



**ATTACHMENTS TO REPORTS OF THE BLAYNEY SHIRE COUNCIL MEETING
HELD ON MONDAY 17 OCTOBER 2022**

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Quarterly Budget Review 2021-2022

**Period ending
30 June 2022**

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

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Blayney Shire Council


Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Report by Responsible Accounting Officer

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

30 June 2022

It is my opinion that the Quarterly Budget Review Statement for Blayney Shire Council for the quarter ended 30/06/22 indicates that Council's projected financial position at 30/06/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  _____
Tiffany Irlam
Responsible Accounting Officer

date: 11/10/2022

Blayney Shire Council

PART 1:

Income & Expenses Budget Summary

Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Budget review for the quarter ended 30 June 2022
Income & Expenses - Council Consolidated

(\$000's)	Original Budget \$ 000	Revised Budget 2021/22	Other than by QBRs Jun \$ 000	Variations for this Jun Qtr	Projected Year End Result	Actual YTD figures
Total Income from Continuing Operations	26,654	30,249	-	-	30,249	29,509
Total Expenses from Continuing Operations	19,866	20,137	(96)	-	20,041	19,656
Net Operating Result from Continuing Operations	6,788	10,112	96	-	10,208	9,853
Total Capital Expenditure	14,876	19,200	(992)	-	18,208	13,916



Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/04/22 to 30/06/22

Income & Expenses Budget Review Statement (By Type)

Budget review for the quarter ended 30 June 2022

Income & Expenses - Council Consolidated

(\$'000's)	Original Budget 2021/22	Revised Budget 2021/22	Other than by QBRS Jun Qtr	Notes	Projected Year End Result	Actual YTD figures *	Variance Surplus (Deficit)	Notes
Income								
Rates and Annual Charges	11,817	11,824			11,824	11,777	(47)	
User Charges and Fees	1,700	1,561			1,561	1,712	151	b
Interest and Investment Revenues	174	174			174	110	(64)	c
Other Revenues	275	412			412	480	68	d
Grants & Contributions - Operating	4,602	4,777			4,777	5,525	748	e
Grants & Contributions - Capital	8,039	11,454			11,454	9,788	(1,666)	f
Net gain from disposal of assets	-	-			-	54	54	j
Share of Interests in Joint Ventures	47	47			47	63	16	
Total Income from Continuing Operations	26,654	30,249	-		30,249	29,509	(740)	
Expenses								
Employee Costs	6,722	6,761			6,761	7,167	(406)	g
Borrowing Costs	255	249			249	147	102	h
Materials & Contracts	4,836	5,052	(38)	a1	5,014	4,928	124	
Depreciation	6,684	6,672			6,672	6,522	150	
Legal Costs	48	51			51	40	11	
Consultants	138	278	(57)	a2, a3	221	167	111	k
Other Expenses	832	732	(1)	a4	731	685	47	i
Net Loss from disposal of assets	351	342			342	-	342	j
Total Expenses from Continuing Operations	19,866	20,137	(96)		20,041	19,656	481	
Net Operating Result from Continuing Operations	6,788	10,112	96		10,208	9,853	(259)	
Discontinued Operations - Surplus/(Deficit)								
Net Operating Result from All Operations	6,788	10,112	96		10,208	9,853	(259)	
Net Operating Result before Capital Items	(1,251)	(1,342)	96		(1,246)	65	1,407	

* 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 01/04/22 to 30/06/22

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

Budget review for the quarter ended 30 June 2022

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2021/22	Revised Budget 2021/22	Other than by QBRs Jun Qtr	Notes	Projected Year End Result	Actual YTD figures	Notes
Income							
Governance	18	4			4	8	
Administration	396	495			495	511	
Public Order & Safety	55	711			711	269	d,f
Health	8	8			8	10	
Environment	1,378	1,592			1,592	1,722	b,f
Community Services & Education	3	3			3	4	
Housing & Community Amenities	202	218			218	893	b
Sewer Supplies	2,019	1,859			1,859	2,048	c,f
Recreation & Culture	2,740	2,947			2,947	2,324	
Manufacturing & Construction	586	586			586	674	b
Transport & Communication	7,771	10,329			10,329	8,543	d,e,f
Economic Affairs	131	143			143	411	b
General Purpose Revenue	11,347	11,354			11,354	12,092	c,e
Total Income from Continuing Operations	26,654	30,249	-		30,249	29,509	
Expenses							
Governance	594	628			628	554	i
Administration	4,666	4,689	(25)	a2	4,664	5,009	g,k
Public Order & Safety	512	479			479	495	
Health	17	17			17	19	
Environment	1,724	1,939			1,939	1,804	h
Community Services & Education	20	23			23	25	
Housing & Community Amenities	610	612	(32)	a3	580	505	g,k
Sewer Supplies	1,447	1,342			1,342	1,280	g,k
Recreation & Culture	3,290	3,281			3,281	2,865	g
Manufacturing & Construction	554	595			595	550	g,h
Transport & Communication	6,160	6,223	(38)	a1	6,185	6,123	g,j
Economic Affairs	272	309	(1)	a4	308	427	j
Total Expenses from Continuing Operations	19,866	20,137	(96)		20,041	19,656	
Net Operating Result from Continuing Operations	6,788	10,112	96		10,208	9,853	
Discontinued Operations - Surplus/(Deficit)		-			-		
Net Operating Result from All Operations	6,788	10,112	96		10,208	9,853	
Net Operating Result before Capital Items	(1,251)	(1,342)	96		(1,246)	65	

Blayney Shire Council
PART 3A: Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

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

Budget review for the quarter ended 30 June 2022

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

(\$000's)	Operating Income				Operating Expenditure				Actual YTD figures	%				
	Original Budget \$ 000	Revised Budget \$ 000	Other than by QBRS Jun \$ 000	Notes	Projected Year End Result	Actual YTD figures	%	Original Budget \$ 000			Revised Budget \$ 000	Other than by QBRS Jun \$ 000	Notes	Projected Year End Result
Governance Council	18	4	4		4	8	200.0%	594	628			628	554	88.2%
Administration														
Executive Services	219	199	199		199	179	89.9%	2,826	2,743	70		2,743	2,565	93.6%
Corporate Services	174	292	292		326	326	191.6%	1,504	1,537	(25)	a2	1,512	2,044	135.2%
Engineering & Works	3	3	3		3	6	200.0%	336	339			339	352	103.8%
Environmental	396	494	494		511	511	129.4%	4,666	4,689	(25)		4,664	5,009	107.4%
Public Order & Safety														
Rural Fire Service	46	46	46		46	57	123.9%	360	327			327	350	107.0%
Animal Control	9	10	10		10	12	120.0%	113	113			113	111	98.2%
Emergency Services	-	-	-		-	11	0.0%	34	34			34	34	100.0%
Other Public Order & Safety	55	56	56		80	80	243.3%	512	479	5		5	495	103.3%
Health														
Administration/Food Control	8	8	8		8	10	125.0%	17	17			17	19	111.8%
	8	8	8		8	10	125.0%	17	17			17	19	111.8%
Environment														
Noxious Plants	-	-	-		-	-	0.0%	116	95			95	96	101.1%
Domestic Waste Management	1,001	1,001	1,001		1,001	1,023	102.2%	868	904			904	926	102.4%
Other Waste Management	377	519	519		488	488	94.0%	356	462			462	332	71.9%
Street Cleaning	-	72	72		72	53	73.6%	175	175			175	175	100.0%
Urban Stormwater Drainage	-	-	-		-	-	0.0%	209	303			303	275	90.8%
	1,378	1,592	1,592		1,564	1,564	98.2%	1,724	1,939			1,939	1,804	93.0%
Community Services & Education														
Community Services Administration	-	-	-		-	-	0.0%	5	5			5	6	120.0%
Child Care	3	4	4		4	4	100.0%	5	10			10	10	100.0%
Youth Services	3	4	4		4	4	100.0%	5	8			8	9	112.5%
	3	4	4		4	4	100.0%	20	23			23	25	108.7%

Blayney Shire Council
PART 3A: Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

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

Budget review for the quarter ended 30 June 2022

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

(\$000's)	Operating Income				Operating Expenditure					
	Original Budget \$ 000	Revised Budget \$ 000	Other than by QBRS Jun \$ 000	Notes	Projected Year End Result	Actual YTD figures	%	Projected Year End Result	Actual YTD figures	%
Housing & Community Amenities										
Public Cemeteries	62	67	79		67	91	135.6%	84	86	102.4%
Public Conveniences	14	14	17		14	4	28.6%	181	123	66.0%
Town Planning	125	135	17		135	159	117.8%	346	296	85.7%
	201	216	103		216	254	117.6%	611	505	86.9%
Recreation & Culture										
Public Libraries	81	79	79		79	79	100.0%	221	204	92.3%
Public Halls	17	17	17		17	16	94.1%	141	120	78.4%
Other Cultural Services	-	-	-		-	-	0.0%	24	5	20.8%
Centrepoin Sport & Leisure	-	-	-		-	(161)	0.0%	1,291	1,024	84.1%
Sporting Grounds	19	19	19		19	19	100.0%	310	322	98.2%
Parks & Gardens	3	3	3		3	24	800.0%	1,134	989	84.1%
Blayney Showground	15	22	22		22	21	95.5%	169	180	100.0%
	135	140	140		140	(2)	-1.4%	3,290	2,865	87.3%
Mining Manufacturing & Construction										
Building Control	205	205	205		205	361	176.1%	193	218	93.6%
Quarries & Pits	381	381	381		381	313	82.2%	361	332	92.0%
	586	586	586		586	674	115.0%	554	550	92.6%
Transport & Communication										
Local Roads	2,008	2,008	2,008		2,008	2,014	100.3%	4,350	4,535	104.3%
Regional Roads	343	343	343		343	340	99.1%	129	214	106.5%
Bridges - Local	16	16	16		16	12	75.0%	696	459	66.9%
Bridges - Regional	-	-	-		-	-	0.0%	-	1	0.0%
Footpaths	-	-	-		-	(2)	0.0%	136	119	102.5%
Kerb and Gutter	-	-	-		-	-	0.0%	170	165	97.6%
Street Lighting	23	23	23		23	101	438.7%	519	481	95.0%
Other Transport and Communication	1	1	1		1	36	3600.0%	160	160	100.0%
	2,391	2,391	2,391		2,391	2,501	104.6%	6,160	6,123	99.0%

Blayney Shire Council
PART 3A: Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

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

Budget review for the quarter ended 30 June 2022

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

(\$000's)	Operating Income					Operating Expenditure								
	Original Budget \$ 000	Revised Budget \$ 000	Other than by QBRS Jun \$ 000	Notes	Projected Year End Result	Actual YTD figures	%	Original Budget \$ 000	Revised Budget \$ 000	Other than by QBRS Jun \$ 000	Notes	Projected Year End Result	Actual YTD figures	%
Economic Affairs														
Tourism & Area Promotion	32	44	44		44	48	109.1%	305	330	(1)	ns	329	292	88.8%
Industrial Development & Promotion	11	10	10		10	10	100.0%	17	17			17	7	41.2%
Real Estate	11	11	11		11	239	2172.7%	(110)	(98)			(98)	27	-27.6%
Other Business - Private Works	77	77	77		77	114	148.1%	59	59			59	101	171.2%
	131	142	142		142	411	289.4%	271	308	(1)		307	427	138.1%
General Purpose Revenue														
General Purpose Revenues	11,346	11,353	11,353		11,353	12,082	106.5%	-	-			-	-	0.0%
Sewerage Services														
	1,967	1,808	1,808		1,808	1,614	88.3%	1,447	1,342			1,342	1,280	95.4%
Surplus/(Deficit) From Ordinary Activities Before Capital Grants & Contributions	18,615	18,794	18,794		18,794	19,721	104.9%	19,866	20,137	(96)		20,041	19,656	98.1%

























*Note expense figures include depreciation

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details	Comparison of Budget to Actual	Variations to:	
		Income \$000	Expenditure \$000
a Carryover works to 2022/23 Financial Year 1. LED Street lighting bulk lamp replacement 2. Active movement strategy 3. Residential land concept 4. Tourism Development Fund			(38) (25) (32) (1) (96)
b User Fees & Charges - Regulatory and planning fees (Building Control) - Private works - Recycling and waste disposal revenues - Cemeteries - Quarry sales	 156k  38k  44k  24k  69k		
c Interest and Investment Revenues Interest and investment returns were lower than anticipated. Interest rates increased towards the latter part of the financial year but remain locked in at much lower rates until maturity in			
d Other Revenues Council installed LED bulbs across the street lighting network generating energy savings certificates	 79k		
e Operating Grants & Contributions Council received advance payment of 75% of the 2022/23 financial assistance payment. Only 50% of the advance payment was budgeted for.	 788k		
f Capital Grants & Contributions - timing differences between income recognition and expenditure incurred - Blayney RFS shed construction - Contributed assets - subdivision (roads, sewer, stormwater) - Fixing Local Bridges - Footpaths - Belubula River walk - Regional Roads - Hobbys Yards Rd	 467k  863k  1,333k  167k  279k		
g Salary & Wages - Casual Staff (Planning & Building Control, Projects) - Overtime hours - Wages attributed to project management not capitalised - Increased sick leave for staff allocated to works	 74k  153k  51k  52k		
h Borrowing costs Remeasurement adjustment due to a substantial increase in the discount rate used in the measurement of long term provision for remediation and restoration liabilities.			
i Other Expenses - Donations for Financial Assistance	 35k		
j Net Losses From Disposal of Assets Budgeted write off on disposal of infrastructure related assets including deferred until 2022/23 after delays in commencement of scheduled renewal works. Profit on sale was realised and included in operating income following sale of operational land in Frape Street and Council's fleet replacement program - Roads - Panuara Rd - Bridges - Lucan Rd, Leabeater St & Belubula Way - Operational Land - Frape St	 81k  225k  96k		
k Consultants - Active Movement Strategy - Residential land concept - Infrastructure Contributions Plan - Sewer Strategic Business Plan	 25k  32k  30k  21k		
			(96)
	Net adjustment to operating re		96

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/04/22 to 30/06/22

Capital Budget Review Statement

Budget review for the quarter ended 30 June 2022

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2021/22	Revised Budget 2021/22	Other than by QBRS Jun Qtr	Notes Projected Year End Result	Actual YTD figures
Capital Expenditure					
New Assets					
- Plant & Equipment	675	945	(105)	840	857
- Land & Buildings	150	224	(104)	120	113
- Sewer	82	270	(15)	255	229
- Roads, Bridges, Footpaths	717	445	(71)	374	785
- Other	150	543	(61)	482	510
Renewal Assets (Replacement)					
- Plant & Equipment	-	-		-	-
- Land & Buildings	2,838	3,769	(103)	3,666	2,935
- Sewer	287	263	(85)	178	159
- Roads, Bridges, Footpaths	9,208	11,794	(323)	11,471	7,574
- Other	144	344	(125)	219	151
Loan Repayments (Principal)	625	603		603	603
Total Capital Expenditure	14,876	19,200	(992)	18,208	13,916
Capital Funding					
Rates & Other Untied Funding	3,939	4,375		4,375	2,685
Capital Grants & Contributions	8,311	11,691	(488)	11,203	9,435
Reserves:					
- External Restrictions/Reserves	1,208	1,912		1,912	778
- Internal Restrictions/Reserves	349	353	(504)	(151)	114
New Loans	500	-		-	-
Receipts from Sale of Assets					
- Plant & Equipment	569	669		669	614
- Land & Buildings	-	200		200	290
Total Capital Funding	14,876	19,200	(992)	18,208	13,916
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-

Blayney Shire Council
PART 4A:

Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Capital Budget Review Statement

Budget review for the quarter ended 30 June 2022
Capital Budget - Council Consolidated

(\$000's)

	Original Budget 2021/22	Revised Budget 2021/22	Other than by QBRs Notes Jun Qtr	Projected Year End Result	Actual YTD figures	%	
LAND & BUILDINGS							
SCCF2 Carcoar Sportsground Amenities Block	R	3		3	3	100%	
Newbridge Rec Ground - Brian Bennett Pavilion	R	1		1	1	100%	
Dakers Oval Amenities Block	N	18		18	7	39%	
RFS Shed Blayney	R	850		850	183	22%	
RFS Shed Newbridge	R	5		5	5	100%	
Blayney Library - Refurbishment Project	R	22		22	27	123%	
Blayney Library - Priority Grants	R	29		29	2	7%	
CWAMeals on Wheels - Exterior Painting	R	2		2	2	100%	
Works Depot - Security Gate & Carpark Configuration	N	150	(104) †	46	46	100%	
Works Depot - Refurbishments	R	30	(6) †	24	24	100%	
Administration Building - Carpet Renewal	R	22	26	26	26	100%	
BBRF4 - King George Oval Change Rooms	R	1,047	(48) †	1,026	914	89%	
R4R7 - CentrePoint - Stage 2 Roofing Works	R	1,728	1,657	1,657	1,727	104%	
R4R7 - Blayney Library - Master Plan	R	6	10	10	10	0%	
R4R8 - Amenities Refurbishment Heritage Park	R	40	(40) †	-	-	0%	
R4R8 - Amenities Refurbishment Carrington Park	R	10	(9) †	1	1	0%	
CRIF - Smart Hub Platform	N	56		56	60	107%	
Hobbys Yards Hall - Chairs	R	10		10	10	100%	
TOTAL LAND & BUILDINGS		2,988	3,993	(207)	3,786	3,048	81%
OTHER STRUCTURES							
Public Cemeteries - Infrastructure Works	R	11	11	11	-	0%	
Napier Oval Stormwater Repair	R	2		2	2	100%	
Lyndhurst Recreation Ground Cricket Nets	R	15		15	9	60%	
SCCF3 - Neville Multipurpose Court	N	150	238	238	238	100%	
SCCF3 - Redmond Oval Junior Skate Park	N	180	180	180	180	100%	
SCCF4 - Lyndhurst Rec Ground Tennis Court Lights	N	50	(50) †	-	-	0%	
SCCF4 - Redmond Oval Cricket Nets	R	61	(23) †	38	24	63%	
Renewable Energy Project - Blayney Solar Farm	N	80	80	80	92	115%	
Blayney Showground Safety Fencing	N	8	(8) †	-	-	0%	
Blayney Showground Water Improvements	N	3	(3) †	-	-	0%	
Pipe Renewal & Water Meters - Industrial Land	R	7	(7) †	-	-	0%	
VEP Blayney	R	32	20	20	-	0%	
VEP Barry & Hobbys Yards	R	6	1	1	-	0%	
VEP Carcoar	R	28	30	(7) †	23	23	100%
VEP Lyndhurst	R	14	43	(18) †	25	25	100%
VEP Mandurama	R	10	25	(19) †	6	6	100%
VEP Millthorpe	R	24	64	(36) †	28	28	100%
VEP Neville	R	5	5	(5) †	-	0%	
VEP Newbridge	R	14	44	(10) †	34	34	100%
TOTAL OTHER STRUCTURES		294	887	(186)	701	661	94%

Blayney Shire Council

PART 4A:

Capital Budget Review Statement

Quarterly Budget Review Statement

for the period 01/04/22 to 30/06/22

Budget review for the quarter ended 30 June 2022
Capital Budget - Council Consolidated

(\$000's)

INFRASTRUCTURE

Local Roads - Construction

	Original Budget 2021/22	Revised Budget 2021/22	Other than by QBRS Jun Qtr	Notes	Projected Year End Result	Actual YTD figures	%
FLR - Carcoar St Blayney - Church to Martha St	R 932	848			848	597	70%
LRC1 - Culvert Approach Repair Program	R	39			39	39	100%
R4R7 - Forest Reefs Road	R 110	87	(70)	1	17	16	94%
R4R7 - Carbine Road	R 1,155	1,125			1,125	950	84%
R4R8 - Forest Reefs Road/Tallwood Road Intersection	R	50			50	14	28%
R4R8 Initial Sealing - North & South Prescott Street Lyndhurst	N	-	6	2	6	6	
Richards Lane Preliminary Investigations	R	11			11	11	100%
Spring Hill Road Preliminary Investigations	R	4			4	4	100%
Erowanbang Road Realignment	R	2			2	2	100%
Erowanbang/Gap Road Storm Damage 2022	R	75	(59)	1	16	16	
Forest Reefs Road	R	23			23	23	100%
FLR - Panuara Road Heavy Patching	R 1,921	1,885			1,885	1,803	96%
Heavy Patching	R 517	704			704	646	92%
Reseal Program	R 416	348			348	283	81%
Gravel Resheeting (FLR & BSC)	R 381	1,331			1,331	490	37%
TOTAL LOCAL ROADS CONSTRUCTION	5,432	6,532	(123)		6,409	4,900	76%

Regional Roads

Repair - Hobbys Yards Road	R 616	758			758	758	100%
R4R8 - Hobbys Yards Road Stage 2	R	1,200			1,200	921	77%
TOTAL REGIONAL ROADS	616	1,958	-		1,958	1,679	

Bridges

Culvert Renewal Program	R 500	420			420	342	81%
LRC12 - Culvert Replacement - Belubula Way over Icelly Creek	R 367	-			-	-	0%
FCB - Gallymont Road, Mandurama - Gally Swamp Bridge	R 340	404			404	382	95%
FCB - Lucan Road, Lyndhurst - Limestone Creek Bridge	R 373	551	(69)	1	482	43	9%
FCB - Leabeater Street, Lyndhurst - Grubbenbun Creek Bridge	R 420	635	(105)	1	530	23	4%
R2R - Naylor Street Bridge - Abutment Repairs	R	30			30	22	73%
Boondaroo Creek (2020 Storm Event)	R 378	505			505	9	2%
Forest Reefs Road Bridge (Cowriga creek)	R	-			-	8	
Newbridge Road Bridge	R	15			15	13	87%
TOTAL BRIDGES	2,378	2,560	(174)		2,386	842	35%

Footpaths

Spot Renewals	R 80	92			92	92	100%
Victoria St - Improve access under railway - Construction - Elliot St - Glenorie Road	N	-	163		163	104	64%
Blake St to Pym St Millthorpe	R	-	1		1	1	100%
Carcoar St / Crouch St - Public Hall - Park - Neville	N 41	-			-	-	0%
Eulamore St - FP - Naylor St - Retirement Village	N	-	3		3	4	133%
LRC12 - Stillingfleet St - SP - Adelaide St - Osman St	N 80	43			43	43	100%
LRC12 - Stillingfleet SP & Queen St FP - Osman St - Lee Hostel, BBRF5 - Belubula River Walk Stage 3 (Martin St - Charles St - Boardwalk to Island)	N 672	336	(89)	1	247	85	34%
SCCF4 - Belubula River Walk Stage 4	N	-	1	2	1	1	100%
R4R8 - Mt McDonald Road	N	-	43		43	43	100%
R4R8 - Carcoar (Amp 2) - Coombing St Fp - Showground Entrance - Icelly St	N	-	-	3	2	3	100%
RFR8 - Millthorpe (Amp 10A) Glenorie Rd Sp Stage 1 - Blake St To Rail Overbridge	N	-	-	3	2	3	100%
RFR8 - Millthorpe (AMP 10B) Glenorie Rd SP Stage 2 - Rail Overbridge to Dog Run	N	-	-	5	2	5	100%
R4R8 - King George Oval Parking & Pedestrian Integration	R	-	50	(20)	1	30	30%
TOTAL FOOTPATHS	934	778	(97)		681	461	68%

Stormwater

Stormwater Drainage Renewals	R 30	-			-	-	0%
Stormwater Drainage - Frape & Beaufort St	N 500	370			370	396	107%
Stormwater Analysis - Elliot St Drainage Renewal	R	17			17	17	100%
Stormwater Drainage - Banana St Mandurama	R	-			-	19	0%
Stormwater Drainage - 119 Adelaide St Blayney	N 35	24			24	45	188%
TOTAL STORMWATER	565	411	-		411	477	116%

TOTAL INFRASTRUCTURE

9,925	12,239	(394)		11,845	8,359	71%
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Blayney Shire Council

Quarterly Budget Review Statement

PART 4A:

for the period 01/04/22 to 30/06/22

Capital Budget Review Statement

Budget review for the quarter ended 30 June 2022
Capital Budget - Council Consolidated

(\$000's)

	Original Budget 2021/22	Revised Budget 2021/22	Other than by QBRS Jun Qtr	Notes	Projected Year End Result	Actual YTD figures	%
PLANT & EQUIPMENT							
Light Vehicle							
Light Vehicle Replacement	N 455	553	(93)	1	460	511	111%
TOTAL LIGHT VEHICLE	455	553	(93)		460	511	111%
Minor Plant							
Small Plant & Tools	N 32	32			32	4	13%
P129 - Rotavator	N 21	61			61	58	95%
Leica Viva GS15 Equipment	N 35	25			25	25	100%
TOTAL MINOR PLANT	88	118	-		118	87	74%
Major Plant							
New - 5T Excavator	N -	100			100	101	101%
TOTAL MAJOR PLANT	-	100	-		100	101	0%
Information Technology							
Councillors - iPad Replacement/Accessories	N 16	14			14	14	100%
Replacement of Phone System - Soft Phone Solution	N 14	14			14	14	100%
Lorawan	N 3	-			-	-	0%
Mobile Device Replacements	N 5	6			6	6	100%
Mobile Phone Replacements	N 5	4			4	4	100%
PC Replacement/Additions	N 55	53			53	53	100%
Network Switches	N 9	6			6	6	100%
Blayney Waste Facility - Tipsite Software	N -	25	(12)	1	13	12	92%
Sonicwall	N -	-			-	3	0%
UPS Battery Backup	N -	4			4	4	100%
TOTAL INFORMATION TECHNOLOGY	93	126	(12)		114	116	102%
Other Plant & Equipment Purchases							
Minor Asset Purchases - Administration Office	N 3	3			3	1	33%
Blayney Community Centre - Minor Assets	N 6	45			45	41	91%
Minor Asset Purchases - CentrePoint	N 12	-			-	-	0%
Minor Asset Purchases - Blayney Library	N 18	-			-	-	0%
TOTAL OTHER PLANT & EQUIPMENT PURCHASES	39	48	-		48	42	88%
TOTAL PLANT & EQUIPMENT	675	945	(105)		840	857	102%
Sewerage Services							
Plant & Equipment Replacement	R 48	48			48	5	10%
Mower for Mini Excavator	N 17	17			17	-	0%
Lining/Replacement of Sewer Mains	R 215	202	(85)	1	117	141	121%
KGO Gravity Sewer	N 65	65			65	56	86%
Sludge Lagoon Aerator & Pump Replacement	R 24	-			-	-	0%
Recycled Water Treatment Plant	N -	188	(15)	1	173	173	100%
S60 Compliance for CVO Pump Station	R -	-			-	-	0%
Blayney Treatment Plant - Asset Purchases	R -	13			13	13	100%
TOTAL SEWERAGE SERVICES	369	533	(100)		433	388	90%
Principal Loan Repayments							
Bridge Replacement Program	250	250			250	250	100%
Works Depot	91	91			91	91	100%
Millthorpe Sewer	55	55			55	55	100%
Residential Land Development	125	125			125	125	100%
CentrePoint Major Upgrade	82	82			82	82	100%
Stormwater	22	-			-	-	0%
	625	603	-		603	603	100%
Total Capital Expenditure	14,876	19,200	(992)		18,208	13,916	

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details	Explanations to: transfers \$000
<i>The below carryovers and supplementary votes of expenditure are in accordance with the schedule adopted at the 29 August Council meeting Resolution 2208/E002</i>		
1	Carryover works for projects where grant funding was received in advance or projects funded from Council's own source revenue	(1,010)
		(1,010)
2	Supplementary votes for projects commenced in the 2021/22 financial year but were not scheduled to commence until the 2022/23 financial year. Projects are all grant funded and funding was received in advance. This variation reduces the 2022/23 budget to reflect expenditure incurred in 2021/22	18
		18
3		-
4		-
5		-
6		-
7		-
8		-
9		-
10		-
	TOTAL	(992)

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/04/22 to 30/06/22

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 June 2022

Cash & Investments - Council Consolidated

(\$000's)	Opening Balance 1/07/2021	Projected Result Pre QBRs	Transfers to Jun Qtr	Transfers from Jun Qtr	Notes	Actual Year End Result
Externally Restricted ⁽¹⁾						
Developer Contributions - General	867	867	166			1,033
Developer Contributions - Sewer	996	996	200		ii	1,196
Unexpended Grants	3,369	277	4,360	(4,531)	iv	3,198
Sewerage Services	5,659	5,495	143			5,802
Domestic Waste Management	992	992		(161)		831
Voluntary Planning Agreement s	195	195	89		i	284
Rates Special Variation - Mining	570	519	183		ii	753
Total Externally Restricted	12,648	9,341	5,141	(4,692)		13,097
(1) Funds that must be spent for a specific purpose						
Internally Restricted ⁽²⁾						
Plant and Vehicle Replacement	918	828	219			1,137
Employees Leave Entitlement	1,007	1,007	79			1,086
Asset Reserve - Transport	227	227		(227)		-
CentrePoint	163	163		(163)		-
Election Reserve	95	95	19	(63)		51
Environmental Projects – Belubula River	27	27				27
I.T Reserve	254	254	70			324
King George Oval	218	218		(218)		-
Property Account	1,517	1,433	446	(501)		1,462
Property Account - Borrowings	1,173	1,173		(147)		1,026
Quarry	219	219				219
Village Enhancement Program	140	-	106	(140)		106
Financial Assistance Grant	1,452	-	2,364	(2,452)	v	1,364
Carryover Works	66	-	318	(66)	vi	318
Total Internally Restricted	7,476	5,644	3,621	(3,977)		7,120

Blayney Shire Council

Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

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 \$20,298

This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 30/06/22

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		1,172
Cash at Bank (as per bank statements) - Online Saver		512
Cash at Bank (as per bank statements) - Reliance Bank		113
Cash on Hand		1
Investments on Hand		18,500
less: Unpresented Cheques	(Timing Difference)	-
add: Undeposited Funds	(Timing Difference)	-
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		20,298
Balance as per Review Statement:		20,298
Difference:		-

Recommended changes to revised budget - Restricted Cash

Budget Variations being recommended include the following material items:

Notes Details

		Variations \$000
i	Cadia Valley Operations - Voluntary Planning Agreement	253
	Flyers Creek Wind Farm - Pro Rata Contribution	18
	- Community Benefit Fund	13
	- Road Maintenance	284
ii	Financial Assistance Program	69
	Road Construction Projects/Enhancements	684
		753
iii	Section 64 Contribution Fund	996
	Future Infrastructure Subsidy	200
		1,196
iv	Resources for Region Round 7	260
	Resources for Region Round 8	1,115
	Fixing Country Roads	305
	Fixing Country Bridges	127
	Stronger Country Communities Round 4	316
	Recreational Fishing and Camping Facilities Program	253
	Local Roads & Community Infrastructure Phase 3	537
	Reconnecting Regional NSW - Community Events Program	192
	Transition to NSW Planning Portal	80
Water Efficiency Project - Showground	11	
		3,196

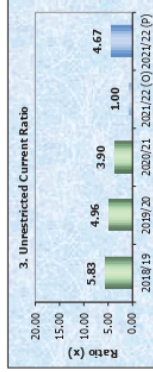
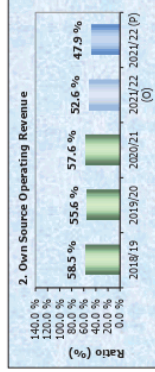
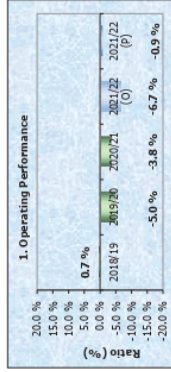
Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Blayney Shire Council

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

Budget review for the quarter ended 30 June 2022

(\$000's)	Current Projection Amounts Indicator 21/22	Original Budget 21/22	Actuals Prior Periods 20/21	19/20
NSW Local Government Industry Key Performance Indicators (OLG):				
1. Operating Performance				
Operating Revenue (excl. Capital) - Operating Expenses	-168	-1251	-3.8 %	-5.0 %
Operating Revenue (incl. Capital Grants & Contributions)	19604	18615		
This ratio measures Council's achievement of containing operating expenditure within operating revenue.				
2. Own Source Operating Revenue				
Operating Revenue (excl. ALL Grants & Contributions)	14079	14013	57.6 %	55.6 %
Total Operating Revenue (incl. Capital Grants & Cont)	29392	26654		
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	11293	1.00	3.90	4.96
Current Liabilities less Specific Purpose Liabilities	2418			
To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.				



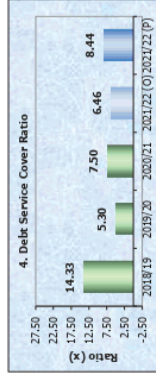
Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Blayney Shire Council

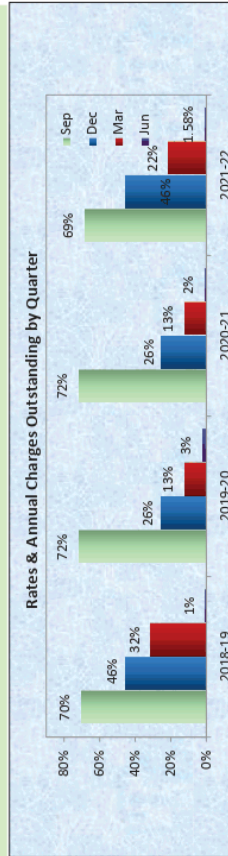
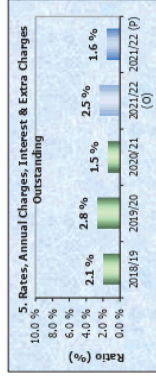
Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 June 2022

(\$000's)	Current Projection Amounts Indicator 21/22	Original Budget 21/22	Actuals Prior Periods 20/21	19/20
NSW Local Government Industry Key Performance Indicators (OLG):				
4. Debt Service Cover Ratio				
Operating Result before Interest & Dep. exp (EBITDA)	6501	5688	7.50	5.30
Principal Repayments + Borrowing Interest Costs	770	880		
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				
Rates, Annual & Extra Charges Outstanding	189	2.5%	1.5%	2.8%
Rates, Annual & Extra Charges Collectible	11957			
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.				



Quarterly Budget Review Statement
for the period 01/04/22 to 30/06/22

Blayney Shire Council

Contracts Budget Review Statement

Budget review for the quarter ended 30 June 2022

Parr.A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Budgeted (Y/N)	Notes
Contracts Entered > \$0,000				
Sustainable Machinery Pty Ltd	Shockwave implement	64,116	Y	
Downer EDI Works Pty Ltd	Sealing - Caroline Road	54,700	Y	
	Heavy patching - Hobbs Yards Road	68,180	Y	
	Heavy patching - Hobbs Yards Road	50,000	Y	
	Road materials - Neville Road	65,800	Y	
	Mini excavator	111,100	Y	
	External audit fees 2021/22	50,160	Y	
Westrac Pty Ltd	Shed construction - Blayney/ RFS	270,912	Y	
Ultra Steel Sheds & Garages Pty Ltd	Erection services	68,000	Y	
NSW Electoral Commission	Relocation of gas mains - Forest Reefs Rd	53,842	Y	
Jemena Gas Networks (NSW) Ltd	Gross Pollutant Trap - Belubula River Walk	69,881	Y	
ES Stormwater Pty Ltd	Supply and installation of score board - King George Oval	60,000	Y	
Bzmac Design Pty Ltd	Design and construction of Errowanbang/Gap Road intersection	407,856	Y	
Flyers Creek Windfarm				
Contracts Paid > \$50,000				
Aiken Civil Engineering Pty Ltd	Panurea Road Heavy Patching	1,195,379	Y	
Bectra Pty Ltd/TIA Toboo	Gallymont Bridge design and construct	263,493	Y	
Connolly Sand Pty Ltd	Plant hire	80,113	Y	
Downer EDI Works Pty Ltd	Heavy patching and resealing works - Hobbs Yards, Neville and Carbine Roads	191,604	Y	
Energy Australia	Electricity and street lighting	65,242	Y	
Hallow Earthmoving	Waste Management Facility	194,456	Y	
	Plant hire	17,750	Y	
	Plant hire - road base	203,274	Y	
Hanson Construction Materials	Plant hire	74,774	Y	
Josh Nixon Excavations Pty Ltd	Kerbside collection contract	148,690	Y	
JR Richards & Sons	Electrical works - CentrePoint, Smart Hub	70,329	Y	
Laser Electrical Orange	Culvert Renewal - Dowssett Lane	90,022	Y	
Marrmark Civil and Mining Services Pty Ltd	RFS Contribution - 3rd & 4th quarter contributions	151,516	Y	
Orange City Council	Central West Libraries contribution	31,017	Y	
	Ophir Road Resource Recovery Centre	4,373	Y	
Oilplus Holdings	Diesel	105,884	Y	
Renascant Regional Pty Ltd	KGO Amenities - construction of change rooms	331,676	Y	
Ultra Steel Sheds & Garages Pty Ltd	Shed construction - Blayney/ RFS	135,456	Y	
Westrac Pty Ltd	Mini excavator	111,100	Y	
	Fleet parts and repair	35,335	Y	
YMCA NSW	Management Agreement April - June	113,189	Y	

Notes:

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

Blayney Shire Council

Quarterly Budget Review Statement

for the period 01/04/22 to 30/06/22

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	343,101	Y
Legal Fees	40,357	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
Nil	

Blayney Shire Council
Quarterly Budget Review Statement
 for the period 01/04/22 to 30/06/22

Blayney Shire Council
PART 8:

Loans Summary

Budget review for the quarter ended 30 June 2022

(A) External Loans

LOAN DETAILS	Loan Term	Original Principal	Int %	Opening Balance 1/07/21	Interest Year to date	Repayments Year to date	Closing Balance 30/06/22	Scheduled completion date
3 Millthorpe Sewer	20	900,000	8.05%	469,856	36,231	90,947	415,139	26-Feb-28
4 Blayney Works Depot	20	600,000	6.73%	125,172	7,284	54,831	77,625	04-Dec-23
5 Blayney Works Depot	20	600,000	6.00%	162,232	8,755	51,731	119,256	21-Dec-24
7 Blayney Bridges Program (LIRS)*	10	1,000,000	5.73%	333,970	16,705	132,060	218,615	22-Jan-24
8 Bridge Replacement Program	20	3,000,000	3.97%	2,658,532	103,858	218,054	2,544,336	15-Feb-38
9 Residential Land Development**	10	1,320,000	2.09%	1,077,542	21,545	146,617	952,469	28-Jun-29
10A CentrePoint	20	2,000,000	2.36%	1,900,661	44,137	125,739	1,819,059	13-Feb-40
10B Cowrigna Creek Bridge	20	500,000	2.36%	475,165	11,034	31,435	454,765	13-Feb-40
		9,920,000	4.66%	7,203,130	249,548	851,415	6,601,264	

* Blayney Bridges Program loan is funded under the Local Infrastructure Renewal Scheme (LIRS) subsidising 4% of the interest payable

** Residential Land Development loan is funded under the Low Cost Loans Initiative (LCLI) subsidising 50% of the interest payable



Corporate Credit Card Policy

Policy	4C
Officer Responsible	Chief Financial Officer
Last Review Date	XX/XX/XXXX

Strategic Policy

Objectives

The purpose of the Corporate Credit Card Policy is to ~~provide guidance on the provision and use of Council's Corporate Credit Cards and to identify employees who are is~~ entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Overview

Council has introduced Corporate Credit Cards with the aim to minimise administration expenses and time inefficiencies with purchases and to ensure effective control and accountability of certain Council purchases and payments.

~~The purpose of the Corporate Credit Card Policy is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.~~

Policy

The use of a Council Corporate Credit Card must be in accordance with the Corporate Credit Card Policy.

Scope

These Corporate Credit Card Policy apply to all users of Council's Corporate Credit Cards.

Responsibilities & Procedures

Corporate Credit Cardholders are responsible for:

- ~~All transactions for which their Council Corporate Credit Card is used.~~
- Signing the Corporate Card Acknowledgement and Conditions of Use form on receiving the Corporate Card.
- Ensuring the ~~Council Corporate credit is maintained in a secure manner, guarded against improper use and~~ safe keeping of the Corporate Card ~~and~~, immediately reporting to the Bank and Chief Financial Officer if the Corporate Credit Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Credit Card without having read and understood the Corporate Card Policy.
- Ensuring that the Corporate Credit Card is used in accordance with Council's Procurement of Goods and Services policy and other policies, as appropriate.
- ~~Ensuring that all purchases are made within their delegated expenditure limits and that that their credit limit is not exceeded.~~
- Ensuring that expenditure is contained within available budget limits.

- Reimbursing Council for the cost of purchases deemed not to be for the use of Council, or Council related business within a reasonable period of time.
- Ensuring that a tax invoice, receipt, docket or similar source document is obtained for each transaction and given to the Chief Financial Officer with the completed Cardholder Statement form.
- Completing and submitting the Corporate Credit Card Transaction Declaration form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.
- Completing the Corporate Card Termination of Use Advice form when forfeiting the Corporate Credit Card due to transferring to another position that does not require a Corporate Credit Card, terminating employment with Council, or any other reason that may warrant the forfeiture of the Corporate Credit Card. A full acquittal of expenditure from previous statement date to termination date shall accompany advice.

Restrictions on Use

Under no circumstances is a Council Corporate Credit Card to be used for cash advances. The Credit Corporate Card cannot be used to obtain cash.

Purchases must only be for the use of Council, or Council related business, and not for private or personal use.

The Corporate Credit Card is not to be used for obtaining items which are available from Council's stores inventory or where an account exists with the supplier e.g. Blayney Supermarket. A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

Card Application and Use

Entitlement to a Corporate Credit Card shall be determined by the General Manager.

Disputed Transactions

Council is responsible for paying all accounts on the monthly credit card statements and the provider will debit this amount to the Council's bank account at the end of each month.

The Cardholder will be personally liable for expenditure that cannot be shown to be related to the business of Council.

When a dispute occurs, the Cardholder should attempt to correct the situation with the merchant.

If unable to correct the situation, the Cardholder should advise the Chief Financial Officer who will attempt to resolve the matter and may have to contact the bank for assistance.

The General Manager will be the ultimate arbiter of disputed transactions involving staff. Where the disputed transaction involves the General Manager, the ultimate arbiter will be the Mayor.

Controls on purchases

The use of the Corporate Credit Cards is subject to Council and Bank controls, policies and procedures.

The Chief Financial Officer will perform random audits on individual Corporate Cardholder's Statements to ensure that the Corporate Credit Card Policy is being adhered to.

Failure to comply with the conditions as detailed within this Policy may result in the cardholder's entitlement to a Corporate Credit Card being revoked and disciplinary action being taken.

Termination of Use

In the event that a cardholder's entitlement to a Corporate Credit Card has been terminated for reasons such as:

- (i) termination of employment;
- (ii) re-assignment to another position within Council;
- (iii) failure to comply with the conditions of this Policy; or
- (iv) any other reasons as determined by the General Manager.

~~the~~ The Corporate Credit Card, together with all supporting documentation and other relevant documentation, with a completed Termination of Use Advice form, must be forwarded to Chief Financial Officer.

Review

The Corporate Credit Card Policy will be reviewed on an annual basis and referred to Council for amendment as required.

Adopted:	Date: 14/05/2007	Minute: 07/091
Lasted Reviewed:	14/05/2007	Minute: 07/091
	14/03/2011	Minute: 1103/011
	10/12/2012	Minute: 1212/004
	07/01/2016	Position title updated
	16/04/2018	Minute: 1804/010
	XX/XX/2022	
Next Reviewed:	19/05/2025	



Email and Internet Usage Policy

Policy	8A
Officer Responsible	Manager Information Technology
Last Review Date	XX/XX/2022

Strategic Policy

Objective

To provide parameters for the acceptable use of Blayney Shire Council's corporate systems for email/calendars and internet browsing.

PROTOCOLS FOR USE OF COUNCIL RESOURCES FOR INTERNET AND EMAIL

Access

Access to the use of Council resources for internet and email shall be made available to all councillors, staff, and authorised persons (referred hereon as users) who require such access to support the carrying out of official duties and who have access to a device that is connected to the Council network.

Access to individual mailboxes / email addresses shall normally be restricted to the individual and the system administrator user, however, broader access to a mailbox / email address may be organised when such access adds value to the business function and is authorised by the Director or General Manager. Users who are absent due to leave can organise delegated access to their mailbox/email address prior to commencing on that leave after Director or General Manager approval.

Acceptable Usage

The following uses are acceptable and encouraged:

1. Investigations, research and support of vendor's products. This may include the retrieval and distribution of information, technical material, support documentation or promotional material that may assist users in their daily operations. This includes social media sites such as Facebook and Twitter.
2. Peer group communications including retrieval and distribution of electronic messages, documentation, contributing or participation in group forums.
3. Use of network resources for personal or academic reasons during the Users' own time. Personal use does not extend to any activities that may provide personal commercial gain or interfere with work of other users for the Council.

Unacceptable Usage

The following uses are unacceptable:

1. Conducting activities such as unsolicited distribution of advertising material.
2. Using the network for conducting personal business transactions.
3. Creating, transmitting or knowingly activating a computer virus.
4. Creating or distributing chain letters, personal advertising etc. to individuals or lists of individuals so as to cause a nuisance or congest the Council's network.
5. Using an account owned by another user who is authorised for Internet access to gain unauthorised access to the internet.
6. Allowing unauthorised users to access the internet or email using your login I.D.

7. Personal use of the network for obtaining illegally distributed or unlicensed software including Bit torrent downloads.
8. Sending or requesting messages or documents that are inconsistent with Council's policies.
9. Using the internet to access store or distribute pornographic, racist, sexist, inflammatory or otherwise offensive material.
10. Misrepresenting the Council or uses that are considered malicious or unethical.
11. Performing excessive, unauthorised downloads from the internet.
12. Uses that may violate any Federal or State laws such as copyright infringement.
13. Emails that interferes with the ability by others to conduct Council business.
14. Users will not reveal or publicise confidential material.

Rules for use of Email

1. Email should be treated with the same significance as Council signed letter.
2. User email, that provides evidence of Council's business activities, shall be registered, together with any attachments, in the corporate record keeping system.
3. Email is a business tool. Users must make sure that email is brief, concise and business related and is kept in the system only as long as required.
4. Email should not be assumed to be secure and viewing by third parties may occur. Users should be aware of potential risks involved in sending confidential or sensitive information.
5. ~~Email may continue to exist after it has been deleted. Deletion eliminates the email or file name from the Email Server but the information still exists in the back up system until it has been overwritten which is currently held for 3 weeks.~~

User email signatures are controlled by ~~the~~ Information Technology ~~section~~ and are automatically created upon logging into a computer. Email signatures on mobile devices are created manually on a per device basis.

6. Users should not forward someone else's email, without prior consent of the original sender, if it is considered sensitive. Users that receive email incorrectly sent should inform the sender promptly and delete the email.
7. Email is admissible as evidence in court and users must use good judgement and think carefully about the contents.
8. Users should follow email etiquette. Keep the message polite and not write in upper case, as this is considered as "shouting". Only send information that is of value to the receiver and not make it High Priority unless it is truly urgent.
9. Email is subject to the full range of laws applying to other communications, including copyright, breach of confidence, defamation, privacy, contempt of court, harassment and criminal laws.

10. Users are to be conscious that attachments may contain viruses, which may affect the integrity of Council's computer network. Council has installed the necessary anti-virus software on the net to detect any viruses, but Users are to remain aware that new viruses may go undetected. Accordingly, any suspicious emails received should not be opened and immediately reported to IT for the appropriate action to be taken.

10.11. Emails relating to business user where required need to be registered in the Corporate Records Management System

Rules for the use of Internet

1. Internet use will be for Council business purposes. Personal use of the Internet is acceptable but should be limited to break times and not contravene any point in "Unacceptable Usage"
2. Users will not upload, download or transmit commercial software or copyrighted materials, without the authority of the owner of the software or material.
3. Council reserves the right to implement internet filtering software to ban access to sites that are considered inappropriate.
- ~~4. Users may solicit mail on a particular topic by subscribing to a mailing list from which they can also unsubscribe at any time.~~

Monitoring

Council reserves the right to monitor all internet access and email messages received by and contained within Council's computer system(s) and will do so to support:

- System maintenance
- System management
- Document management
- Investigation of illegal use or wrong doing
- Council's policies
- Legal requirements
- Any other business purpose.

Monitoring shall be undertaken by the Information Technology section. Any use deemed excessive or inappropriate will escalate to the person's Manager, Director or General Manager.

~~The~~ Information Technology section or other users should report misuse to their Manager, Director or to the General Manager for appropriate action within Council's standard conditions of employment, HR guidelines and policies.

Any disciplinary action taken will be in accordance with the guidelines set out in Council's Performance Management, Code of Conduct and Disciplinary policy.

Ethics/Personal Use

The internet and email system has been developed to support Council's business function and enhance communication. The Council will allow

reasonable personal use and users are encouraged to use good judgment and integrity when they do so.

Related Polices

[Policy 1B](#): Council Code of Conduct

[Policy 11B](#): Records Management

Legislative Context

Local Government Act 1993

Local Government (General) Regulations 2005

State Records Act 1998 No 17

State Records Regulations 2015

Privacy and Personal Information Protection Act 1998 (NSW)

Privacy and Personal Information Protection Regulation 2014

Government Information (Public Access) Act 2009 No 52

Government Information (Public Access) Regulation 2018

Workplace Surveillance Act 2005 No 47

Workplace Surveillance Regulation 2017

Adopted:	Date: 11/02/2002	Minute:636
Last Reviewed:	Date: 14/05/2007	Minute:07/094
Repealed:	Date: 12/11/2012	Minute:1211/014
Adopted:	Date: 08/12/2014	Minute: 1412/005
Last Reviewed:	Date: 20/05/2019	Minute: 1905/012
	XX/XX/2022	
Next Review:	Date: 17/03/2025	



Information Security Policy

Policy	8G
Officer Responsible	Manager Information Technology
Last Review Date	XX/XX/XX

Strategic Policy

PURPOSE

The Information Security Policy provides Blayney Shire Council (BSC) councillors and staff with direction and support and establishes a framework for IT security. The purpose of this Policy is to clearly articulate the information security behaviours and practices that BSC requires councillors and staff to comply with.

Information security is fundamental to the successful operations [of Council](#). As the custodians of information that is politically, commercially or personally sensitive, BSC has a duty of care to protect information from accidental or malicious modification, unauthorised access, loss or release.

This Policy and supporting documents contain information relating to the responsibilities of all users to appropriately protect the information they use and manage as part of their daily roles.

This Policy is written in line with the Information Security Standard ISO/IEC 27001:2013

1. SCOPE

The requirements and expectations outlined in this Policy applies to:

- All BSC councillors, permanent full time, part time, trainee and temporary staff, graduates, contractors, consultants and vendors.
- Anybody authorised to access and make use of any Council's IT systems, networks and / or information
- All third-party suppliers and hosted/managed service providers.

2. POLICY STATEMENT

BSC is committed to ensuring the confidentiality, integrity and availability of the information held. The Information Security Policy articulates the standard Council must operate to, within a security context. Council's security strategy, security improvements register and Information Security Management System (ISMS) enable this standard to be achieved.

Council is committed to maintaining and improving an ISMS to meet our obligations to protect its information assets under international industry standards.

3. ISMS OBJECTIVES

1. **Executive engagement** - Executive management are engaged by, aware of and support information security
2. **Assess threats and vulnerabilities** – The identification and assessment of security threats and vulnerabilities to key assets is undertaken regularly and tracked over time;
3. **Manage Information Security Risks** - Develop and maintain effective security management processes to address identified risks;
4. **Learn from security incidents** - Record, analyse and investigate all reported security incidents and policy breaches to develop improvements to prevent their [reoccurrence](#);
5. **Cyber vulnerability trend** – Continuous improvement of security of all externally facing systems through a risk-based vulnerability management program;

6. **Project engagement** - Ensure all projects engage Information security during the planning phase at a minimum;
7. **Awareness** - Deliver continual security awareness to staff;
8. **Procurement** – Purchasing decisions consider information security;
9. **ISMS Calendar** – An ISMS calendar is maintained which specifies when key actions must occur;
10. **Induction** – Newly hired staff complete an induction program that identifies their responsibilities for Information security and confidentiality; and
11. **Compliance** with legislative and regulatory obligations

1. POLICY

1.1 Risk Management Process

Risk management is an essential part of an effective approach to information security. The approach to risk management is documented within the Enterprise Risk Management Framework and Policy.

Staff must consider risk in all of their activities. Should staff identify a risk they should raise it with their [manager or Manager IT or WHS and Risk Coordinator management who will undertake an assessment](#) and process it as per the Enterprise Risk Management Framework and Policy.

Risks are to be documented in the enterprise risk register.

1.2 Management commitment to information security

Background verification checks on all candidates for employment, contractors, and third party users must be carried out in accordance with relevant laws, regulations and proportional to the individual's proposed organisational role.

Newly recruited staff are required to complete an induction program that identifies their responsibilities for information security and confidentiality.

All staff are accountable and required to comply with the Information Security Policy and must ensure Council's facilities, information or information processes will not be knowingly exposed to unacceptable levels of risk.

BSC takes a top down approach to information security by which the most senior levels of the organisation contribute to, review and approve the Information Security Policy. Updates are communicated to all staff to ensure they act in accordance with the Policy. Staff awareness is maintained through appropriate training and communication.

The following Information Security group provides oversight on information security matters

- Audit, Risk and Improvement Committee - Oversight and management of risks and audits to ensure Council meets its responsibilities and to enhance its potential to achieve its vision, objectives and goals.

1.3 Allocation of information security responsibilities

Role	Responsibilities
Executive	<ul style="list-style-type: none"> • Assign overall responsibility for information asset protection and ownership; • Approves policies as appropriate • Ensures BSC develops, implements and maintains an effective information and cyber security plan • Determines BSC's tolerance for security risks using the approved whole-of-government Internal Audit and Risk Management Policy • Appropriately resources and supports BSC cyber security initiatives including training and awareness and continual improvement initiatives to support this policy • Ensures that staff are aware of and adequately comply with Information Security Policies
Manager Information Technology (MIT):	<ul style="list-style-type: none"> • Ensures that all staff, including consultants, contractors and outsourced service providers understand the cyber security requirements of their roles; • Ensures a secure-by-design approach for new initiatives and upgrades to existing systems to ensure compliance with the organisations cyber risk tolerance • Defines and implements a cyber security framework • Attends Audit, Risk and Improvement Committee meetings as an advisor when required • Implements policies, procedures, practices and tools to ensure compliance with this policy. • Establishes training and awareness programs to increase staff's cyber security capability • Builds cyber incident response capability • Advises, coordinates and promotes security • Provides information security advice on new projects and initiatives; • Ensures compliance with government and regulatory information security related requirements • Produces technical security risk assessments and recommendations. • Assists to ensure that the risk framework is applied in assessing cyber security risks and assist with setting of risk appetite. • Development of information security policies, procedures and controls • Management of information security incidents and investigations • Ensure that appropriate security, consistent with the policy, is implemented; • Determine access privileges based on roles and approval by relevant department managers/directors

	<ul style="list-style-type: none"> • Implement Multifactor authentication where possible • Implement security standard around Essential 8 • Ensure security breaches or near misses affecting their information assets are investigated; • Assist with business continuity plans and maintain IT disaster recovery plans; • Ensure that security requirements are incorporated into the design, operation and management of information systems • Detect and report on security violation attempts (review & monitoring); • Approve, reject, remove and review system privileges on a timely basis, to reflect user movements, absences, terminations and investigations; • Maintain a proactive approach to ensuring the security of the system for which they are responsible is kept at the highest possible security level. • Ensure that changes to system(s) are appropriately tested and change approval processes are followed • Appropriate escalation of security incidents, breaches, and weakness of which they are notified • Manage, maintain and measure Information Security Policy standard and process compliance; • Operate / administer IT security and adhere to the IT Security Policy; • Identify and manage information security improvements. • Respond to security incidents • Maintain and manage vulnerability management and penetration testing programs. • Monitor system/security logs for evidence of unauthorised activity • Report potential, suspected and actual security breaches • The investigation of potential, suspected and actual security breaches
<p>Users: A User is any staff or other authorised person who uses information in the course of daily business activities.</p>	<ul style="list-style-type: none"> • Use and preserve assets' security by adhering to security policies; • Are aware of their responsibilities; • Comply with the requirements of these policies, standards and guidelines; • Report violations or suspected violations of these policies in a timely manner; • Maintain confidentiality of operating system- and application passwords • Use information and information resources for responsible and authorised purposes. • Must not disclose information publicly or to unauthorised parties without the approval of a Director or aboveGeneral Manager. • Contract employees (staff) must sign a formal undertaking concerning the need to protect the confidentiality of the

	Department's information, both during and after contractual employment with the Department
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1.4 Segregation of duties

Where practicable, approval and execution duties should be separated to prevent unauthorised access or misuse of information assets. Where this delineation is not controlled or the opportunity for collusion is high, [auditings](#) and [alertings](#) should be implemented in order to monitor these scenarios.

1.5 Awareness

All staff and Councillors are required to participate in Cyber Security training. Management are responsible for ensuring that their staff complete all mandatory information security training.

From time to time, IT may send out security advisories. These advisories will be communicated to staff and Councillors who should remain aware of the information security changes, consider the advice provided and apply it where practical.

1.6 Identification of applicable legislation and contractual requirements

All applicable legal, statutory, contractual, or regulatory requirements must be documented and defined. Specific requirements and responsibilities for controls or other activities related to these legal regulations must then be delegated to the appropriate directorate.

2. RESPONSIBILITIES

2.1 Compliance, monitoring and review

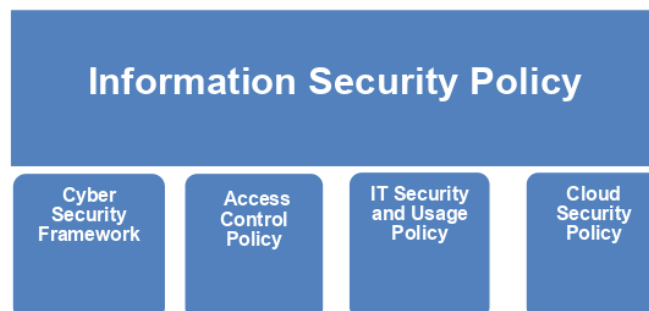
It is the responsibility of the Manager Information Technology to monitor and update this policy annually or more frequently when any significant new information, legislative or organisational change warrants amendments to this document.

Reviews shall incorporate:

- Assessment of opportunities for improvement of the approach to information security;
- Consideration of changes to the organisational environment, business circumstances, relevant laws, legal conditions, or technical environment;
- Changes in external and internal issues that are relevant to the ISMS;
- Results of risk assessments and status of risk treatments;
- Fulfilment of security objectives;
- Results of management [reviews](#) of information security;
- Results of independent review of information security;
- Results of security incidents.

3. RELATED LEGISLATION AND DOCUMENTS

This policy aligns with other policies as shown below:



This policy ensures compliance to the NSW Cyber Security Policy.

Compliance to the above supports the intentions of:

Commonwealth

- Electronic Transactions Act 1999
- Electronic Transactions Amendment Act 2011
- Copyright Act 1968
- Cybercrime Act 2001
- Telecommunications (Interception and Access) Act 1979
- SPAM Act 2003
- Privacy Act 1988
- Crimes Act 1914

NSW

- Crimes Act 1900
- Independent Commission Against Corruption Act 1988
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Public Finance and Audit Act 1983
- Privacy and Personal Information Protection Act 1998.
- Health Records Information Privacy Act 2002.
- Government Information (Public Access) Act 2009 (NSW).
- State Records Act 1998 (NSW).
- Workplace Surveillance Act 2005

Adopted:	15/02/2021	2102/012
Last Reviewed:	XX/XX/2022	
Next Reviewed:	21/04/2025	



Mobile Device Usage Policy

Policy	7S
Officer Responsible	Manager Information Technology
Last Review Date	XX/XX/2022

Strategic Policy

Objective

Provide parameters for the use of corporate Mobile Devices used for access to Blayney Shire Council's corporate systems such as email/calendars, internet browsing and mobile applications used for Council related business.

Purpose

To provide Councillors and staff, referred hereon as "Users", with guidelines regarding the appropriate use of their Council supplied mobile device.

To provide users with mobile devices for use and to assist them in the performance of their duties.

To ensure that users are accessible, facilitate timeliness of responses to Council's customers and to enhance communications.

To facilitate the effective management and administration of costs of business calls relating to the Council's mobile device resources.

To encourage the standard for acceptable use of mobile device resources in the conduct of its business to safeguard users, protect Council assets and ensure compliance with appropriate legislation.

Definition

A "Mobile Device" for the purposes of this policy will be any device that is reliant on a carrier Mobile Network for the purpose of transmission of voice and/or data traffic. Mobile Devices include but shall not be limited to: Mobile Phones, Smart Phones, Laptops and Tablet devices.

Eligibility

A user will be eligible to have a mobile device if it is deemed necessary to their position, for example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work. All mobile devices are provided at the discretion of the department director or General Manager or in the case of Councillors, the Payment of Expenses and Provision of Facilities policy. Any current employee who requires a replacement mobile device will need to fill in the Mobile Device Application Form on Council's Intranet and then forwarded to their manager and director for approval.

Use

While mobile devices are approved on the basis of business benefits and usage, reasonable personal use of devices is acceptable but users must adhere to the following usage terms:

- The conditions of the Email and Internet Policy must be adhered to.
- The conditions of the Blayney Shire Council's Code of Conduct policy must be adhered to.
- The private usage of devices during business hours must not interfere with the employee's work performance or detract from the employee doing their normal duties.

- Monthly usage details will be accessible to the [Manager](#) Information Technology (IT) and [Chief Financial Officer Finance sections](#) for cost management: IT are entitled to query excessive usage costs for mobile devices.
- Loss or theft of the mobile device must be immediately reported to IT. A loan device (if available) will be issued until a permanent replacement is organized. [An incident form must also be completed and given to the WHS and Risk Coordinator](#)
- Information stored on the mobile device is not backed up by Council systems, it is the responsibility of the user to backup personal data and to ensure that Council information is stored on Council approved systems for security and backup. Council takes no responsibility for the loss of personal data.
- All mobile devices come [with a Telstra data plan deemed appropriate for its usage](#) 1GB data plan which has been deemed more than sufficient for Council use. [If the usage is being exceeded for legitimate business use than an increase in data allowance will be considered.](#)

Private Use

~~From time to time personal use of a device may be made, while on Council business, however private usage should be kept to a minimum. If it is found that a user is using his/her mobile device for personal use resulting in charges to Council, they must reimburse council for any charges for personal use made.~~

~~The approved user is [permitted](#) required [incidental private usage of the mobile device so long it does not incur extra charges in which case the bill will be reviewed and employee will be issued an invoice for reimbursement. This would most likely occur if personal overseas usage has occurred. to make the necessary payments to Council for private or personal use e.g. phone charges or downloads, within 14 days of receiving a copy of the account for their mobile device, or when the accumulated value of their private or personal mobile device charges exceed \\$20.00 \(whichever occurs later\).](#)~~

Council receives fully itemised records for all mobile devices. Council recognises the users' general rights of privacy, but Council reserves the right to monitor use of mobile devices where it is reasonably justified and/or there are legitimate reasons for doing so. Where Council has concerns, this matter will be referred to the relevant Director or General Manager.

Mobile Devices fitted with location tracking software and remote wipe/remote lock capability will be enabled. The disabling of such features by users may result in disciplinary action.

Hands Free Operation

The use of mobile devices, 'without hands free', whilst driving is unlawful and the incursion of any penalties and fines will be solely at the user's cost.

Responsibility of Users

Users accept full responsibility for using their Council mobile device in an honest, ethical, safe and legal manner and with regard to the rights and sensitivities of

other people. Use must be in accordance with Council policies and all relevant federal and state legislation.

Staff are required to:

- Take good care of the mobile device
- Take all reasonable precautions to ensure that the device is not damaged, lost or stolen. Keep mobile devices clean, and in a serviceable condition to the best of their ability, and
- Report all irregularities ~~or faults/damage in the operation~~ of the mobile device immediately to the ~~department director or general manager~~ IT Department.

There are some standard procedures that the user should implement as part of their day-to-day operational use of the mobile device:

- Activate the keypad lock to avoid accidental use of the device
- Mobile devices must not be left in open view in unlocked or unattended vehicles.
- Damaged devices should be returned to the IT Department who will arrange for any repairs to be carried out.

Lost or Stolen Devices

- ~~Must be reported to the General Manager or appropriate Director immediately and an outgoing service bar requested.~~

Any devices that is lost or stolen:

- Must be reported to the IT Department immediately after discovering the loss of the mobile device (business hours) or first thing the next business day if discovered after hours
- Will be remotely locked and wiped clean of all data if the device can be tracked.
- Must have an Incident Report completed and provided to WHS and Risk Coordinator

Subject to the circumstances in which the mobile device was lost or damaged, Council will be responsible for replacing the device unless carelessness on the part of the user can be shown as the cause of the loss or damage. In circumstances where it has been shown that the user's carelessness contributed to the loss or damage of the device then the user may be required to contribute to the replacement cost.

Installation of Applications on Mobile Devices

Council currently has accounts for mobile applications devices. IT currently holds the passwords for these accounts. If the user of mobile device requires an application to be installed on the device it must be undertaken by IT and be for business purposes. Justification must also be provided in an email to the IT Manager why the application is required. If the application will incur a cost, then this will be discussed with the user's Director.

Council staff are permitted to login to the Mobile devices with personal app accounts but Council will not be responsible for any charges incurred or if the device becomes faulty and needs to be reset or replaced.

Councillors have personal iTunes accounts linked to their Ipad and are responsible for the upkeep of those accounts. Council does not keep a record personal Itunes login details. Councillors will be provided with 1GB Data plan for their Ipad devices and \$50400 Itunes credit for the duration of the council term.

Termination of Employment / Conclusion of Term

On termination of employment or conclusion of term of Council (resignation or where not re-elected), the user must return the mobile device to IT including any associated battery chargers or other accessories supplied by the Council for use with the mobile device.

The mobile device is to be issued to an employee where it is deemed necessary to their job position. When an employee subsequently changes job position within Council, authorisation by the relevant Director must occur for the mobile device to remain with the employee. Approval will only be given in this circumstance where the use of the mobile device is deemed a necessary requirement of the employee's new job position. If approval is not given the mobile device is to be returned to IT.

Related Polices

~~Policy 1B:~~ Council Code of Conduct

~~Policy 1D:~~ [Communication between Councillors and Staff](#)

~~Policy 11B:~~ Records Management

Legislative Context

Local Government Act 1993

Local Government (General) Regulations 2005

Workplace Surveillance Act 2005 No 47

Workplace Surveillance Regulation 2012

Adopted:	Date: 08/12/2014	Minute: 1412/006
Lasted Reviewed:	08/12/2014	Minute: 1412/006
	16/04/2018	Minute: 1804/010
	XX/XX/2022	
Next Reviewed:	17/03/2025	



Pathway Hierarchy, Standard and Maintenance Policy

Policy	25H
Officer Responsible	Manager Assets
Last Review Date	XX/XX/2022

Strategic Policy

OBJECTIVES

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

To ensure new pathways, or major renewal works consider current access standards, and meet them wherever practicable.

To ensure that the maintenance of pathways 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 Strategic Plans and Long Term Financial Plan.

To provide clear information on the level of service that Council will provide to maintain pathways defined within the pathway hierarchy.

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

Other objectives consistent with this policy include:

- Supporting movement and place initiatives.
- Treating ratepayers equitably in the allocation of new capital projects and maintenance services.
- Management of road opening permits (for pathway assets).
- Minimising any environmental impacts of pathway construction, or maintenance.

DEFINITIONS

"pathway" a footpath, shared path, or cycleway surfaced with concrete, asphaltic concrete, bitumen seal or pavers, that are:

- Adjacent to the road network,
- Within Blayney Shire Council parks and recreational areas, or
- Within or adjacent to Blayney Shire Council community facilities

"footpath" a formed (1.5m min. width) path set aside for pedestrian traffic. Some older paths may be narrower than 1.5m in width.

"footway" an unobstructed strip (1.5m min. width) along the verge set aside for pedestrian access which has not been formed. Its width is dependent on whether a footpath, bicycle path or shared path is proposed for the street and it generally begins 1.2m from the back of the kerb or edge of carriageway.

"cycleway" a path or road for the exclusive use of cyclists, or cyclists and pedestrians.

"shared path" A formed mixed use (2.5m min. width) path set aside for pedestrian and bicycle access.

"verge" the area between the property boundary and the kerb (or edge of the roadway).

"other pathway assets" covered in this policy, include:

- bridges on pathways.
- kerb / pram ramps.
- tactile indicators and line markings on pathways, and
- barriers, bollards and railings installed on pathways.

SCOPE

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

- Pathway hierarchy,
- Pathway renewal and maintenance,
- Construction standards, and
- Selection of new Capital Works

The Policy does not apply to turfed, gravel surfaced or unformed footpaths, boardwalks, walkways or walking trails.

PATHWAY HIERARCHY

Council uses a 3 level hierarchy based on the level and nature of usage of the pathway network within each urban area. The hierarchy is used to determine the inspection frequency and the response time for identified defects. Inspections are used to determine the overall condition of a pathway segment (generally from block to block, or where there is a change in width or material) and also identify individual defects.

The three Hierarchy categories are:

Pathway Hierarchy	Pedestrian Usage	Inspection Frequency	Description
1	High	6 Monthly	Around shopping centres, community facilities and transport nodes (including railway stations)
2	Medium	6 Monthly	Around schools, child care facilities, nursing homes and aged care facilities
3	Low	Annually	General local residential streets

Construction and Renewal Standards:

Wherever practicable, subject to physical and budgetary constraints Council applies the following standards to the construction of new pathways and the renewal of significant sections of existing pathways.

The target New / Renewal Standards are:

Pathway Type	Pathway Width (m)	Grade (Steepness) ¹	Cross fall (Slope)
Shared Path	2.5	5%	2.5%
Footpath	1.5		
Paved	As required		
Kerb / Pram Ramp	As per pathway	12.5% ²	As per road grade

¹ This is only a target, as a grade of 5% or less on pathways within the Blayney Shire is rarely achievable.

² For a maximum length of 1520mm.

Renewal works generally relate to the replacement of significant lengths of an existing pathway, or the replacement of an entire segment. Renewals are generally identified from the condition of the entire segment, based on a 1 (excellent – normal maintenance only) to 5 (very poor – requires major repair / replacement) scale.

Replacement, upgrading, or construction of ‘missing’ pram / kerb ramps are also considered within the Renewals program.

Construction of additions to the pathway network are detailed in Council’s Delivery Program and Long Term Financial Plan. These are informed by:

- The Blayney Shire Council *Active Movement Strategy, 2016*.
- The Blayney Shire Council *Town and Village Community Plans*, and
- Developments resulting in changed usage patterns, such as a new Child Care facility.

In some instances the construction of new pathways can be made possible, as a result of Council successfully applying for grant funding from the Australian or NSW governments. In most instances this will involve ‘bringing forward’ projects that have already been identified in existing Council plans, particularly the Active Movement Strategy / Long Term Financial Plan.

MAINTENANCE ACTIVITIES

In order to prioritise maintenance activities on the pathway network, Council has adopted a Response Priority Matrix, which has been developed in line with Council’s Enterprise Risk Management Policy and Plan and the Statewide Mutual Best Practice Manual. The Response Priority Matrix uses a similar approach to a risk matrix, but in this instance only refers to the priority that 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 pathway, and the availability of resources. A response may range from spraying with paint to highlight the issue, to replacement of a section of pathway. Multiple defects within a section of pathway would be managed through the renewals program.

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

Table 1: Priority Response Matrix

Defect Severity	High	High	Medium	Medium
		Medium	Medium	Low
	Low	Low	Low	Low
		Hierarchy 1	Hierarchy 3	
Pathway Hierarchy				

The level and nature of usage (the hierarchy), combined with the severity determine the response time for addressing any defects. The types and severity of defects are shown in Table 2 below:

Table 2: Severity Response Matrix

Defect Type	Severity Measure	Hierarchy – Response Priority		
		1	2	3
Trip	>30mm	H	M	M
	20–30mm	M	M	L
	<20mm	L	L	L
Crack	>20mm	M	M	L
	10-20mm	L	L	L
	<10mm	L	L	L
Heaved Joint	>30mm	H	M	M
	20–30mm	M	M	L
	<20mm	L	L	L
Slipperiness	Severe	H	M	M
	Moderate	M	M	L
	Minor	M	M	L
Vegetation Encroachment	>50%	H	M	M
	25-50%	M	M	L
	<25%	L	L	L
Edge Drop-off	>50mm	H	M	M
	25-50mm	M	M	L
	<25mm	L	L	L
Utilities	Lid failed	M	M	M
	Lid missing	H	H	H

Response times, as determined by the Response Priority Matrix are set out in Table 3 below:

Table 3: Priority Response Times

Priority Response Rating	Council Response Timing
H	Repair within 24hours, or make safe within 24 hours and program repairs.
M	Program repair works and monitor through regular inspection program.
L	Monitor through regular inspection program.

Identification of maintenance issues is predominantly through regular inspections (6 monthly for Hierarchy 1 and 2 and annually for Hierarchy 3) by Council's Asset staff, although they can also be identified by:

- Customer Requests System which is reported to the Council's Risk Officer and Assets Officer. An assessment of the defect is undertaken and action is prioritised under the Defect Priority Response Matrix.
- Service requests from staff, which are reported through Supervisors to Assets staff and treated as per a Customer Request from the public, and
- Road Opening Permits are required to be submitted to Council by public utility authorities and trades people. The application requires details on how pedestrians will be managed during the works, through to details on the permanent restoration works.

RELATED DOCUMENTS:

There a number of Council and Guideline documents that impact on Council's role in constructing, renewing, and maintaining pathways, which include, but are not limited to the following:

- *Statewide Mutual Best. Practice Manual – Footpaths (Nature Strips, Medians and Shared Paths) Version 6, August 2019.*
- Australian Standard, *AS1428 – Design for Access and Mobility.*
- Institute of Public Works Engineering Australasia (IPWEA), NSW, Roads & Transport Directorate, *Guide for the Design of Accessible Outdoor Spaces, 2018.*
- *Blayney Shire Council, Community Strategic Plan.*
- AssetFinda Asset register of footpath, shared path and cycleways.
- *Blayney Shire Council, Long Term Financial Plan (various years).*
- *Blayney Shire Council, Delivery Plan (various Years).*
- *Blayney Cabonne Orange Disability Inclusion Plan.*
- *Blayney Shire Council, Active Movement Strategy, and*
- *Various Town and Village Community Plans.*

LEGISLATIVE AND POLICY LINKS

This Policy complies with various provisions of the Civil Liability Act 2002 [NSW] including sections 42, 43 and 45 by ensuring resources allocated to an asset and its maintenance are utilised to meet Council's commitments and in accordance with other relevant Legislation and associated Regulations.

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,
- Crown Lands Act 1989,
- 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, and
- Blayney Shire Council Asset Management 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:	26/06/2021	2106/011
	XX/XX/2022	
Next Review:	16/06/2025	



Road Hierarchy, Renewal and Maintenance Policy

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

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 and the control of non-native species, particularly noxious weeds 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
	Low	High	Medium	Medium	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	
	Pavement Failure (Shoves >100mm)	L	
	Visibility encroachment (Vegetation)	L	

Maintenance standards for Sealed Roads			
Class	Inspection Program	Maintenance Intervention Level	Response Priority ¹
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 Priority¹
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
		Pavement Failure (Rutting, Bogs)	M

Maintenance standards for Unsealed Roads			
Class	Inspection Program	Maintenance Intervention Level	Response Priority ¹
		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 Council's Financial Assistance Grant (FAG) calculations, or included in Council's 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.~~

This Policy complies with various provisions of the Civil Liability Act 2002 [NSW] including sections 42, 43 and 45 by ensuring resources allocated to an asset and its maintenance are utilised to meet Council's commitments and in accordance with other relevant Legislation and associated Regulations.

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:	20/04/2020	2004/012
	XX/XX/2022	
Next Review:	20/05/2025	



Voluntary Planning Agreements

Policy	18D
Officer Responsible	Director Planning and Environmental Services
Last Review Date	XX/XX/2022

Strategic Policy

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1. Purpose

A planning agreement is a voluntary agreement or other arrangement between a planning authority and a developer, who has:

- sought a change to an environmental planning instrument; or
- made or proposes to make a development application or application for a complying development certificate,

under which the developer is required to:

- dedicate land free of cost;
- pay a monetary contribution;
- provide any other material benefit; or
- provide any combination of the above,

to be used for or applied towards a public purpose.

The purpose of this Policy is to provide a clear framework and sound governance for the negotiation and management of planning agreements in the Blayney local government area.

This Policy applies where a proponent voluntarily proposes a planning agreement referred to under section 7.4 of the Environmental Planning and Assessment Act, 1979.

2. Objectives

The objectives of the Policy are:

- To establish a clear, open, transparent and accountable framework to govern the negotiation, use, management and implementation of planning agreements by Council;
- To ensure that the framework is soundly based upon probity and enables efficient, fair, transparent and accountable negotiations and implementation;
- To promote public trust and confidence in the processes of negotiation, execution and implementation of planning agreements;
- To ensure that Council, Council officers and proponents understand their roles and responsibilities when negotiating, assessing and implementing planning agreements;
- To provide planning flexibility for Council to negotiate fair, reasonable and equitable development contributions by proponents of planning proposals and development applications
- To enhance the range and extent of development contributions towards the optimal delivery of public infrastructure services and facilities in the Council area; and
- To enable innovative approaches to the delivery of public infrastructure, services and facilities.

3. Definitions

In this Policy the following definitions are used:

Act means the Environmental Planning and Assessment Act (as amended) 1979;

Consent - The Development Consent that has initiated the Application;

Council means Blayney Shire Council;

Development application (DA) has the same meaning as in the Environmental Planning and Assessment Act 1979;

Development contribution means the kind of provision made by a developer under a planning agreement being a monetary contribution, the dedication of land free of cost or the provision of a material public benefit, or any combinations of the above;

Explanatory Note means a written statement that provides details of the objectives, nature, effects and merits of a planning agreement or an amendment to, or revocation of, a planning agreement;

Instrument Change means a change to an Environmental Planning Instrument to facilitate development which is the subject of a Planning Agreement;

Material Public Benefits (MPB) - consist of some physical (material) component, other than land dedication or monetary contribution, in settlement of the contributions levied upon the development consent, but does not include works nominated in a contribution plan's Work Schedule or planning agreement;

Planning benefit means a development contribution that confers a net public benefit – that is, a benefit that exceeds the benefit derived from measures that would address the impacts of particular development on surrounding land or the wider community;

Proponent means a person who has sought a change to an Environmental Planning Instrument through the lodgement of a Planning Proposal or who has submitted or proposes to lodge a development application – or, by formal agreement, is a representative of an applicant for such changes;

Public facilities mean public infrastructure, facilities, amenities and services;

Plan - The applicable Section 7.11 contribution plan;

Planning obligation means an obligation imposed by a planning agreement on a developer requiring the developer to make a development contribution;

Planning Proposal means a proposed change to the Blayney Local Environmental Plan 2012 – a change to an Environmental Planning Instrument - to enable a development subject of an application to be made permissible and to carry out the development subject of the development application and planning agreement;

Practice Note means the practice notes on development contributions published by the Department of Infrastructure, Planning and Natural Resources on 19 July 2005; Revised Local Development Contributions Practice Note published by Department of Planning and Infrastructure in 2014; and Draft Practice Note on Planning Agreements published in November 2016 by NSW Planning and Environment.

Public includes a section of the public;

Public benefit means the benefit enjoyed by the public as a consequence of development contribution;

Public Purpose includes:

- Provision of, including recoupment of, the cost of public amenities or public services;
- Transport or other infrastructure relating to land;
- Funding of recurrent expenditure relating to the provision of public amenities of public services, transport or other infrastructure;
- Monitoring of the planning impacts of development; and
- Conservation or enhancement of the natural environment;

Regulation means the Environmental Planning and Assessment Regulation ~~(as amended)~~ 202100;

Surplus value means the value of the developers' provision under a planning agreement more than the sum of the value of public works required to be carried out by the developer under a condition imposed under section 4.17(1) of the Act and the value of development contributions that are or could have been required to be made under section 7.11 or section 7.12 of the Act in respect of the development subject of the Agreement.

Works In Kind (WIK) - is the undertaking of work, or the provision of amenities, services or facilities, or the dedication of land as nominated in the Plan's Work Schedule and includes reference to Contribution Offsets;

WIK Agreement - A formal agreement that must be entered into with Council following Council approval of an Application under this policy;

4. Policy Statement

Council is committed to the equitable and transparent approach to the negotiation, development and management of planning agreements to facilitate the delivery of public infrastructure to meet the needs of the community.

5. Principles

5.1 Guiding Principles

The Council's use of planning agreements will be governed by the following guiding principles:

- Development consent cannot be refused because a planning agreement has not been entered into or the proponent has not offered to enter into one;
- A condition of development consent can only require a planning agreement to be entered into by a proponent strictly in accordance with an offer made by the proponent;
- Planning agreements will not be used to fetter the development assessment process;
- Planning agreements will not improperly fetter the exercise of discretion and the functions of Council under the Act, Regulation or any other Act or law;
- Council will use planning agreements only for a proper planning purpose and a purpose which stands the tests of fairness, reasonableness and equity;
- The interests of individuals or interest groups will not outweigh the public interest when considering, negotiating and finalising a planning agreement;
- Council will not use its statutory position to gain unreasonable public benefits from proponents when considering, negotiating, finalising, executing and implementing planning agreements;
- Council will take appropriate steps to ensure that it avoids any conflict of interest between its role as a planning authority when it has a commercial interest in the outcomes of a planning agreement;
- Council will ensure that planning agreements are based upon sound, reasonable and accountable financial management;
- Council will ensure that all processes and content of a planning agreement are transparent and soundly based upon probity;
- Negotiation of a planning agreement is to be entered into in good faith by all parties; and

The planning agreement reflects the priorities of the community as identified in Council's Community Strategic Plan

5.2 Acceptability Test

Practice Notes issued by the State government sets out an Acceptability Test for assessing whether planning obligations are appropriate under a planning agreement. The Acceptability Test ensures planning agreements:

- Are directed towards proper or legitimate planning purposes, ordinarily ascertainable from the statutory planning controls and other adopted planning policies applying to development;
- Provide for the delivery of infrastructure or public benefits not wholly unrelated to the development.~~Provide for public benefits that bear a~~

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~~relationship to development that is not de minimis (that is benefits that are not wholly unrelated to development);~~

- Produce outcomes that meet the general values and expectations of the public and protect the overall public interest;
- ~~Provide for a reasonable means of achieving the desired outcomes and securing the benefits~~~~Provide for a reasonable means of achieving the relevant purposes and outcomes and securing the benefits;~~ and
- ~~Protect the community against adverse planning decisions~~~~Protect the community against planning harm.~~

5.3 Circumstances in which Council will consider the Negotiation of a Planning Agreement

Council at its complete discretion may consider the negotiation of a planning agreement with a proponent who has voluntarily offered to enter into such an agreement in association with a planning proposal or development application. A planning agreement may be considered for such purposes as to:

- Compensate for the loss of, or damage to, public infrastructure, facilities, amenities, services, resources or environmental assets caused by the proposed development through replacement, substitution, repair or regeneration;
- Meet the demands created by the development for new public infrastructure, amenities and services or when, in Council's opinion an environmental offset represents a planning and public benefit;
- Address deficiencies in existing provision of public infrastructure, amenities, services and facilities which have a connection with the planning proposal / development application. There should also be a clear rationale and public benefit to take this approach;
- Achieve recurrent funding in respect of public infrastructure, amenities, services and / or facilities and for on-going maintenance of land of environmental significance which is to be conserved;
- Prescribe inclusions in the development that meet specific planning and environmental objectives of the Council;
- Clearly secure public benefits for the wider community;
- Enable items in the work schedules of Council's contributions plans to be brought forward and/or when deficiencies and/or omissions in Council's existing Development Contributions Plans can be addressed;
- Not involve any unreasonable financial liabilities for the Council.

5.4 Application of Clause 4.6 Blayney Local Environmental Plan 2012

In relation to submissions seeking to vary development standards in accordance with Clause 4.6 of Blayney Local Environmental Plan 2012, Council will not accept a provision in a planning agreement to justify a variation from applicable development standards in relation to development unless the Council is of the opinion that the subject matter of the proposed planning agreement properly addresses the matters required to be addressed under that Policy in relation to the dispensation sought and there is a resulting

urban design or other outcome which leads to improved planning and public benefit.

6. Requirements of a Planning Agreement

6.1 Mandatory Requirements

The mandatory requirements of a planning agreement are prescribed under section 7.4(3) of the Act. All planning agreements must include:

- A description of the land to which the agreement applies.
 - A description of:
 - the change to the environmental planning instrument to which the agreement applies; or
 - the development to which the agreement applies.
 - The nature and extent of the provisions to be made by the proponent under the agreement, the time or times by which the provision is to be made and the manner by which the provision is to be made.
 - In the case of proposed development / planning proposal whether the agreement excludes (wholly or in part) or does not exclude the application of section 7.11, 7.12 or 7.24 of the Act to the development;
 - If the agreement does not exclude the application of section 7.11 to the development, whether benefits under the agreement are or are not to be taken into consideration in determining a development contribution under section 7.11.
-
- A mechanism for the resolution of disputes under the agreement.
 - The enforcement of the agreement by a suitable means, such as the provision of a bond or guarantee, in the event of a breach of the agreement by the proponent.

Clause [25E205](#)(1) of the Regulation provides that an explanatory note must accompany a planning agreement that:

- Summarises the objectives, nature and effect of the proposed agreement, amendment or revocation; and
- Contains an assessment of the merits of the proposed agreement, amendment or revocation, including the impact (positive or negative) on the public or any relevant section of the public.

The Act does not preclude a planning agreement containing other provisions that may be necessary or desirable in particular cases, except as provided by law.

6.2 Contents of a Planning Agreement

6.2.1 Cost and Value Estimations

Council will provide standard and consistent values and costs for capital and recurrent aspects of planning agreements as much as possible.

Council may require the proponent to fund an independent Quantity Surveyor to provide cost estimates to form the basis of planning agreement costs for capital and recurrent items. Council may use its own values or engage qualified independent persons to determine values.

Where the benefit under a planning agreement is the provision of land for a public purpose, the Council will require a valuation at the proponent's cost and seek to value the benefit on the basis of the estimated amount of compensation to which the proponent would be entitled under the Land Acquisition (Just Terms Compensation) Act 1991 upon the compulsory acquisition of the land.

6.2.2 Recurrent Costs

Council may request proponents, through a planning agreement, to make contributions towards the recurrent costs of public facilities. Where the amenity, service, or public facility primarily serves the development to which the planning agreement relates or neighbouring development, the arrangement for recurrent funding may be in perpetuity.

If the funding of recurrent costs is required to be part of the planning agreement, the planning agreement will include the following matters:

- The specific purpose of the recurrent funding;
- The nature and extent of the recurrent funding
- The time period over which the funding shall be provided;
- Any mechanisms for the indexing of the recurrent funding;
- The heads of consideration for any endowment fund or trust that may be required to be established to manage the recurrent funding;
- The provision of security such as bank guarantee, bond or other form of security to secure the ongoing funding;
- Circumstances in which funding would be renegotiated or revoked; and
- Any other matter relevant to securing the public interest in the achievement of an ongoing public benefit.

6.2.3 Land Dedication

In the case of land identified within a contributions plan, the value of land in that plan will be considered in determining the initial contribution rates.

Land to be dedicated is required to be valued by a suitably qualified expert. Only land required for a specific community benefit and purpose can be considered for dedication. A long term maintenance cost will need to be included and factored into the final valuation to ensure Council minimises the long term financial burden on the community and the organisation.

The land is to be fit for purpose having specific regard to size, accessibility, topography and location.

Council may refuse the dedication of land when the amount proposed to be dedicated exceeds the minimum area required in a relevant plan and/or the burden of maintenance exceeds the long term benefit of the land to the community.

6.2.4 Monetary Contributions

A planning agreement may make provision for monetary contributions other than contributions under an adopted and in force section 7.11 or section 7.12 Contributions Plan. Council's acceptance of such contributions will be based upon alignment with other Council plans, a clearly articulated public purpose, and the matters stated below.

Where a planning agreement provides for monetary contributions, the following matters are to be stated:

- The amount of the monetary contribution;
- The purpose and extent of the monetary contribution;
- When such contributions are to be paid;
- In the case of staged payments, the nature of the staging or the dates at which time payments are to be made;
- Any mechanisms for the indexing of the monetary contribution against inflation over time;
- Details of any security that is to be provided in lieu of the monetary contribution until such time as it becomes due and payable;
- Any obligations on Council for the expenditure of the monetary contributions and related financial reporting; and
- Any other matter relevant to securing the public interest in the management and expenditure of the monetary contributions

6.2.5 Works In Kind and Material Public Benefit

Council, at its discretion, may accept the provision of a material public benefit or works in kind by a proponent in lieu of the payment of development contributions.

6.2.6 Provision of security under a planning agreement

The Council may require a planning agreement to make provision for a security payment of a minimum of 10 percent of the value of the proponent's obligations under the agreement. (Note: the 10% can be applied per stage only if undertaken in accordance with a staged development consent).

The form of security will generally be the unconditional bank guarantee from an Australian Bank in favour of the Council and on terms otherwise acceptable to the Council

A flat rate of \$20,000 may be applied as security if no civil works are included in the planning agreement.

6.3 Pooling of development contributions

Where a proposed planning agreement provides for a monetary contribution by the proponent, the Council may seek to include a provision permitting money paid under the agreement to be pooled with money paid under other planning agreements and applied progressively for the different purposes under those agreements, subject to the specific requirements of the relevant agreements. Pooling may be appropriate to allow public benefits, particularly essential infrastructure, to be provided in a timely, fair and equitable way.

7. Probity

Public probity is fundamentally important and it will ensure that the negotiation of any planning agreement is fair, transparent and is directed at achieving public benefits in an appropriate manner, free of corruption.

In this regard, Council will:

- Exhibit in accordance with the Act all planning agreements to ensure openness and transparency;
- Ensure appropriate delegations and separation of responsibilities in considering development applications that involve planning agreements including, the need to ensure processes are soundly based upon documented risk management;
- Ensure that there is clarity of roles for councillors, council management and staff;
- Take every step to ensure that conflicts of interest (actual and perceived) are ameliorated to the greatest extent possible through independent assessment by third parties where Council has a commercial interest (.i.e. landowner or proponent).
- Not enter into any contractual arrangement which purports to guarantee outcomes that are subject to separate regulatory processes and/or fetters the discretion of the assessment and determination of applications.

The General Manager is delegated authority to negotiate planning agreements in accordance with this policy and may sub-delegate this function to Council managers and professional officers as appropriate with appropriate delegated authority will negotiate a planning agreement on behalf of Council in accordance with this Policy.

Council will ensure that all negotiations with proponents and their representatives are sufficiently documented.

The Council's process for the preparation, negotiation and execution of planning agreements aims to be efficient, predictable, transparent and accountable. The process seeks to ensure that the negotiation of planning agreements runs in parallel with applications for instrument changes or development applications.

When agreed by the parties, the concluded range of public infrastructure, amenities, services and facilities, together with the dedication and on-going

management of environmentally significant land will be embodied in a Heads of Agreement to be formally endorsed by the parties. This will be the basis for drafting of the planning agreement.

~~Councillors-The elected Council has~~ have the responsibilities for:

- Setting the Policy which directs negotiations of planning agreements,
- Endorsing a planning agreement for public notification; and
- Endorsing the planning agreement in conjunction with determining the Planning Proposal for referral to the Department of Planning and Environment or determining the relevant development application.

8. Involvement of independent third parties in negotiation process

The Council may at its sole discretion, appoint an independent person to facilitate or otherwise participate in the negotiations or aspects of it, particularly where:

- an independent assessment of a proposed instrument change or development application is necessary or desirable;
- factual information requires validation in the course of negotiations;
- sensitive financial or other confidential information must be verified or established in the course of negotiations;
- facilitation of complex negotiations are required in relation to large projects or where numerous parties or stakeholders are involved; and
- dispute resolution is required under a planning agreement.

9. Public Notification and Engagement

The planning agreement must be negotiated and documented before it is publicly notified as required by the Act and Regulation. The Act states that a minimum period for notification is 28 days.

10. Implementation

10.1 When is a planning agreement required to be executed?

A planning agreement is entered into when it is signed by all of the parties and may include timing and/or staging commitments for the proponent to meet in regard to the completion of works etc.

A planning agreement can be entered into at any time after the agreement is publicly notified in accordance with the Act and Regulation.

10.2 Implementation Agreement

In appropriate cases, the Council may require a planning agreement to provide, prior to commencement of the development the subject of the agreement commences, that Parties enter into an implementation agreement that provides for matters such as:

- the times at which and, if relevant, the period during which, the proponent is to fulfil commitments under the planning agreement;
- the design, technical specification and standard of any work required by the planning agreement to be undertaken by the proponent;

- the manner in which a work is to be handed over to the Council; and
- the manner in which a material public benefit is to be made available for its public purpose in accordance with the planning agreement.

The Council will generally require a planning agreement to provide that the proponent's obligations under the agreement take effect when the first development consent operates in respect of development that is the subject of the agreement or within an alternative prescribed time frame.

10.3 Monitoring, Review and Enforcement of a Planning Agreement

The Council will monitor the performance of the proponent's obligations under a planning agreement.

The Council will require the planning agreement to contain a provision establishing a mechanism under which the planning agreement is periodically reviewed with the involvement of all parties.

The Council will require the planning agreement to contain a provision requiring the parties to use their best endeavours' to agree on a modification to the agreement having regard to the outcomes of the review.

10.4 Modification or discharge of the proponent's obligations under a Planning Agreement

The Council will generally only agree to a provision in a planning agreement permitting the developer's obligations under the agreement to be modified or discharged where the modification or discharge is linked to the following circumstances:

- the proponent's obligations have been fully carried out in accordance with the agreement;
- the development consent to which the agreement relates has lapsed;
- the performance of the planning agreement has been frustrated by an event beyond the control of the parties;
- other material changes affecting the operation of the planning agreement have occurred
- the Council and the proponent otherwise agree to the modification or discharge of the agreement; or
- The Minister has determined in writing to the parties not to support the planning proposal.

10.5 Assignment and dealings by the proponent

The Council will require every planning agreement to provide that the proponent may not assign its rights or obligations under the agreement nor have any dealing in relation to the land the subject of the agreement unless, in addition to any other requirements of the agreement:

- the proponent has, at no cost to the Council, first procured the execution by the person with whom it is dealing of all necessary

documents in favour of the Council by which that person agrees to be bound by the agreement as if they were a party to the original agreement; and

- the proponent is not in breach of this Agreement.

10.6 Notations on Certificates under section 10.7(5) of the Act

The Council will generally require a planning agreement to contain an acknowledgement by the proponent that the Council may, in its absolute discretion, make a notation under s 10.7(5) of the Act about a planning agreement on any certificate issued under s10.7 of the Act relating to the land the subject of the agreement or any other land.

10.7 Registration of planning agreements

The Council will require a planning agreement to contain provisions for registration of the planning agreement on the title of the land pursuant to section 7.6 of the Act. The proponent will undertake the registration at no cost to Council and provide evidence of registration.

10.8 Dispute resolution

The Council will require a planning agreement to provide for mediation of disputes between the parties to the agreement, at their own cost, before the parties may exercise any other legal rights in relation to the dispute.

10.9 Credits and refunds

The Council will determine on a case by case basis generally whether to agree to a planning agreement providing for the surplus value under a planning agreement being refunded to the proponent or offset against development contributions required to be made by the proponent in respect of other development in the Council's area.

10.10 Administration Matters

Three original copies of the planning agreement are required for execution:

1. For the proponent
2. For Council
3. For the Land Titles Office.

The third copy will not be required if the planning agreement is not required to be registered on the title of the land.

Council will provide the proponent with the required paper copies for signature.

The Council will sign and date the required paper copies only after the proponent has signed. Council will then retain one original copy in accordance with the State Records Act 1998. Council will provide the remaining copy / copies to the proponent.

Relevant Legislation

- Environmental Planning and Assessment Act, 1979
- Environmental Planning and Assessment Regulation ~~2000~~2021
- Blayney Local Environmental Plan 2012

Related Policy

- Practice Note: Development Contributions published by the Department of Planning, ~~Infrastructure and Natural Resources Industry and Environment 19 July-February 2005~~2021
- ~~Planning Circular PS 11-007: Voluntary Planning Agreements and Development Control Plans – NSW Planning 18 February 2011~~
- ~~Planning Circular PS-002: Reporting and accounting requirements for infrastructure contributions~~
- ~~Revised Local Development Contributions Practice Note – Department of Planning and Infrastructure 2014~~
- ~~Draft Practice Note on Planning Agreements – NSW Planning and Environment published November 2016~~

Other references

- NSW Mining and Energy Council Roads Calculator and the negotiation framework Schematic

END

Adopted:	20/05/2019	1905/012
Lasted Reviewed:	20/05/2019	1905/012
	XX/XX/2022	
Next Review:	22/04/2025	



Waste Collection Services

Policy	18C
Officer Responsible	Director Planning & Environmental Services
Last Review Date	XX/XX/2022

Strategic Policy

Objective

To provide guidelines for Council's provision of domestic and non-domestic waste collection services within the Blayney Shire Council.

1. INTRODUCTION

1.1 Legislation

Section 496(1) of the Local Government Act 1993 states "A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available". Section 496(2) also states the circumstances where parcels exempt from rating may also be charged.

1.2 Purpose of the Policy

The purpose of this Policy is to clarify section 496 of the Local Government Act 1993 with reference to the Blayney Shire Council Local Government Area. The aim is to provide clear Policy and guidelines for the provision of waste collection services.

The issues which are to be addressed by this Policy include:

- Compulsory provision of services within a town or village, as is the current status;
- The provision of services between towns and villages to enable occupied rural properties to receive the service;
- Outline which properties must utilise the service;
- Availability of the service to properties willing to take bins to a designated location along the route; and
- That domestically produced waste and recycling is collected, where possible, by Council's contracted service provider, to ensure an environmental improvement in the disposal of domestic waste.

1.3 Land to which the Policy Applies

All land within the Blayney Shire Council local government area is deemed to be affected by this Policy however this policy will clarify where the services are available.

2.0 POLICY

2.1 Availability of Council's Waste Collection Service

- a) Council will charge for and make available the Waste Collection Service to all properties within a town, village, or locality as defined by Council's Local Environmental Plan (as amended) or as nominated when Council sought tender for the provision of these services;
- b) Where the service is provided to a residential property, the full charge is payable;
- c) Where the service is provided to a vacant parcel of land, the vacant land charge is payable;
- d) Where the service is available to a vacant parcel of land which has, for rating purposes, been amalgamated with an adjoining parcel for which a full service is being charged, the vacant land charge is not payable for each parcel of land for which the service is available;
- e) Where the service is available outside of a town or village, and is along a route as agreed with Council's contractor, all properties with an occupiable residence within 250m of the main property gate providing access to the serviced road and are serviced by the route, will be required to utilise the service for the disposal of their domestic waste;
- f) Where a property meets the criteria of point (e) above, but there is no occupiable residence, the vacant land charge will apply. The charge will be applied per rating assessment which is serviced by the route;

2.2 Provision of Bins

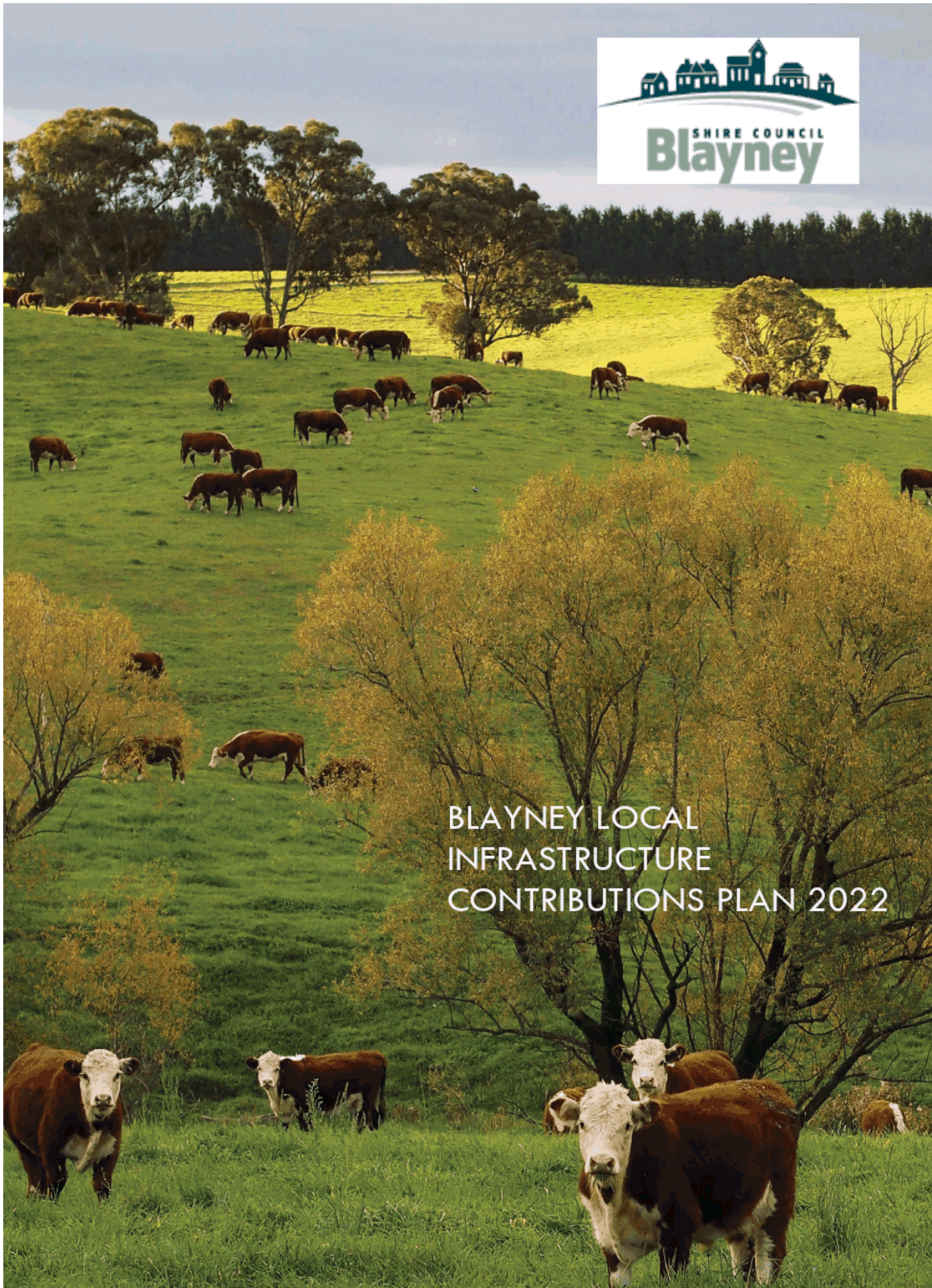
- Council's contractor, will provide a bin or bins (depending on the service type) per service as provided;
- If additional services are requested, bins for those services will be provided and additional service charges will be incurred per Council's current Operational Plan
- Where a bin has become broken, damaged, vandalised, or stolen, Council, once notified, will arrange for the contracted service provider to repair and / or replace the bin on the next service day.

3.0 REQUESTS FOR EXEMPTION

- Ratepayers on rural Waste Collection Services runs not currently in receipt of a Domestic Waste Service that have been identified to be included to receive a service may make application for exemption on medical grounds. Such applications will require the applicant to provide substantiation for their claim and provide evidence of how waste is being disposed. The General Manager may determine such requests under delegated authority. Where approval is granted the Annual Domestic Waste Management Availability charge shall still apply and the exemption will be reviewed at change of property ownership.

End of Policy

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	18/02/2019	1902/017
	XX/XX/2022	
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Prepared for



By



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Client: Blayney Shire Council

Project Number: 11752

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Appendices

Appendix A: Infrastructure Schedule And Location Maps
Appendix B: Infrastructure demand and the calculation of the contribution rates
Appendix C: Worked Examples
Appendix D: Cost Summary Reports

DRAFT



Glossary of terms and abbreviations

Words and phrases used in this plan have the same meaning as the terms defined in the Blayney Local Environmental Plan 2012 or the Environmental Planning and Assessment Act 1979, except as provided for below.

Bedroom means any room or space within a dwelling capable of being used as or converted to a bedroom.

Complying development has the same meaning as in the [EP&A Act](#).

Complying Development Certificate (CDC) has the same meaning as in the [EP&A Act](#).

Consent authority has the same meaning as in the [EP&A Act](#) but also includes a registered certifier responsible for issuing a CDC.

Council means Blayney Shire Council.

CSP means Community Strategic Plan.

Development has the same meaning as in the [EP&A Act](#).

Development application has the same meaning as in the [EP&A Act](#).

Development consent has the same meaning as in the [EP&A Act](#).

Dwelling has the same meaning as in Blayney Local Environmental Plan 2012.

DPE means the Department of Planning and Environment

EP&A Act means the NSW Environmental Planning and Assessment Act 1979.

EP&A Regulation means the NSW Environmental Planning and Assessment Regulation 2021.

ESA means the Equivalent Standard Axles, which is a measure used to describe the life of a section of road.

GFA means gross floor area.

Heavy haulage development means any of the following developments that are defined in the Blayney Local Environmental Plan 2012:

- (a) extractive industry,
- (b) forestry,
- (c) landscaping material supplies,
- (d) industry,
- (e) mining,
- (f) rural industry,



(g) timber yards, and
any other development that involves the movement of laden heavy vehicles

LGA means local government area.

Local infrastructure means public amenities and public services that are traditionally the responsibility of local government, excluding water supply or sewerage services.

Minister means the Minister for Planning

Planning agreement has the same meaning as in [section 7.4](#) of the EP&A Act.

Registered certifier has the same meaning as in the [EP&A Act](#).

Residential accommodation has the same meaning as in Blayney Local Environmental Plan 2012.





Plan summary

Future development in the Blayney Local Government Area (LGA) will create a need for and increase the demand for local infrastructure.

Developers of land will be required to make monetary contributions toward the provision, extension or augmentation of local infrastructure to meet those increased demands.

This will be done by contributions being imposed on developments under section 7.11 (s7.11) or section 7.12 (s7.12) of the Environmental Planning and Assessment Act 1979, in accordance with this plan.

This plan authorises a consent authority – including the Blayney Shire Council, a planning panel, or a registered certifier - to require contributions from developers of land to provide for extra local infrastructure needed by new development throughout the Blayney LGA.

Registered certifiers are responsible for calculating the contribution for complying development as shown in this plan and imposing a condition in the Complying Development Certificate (CDC). Details of the responsibilities of registered certifiers are included in section 3.5.

This plan also includes information on the following key matters:

Table 1: Key matters addressed in the plan

Matter	Section of plan
The contribution rates to be used in calculating contribution amounts	Table 2
The types of contributions that apply to different types of development	Sections 1.2 and 1.4
Development that is exempted from contributions or levies	Section 1.3
How to calculate a contribution amount for any individual development, including worked examples	Sections 2.1, 2.2, Appendix C
How contribution rates and amounts will be adjusted for inflation	Section 3.3
When contributions are to be paid	Section 4.1
The obligations and responsibilities of registered certifiers in imposing and arranging payment of contributions	Sections 3.5, 3.6
How to pay a contribution	Section 4.3
Alternative ways of settling a contributions obligation, other than by paying money	Sections 4.4, 4.5
Transitional arrangements for applications lodged but not yet determined when the plan commenced	Section 5.1



Matter	Section of plan
The infrastructure to be funded by the plan, including costs, location, staging and priority	Appendix A
How the s7.11 contribution rates were derived	Appendix B

Summary of contribution rates

The contribution rates that apply to development are as shown below.

Table 2: Contribution rates for development types

Contribution type / Development type	Levy rate
S7.11 contributions	
Residential accommodation development resulting in additional dwellings or lots	\$9,296 per dwelling or lot
Heavy haulage development	\$0.52 per ESA per km of regional sealed road \$0.66 per ESA per km of local sealed road \$0.52 per ESA per km of local gravel road
S7.12 levies	
Where the proposed cost of carrying out the development:	
<ul style="list-style-type: none"> is more than \$100,000 and up to and including \$200,000 	0.5% of than cost
<ul style="list-style-type: none"> is more than \$200,000 	1.0% of that cost

Notes:

- (1) Refer to development exemptions in section 1.3
- (2) ESA means equivalent standard axles



How to use this plan

To work out whether a development is subject to a contribution under this plan:

- Follow the steps in **Figure 2**. If the development meets the criteria for development, then the development is subject to a contribution under this plan.
- If the entire development is a type of development listed in section 1.3 then the development is exempted from contributions under this plan. If only a part of the development is a type of development listed in section 1.3 then only that part of the development is exempted contributions under this plan.

To calculate an estimated contribution for a certain development under this plan:

- Determine whether the proposed development is subject to development contributions- refer to section 1.2 of this plan.
- If the development is for residential accommodation or heavy haulage development, then calculate the s7.11 contribution by following the steps in section 2.1.
- For all other development calculate the s7.12 contribution by following the steps in section 2.2.
- If the development includes both residential accommodation and other development, then either a s7.11 or a s7.12 contribution will apply to the development. Follow the steps in section 1.4 and Figure 2 to determine the contribution that applies and the contribution amount.

If you wish to settle a contribution obligation that was imposed under this plan:

- Contact Council's customer service staff and request an adjusted (indexed) contribution amount.
- Pay the amount as per the requirements in section 4.3, or
- In the case of deferred payment, follow the requirements in section 5.5, or
- Propose an alternative settlement option as per the requirements set out in section 4.4.

To find out what infrastructure is planned to be provided using contributions collected under this plan:

- Refer to the works program and works location maps in Appendix A.





1 Is a contribution required?

1.1 Where this plan applies

This plan applies to all land in the Blayney LGA.

1.2 What development does this plan apply to?

Subject to section 1.3 of this plan, this plan applies to the following development types:

- (a) Residential accommodation development that will or is likely to require the provision of or increase the demand for local infrastructure within the Blayney LGA.
- (b) Heavy haulage development that will or is likely to accelerate the deterioration of the pavements on council roads.
- (c) Development that is not included in (a) or (b) above that has a proposed cost of development of more than \$100,000.

1.3 What development is exempted from contributions or levies?

The following development is exempt from s7.11 contributions or s7.12 levies identified in this plan:

- Residential accommodation development that either:
 - does not involve the creation of an additional developable lot or an additional dwelling, or
 - is not likely to result in a net increase in residents
- Affordable housing provided by a social housing provider
- Any development exempted by direction made by the Minister under s7.17 of the EP&A Act.

Applicants seeking an exemption should say how their development is consistent with the relevant exemption in their development application. If Council is satisfied the development is consistent with the relevant exemption, it will exclude the development from payment of a contribution. In the case of complying development, Council will need to verify any exclusions granted in writing.

1.4 What contribution type applies to different developments?

Residential accommodation developments identified in section 1.2(a) will be subject to condition requiring a contribution imposed under s7.11 of the EP&A Act. Refer to **Table 2** for the contribution rates that apply.

Heavy Haulage Developments identified in section 1.2(b) will be subject to condition requiring a contribution imposed under s7.11 of the EP&A Act. Refer to **Table 2** for the contribution rates that apply.

Other developments identified in section 1.2(c) will be subject to a condition requiring the payment of a levy under s7.12 of the EP&A Act. Refer to **Table 2** for the levy rates that apply.



Where a single development application comprises residential accommodation development and another type or types of developments, either a s7.11 contribution or a s7.12 levy will be imposed. The following method will be used to determine the type and amount of contribution:

- if application of a s7.12 levy to the whole development yields a higher contribution amount than application of a s7.11 contribution to the whole development, then a s7.12 levy calculated on the whole development shall be imposed; or
- if application of a s7.12 levy to the whole development yields a lower contribution amount than application of a s7.11 contribution on the whole development, then a s7.11 contribution shall be imposed.

Figure 1 shows the process for determining if contributions apply to development under this plan, and if so, what type of contribution.

Note that any single development can only be the subject of either a section 7.11 contribution or a section 7.12 levy, not both.

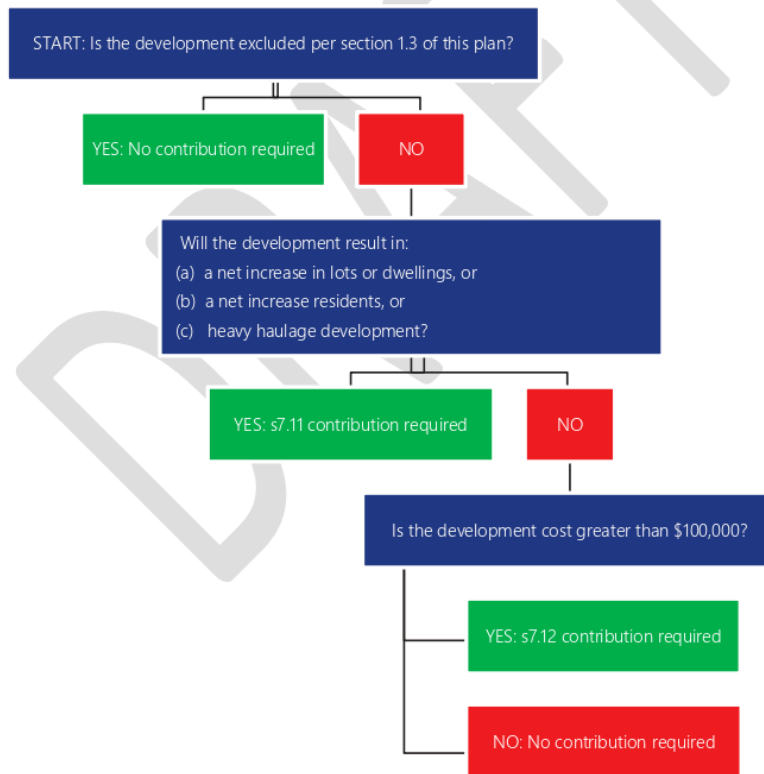


Figure 1 Process to determine when a contribution is required



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Blayney CP 2022 v2 September 2022





2 Calculating the contribution amount

2.1 Calculating a s7.11 contribution

Residential accommodation development

For the consent authority to impose a s7.11 contribution on residential accommodation development, the development must be likely to result in either:

- a net increase in developable lots, or
- a net increase in dwellings, or
- a net increase in the number of residents on the site.¹

The determination of whether there is a net increase in the number of residents is based on the occupancy assumptions in **Table 3**.

For development sites that contain existing residential development or that have been subdivided for residential development, a credit for the existing infrastructure demand (based on the assumed existing population) will be applied to determine whether there is a net increase in population. The credit applied will be based on the rates shown in Table 3.

Table 3: Assumed occupancy rates for calculation of contributions and demand credits

Residential accommodation type	Assumed occupancy rate
Vacant allotments that have a dwelling entitlement	2.5 persons per dwelling
Attached dwellings, dual occupancies, dwelling houses, group homes, multi dwelling housing, residential flat buildings, rural workers' dwellings, secondary dwellings, semi-detached dwellings, seniors housing (independent living units), shop top housing	2.5 persons per dwelling
Boarding houses, co-living housing, hostels	1 person per bed

If there is a net increase in demand, then the monetary rate in **Table 2**, indexed in accordance with section 3.3, is used to determine the contribution amount. Council will publish the latest indexed s7.11 rates on its website.

The contribution amount is the difference between the contribution calculated for the proposed residential accommodation development and the credit contribution amount deemed to apply to any existing residential accommodation development, i.e.

$$\text{s7.11 contribution (\$)} = \$ \text{Contribution Dev} - \$ \text{Contribution Credit}$$

¹ Net increase in population means the number of residents on the site post development will likely be greater than the assumed existing number of residents on the development site.



Where:

\$ Contribution Dev is the \$ amount determined by multiplying the number of proposed dwellings or lots by the contribution rate shown in **Table 2**.

\$ Contribution Credit is the \$ amount determined by multiplying the number of existing dwellings or lots by the relevant contribution rate shown in **Table 2**.

The above amounts for boarding houses, co-living housing, hostels will be determined by the number of existing or proposed beds in these developments and converting the rate shown in **Table 2** from a per lot amount to a per person amount.

See worked examples in Appendix C that show how this applies in practice.

Heavy haulage development

For a consent authority to impose a s7.11 contribution on developments that will transport materials or goods, the development must be likely to result in accelerated deterioration of the pavements that are part of the local road network.

The contribution that applies to a development is calculated using the rates shown in **Table 2**.

The formula for determining a contribution for heavy haulage development is:

$$\text{s7.11 contribution (\$)} = \frac{\$R_{life} \times ESA \times R_{length}}{R_{life}}$$

Where:

s7.11 contribution (\$) is the monetary contribution payable by the development for a period of time,

$\$R_{life}$ is the standard cost of road type per kilometre over the design life in dollars,

ESA is the number of ESAs generated by the development for a period of time (as recorded by a traffic classifier),

R_{life} is the assumed design life of a road in ESA

R_{length} is the length of sealed or unsealed road travelled by the development's laden heavy vehicles estimated at the time of the development application, in kilometres.

A more detailed description of the formula calculation is provided in Appendix B of this plan.

2.2 Calculating a s7.12 fixed development consent levy

The total levy amount imposed on any individual development is calculated by multiplying the applicable contribution levy by the proposed cost of the development.

That is:



$$s7.12 \text{ contribution } (\$) = \% \text{ Rate} \times \$\text{Cost Dev}$$

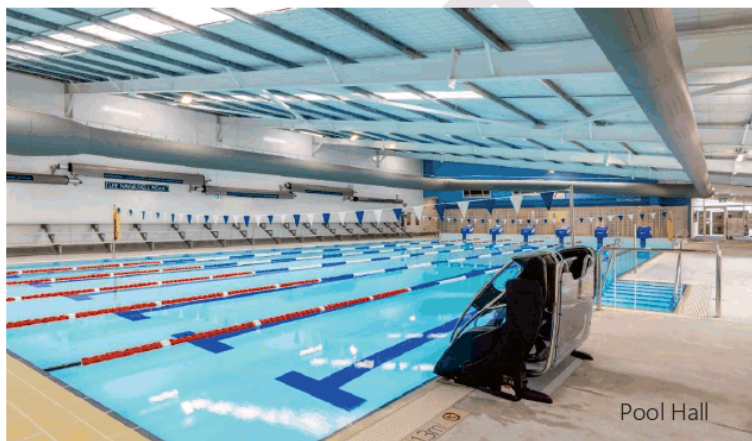
Where:

% Rate is the relevant rate that applies to the development as shown in **Table 2**.

\$ Cost Dev is the proposed cost of carrying out the development.

Section 7.12 levies are calculated as a percentage of the cost of development. Clause 208 of the EP&A Regulation sets out how the proposed cost of carrying out development is determined.

There is no allowance for assumed existing infrastructure demand (or credit) in the calculation of any s7.12 levy.





3 Imposing the contribution

3.1 Monetary contributions

This plan authorises the Council or a registered certifier, when determining an application for development or an application for a complying development certificate, and subject to other provisions of this plan, to impose a condition requiring either a monetary contribution under s7.11 or a levy under s7.12 of the EP&A Act on that approval for:

- the provision, extension or augmentation of local infrastructure to be provided by Council; and
- the recoupment of the previous costs incurred by Council in providing existing local infrastructure.

The condition will specify the contribution amount payable and how the contribution amount will be adjusted over time to address the effects of inflation.

3.2 Land contributions

This plan authorises the consent authority, other than a registered certifier, when granting consent to an application to carry out development to which this plan applies, to impose a condition under s7.11(1) of the EP&A Act requiring the dedication of land free of cost to Council for the provision, extension or augmentation of local infrastructure to be provided by Council.

A consent authority may exercise this authority where the land to be dedicated is land identified in the works schedule in Appendix A.

3.3 S7.11 contributions will be imposed in accordance with indexed rates

To ensure that the value of s7.11 contributions for the construction and delivery of infrastructure is not eroded over time by inflation or significant changes in land values, this plan authorises that contribution rates will be adjusted over time.

Council will - without the necessity of preparing a new or amending contributions plan - make changes to the s7.11 contribution rates set out in this plan to reflect quarterly movements in the Consumer Price Index (All Groups Index) for Sydney, as published by the Australian Bureau of Statistics. The base period for the adjustment of contribution rates in line with movements in CPI is the June 2022 quarter.

Council will publish the latest indexed s7.11 rates on its website.

3.4 Cost Summary Reports must be provided before imposing s7.12 levies

Where a s7.12 levy is required to be imposed under this plan, the development application or application for a CDC is to be accompanied by a Cost Summary Report prepared at the applicant's cost, setting out an estimate of the proposed cost of carrying out the development.



The Cost Summary Report is to be prepared in accordance with the format included in Appendix D.

The persons approved by the Council to provide an estimate of the proposed cost of carrying out development:

- where the applicant's estimate of the proposed cost of carrying out the development is less than \$1,000,000 – any building industry professional suitably qualified; or
- where the proposed cost of carrying out the development is more than \$1,000,000 – a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors.

Council will validate all Cost Summary Reports before they are accepted using a standard costing guide or other generally accepted costing method. Should the costing as assessed by Council be considered inaccurate, Council may, at its sole discretion and at the applicant's cost, engage a suitably qualified person to review a Cost Summary Report submitted by an applicant.

3.5 Complying development

Registered certifiers are responsible for calculating the contribution for complying development as shown in this plan and imposing a condition in the complying development certificate requiring the contribution. Certifiers are to follow the following processes:

This plan requires that, in relation to an application made to a registered certifier for a CDC:

- the registered certifier must, if a CDC is issued, impose a condition requiring a monetary contribution, if a contribution is authorised by this plan; and
- the amount of the monetary contribution that the registered certifier must impose is the amount determined in accordance with this section and other relevant sections of this plan; and
- the terms of the condition be in accordance with this section.

Procedure for determining a s7.11 contribution amount

The procedure for a registered certifier to determine the amount of the s7.11 monetary contribution for complying development is as follows:

1. If, and only if specified in writing in the application for a CDC, the applicant has requested a credit under s7.11(6) of the EP&A Act (i.e. '**\$ Contribution Credit**' that appears in the formula in section 2.1 of this plan), or an exemption of part or the whole of the development under section 1.3 of this plan, the registered certifier must:
 - (a) make a request in writing to the Council for the Council's advice on whether the request is granted, or the extent to which it is granted; and
 - (b) in calculating the monetary contribution, comply with the Council's written advice or if no such advice has been received prior to the granting of the CDC refuse the applicant's request.
2. Determine the contributions in accordance with the rates included in **Table 2** of this plan, as indexed quarterly and published on Council's website, accounting for any exempted development specified in section 1.3 and any advice issued by the Council under paragraph 1(b) above.



3. Subtract any infrastructure demand credit advised by the Council under paragraph 1(b) for any assumed local infrastructure demand relating to existing development.

Procedure for determining the section 7.12 levy amount

1. Complying development for development other than residential accommodation subject to a s7.11 contribution, will be subject to a s7.12 levy under this plan.
2. Determine the section 7.12 levy in accordance with the Cost Summary Report prepared by or on behalf of the applicant under section 3.4 of this plan using the rates included in **Table 2** of this plan and taking consideration any exempt development specified in section 1.3.

Terms of a section 7.11 or 7.12 condition

The terms of the condition requiring a section 7.11 contribution for complying developments are as follows:

Contribution

The developer must make a monetary contribution to Blayney Shire Council in the amount of \$ [insert amount] for the purposes of the local infrastructure identified in the Blayney Shire Local Infrastructure Contributions Plan 2022.

Indexation

The monetary contribution must be indexed between the date of this certificate and the date of payment in accordance with the provisions of Blayney Local Infrastructure Contributions Plan 2022.

Time for payment

The contribution must be paid prior to any work authorised by this complying development certificate commences, as required by section 156 of the Environmental Planning and Assessment Regulation 2021. Deferred payments may be accepted in certain circumstances and will need to be secured by bank guarantee. Refer to Blayney Local Infrastructure Contributions Plan 2022 for Council's policy.

Works in kind agreement

This condition does not need to be complied with to the extent specified if any planning agreement or works in kind agreement is entered into between the developer and the Council.

3.6 Construction certificates

It is the responsibility of a registered certifier issuing a construction certificate for building work or subdivision work to ensure that each condition requiring the payment of a monetary contribution before work is carried out has been complied with in accordance with the CDC or development consent.



The registered certifier must ensure that the applicant provides a receipt (or receipts) confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council. Failure to follow this procedure may render such a certificate invalid and expose the certifier to legal action.

The only exceptions to the requirement are where works in kind, material public benefit, dedication of land and / or deferred payment arrangement has been agreed by the Council. In such cases the Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.





4 Paying the contribution

4.1 When to pay

A monetary contribution is to be paid at the time specified in the condition in the approval.

Generally, the condition will provide for payment as follows:

- For development where no further approvals are required – before the development consent is issued.
- For development involving subdivision – the contribution must be paid prior to the release of the subdivision certificate (linen plan).
- For development not involving subdivision, but where a construction certificate is required the contribution must be paid prior to the release of the construction certificate.
- For works authorised under a CDC, the contributions are to be paid prior to any work authorised by the certificate commences, as required by clause 156 of the EP&A Regulation.

4.2 Indexation

A s7.11 monetary contribution amount required by a condition of development consent under this plan, will be indexed between the date of the consent and the date of payment in accordance with quarterly movements in the Consumer Price Index (All Groups Index) for Sydney as published by the Australian Bureau of Statistics.

Similarly, the proposed cost of carrying out development the subject of a s7.12 levy is to be indexed between the date of the consent and the date on which the contribution is paid in accordance with quarterly movements in the Consumer Price Index (All Groups Index) for Sydney as published by the Australian Bureau of Statistics.

Modification of consents

If Council grants consent to a modification application under s4.55 or the EP&A Act and the applicant has already paid the original contribution, Council will only index the contribution required for the modified part of the development. If the original contribution has not been paid, Council will index the contribution for the whole development (including the modification).



4.3 How to pay

When applicants are required to pay their contributions, they should contact Council.

Council will provide a receipt to confirm the payment. A copy of the receipt can then be presented to a registered certifier to obtain a construction certificate.

4.4 Alternatives to monetary contributions

Applicants may offer to dedicate land free of cost or provide works in kind in full or part payment satisfaction of a monetary contribution. Council may choose to accept any offer but is not obliged to do so.

4.5 Works in kind and dedication of land

S7.11(5) of the EP&A Act allows a s7.11 contribution obligation to partly or fully satisfied by providing a material public benefit.

Council may, at its sole discretion, accept a material public benefit to satisfy a s7.11 condition if that material public benefit is an infrastructure item identified in this plan's works schedule included in Appendix A. Such a public benefit is regarded as 'works in kind'.

If a developer wishes to provide works in kind, then the developer can do so by:

- a. Offering to enter into a planning agreement to undertake the works. Planning agreements are the most appropriate mechanism for offers made prior to the issue of a development consent.
- b. If the developer has already received a development consent containing a s7.11 condition requiring a monetary contribution, the developer may offer to undertake works in kind through a works in kind agreement or offer to dedicate land through a land dedication agreement.

The decision to accept settlement of a contribution by way of works in kind or the dedication of land is at the sole discretion of Council.

4.6 Offers and agreements generally

Any offer for works in kind should be made in writing to the Council and should be made prior to commencement of any works proposed as part of that offer. Retrospective works in kind agreements will not be accepted.

Offers may be accepted by the Council under the following circumstances:

- Council will generally only accept offers of works or land that are items included in the schedule of local infrastructure in this plan.
- Council determines that the works in kind are, or the land to be dedicated is appropriate and meets a broad community need.



- Any offer for works in kind should, at a minimum, equate to the monetary value of the contribution otherwise required under this plan.

In assessing the request, Council will consider the following:

- Plans and cost estimates of the proposed works are to be prepared by suitably qualified professionals and submitted by the applicant.
- Land proposed to be transferred is to include a site contamination investigation report, remediation works if required and transfer of land fees.
- Ongoing maintenance costs.

Should an offer of works in kind or land dedication be accepted, Council will negotiate the following with the applicant:

- an acceptable standard for workmanship and materials
- frequency of progress works inspections
- the program for completion of the works or the dedication of land
- landscaping management plan
- an appropriate defects liability period.





5 Administrative matters

5.1 Commencement and transitional arrangements

This plan commenced on X.

This plan applies to any development application lodged or complying development certificate that was registered by Council on or after the date this plan commenced.

5.2 Relationship to other contributions plans

This plan repeals the *Blayney Local Infrastructure Contributions Plan 2013*. The repeal of the plan does not affect any conditions of consent that were issued under any previous plans.

5.3 Modification of consents with contributions obligations

The consent authority in its determination of any request to modify a development consent under s4.55 of the EP&A Act may, in addition to the specific modifications sought by the applicant, amend any contributions condition(s) imposed under s7.11 or s7.12 of the EP&A Act included in the development consent.

The consent authority may amend a contribution condition where the contribution calculated for the modified development under the relevant contributions plan is different from the contribution amount payable under the condition as approved in the development consent.

The relevant contributions plan is the plan under which the contributions condition was imposed, including a repealed contributions plan.

5.4 Use of contributions collected under this plan and repealed plans

Council will allocate contributions to local infrastructure as provided in the works program in Appendix A. Council will pool contributions to deliver the works in an orderly and timely manner.

Council will generally use development contributions received under repealed plans for the same infrastructure purpose for which they were collected. Council may also use the contributions received under the repealed plans to fund the works program costs not apportioned to the new population between 2021 to 2036.

5.5 Deferred payments

An applicant entitled to act on a development consent may apply in writing to Council to modify the condition to allow for the deferred or periodic payment of the contribution. Where Council agrees to a deferment, an applicant will be required to provide a bank guarantee from a recognised financial institution for the full amount of the contribution, or the outstanding balance.

Council is mindful of the need to stimulate housing development by the efficient creation of new housing lots in the Shire. Council will therefore consider proposals to defer the payment of part or all s7.11 contributions imposed on residential accommodation developments until the



point of sale of the residential allotments in the development. Acceptance of this type of proposal shall be subject to the following, and any other condition that may be appropriate:

- The applicant providing to Council a bank guarantee by a bank or a financial institution for the full amount of the contribution or the outstanding balance.
- Payment of contributions being made to the Council on an allotment by allotment basis within 30 days of the settlement of the first sale of each allotment.
- The contribution amount paid for each allotment shall be indexed from the date of development consent to the date of payment to reflect quarterly variations in the Consumer Price Index (All Groups Index) for Sydney as published by the Australian Bureau of Statistics.
- Payment of the indexed, total contribution amount for all the allotments shall be made in full within 36 months of the date of release of the subdivision certificate. Where payment is not received for all the allotments within the allotted time, Council will call on the bank guarantee to recoup the total amount that has not been paid.

5.6 Pooling of monetary contributions

This Plan authorises monetary contributions paid for different purposes in accordance with the conditions of various Development Consents authorised by this Plan and any other contributions plan approved by the Council from time to time (whether or not such a plan is one that is repealed by this Plan) to be pooled and applied progressively for those purposes.

The priorities for the expenditure of pooled monetary contributions under this Plan are the priorities for works as set out in the works schedule to this Plan.

5.7 Life of this plan

This plan will operate until either Council has collected contributions for all works items in the works program, or the plan is repealed.

5.8 Review of the plan

Council will review this plan annually, or as required to address community needs, Council priorities and changes in relevant legislation.





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APPENDIX A: INFRASTRUCTURE SCHEDULE AND LOCATION MAPS



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**APPENDIX B: INFRASTRUCTURE
DEMAND AND THE CALCULATION
OF THE CONTRIBUTION RATES**



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APPENDIX C: WORKED EXAMPLES



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**APPENDIX D: COST SUMMARY
REPORTS**



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Blayney Shire Local Infrastructure Contributions Plan 2022

Item No.	Facility	Location	Work Description	Resource	Total Project Costs	Est. Unit Price, V/N	Total Estimated Council Cost*	Means	Contribution Rate (per person)	Priority / Stage
81	Briggs	Merindarra	Benbau Way over Key Crest - repair	CAPEX Program	\$ 1,300,000	Y	\$ 130,000	Shire wide	\$ 13.75	2022-2023
82		Blayney	Iscombes Cr - reignment	CAPEX Program	\$ 930,000	N	\$ 93,000	Shire wide	\$ 116.88	2024-2027
83		Blayney	Subsidiary Bridges	CAPEX Program	\$ 2,085,000	N	\$ 1,042,500	Shire wide	\$ 120.45	2023-2026
84		Blayney	Wings Rd	CAPEX Program	\$ 30,900.00	N	\$ 1,034,301	Shire wide	\$ 211.87	2023-2026
85		Blayney	Newbridge Rd design and (Iscombes Crest)	CAPEX Program	\$ 200,000	N	\$ 210,000	Shire wide	\$ 27.50	2024-2027
86		Blayney	Newbridge Road	CAPEX Program	\$ 4,000,000	N	\$ 500,000	Shire wide	\$ 62.50	2024-2027
87		Blayney	Hobby Yards Road	CAPEX Program	\$ 470,000	Y	\$ 200,000	Shire wide	\$ 22.00	2022-2025
88		Blayney	Counting Lane & Merinda Lane initial sealing	CAPEX Program	\$ 200,000	Y	\$ 30,000	Shire wide	\$ 3.75	2022-2024
89		Lyndalut	North and South Fresson St, North Ha road, St initial sealing	CAPEX Program	\$ 120,000	Y	\$ 30,000	Shire wide	\$ 3.75	2022-2024
90		Brown's Creek	Brown's Creek Rd	CAPEX Program	\$ 700,000	Y	\$ 28,500	Shire wide	\$ 48.13	2022-2026
91		Forest Creek	Forest Creek Road	CAPEX Program	\$ 1,200,000	Y	\$ 118,004	Shire wide	\$ 16.23	2022-2025
92		Merindarra	Merinda Lane	CAPEX Program	\$ 1,400,000	Y	\$ 6,843,207	Shire wide	\$ 655.40	2022-2023
93		Merindarra	Merinda Lane	CAPEX Program	\$ 2,200,000	N	\$ 210,000	Shire wide	\$ 27.50	2023-2026
94		Merindarra	Merinda Lane	CAPEX Program	\$ 2,200,000	N	\$ 210,000	Shire wide	\$ 27.50	2023-2026
95		Merindarra	Hobby Yards Road	CAPEX Program	\$ 6,490,000	Y	\$ 4,000,000	Shire wide	\$ 290.00	2023-2024
96		Merindarra	Subsidiary Roads	CAPEX Program	\$ 25,368,121.3	Y	\$ 13,665,622	Shire wide	\$ 17,068.95	2023-2026
97		Blayney	Orange Rd / Whitehope Rd - SP - Blanked St - Merinda street entrance (JMS 2)	CAPEX Program	\$ 280,644	N	\$ 208,708	Shire wide	\$ 18.29	2024-2027
98		Blayney	Chimes St - FF - Adelaide St - Omana St (JMS 8)	CAPEX Program	\$ 21,342	N	\$ 56,226	Shire wide	\$ 7.03	2024-2027
99		Blayney	Benbau River Walk - SP - Stage 4 - Chimes St - Heritage Park (JMS 9)	CAPEX Program	\$ 471,000	Y	\$ 47,100	Shire wide	\$ 5.89	2022-2022
100		Blayney	Heats St - FF - Stage 1 - Heats St (JMS 11)	CAPEX Program	\$ 30,442	N	\$ 35,496	Shire wide	\$ 4.19	2024-2027
101		Blayney	Heats St - FF - Staging - Benbau Street (JMS 10)	CAPEX Program	\$ 18,325	N	\$ 20,082	Shire wide	\$ 2.31	2024-2027
102		Blayney	MT Road St - FF - Heats St - Mt Road St (Blayney 11)	CAPEX Program	\$ 69,083	N	\$ 70,991	Shire wide	\$ 9.50	2024-2029
103		Blayney	Heritage Park - SP - around Park - Merinda St - Adelaide St (Blayney 13)	CAPEX Program	\$ 22,586.5	N	\$ 23,452	Shire wide	\$ 3.58	2024-2029
104		Blayney	Heritage Park - SP - Adelaide St Viewing Platform - lower 1 km (Blayney 17)	CAPEX Program	\$ 17,028	N	\$ 18,784	Shire wide	\$ 2.35	2022-2024
105		Blayney	Pump & Palmer St - FF - Stage 3 - 15A Palmer St - Traps St (Blayney 14C)	CAPEX Program	\$ 410,000	N	\$ 50,000	Shire wide	\$ 6.25	2022-2024
106		Blayney	Queen St (West Side) - FF - Lee Road - Shilling St (Blayney A8)	CAPEX Program	\$ 18,328	N	\$ 20,194	Shire wide	\$ 2.51	2022-2020
107		Blayney	Queen St - FF - Tradents Walk - Shilling - Tradents Walk (Blayney A5)	CAPEX Program	\$ 70,001	N	\$ 77,007	Shire wide	\$ 9.63	2022-2020
108		Blayney	Heritage Park (Adelaide St) - SP - Lee Road - Shilling St (Blayney 2)	CAPEX Program	\$ 40,323	N	\$ 44,320	Shire wide	\$ 5.54	2022-2021
109		Blayney	Heritage Park (Adelaide St) - SP - Lee Road - Shilling St (Blayney 1)	CAPEX Program	\$ 40,323	N	\$ 44,320	Shire wide	\$ 5.54	2022-2021
110		Blayney	Benbau River Walk - SP - Stage 2 - Mt Road St - Heats St (Blayney A2)	CAPEX Program	\$ 134,619	N	\$ 147,250	Shire wide	\$ 18.48	2022-2021
111		Blayney	Glenn St - FF - Lee St - Heats St - Omana St (Blayney 10)	CAPEX Program	\$ 37,634	N	\$ 41,997	Shire wide	\$ 5.17	2022-2022
112		Blayney	Cricket St - FF - Lee St - Heats St - Omana St (Blayney 10)	CAPEX Program	\$ 96,252	N	\$ 108,609	Shire wide	\$ 13.26	2022-2022
113		Blayney	Amos Ave - FF - Cricket St - Ngali St (JMS 12)	CAPEX Program	\$ 110,115	N	\$ 113,117	Shire wide	\$ 13.15	2022-2022
114		Blayney	Adelaide St - Improved Fish Crossing - Construction - Railway Line - Merinda St (Blayney 18)	CAPEX Program	\$ 217,654	N	\$ 220,199	Shire wide	\$ 21.27	2022-2024
115		Blayney	Adelaide St - Iron Bridges / Crossing (Blayney 2, 3, 6 & 17)	CAPEX Program	\$ 1,033,883	N	\$ 1,139,271	Shire wide	\$ 141.16	2022-2024
116		Blayney	Somers St (Blayney A9)	CAPEX Program	\$ 37,897	N	\$ 61,497	Shire wide	\$ 7.96	2022-2024
117		Blayney	Main Street Merinda Projects	CAPEX Program	\$ 4,000,000	N	\$ 2,000,000	Shire wide	\$ 250.00	2024-2029
118		Blayney	Railway Station - FF - Heats St - Railway Station (Cricket 2)	CAPEX Program	\$ 46,013	N	\$ 51,934	Shire wide	\$ 6.60	2022-2023
119		Cricket	Counting St - FF & Lee Road - Shilling Road Entrance - Lee St (JMS 1)	CAPEX Program	\$ 118,619	Y	\$ 11,864	Shire wide	\$ 1.49	2022-2025
120		Cricket	Counting St - FF Heats St - Shilling Road Entrance (JMS 8)	CAPEX Program	\$ 36,468	Y	\$ 3,646	Shire wide	\$ 0.21	2022-2025
121		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 6)	CAPEX Program	\$ 26,949	N	\$ 64,734	Shire wide	\$ 8.09	2022-2024
122		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 41,500	N	\$ 45,491	Shire wide	\$ 5.69	2022-2024
123		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
124		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
125		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
126		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
127		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
128		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
129		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
130		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
131		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
132		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
133		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
134		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
135		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
136		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
137		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024
138		Merindarra	One St (JMS 7) - Vehicle coming through village - Merinda St (Merindarra 4)	CAPEX Program	\$ 24,000	N	\$ 27,500	Shire wide	\$ 3.50	2022-2024

Blayney Shire Local Infrastructure Contributions Plan 2022

Item No.	Facility	Location	Work description	Resource	Total Project Cost	Grant Fund V/N	Total Estimated Council Cost*	Means	Contribution Rate (per person)	Priority / Stage
P56		Windsor	Cross St - FF - Stage 2 - 24x30x45 - Recto St (4m x 10m x 9.8)	CAPEX Program	\$ 24,319	N	\$ 57,661	Shire wide	\$ 7.21	2022-2023
P49		Windsor	Heate St - FF - Cowpast - Vico St (4m x 10m x 5)	CAPEX Program	\$ 72,469	N	\$ 81,796	Shire wide	\$ 10.33	2022-2023
P41		Windsor	Stations St - FF - Basing - Basing Station (4m x 10m x 5)	CAPEX Program	\$ 13,777	N	\$ 13,120	Shire wide	\$ 1.88	2022-2023
P42		Windsor	Stations St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 17,092	N	\$ 18,901	Shire wide	\$ 2.64	2022-2023
P43		Windsor	Windsor St - FF - Basing - Basing Station (4m x 10m x 5)	CAPEX Program	\$ 4,000	N	\$ 4,800	Shire wide	\$ 0.67	2022-2023
P44		Windsor	Windsor St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 2,000,000	N	\$ 1,000,000	Shire wide	\$ 150.00	2022-2023
P45		Windsor	Windsor St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 41,276	N	\$ 46,174	Shire wide	\$ 5.77	2022-2023
P46		Windsor	Windsor St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 167,943	N	\$ 184,407	Shire wide	\$ 23.02	2022-2023
P47		Windsor	Windsor St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 49,463	N	\$ 54,343	Shire wide	\$ 6.79	2022-2023
P48		Windsor	Windsor St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 30,000	N	\$ 30,200	Shire wide	\$ 4.00	2022-2023
P49		Windsor	Windsor St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 50,000	N	\$ 50,000	Shire wide	\$ 6.43	2022-2023
P50		Windsor	Windsor St / 24x30x45 - FF - Basing - Cowpast (4m x 10m x 5)	CAPEX Program	\$ 9,986,153	N	\$ 9,086,156	Shire wide	\$ 1,156.89	2022-2023
O31		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 36,000	Y	\$ 50,000	Shire wide	\$ 6.43	2022-2023
O32		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 90,000	Y	\$ 120,000	Shire wide	\$ 15.75	2022-2023
O33		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 120,000	Y	\$ 160,000	Shire wide	\$ 21.00	2022-2023
O34		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 300,000	Y	\$ 400,000	Shire wide	\$ 52.50	2022-2023
O35		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 1,000,000	Y	\$ 1,300,000	Shire wide	\$ 172.50	2022-2023
O36		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 1,000,000	Y	\$ 1,300,000	Shire wide	\$ 172.50	2022-2023
O37		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 1,045,000	Y	\$ 1,390,000	Shire wide	\$ 181.88	2022-2023
O38		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 140,000	Y	\$ 185,000	Shire wide	\$ 24.38	2022-2023
O39		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 300,000	Y	\$ 395,000	Shire wide	\$ 52.50	2022-2023
O40		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 200,000	Y	\$ 265,000	Shire wide	\$ 35.00	2022-2023
O41		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 200,000	Y	\$ 265,000	Shire wide	\$ 35.00	2022-2023
O42		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 4,000,000	Y	\$ 5,300,000	Shire wide	\$ 700.00	2022-2023
O43		Blayney	Heritage Part - Amenities Refurbishment	CAPEX Program	\$ 1,000,000	Y	\$ 1,300,000	Shire wide	\$ 172.50	2022-2023
W1	Stormwater	Windsor	Sub-station & Inflow Street	CAPEX Program	\$ 1,111,342	Y	\$ 300,000	Shire wide	\$ 37.50	2022-2023
C1	Utilities	Blayney	Blayney Library - Stage 2	CAPEX Program	\$ 1,000,000	N	\$ 1,200,000	Shire wide	\$ 157.50	2022-2023
Total W/W					\$ 45,565,618		\$ 28,206,578		\$ 3,662.36	

* Includes 10% contingency

B Local infrastructure demand

Local infrastructure contributions are imposed on developers of land in a council area. The contributions of land, money or works by developers are required by a council to meet the extra demand for council services resulting from new development.

The contributions are imposed on developments through section 7.11 or section 7.12 conditions of consent. Understanding the nexus or relationship between new development and infrastructure is critical for determining s7.11 contributions which are fair and reasonable.

This section discusses the existing and future context for development in Blayney LGA and describes the relationship between anticipated development and the future infrastructure needs in Blayney LGA.

B1.1 Expected development

Settlement and population

The area is the traditional lands of the Wiradjuri people. Blayney Shire has an area of 1,524km² located in the Central Tablelands of New South Wales, approximately 250km west of Sydney.¹ The area is known for its temperate climate, rural landscape, historic villages and supported by mining, value add manufacturing and agricultural industries.²

Blayney LGA had an estimated resident population of 7,500 residents in 2021, with the main settlement being Blayney.³ Other communities include Millthorpe, Carcoar, Mandurama, Neville, Lyndhurst, Newbridge, Hobbys Yards and Barry.

Figure 1 provides a snapshot of the land use, employment, and demographics of Blayney LGA.

Population growth in Blayney has been modest in the past decade. The Blayney Shire Settlement Strategy 2020 forecasts the growth to continue with a projected population of 8,000 people by 2036.⁴

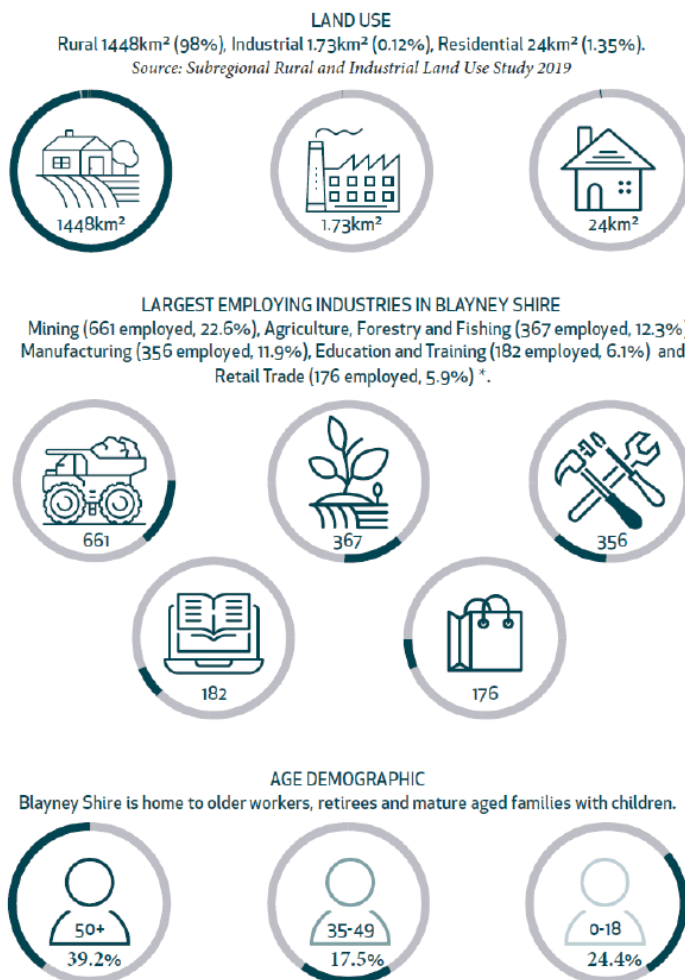
The population of Blayney LGA is aging. In 2021, 39.2% of the population was aged over 50 years. A function of the changing demographic profile is a transition in housing and accommodation needs.

¹ BSC Local Strategic Planning Statement p10

² BSC Local Strategic Planning Statement p10

³ ABS Census 2021, QuickStats accessed August 2022

⁴ Blayney Shire Settlement Strategy 2020, page v and 52 population projection is from Department of Planning 2016. Blayney Shire average annual growth between 2006-2016 was approximately 1.5%



Source: BSC Strategic Planning Statement, page 17 updated with ABC Census 2021 accessed August 2022. *2021 Census information not available for employment industries.

Figure 1 Summary of land use, employment and demographic statistics

Household occupancy rates

This plan authorises levying contributions on certain residential accommodation developments. The calculation of the contribution for such developments requires the per person rate to be converted to a per dwelling or per lot rate.

The conversion is based on an assumed occupancy rate for the dwellings to be supplied over the life of the plan. The assumed occupancy rate is the average household occupancy rate recorded for private occupied dwellings at the 2021 census – 2.5 persons per dwelling.⁵

B1.2 Demand for infrastructure

Blayney LGA has continued to experience moderate population growth that requires future development. The development will create demand for local infrastructure provided by the Council.

Council has a long-term capital works program that will provide new and upgraded facilities designed to accommodate the needs of the existing and future population of Blayney.

The works that have been identified for delivery include:

- roads and traffic facilities
- footpaths
- parks and recreation facilities
- stormwater drainage

More detail on the types of facilities and the relationship of the infrastructure to development is described in the section below.

Further, Council will levy developments that use council roads for the haulage of materials and goods. Details on the relationship between road maintenance and haulage vehicles is described in the section B2.1.

B1.3 Infrastructure strategies for residential accommodation developments

Roads, bridges, footpaths and stormwater

Council is responsible for the following transportation assets:

- regional and local roads - 786km
- bridges – 9,059m³
- kerb and gutter – 70km
- footpaths: at least 64,071m²

⁵ 2021 ABS Census QuickStats, accessed August 2022

Council's capital works program will focus on:

- bridge upgrades and repairs
- road upgrades and resealing
- provision of new footpaths in town centres
- upgrade or augmentation of stormwater infrastructure for public safety.

The works are driven by the total Blayney LGA population, not just new development. Therefore, the costs of these works are to be met by the total future population.

Parks and recreation

Council provides numerous parks, sportsgrounds and garden facilities including:

- parks and reserves which provide play equipment, barbeques, seating, gardens and amenities
- showgrounds at Blayney and villages
- sports grounds associated with sporting activities

Council's capital works program will focus on upgrades and refurbishment of parks and garden amenities.

The works are driven by the Blayney LGA population as a whole, not just new development. Therefore, the costs of these works are to be met by the total future population.

Buildings and other structures

Council provides a variety of community buildings including halls, centres, emergency buildings, waste centres and libraries. The works program includes the Stage 2 upgrade to the Blayney Library. The works are driven by the Blayney LGA population as a whole, not just new development. Therefore, the costs of these works are to be met by the total future population.

B1.4 Calculation of the contribution rate

Section 7.11 contributions will be levied on residential accommodation developments that will result in a net increase in population. The contributions are calculated on a per person or per resident basis. The rate per person is then multiplied by the average household occupancy rate to attain a contribution rate per dwelling or lot.

The monetary contribution per person is calculated as follows:

$$\text{Contribution per person \$} = \frac{\text{\$ INF}}{P}$$

Where:



- \$INF = The estimated total \$ cost of all the Blayney LGA infrastructure items included in the works schedule, less funds received as government grants
- P = The total estimated resident population (in persons) that will demand the local infrastructure in 2036 (8,000)

The per dwelling or lot amount is determined by multiplying the per person contribution by the average occupancy rate of 2.5 persons per dwelling in section B1.1.

Worked examples for the calculation of contributions for various developments are provided in Appendix C.

B 2.1 Heavy haulage developments

The Shire of Blayney from time to time receives applications for developments that involve the haulage of material using heavy vehicles. These heavy haulage developments can be located anywhere within the rural areas of the Shire.

Concentrated heavy vehicle movements generated by these developments are known to accelerate deterioration of road pavements that were designed to meet demands of rural rather than industrial development.

Councils are not generally able to impose additional fees, charges or rates to meet the extra costs associated with accelerated deterioration of roads caused by heavy vehicle movements from developments, except for development contributions imposed under the EP&A Act. Council therefore will require contributions from developments that generate significant heavy vehicle movements to meet the additional cost burden of providing and maintaining the affected roads.

Works required because of heavy haulage development

The existing LGA road network, apart from the State highways and regional roads, has been generally designed to accommodate the needs generated by rural uses. Blayney Shire Council maintains the rural road types identified in Table 1 below.

Table 1 Blayney Shire road types

Road class category	Description	Road surface
1	Main Arterial	9.0m seal width
2	Shire Arterial	8.0m seal width
3	Main Collector	7.5m seal width
4	Collector	7.0m sealed/unsealed width
5	Access	6.0m sealed width
6	Road reserve/no dwelling access	No standard

Class '1' is part of the NSW State Highway network. These roads are maintained by Council with funding from the NSW Government and are therefore not part of this Plan.

Class '2' and '3' roads are Blayney Shire's arterial/collector roads. They are sealed (hereafter referred to as 'Rs' roads). Class '4' and '5' roads are local roads. They can also be sealed or unsealed (hereafter referred to as 'Ls' and 'Lg'). Class '6' type roads include, but are not limited to, Crown or Council Road Reserves with no formed road structure. These are not maintained by Council and therefore do not form part of this plan. The existing Shire road network is shown in Figure 2 and Figure 3.

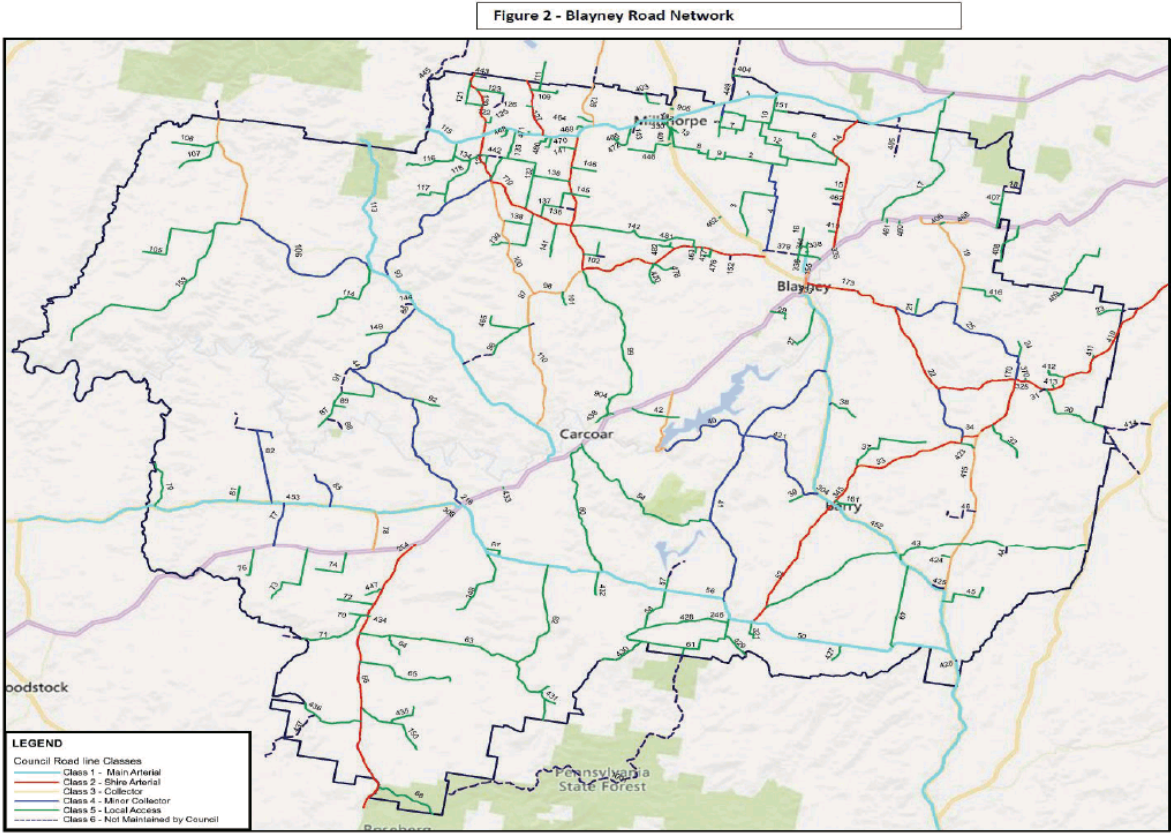
For the purposes of this Plan:

- Type R roads may be used for haulage
- Type L roads may be used for haulage.

Blayney Shire may accommodate development in the future that will result in accelerated deterioration of the road network. Road surface deterioration is primarily caused by heavy vehicles. Higher numbers of heavy vehicles on roads means Council will need to find additional funds to meet the extra demands placed on the Shire's roads. These funds will be required to maintain the roads to an acceptable standard.

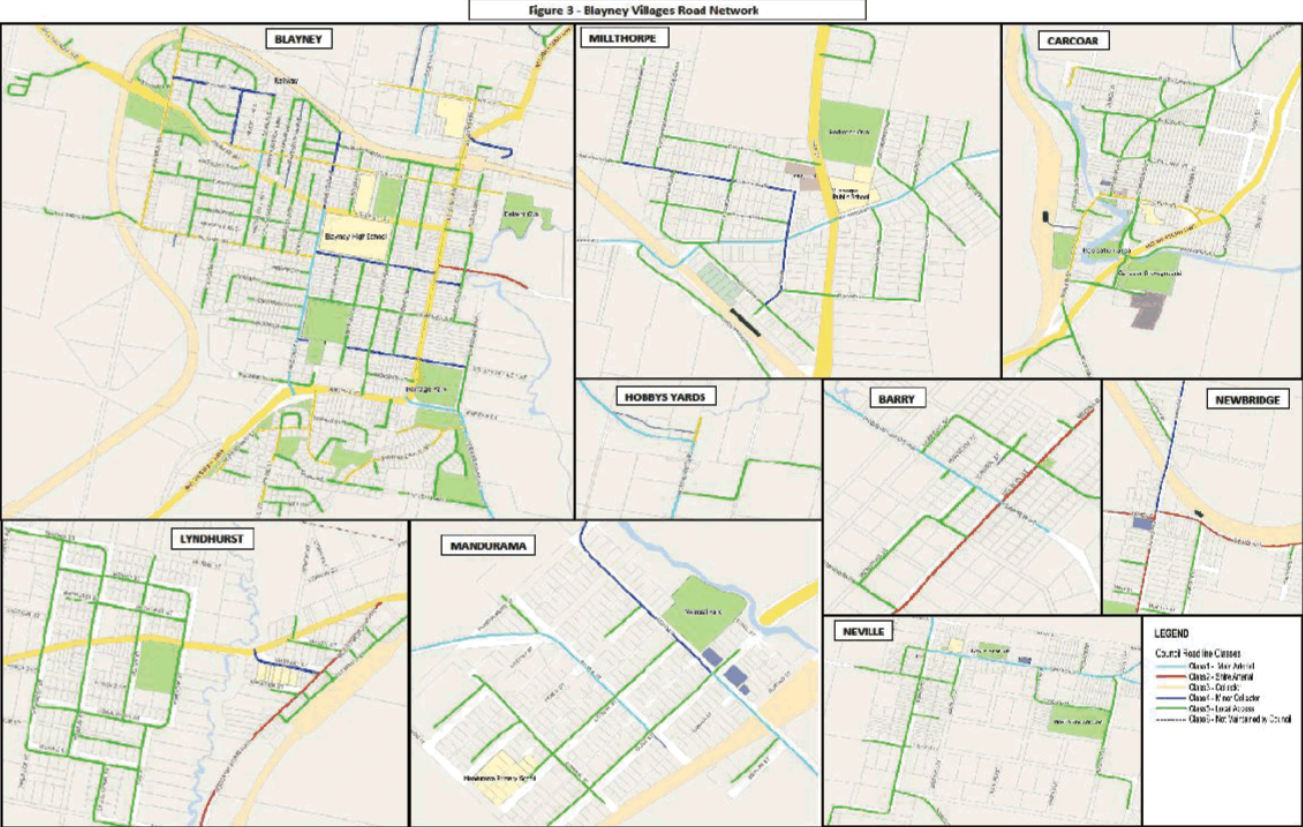
Council considers that it is appropriate for heavy haulage developments to make a reasonable contribution towards the maintenance of roads used for the haulage of goods and materials.





Appendix Infrastructure demand and contribution rates v3
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The impact of expected development on road maintenance

Council has a responsibility to maintain the Shire's road infrastructure to an acceptable standard to ensure roads:

- are kept to an appropriate level of safety for the road user
- remain trafficable for the duration of their design life.

The Austroads publication *Guide to Pavement Technology: Part 2 Pavement Structural Design (2010)* documents that the performance of road pavements is "influenced significantly by the heavy end of the traffic spectrum". This effectively means that there is little or no requirement to account for cars or light commercial traffic as far as pavement loadings is concerned. The only effect light vehicles have on the road is in terms of capacity. The performance and subsequent failure of pavements is determinate on heavy vehicle axle passes, the axle loading and the configuration of these axles.

Consequently, any additional heavy vehicle loadings on a public road that may occur due to heavy haulage development will accelerate the deterioration of that road's pavement. The consequence of this additional heavy traffic is that additional maintenance spending will be required due to the extra heavy traffic causing damage sooner. The additional maintenance burdens the road authority with increased monetary spending to maintain the road in a serviceable condition.

This contributions plan is premised on the principle that it is reasonable to expect that additional heavy vehicle users of the road infrastructure should contribute their share of the additional upkeep.

Based on a review of contribution plans from other NSW councils there are various methodologies used to derive a reasonable monetary contribution from heavy haulage developments towards road maintenance costs. The most common methods found are for the purposes of extractive industries and derive a contribution that is based on the amount of material hauled per kilometre of haul route. This method works well for uses where the heavy vehicles have access to a weighbridge. A method based on laden heavy vehicle movements is used in this plan. This is to enable Council to capture objective data on vehicles that may not require or have access to weighbridges.

Design life of a standard road

In pavement design, the damage caused by different axle groups is dependent on the axle spacing, the number of tyres/wheels per axle, the load on the group and the suspension of the vehicle).⁶ For design purposes axle groups are broken into 4 types namely:

- single axle with single wheels
- single axle with dual wheels
- tandem axles both with dual wheels
- tri-axles all with dual wheels.

⁶ Austroads 1992 and 2010

For simplicity, the damage to the pavement associated with any axle load is expressed as a 'standard axle'. The standard axle is a single axle with dual wheels that carries a load of 8.2 tonnes.⁷ Loads that cause similar damage to a pavement as a standard axle are shown in Table 2.

Table 2 Axle load configurations

Axle configuration	Load (Kilo Newton)
Single axle, single tyre	53
Single axle, dual tyre	80
Tandem axle, dual tyre	135
Tri-axle, dual tyre	181
Quad-axle, dual tyre	221

For the purposes of design, all vehicle class configurations are converted to equivalent standard axles (ESA). The design life of a road pavement can also be expressed in ESA.

Appendix E of the *Austrroads Pavement Design Guide* (2009) provides a methodology for the adoption of ESAs for axle group types in accordance with NSW conditions and road functional classes.

To use Austrroads design tables, roads are provided with a functional class⁸, Blayney Shire will assume a functional class 3 road that is defined as:

A road whose main function is to form an avenue of communication for movements:

- between important centres and the Class 1 and Class 2 roads and /or key towns; or
- between important centres; or
- of an arterial nature within a town in a rural area.

Council uses the Austrroads vehicle classification system⁹ to identify heavy vehicle traffic numbers from traffic counters. From this classification system, ESAs for each vehicle class can be calculated using Table E4 in Appendix E of *Austrroads Pavement Design Guide* (1992). The resulting total vehicle ESA for each class is provided in Table 3.

Table 3 Total vehicle ESA per vehicle class

Vehicle class	Vehicle type (Austrroads classification)	ESA per vehicle
1	Car	0
2	Light vehicle with towing/ commercial van	0

⁷ Austrroads 1992 and 2010

⁸ Roads Hierarchy Renewal and Maintenance Policy 25G

⁹ A copy of the vehicle classification system is available from Council.

Vehicle class	Vehicle type (Austroads classification)	ESA per vehicle
3	Two axle truck	1.2
4	Three axle truck	1.6
5	Four axle truck	2.2
6	Three axle articulated truck	1.8
7	Four axle articulated truck	2.2
8	Five axle articulated truck	2.8
9	Six axle articulated truck	2.8 (average)
10	Seven+ axle articulated truck	3.4

For clarity, the above vehicles are assumed to be loaded. If higher order vehicle classes are used by the developer, those vehicles will be assumed to be class 10.

Using the information in Table 3 it is seen that a loaded class 10 vehicle has almost three times the impact of a class 3 vehicle on a road pavement.

The conversions in Table 3 are for the purposes of road design. *Austroads Pavement Design Guide* (1992 and 2010) provide methodologies for the design of both rigid and flexible pavements. Blayney Shire sealed roads are primarily flexible pavements with a sub-base, base and wearing surface of asphalt or bitumen.¹⁰ The wearing surface is generally due for replacement every 10 -15 years at current traffic use.

Austroads Pavement Design Guides contain design tables where pavement design life can be expressed in accordance with design traffic loadings. So, a standard life of pavement can be expressed as ESAs. This means that the life of a pavement can be expressed as the total number of equivalent axles that should pass over it prior to replacement.

The standard life for the haul road types in Blayney expressed as ESA are:

- Rs roads: approximately 2,000,000 ESA over 20 years
- Ls roads: approximately 1,000,000 ESA over 25 years
- Lg roads: approximately 200,000 ESA over 9 years

All laden heavy vehicles on Blayney roads contribute to the deterioration of the road pavement. From the above design methodology, it is also the case that a road pavement has a finite life in terms of ESA. Due to the geographical location of Blayney Shire, there are limited haulage vehicles on the local road at present. Growth of heavy vehicle use on the local roads is limited to growth in the transportation of goods and haulage. Significant increases of heavy vehicles on Council's road

¹⁰ Blayney Shire Council sealed roads standard

network would only likely result from new or expanded heavy haulage development within or adjacent to the Blayney LGA.

Consequently, it is considered reasonable to expect heavy haulage development to contribute towards the maintenance per additional loaded vehicle on Shire roads.

Costs of maintaining rural roads over the design life

Council’s objective in the maintenance of the road network is to provide a functional and efficient network that services community expectations. Shire arterial roads are the highest order road that Council manages and form a key component of the local and wider road network. Local roads predominantly provide access to properties and supply linkages to higher order roads.

A key issue facing Council’s road network is ageing infrastructure on narrow, substandard alignments that does not meet current industry or community standards, requiring progressive upgrading. This is particularly exacerbated by the requirement for these roads to carry freight that in turn deteriorates the asset further.

The local road network is predominantly unsealed pavements.¹¹ Many roads carry less than 50 vehicles per day but require maintenance to retain them in a serviceable condition. Additionally, unsealed roads in and near urban areas that carry greater traffic flows, generate dust nuisance close to residential development and therefore significant maintenance demand.

Council maintains the entire local road network and receives funding to maintain State roads. The local road network is approximately 786 kilometres.

All regional and local roads are funded by Council. Council may apply for and receive Commonwealth Government funding from time to time for upkeep of the local road network. The State highway roads (namely Mid-Western Highway and Millthorpe Road) are maintained by Council with funding from the NSW Government and are therefore exempt from this Plan.

The financial lifecycle of sealed road assets is made up of construction costs, maintenance costs and replacement of the wearing course over the period that the asset was designed to last. Similarly, the financial lifecycle of gravel / natural material road assets comprises of maintenance and gravel re-sheets over the life of the asset, with additional work required if there is significant adverse weather damage from time to time.

The anticipated costs for the various classes of roads are listed in Table 4.

Table 4 Total lifecycle costs for the Blayney road network per road type

Road type	Cost per kilometre	How often?
Arterial/regional Rs		
Rehabilitation	\$764,000	At 20 th year
Reseals	\$44,000	At 10 th year

¹¹ Blayney Shire Council Transportation Asset Management Plan 2018 page 9



Road type	Cost per kilometre	How often?
Maintenance	\$12,600	Annual for life
Local Ls		
Rehabilitation	\$432,000	At 25 th year
Reseals	\$36,000	At 15 th year
Maintenance	\$8,400	Annual for life
Local Lg		
Resheet	\$48,000	At 9 th year
Grading	\$6,200	Annual for life

Source: Blayney Shire Council 2022

From this information the total cost of local sealed roads and gravel roads over their respective design lives can be approximated.

The total cost per kilometre of a Rs road is:

$$\begin{aligned}
 & \$\text{maintenance} \times 18 \text{ yrs} + \$\text{reseal} (\text{@ } 10\text{th year}) + \$\text{reconstruction} (\text{@}20\text{th year}) \\
 & = (\$12,600 \times 18) + \$44,000 + \$764,000 \\
 & = \$1,034,800 \text{ per km}
 \end{aligned}$$

The total cost per kilometre of a Ls road is:

$$\begin{aligned}
 & \$\text{maintenance} \times 23 \text{ yrs} + \$\text{reseal} (\text{@ } 15\text{th year}) + \$\text{reconstruction} (\text{@ } 25\text{th year}) \\
 & = (\$8,400 \times 23) + \$36,000 + \$432,000 \\
 & = \$661,200 \text{ per km}
 \end{aligned}$$

The total cost per kilometre of a Lg road is:

$$\begin{aligned}
 & \$\text{maintenance} \times 8 \text{ yrs} + \$\text{resheet gravel} (\text{@ } 9\text{th year}) \\
 & = (\$6,200 \times 8) + \$48,000 \\
 & = \$97,600 \text{ per km}
 \end{aligned}$$

Calculation of a reasonable contribution

This contributions plan authorises that the monetary contributions from heavy haulage developments should be made on a periodic (quarterly) basis and should be per ESA for the total

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distance of sealed and gravel roads in council's road network anticipated to be travelled by the development's laden heavy vehicles.

It has been shown that the life of a road can be expressed in total ESA loads that can pass over the pavement until the pavement deteriorates to the point of needing reconstruction. As mentioned previously the life of a typical regional road in Blayney is approximately 20 years and equivalent to 2,000,000 ESA, the typical local sealed road is 30 years and 1,000,000 ESA. The life of a gravel road is 9 years and equivalent to 200,000 ESA.

The calculation of the periodic contribution relating to any heavy haulage development is as follows:

$$\begin{aligned}
 \$C_{\text{Period}} = & \frac{\$R_{\text{Life}} \times \text{ESA} \times R_{\text{Length}}}{R_{\text{Life}}} + \frac{\$L_{\text{Life}} \times \text{ESA} \times L_{\text{Length}}}{L_{\text{Life}}} + \frac{\$G_{\text{Life}} \times \text{ESA} \times G_{\text{Length}}}{G_{\text{Life}}}
 \end{aligned}$$

Where:

- $\$C_{\text{Period}}$ is the monetary contribution payable by the development for the preceding period (i.e. preceding quarter) in dollars
- $\$R_{\text{Life}}$ is the standard cost of regional road per kilometre over the design life in dollars, being \$1,034,800
- $\$L_{\text{Life}}$ is the standard cost of local sealed road per kilometre over the design life in dollars, being \$661,200
- $\$G_{\text{Life}}$ is the standard cost of local gravel road per kilometre over the design life in dollars, being \$97,600
- ESA is the number of ESAs generated by the development in the preceding period (as recorded by the traffic classifier at the development exit)
- R_{Life} is the assumed design life of a sealed regional road, being 2,000,000 ESA
- L_{Life} is the assumed design life of a local sealed road, being 1,000,000 ESA
- G_{Life} is the assumed design life of a local gravel road, being 200,000 ESA
- R_{Length} is the total length of regional sealed road travelled by the development's laden heavy vehicles estimated at the time of the development application, in kilometres
- L_{Length} is the total length of local sealed road travelled by the development's laden heavy vehicles estimated at the time of the development application, in kilometres



L_{Length} is the total length of local gravel road travelled by the development's laden heavy vehicles estimated at the time of the development application, in kilometres

Contribution rate for each type of road surface

The contribution rate per ESA per kilometre of road used can be expressed as follows:

$$\$R_{Rate} = \frac{\$R_{Life}}{R_{Life}}$$

Where:

$\$R_{Rate}$ is the monetary contribution rate for each road type (sealed or gravel) per ESA per kilometre of road type in dollars, and rounded to the nearest cent

$\$R_{Life}$ is the standard cost of each road type (regional sealed, local sealed or gravel) road per kilometre in dollars, being \$1,034,800 for Rs, \$661,200 for Ls, and \$97,600 for Lg respectively

R_{Life} is the assumed design life of the equivalent standard road in ESA, being 2,000,000 ESA for Rs, , 1,000,000 ESA for Ls and 200,000 ESA for Lg, respectively

Using the formula the contribution rate for each road type is:

$\$R_{SRate}$ \$0.52 per ESA per kilometre

$\$R_{LSRate}$ \$0.66 per ESA per kilometre

$\$R_{LGRate}$ \$0.49 per ESA per kilometre

Worked examples on the calculation of contributions for heavy haulage developments are contained in Appendix C.

Roadworks may be required to be undertaken in addition to contributions required under this plan

The Blayney road network has been constructed and is maintained by Council as necessary to ensure an acceptable standard of service. These roads may or may not be able to accommodate additional heavy vehicle loading generated by heavy haulage development at their current standard. New roads, or upgrades to sections of the existing road network may be required as part of carrying out of heavy haulage development to accommodate the extra heavy vehicles.



Where any development requires capital works to be undertaken to the road network, the requirement will be by way of a condition imposed on the development consent under section 4.17(1)(f) of the EP&A Act.

Therefore, where any development is of the type that generates heavy haulage trips, the development may be subject to a condition requiring periodic payment of monetary contributions for the maintenance of both:

- the section(s) of any new or upgraded road constructed by the developer under a section 4.17(1)(f) condition, and
- for the other sections of the road network likely to be used for haulage purposes.

Worked examples

Worked example 1

Council has received an application to create 12 residential housing lots on the edge of Blayney. The subdivision will be on land that has an existing residential house building. As the development will create additional lots with the potential for housing, a s7.11 contribution will be required as a condition of consent.

Proposed development:					
12 new residential lots	=	12	x	\$ 9,296	= \$ 111,549
Existing development:					
1 residential lot	=	1	x	\$ 9,296	= \$ 9,295.78
Total contribution	=	\$ 111,549	less	\$ 9,296	
	=	\$ 102,254			

Worked example 2

Council has received an application for the development of a supermarket and associated car park. The development is proposed to employ up to 30 staff and have 10,000m2 GFA. The proposed cost of development is estimated as \$5 million. As the development is non-residential, a s7.12 contribution levy will be required as a condition of development consent.

Total s7.12 contribution	=	1% x \$5,000,000
	=	\$50,000

Worked example 3

A proposed development in the centre of Blayney proposes a shop with a GFA of 250m2 and a residential dwelling above, on a vacant lot of land. The cost of the development is proposed as \$850,000. As the development has both residential and non-residential components, the council may decide which development contribution is applied in this case. Council officers decide that the residential dwelling will be levied.

Proposed development

1 residential dwelling	=	1	x	\$ 9,296	=	\$ 9,296
Existing development None (as vacant lot)	=	0				
Total contribution	=	\$ 9,296				

Worked example 4

An application is received by Council for a 2 bedroom secondary dwelling to be constructed at the rear of a dwelling in Millthorpe. As this will be an additional dwelling on the same lot, a section 7.11 contribution will be required as a condition of development consent.

Proposed development 1 residential dwelling	=	1	x	\$ 9,296	=	\$ 9,296
Existing development Primary dwelling (no credit)	=	0				
Total contribution	=	\$ 9,296				

Haulage development

Worked example for Quarry A

It is proposed to extract sandstone from a quarry located within Blayney Shire.

The development application states that the quarry will be operational for approximately 20 years.

The distance travelled on Blayney roads as shown from the quarry to the nearest State road is approximately 20km of regional sealed road (Rs), 12km of Ls road and 5km of Lg road.

A condition requiring a section 7.11 contribution per ESA exiting the site consistent with the rates shown in Table X is imposed on the development consent.

A traffic classifier has been installed at a location in the vicinity of the quarry exit. The classifier is reviewed on a quarterly basis. The first quarter results have been extracted and are shown in

Table 1.

Table 1 Quarry A traffic classifier results for 1st quarter of operation

	Vehicle class				
	6	7	8	9	10
Standard ESA per vehicle	1.1	2.2	2.8	2.8	3.4
Number of vehicles for the period	7	13	40	15	0

Monetary contribution required for the quarter is calculated as follows:

$$\text{\$Rs} = \frac{\text{\$1,034,800} \times ((1.1 \times 7) + (2.2 \times 13) + (2.8 \times 40) + (2.8 \times 15) + (3.4 \times 0)) \times 20\text{km}}{2,000,000}$$

$$\text{\$Ls} = \frac{\text{\$661,200} \times ((1.1 \times 7) + (2.2 \times 13) + (2.8 \times 40) + (2.8 \times 15) + (3.4 \times 0)) \times 12\text{km}}{1,000,000}$$

$$\text{\$Lg} = \frac{\text{\$97,600} \times ((1.1 \times 7) + (2.2 \times 13) + (2.8 \times 40) + (2.8 \times 15) + (3.4 \times 0)) \times 5\text{km}}{200,000}$$

$$\begin{aligned} \text{Total contribution} &= \text{\$1,969} + \text{\$1,510} + \text{\$464} \\ &= \text{\$3,943} \quad \text{for the quarter} \end{aligned}$$

Worked example for Quarry B

Quarry B is proposed near Shaw. The developer has advised that the extracted material is to be hauled in two directions. Half the material is to go north along local roads until it reaches the Mid Western Hwy and half is to go south-east along local roads to Neville-Trunckey Rd until it is out of the Shire.

A condition requiring a s7.11 contribution per ESA exiting the site consistent with the rates in Table X is imposed on the development consent.

A traffic classifier is again located in the vicinity of the quarry gate and shows the same result for the quarter as shown in the previous example.

There are two distinct routes to be used by the development. One north and the other south-east. The total road length and road type used to haul north and south-east are identified and the traffic is allocated on a 50% basis in each direction.

In the north direction $L_s = 15\text{km}$ along local roads and $L_g = 0$

$$\begin{aligned} \$\text{North} &= (\$0.66 \times 95 \times 15) + (\$0.49 \times 95 \times 0) \\ &= \mathbf{\$941} \quad \text{for the quarter} \end{aligned}$$

Note: 95 is half the total number of ESA for the quarter

A similar calculation is possible for the loads hauled south-east. The proportional calculation can be applied in any configuration that may arise.

Cost Summary Report
(Development Cost no greater than \$500,000)

DEVELOPMENT COMPLYING DEVELOPMENT
APPLICATION NO. APPLICATION NO.

CONSTRUCTION DATE
CERTIFICATE NO.

APPLICANT'S NAME:

APPLICANT'S ADDRESS:

DEVELOPMENT NAME:

DEVELOPMENT ADDRESS:

ANALYSIS OF DEVELOPMENT COSTS:

Demolition and alterations	\$	Hydraulic services	\$
Structure	\$	Mechanical services	\$
External walls, windows and doors	\$	Fire services	\$
Internal walls, screens and doors	\$	Lift services	\$
Wall finishes	\$	External works	\$
Floor finishes	\$	External services	\$
Ceiling finishes	\$	Other related work	\$
Fittings and equipment	\$	Sub-total	\$

Sub-total above carried forward	\$
Preliminaries and margin	\$
Sub-total	\$
Consultant Fees	\$
Other related development costs	\$
Sub-total	\$
Goods and Services Tax	\$
TOTAL DEVELOPMENT COST	\$

I certify that I have:

- inspected the plans the subject of the application for development consent or construction certificate;
- calculated the development costs in accordance with the definition of development costs in section 3.4 of the Blayney Local Infrastructure Contributions Plan 2022 at current prices;
- included GST in the calculation of development cost.

Signed: _____
Name: _____
Position & Qualifications: _____
Date: _____

*Acknowledgment to City of Sydney for use of the Cost Summary Report

Detailed Cost Report*

Registered* Quantity Surveyor's Detailed Cost Report
(development cost in excess of \$500,000)
*A member of the Australian Institute of Quantity Surveyors

DEVELOPMENT COMPLYING DEVELOPMENT
APPLICATION NO. APPLICATION NO.

CONSTRUCTION DATE
CERTIFICATE NO.

APPLICANT'S NAME:

APPLICANT'S ADDRESS:

DEVELOPMENT NAME:

DEVELOPMENT ADDRESS:

DEVELOPMENT DETAILS:

Gross Floor Area – Commercial	m ²	Gross Floor Area – Other	m ²
Gross Floor Area – Residential	m ²	Total Gross Floor Area	m ²
Gross Floor Area – Retail	m ²	Total Site Area	m ²
Gross Floor Area – Carparking	m ²	Total Carparking Spaces	
Total Development Cost	\$		
Total Construction Cost	\$		
Total GST	\$		

ESTIMATE DETAILS:

Professional Fees	\$	Excavation	\$
% of Development Cost	%	Cost per square metre of site area	\$ /m ²
% of Construction Cost	%	Car Park	\$
Demolition and Site Preparation	\$	Cost per square metre of site area	\$ /m ²
Cost per square metre of site area	\$ /m ²	Cost per space	\$ /m ²
Construction – Commercial	\$	Fit-out – Commercial	\$
Cost per square metre of site area	\$ /m ²	Cost per square metre of commercial area	\$ /m ²
Construction – Residential	\$	Fit-out – Residential	\$
Cost per square metre of residential area	\$ /m ²	Cost per square metre of residential area	\$ /m ²
Construction – Retail	\$	Fit-out – retail	\$
Cost per square metre of retail area	\$ /m ²	Cost per square metre of retail area	\$ /m ²

I certify that I have:

- inspected the plans the subject of the application for development consent or construction certificate;
- prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveyors;
- calculated the development costs in accordance with the definition of development costs in section 3.4 of the Blayney Local Infrastructure Contributions Plan 2022;
- included GST in the calculation of development cost;

Signed: _____

Name: _____

Position & Qualifications: _____

Date: _____

*Acknowledgment to City of Sydney for use of the Detailed Cost Report



