2012
17-June-2012	ANZ (Term Deposit)	500,000.00	92	5.20%	17-September-2012
	ANZ Deposit at Call	50,317.62	Cash at Call		
	CBA Deposit at Call	2,046,154.47	Cash at Call		
	TOTAL:	10,096,472.09			

I certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, the Regulation and Council's Investment Policies.

Lehman Brothers Managed Funds

79,009.85 Managed Funds

I certify that the above investment has been reconciled with Council's General Ledger Accounts.

Director Corporate Services

SECTION 3 – COMMUNITY & DEVELOPMENT SERVICES

Nil reports to this meeting.

SECTION 4 – ENGINEERING SERVICES

Nil reports to this meeting.

SECTION 5 – REPORTS FOR INFORMATION

Nil reports to this meeting.