



ATTACHMENTS TO REPORTS OF THE BLAYNEY SHIRE COUNCIL
MEETING
HELD ON TUESDAY 26 AUGUST 2025

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Code of Meeting Practice

Policy	1C
Officer Responsible	Director Corporate Services
Last Review Date	XX/XX/2025

Strategic Policy

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made prescribed section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:

Council shall meet at 6:00pm on the fourth Tuesday of each month at the Blayney Shire Community Centre. Where a Council meeting falls on a Tuesday that is a public holiday, the Council meeting shall be held on the Tuesday of the following week unless otherwise determined.

Council shall adopt an annual schedule of dates for Council and Council Committee meetings at the September meeting.

Any change from the date or commencement time of a Council meeting shall be by resolution of the Council or, in emergency circumstances, by the authorisation of the Mayor.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 6 (six) business days before the meeting is to be held.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.9.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.24 reflects section 9(2) and (4) of the Act.

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.22 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A)(b) of the Act.

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.26 reflects section 9(3) of the Act.

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.22, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.27(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.27(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum in person must be received by 4.30pm or by audio-visual link by 9.30am on the day of the Council meeting on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than **2 (two)** items of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **2 (two)** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no later than **12pm** on the day of the public forum. The general manager or their delegate may refuse to allow such material to be presented.

- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed 5 (five) minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **2 (two)** minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **5** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend meeting by audio-visual link under this code.

- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.2.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

- 5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19. *Such a request shall be lodged by no later than 9.30am on the day of the meeting to assist alteration of standard meeting set-up for remote meeting attendance.*
- 5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may not participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

- 5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.30 reflects section 10(1) of the Act.

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- 5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act.

Webcasting of meetings

- 5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.35 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.

- 5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.39 reflects section 376(1) of the Act.

- 5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.40 reflects section 376(2) of the Act.

- 5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.41 reflects section 376(3) of the Act.

- 5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [position title].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 Deleted

8.2 The general order of business for an ordinary meeting of the council shall be:

- (1) Livestreaming Video and Audio Check
- (2) Recording of Meeting StatementApologies for non-attendance, applications for leave of absence or by attendance by audio-visual link by councillors
- (3) Acknowledgment of Country
- (4) Disclosure(s) of Interests
- (5) Statement of Ethical Obligations
- (6) Public Forum
- (7) Mayoral Minute
- (8) Confirmation of Minutes of previous meeting(s)
- (9) Matters arising from Minutes
- (10) Notice(s) of Motion
- (11) Reports of Staff
 - I. Executive Services
 - II. Corporate Services
 - III. Infrastructure Services
 - IV. Planning and Environmental Services
- (12) Committee Meeting Minutes
- (13) Delegate Reports
- (14) Questions from Councillors
- (15) Closed Meeting

8.3 The order of business as fixed under clause 8.2 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or
- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Voting on planning decisions

- 11.10 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.10–11.12 apply also to meetings that are closed to the public.

Note: Clauses 11.10–11.13 reflect section 375A of the Act.

12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,

- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications for in-person representations must be received by 4.30pm or by audio-visual-link by 9.30am on day of the meeting at which the matter is to be considered. 14.12 The general manager (or their delegate) may

refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

- 14.13 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.14 The general manager (or their delegate) is to determine the order of speakers.
- 14.15 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded.
- 14.16 Each speaker will be allowed 5 (five) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.17 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.18 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.19 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation

- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.24 Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.

- 15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 5pm on the day after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
 - (b) a motion to have the motion considered at the meeting is passed, and
 - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than **10pm**.
- 18.2 If the business of the meeting is unfinished at **10pm**, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at **10pm**, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 17.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 18.18 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting

the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

End

Adopted:	11/10/1999	681
Last Reviewed:	11/09/2000	525
	11/12/2000	722
	09/04/2001	182
	09/07/2001	340
	13/08/2001	371
	15/04/2004	104
	08/08/2005	05/225
	10/10/2005	05/280
	14/05/2007	07/094
	08/12/2008	08/333
	14/12/2009	0912/006
	14/03/2011	1103/006
	12/11/2012	1211/014
	13/07/2015	1507/010
	17/09/2018	1809/010
	20/05/2019	1905/010
	19/10/2020	2010/008
Remote Attendance Guideline	17/05/2021	2105/007
Remote Attendance Guideline updated	29/06/2021	2106/003
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Section 3.1 updated	19/12/2022	2212/003
Section 3.1 updated	22/10/2024	2410/006
	XX/XX/2025	
Next Reviewed:	26/03/2029	

Future Direction 1 – Maintain and Improve Public Infrastructure and Services

Strategic Objectives/Strategies	Actions	Current Status
1.1 Plan and develop integrated transport networks, providing choices that enable people and freight to move and travel, in a safe, accessible and efficient manner		
Sealed roads and unsealed roads, bridges and culverts will be maintained in accordance with agreed service levels and Blayney Shire Roads Strategy	Maintain Transport infrastructure in accordance with; Road Hierarchy, Renewal and Maintenance Policy and the Pathways in accordance with Councils' Pathway Hierarchy, Standard and Maintenance Policy.	Defect inspections and repairs of pathways and roads have been prioritised in accordance with Council policies. Capital Renewal works delivered as per the 2024/25 Capital Expenditure Program
	Develop and implement a Bridge and Culvert Renewal and Maintenance Policy.	Bridge and Culvert Renewal and Maintenance Operational Policy drafted and to be finalised with Transport AMP.
	Deliver heavy patching, culvert renewal, initial sealing, resealing and gravel resheeting programs in accordance with budgetary allocations	Heavy patching, resealing, culvert renewal and gravel resheeting program delivered as per 2024/25 Capital Expenditure Program.
	Undertake reconstruction and rehabilitation on Forest Reefs and Hobbys Yards Roads in accordance with budgetary allocations.	Works completed on Forest Reefs Road and Hobbys Yards Road as per 2024/25 Operational Plan.
	Prioritise road rehabilitation and upgrade works in line with the Blayney Shire Roads Strategy.	Roads Strategy was updated in June 2023 and is used to guide allocations within the 2025/26 - 2028/29 DP and 2025/26 OP.
Lobby and advocate for the re-opening of the Blayney-	Attendance at and involvement in advocacy activities.	Request to UGL Regional Linx made following the

Strategic Objectives/Strategies	Actions	Current Status
Demondrille Railway Line		Country Mayors meeting on 12 June 2025. Transport for NSW have subsequently advised 'Transport for NSW continues to have no current plans to restore rail services to this corridor'
Deliver the Active Movement Strategy priorities to provide safe and accessible connecting pathway networks	Undertake construction of; Belubula River Walk Stages 3 and 4,	All works complete, under regular maintenance regime.
	Undertake construction of pathways in; <ul style="list-style-type: none"> • Trunkey Street, Newbridge, • Elliott Street Millthorpe and • Pathways within the King George Oval Pedestrian Project. 	All works complete.
Plan for future transport and road infrastructure to service future needs	Attendance at and involvement in advocacy activities.	Submission made through CNSWJO Transport Technical Committee for the TfNSW Roads Act Review. DIS met with CEO of UGLRL to plan and coordinate future works. Council participated in the Orange Passenger Rail Community Consultation.

Strategic Objectives/Strategies	Actions	Current Status
1.2 The Blayney health service; medical centres, aged care providers, primary and ancillary support and emergency service agencies provided in the Shire meet the future needs of the community		
Advocate to both NSW and Federal Government Ministers of Health, to ensure that Aged Care Services are maintained in Carcoar (Uralba) and Blayney (Lee Hostel), and the Blayney Health Services Clinical Services Plan is delivered	Attendance at and involvement in advocacy activities.	Advocacy on Aged Care has been undertaken as required. Advocacy undertaken through Country Mayors and Central NSW Joint Organisation.
Provide support for emergency management in Blayney Shire in accordance with State Emergency and Rescue Management (SERM) Act	Provide oversight of construction of new RFS Station Blayney and refurbishment of Blayney Fire and Rescue Station, facilitate meetings with zone commanders and local brigade captains.	Construction of new Blayney RFS Complete. Attendance by Staff and Councillors at the RFS Liaison Committee.
	Chair the Local Emergency Management Committee.	LEMC meetings coordinated as per meeting schedule.
Advocate to NSW Police and Emergency Services agencies for appropriate service levels.	Participate in the development and implementation of the Blayney Shire Local Emergency Management Plan.	Local Emergency Management Plan review has been undertaken and endorsed by the committee and REMC.
	Attendance at and involvement in NSW Police Chifley District Command and other emergency services agencies meetings.	Coordination with emergency services occurs predominately in LEMC meetings. TfNSW diversion routes reviewed and approved by DIS. Support provided to emergency services for response to industrial fire in Blayney Township.

Strategic Objectives/Strategies	Actions	Current Status
1.3 The community is provided with access to quality lifelong education and training		
Advocate on behalf of the community to Government to support accessible quality local education	Attendance at and involvement in advocacy activities.	No issues raised during the period that required advocacy. Support for the NSW OLG 'fresh start' program where 6 positions have been funded under rounds 1 and 2.
	Engage with Schools Infrastructure NSW.	Millthorpe School upgrade has been completed. No issues raised during the period that required advocacy.
Work with registered training organisations, key business and employment service agencies to support traineeships, trade apprenticeships and skills development	Appoint Council Delegate to the Skillset Board.	Skillset has changed to a Skills Based board.
	Work with training organisations as opportunities arise to achieve national recognised training outcomes.	Council is working with multiple training providers through the 'fresh start' program.
1.4 Residents and business have access to reliable utilities, information and communication technologies across the Shire		
Lobby the Federal Government for improved internet and mobile phone access to all our villages to facilitate growth	Attendance at and involvement in advocacy activities.	Council engaged and liaised with the NSW Government regarding the NSW Telco Authority's Critical Communications Enhancement Program in the Blayney Shire Council LGA.
Investigate and support emerging communication technologies that support our community	Support applications for funding for improved communications infrastructure, as required.	No grant opportunities during the period.
	Utilise smart technology and expand Council smart hub systems.	Integration of smart hub expanded to Carrington Park, as well as irrigation controllers at Napier Oval and King George Oval.

Strategic Objectives/Strategies	Actions	Current Status
Ensure appropriate utility services (electricity, gas, water) are available in the Blayney Shire		NBN upgrading works completed in Blayney during the period. Considered in Development Application assessments.

Future Direction 2 – Build the Capacity and Capability of Local Governance and Finance

Strategic Objectives/Strategies	Actions	Current Status
2.1 Council is recognised as a valuable partner with government and private business stakeholders		
Meaningful two-way communication and engagement between NSW and Federal Governments, regional organisations, business, industry, stakeholders and communities of interest	Attendance at and involvement in advocacy activities.	<p>Council attended; LGNSW conference, Country Mayors, Mining & Energy Related Councils, Central NSW JO and IPWEA Local Roads Congress.</p> <p>During the year, Council met with:</p> <ul style="list-style-type: none"> • Hon Andrew Gee MP (federal member for Calare) • Hon Paul Toole MP (Bathurst MP), • Hon David Littleproud (Leader of the Nationals), • Hon. Jenny Aitchison (NSW Minister for Roads) • Hon. Sam Faraway MLC (NSW MLC), • Hon Stephen Lawrence MLC (NSW MLC)
Provide for the efficient and effective administration of Council	Audit, Risk and Improvement Committee (ARIC) meetings held.	ARIC meetings held in August, November, February and May with minutes tabled to next scheduled Council meeting.
	Implementation of Strategic Internal Audit Plan.	<p>Internal audits / reviews finalised in the reporting period:</p> <ul style="list-style-type: none"> • Review of WHS Management System • External Vulnerability Scan • Internal Facing Vulnerability Assessment

Strategic Objectives/Strategies	Actions	Current Status
	Development of Service Plans and Service Review Framework.	<p>Framework drafted. Resourcing under review prior to finalisation.</p> <p>Service Review of Parks Fleet Items Service review of Blayney Library completed during reporting period.</p>
	Pursue partnerships and grant funding opportunities to deliver projects identified in Asset Management Plans and Integrated Planning and Reporting documents.	<p>Limited grant application opportunities available during the period.</p> <p>Council was unsuccessful for the following applications:</p> <ul style="list-style-type: none"> • Blake St / George St Millthorpe; • Coombing St Carcoar bridge. <p>Council was successful in funding 6 positions under the NSW Government 'fresh start' program.</p>
2.2 Responsible management practices, delivery of services and renewal of assets across the Blayney Shire		
Identify and implement improvement opportunities to optimise Council's financial sustainability	Implement Building and Other Structures Asset Management Plan.	Draft Strategic Asset Management Plan (SAMP), Transportation Asset Management Plan and Buildings and Other Structures Asset Management Plan prepared as part of SRV process.
	Reporting to Audit Risk and Improvement Committee.	ARIC meetings updated on status of implementation of Financial Sustainability Review recommendations.

Strategic Objectives/Strategies	Actions	Current Status
Review Council's financial performance in the Long Term Financial Plan and report against Office of Local Government Financial Performance Ratios	Finalise Financial Sustainability Review (FSR).	Implementation of FSR recommendations undertaken. Of 21 recommendations, 5 remain outstanding. Council resolved to apply to the NSW Independent Pricing and Regulatory Tribunal (IPART) for a 3 year SV from 2024/25 that was approved.
	Annual Financial Statements finalised and audited.	Financial Statements lodged with the OLG on 08/10/2024. Recognised as 2 nd Council in state to lodge audited financial statements.
Significant capital projects are assessed and reviewed prior to lodgement and/or allocation of funding	All proposed projects are considered and assessed in accordance with Capital Projects Operating Guideline and / or Capital Expenditure Review. Guideline	Completed for 2 grant applications submitted. Delivery of a number of grant funded capital projects completed and/or currently in progress.
Council is an employer of choice	Implement Workforce Management Plan strategies.	Council secured grants to support a total of 6 apprentices, trainees, and cadets, aligning with workforce development goals. Council has reviewed and updated the Workforce Management Plan. Council continues to attract strong applicant numbers when recruiting.

Strategic Objectives/Strategies	Actions	Current Status
Effective management of land under Council control	Finalisation of Crown Lands Plans of Management Program.	Crown Lands Plans of Management Program - Parks, Ovals and Open Space finalised and adopted.
	Regular meetings with Crown Lands NSW.	MANEX met with Crown Lands on 7 February 2025
2.3 Town Associations, Village Committees and local organisations are capable, resilient, and involved in decision making about issues that impact their own community		
Facilitate constructive and timely communication between Council and the Town & Village Committees /Progress Associations	Engagement with town and village communities on priorities for allocation of VEP funding.	<p>Significant engagement with Millthorpe Village Committee for the design and construction of Millthorpe CBD.</p> <p>Significant engagement with Newbridge Progress Association for covered walkway at showground.</p> <p>Showground users group committee and charter established and met 30 June 2025.</p>
Continue to support local community infrastructure projects via the Community Financial Assistance Program and Village Enhancement Plan (VEP) allocations	Community Financial Assistance Program funding rounds called biannually, and funding allocated.	Community Financial Assistance Program Rounds promoted with allocation of 2 Rounds including Flagship Funding. Total funds paid in 2024/25 was \$100,052
Support the development and implementation of improvement projects for the local Halls, School of Arts and other community facilities		Applications received through Community Financial Assistance Program for enhancement of halls and community facilities. 3 applications approved during period.

Strategic Objectives/Strategies	Actions	Current Status
Work proactively with community groups to support local events	Attendance at and involvement in Orange360 activities.	Delegate attendance to monthly meetings
	Increase social media presence and interaction with community.	Social media posts completed throughout the year.
	Facilitation of Event Management Applications and support of event organisers.	15 Applications received for 2024/25. Applications received responded to and applicants assisted with navigating and satisfying requirements.
2.4 The community and ratepayers have confidence in and are engaged with Blayney Shire Council		
Deliver Council's Community Engagement Strategy utilising various channels and methods to enhance community awareness and participation in Council services and decision making	Review Community Engagement Strategy.	Completed.
	Review Community Participation Plan.	This has now been included in the 2025/26 – 2028/29 Delivery Program
	Investigate Online Rates Tool.	Council has implemented Flexi-pay through Council's mailing house, Forms Express. Ratepayers registered with this online platform are able to access the following information/services: • Up to 5 years of rates notices • Outstanding rates balances (updated weekly) • Initiate payment plans and access additional payment methods.
Information is delivered effectively and efficiently	Increase e-newsletter distribution list.	Total of 706 subscribers including 13 new subscribers

Strategic Objectives/Strategies	Actions	Current Status
Encourage sound governance practice and build the capacity and capability of local leaders within community organisations	Promote Online Planning and Customer Request platforms.	DA lodgement advice and guidance provided on Council's website.
Encourage sound governance practice and build the capacity and capability of local leaders within community organisations	Seek training opportunities to build capacity and capability of local leaders	Dignity and Respect Training provided to all staff. Supervisor Training (Challenges in Supervision) provided.

Future Direction 3 – Diversify and Grow the Blayney Shire Local and Visitor Economy

Strategic Objectives/Strategies	Actions	Current Status
3.1 A viable and productive agricultural sector		
Support the growth of the Shire while preserving productive agricultural land and integrate sustainable industries into the future	Ensure Land Use conflict is minimised and/or mitigated where on or adjoining agricultural lands and operations.	Assessment occurs with individual development applications and through the Planning Proposal process if agricultural lands are involved.
Ensure local planning instruments and strategies support the agricultural sector		
Maintain the availability and quality of water for use in rural areas	Manage the water supply bores in rural locations to provide a secure 'non-potable' supply of water to the Shire.	Village bores inspected and maintained within Council budget. Access to the Blayney bore has been temporarily restricted whilst Council work with the EPA regarding an environmental investigation.
	Participate in Central NSW Water Utilities Alliance.	Council staff attended the Central NSW Water Utilities Alliance meeting.
3.2A responsible and prosperous mining industry that is engaged with the community, working towards the improvement of the Shire		
Engage and advocate on behalf of the community on the corporate and environmental responsibilities of the mining sector	Attend Community Consultative Committee meetings.	Cadia Valley CCC, McPhillamys Gold Project CCC and Flyers Creek Wind Farm CCC were held on quarterly basis and attended by Council representatives.
	Attend Mining and Energy Related Councils (MERC) meetings.	Meetings attended during the period.

Strategic Objectives/Strategies	Actions	Current Status
	Advocate to the NSW Government for continuation of the Resources for Regions funding program.	Ongoing issue, raised with; MERC, Central West & Western Councils Mining Alliance, NSW Minerals Council, Central NSW JO and NSW Government.
3.3 Growing and connected tourism networks that add value to the vision and appeal of our heritage villages and tourism product within the Shire		
Implement the Orange Region Destination Management Plan	Work with Orange 360 to support Orange Region Destination Marketing activities.	Ongoing support provided Attendance at stakeholder meetings by Council representatives.
Work with, and support Orange360 and Central NSW Tourism	Review Blayney Visitor Information Centre operations.	Ongoing support provided Attendance at stakeholder meetings
Provide support to local businesses and event organisers	Allocate funding through the Tourism Development Program.	100% of funding allocated in 2024/25 across 7 events.
3.4 An attractive shire for employment opportunities with industrial, business, tourism and planned housing residential growth		
Implement the Blayney Mainstreet and Millthorpe Village Centre Masterplans	Deliver High Pedestrian Activity Areas in Blayney and Millthorpe.	Blayney HPZ implemented.
	Develop projects and identify funding opportunities for Blayney Mainstreet and Millthorpe Village Centre Masterplan projects.	Detail design progressed and in progress for Blayney and Millthorpe.
Facilitate the development of new residential housing in Blayney and Villages	Work with stakeholders and partners to identify affordable housing opportunities.	No new opportunities identified, nor have any approaches from affordable housing providers been made.

Strategic Objectives/Strategies	Actions	Current Status
Seek opportunities to build a vibrant local retail and business sector	Support business opportunities.	<p>No specific requests during the period.</p> <p>Council lodged a grant application seeking to upscale the annual 'Christmas Markets' however was unsuccessful.</p>
Regularly review and update, planning instruments, strategies and policies	Commence Millthorpe Settlement Strategy Addendum.	<p>Not commenced.</p> <p>Awaiting progression of the Sewer Strategic Business Plan prior to being able to progress.</p>
	Commence a Planning Proposal to update the Blayney Local Environmental Plan 2012 in response to the Blayney Flood Study (Storm 2022).	Deferred, awaiting completion of the Town of Blayney Flood Study.

Future Direction 4 – Enhance recreational facilities and networks that support health and wellbeing of the community, sport, heritage and cultural interests

Strategic Objectives/Strategies	Actions	Current Status
4.1 We are an inclusive, diverse and welcoming community		
Engage with young people to facilitate and progress activities within the Shire	Allocate funding through Youth Week Grants program.	Government funding secured for Youth Week. 4 projects allocated funding in 2024/25, and events conducted.
Implement the Disability Inclusion Action Plan	Six monthly and annual reporting on outcomes from Disability Inclusion Action Plan.	DIAP Status Annual Report adopted at August 2024 Council meeting. DIAP six-monthly Status Report adopted at April 2025 Council meeting.
	Engagement of Disability Inclusion Working Group.	2 meetings of DIWG held in 2024/25 and matters also emailed as required.
Facilitate engagement of key stakeholders of the local community services sector	Support Blayney Interagency meetings and networks.	Council continues to offer facility for meetings. No meetings sought during 2024/25.
4.2 Provide facilities that support increased participation in sport and fitness activities		
Sporting events are supported by Council, volunteers and state sporting bodies so that they are coordinated and well resourced	Implement Councils' Parks and Recreation Asset Management Plan.	Delivering services in line with DP/OP. Update to AMP underway.
Implement Blayney Shire Sports and Recreation Masterplan to enhance and improve sporting facilities	Deliver sports lighting at King George Oval, Blayney.	KGO lighting project completed.
	Deliver carpark improvements at King George Oval, Blayney.	KGO carpark and improvements project completed.

Strategic Objectives/Strategies	Actions	Current Status
	Review the Blayney Shire Sport and Recreation Masterplan.	Development of Blayney Showground Masterplan is complete and endorsed by Council.
	Coordinate User Group meetings for sporting facilities and major projects.	Showground users committee formed and met on 30 June 2025. Council engaged with multiple groups for upgrade projects
CentrePoint Sport and Leisure Centre is managed in a manner to maximise patronage and participation in fitness activities	Ensure fitness programs and services maximise patronage and participation at CentrePoint.	Ongoing reporting furnished.
4.3 Heritage and First Nations significant sites in the natural and built environment are protected		
Identify items of natural and built heritage in Blayney Shire	Ongoing engagement with Orange Local Aboriginal Lands Council.	OLAC invited to attend LEMC Meetings as a member of the committee.
Heritage Advisory services continue to be provided to owners of heritage items ensuring heritage is preserved whilst allowing development to occur	Facilitate and provide Heritage Architect Advisory service.	The Heritage Architect Advisory service continues with visits from Heritage Advisor on a monthly basis.
	Allocate funding through Local Heritage Assistance Program.	No funds were allocated in 2024/2025 due to no grant funding being provided. Council has secured grant funding for 2025/26.
Ensure the Shire's 8 heritage listed cemeteries are maintained and protected	Finalisation of the Blayney Shire Cemeteries Vegetation Plan.	Management Plan completed. Delivering services in line with DP/OP.

Strategic Objectives/Strategies	Actions	Current Status
4.4 The shire is a centre for cultural interest, arts, performance and entertainment		
Encourage the use of the Blayney Shire Community Centre as a facility for events	Number of events that utilise Blayney Shire Community Centre	<p>Statistics for 2024/25:</p> <p>Conferences 1</p> <p><u>Meetings:</u></p> <p>External 162</p> <p>Internal 89</p> <p>Other functions 23</p>
Provide effective and consumer friendly library services in the Blayney Shire	Maintain and operate Blayney Library via Service Level Agreement in place with Orange City Council	<p>Library Service delivered per SLA.</p> <p>Statistics for period:</p> <p>Members: 1,966</p> <p>Loans:</p> <p>In-person 8,829</p> <p>E-loans 15,032</p> <p>Other:</p> <p>PC Bookings: 550</p> <p>Wi-Fi: 251</p> <p>In-person visits: 6,874</p>
Maintain partnerships with local arts and cultural groups	Music Scholarship program and maintain Council's support of Regional Music Programs	2 Music Scholarships awarded following December 2024 auditions.
	Continued support of Arts OutWest, Platform Arts Hub and local museums	Ongoing support provided as required.
		Sidetrack Arts supported through Platform Arts Hub space through MOU.

Future Direction 5 – Protect our Natural Environment

Strategic Objectives/Strategies	Actions	Current Status
5.1 Retain and enhance open spaces; with a focus on regeneration of native vegetation		
Ongoing liaison, support and participation with Local Land Services, Landcare and as a constituent Council Upper Macquarie County Council	Attendance at and involvement in advocacy activities.	Council delegates appointed to Upper Macquarie Council and meetings attended.
Maintain and strengthen partnerships with organisations responsible for natural resource management and feral pest control		No opportunities during the period.
Review the Roadside Vegetation Management Plan to ensure high environmental value vegetation is protected, road safety outcomes maintained, and any clearing is undertaken following agreed principles and guidelines		Environmental Factors reviewed as part of major construction works. Vegetation mapping maintained in Council's GIS system. Ongoing work with Upper Macquarie County Council to address invasive species within road reserves.
Support Council's native tree planting program and community engagement	Implement Native Tree Planting Program.	Public space tree planting limited to minor replacements. Material support provided to local schools' tree planting events.
	Develop a Parkland Tree Planting design, replacement and expansion program.	Review of Strategic Street Tree policy to commence shortly.

Strategic Objectives/Strategies	Actions	Current Status
		Further plantings completed along multiple sections of the Belubula River Walk
	Prepare concept plan for Presidents Walk.	No budget allocation within current DP/OP to progress.
	Detailed design for Beaufort Street Park.	No budget allocation within current DP/OP to progress.
5.2 The Belubula River, waterways and tributaries that flow into our regional water catchments and water supply sources are clean, healthy and biodiverse		
Prepare a shire wide onsite sewerage wastewater strategy	Finalise and implement Blayney Shire Onsite Sewerage Management Policy.	Included in the 2025/26 – 2028/29 Delivery Program
Clean up waterways throughout the Shire including removal of willow trees, other noxious species, creating wildlife habitat		Minor works to buffer zones to support wildlife habitat completed during the period.
Stormwater Management Plans are prepared for Blayney, Millthorpe and Carcoar and projects scoped for funding	Stormwater Management Plan for Blayney.	Blayney Local Flood Study in progress. Flood Plain Risk Management Committee meeting occurred on 6 May 2025.
	Progress Millthorpe Stormwater Management Plan study.	Holistic study not considered necessary. Stormwater management has been considered in 50 lot subdivision DA and in Richards Lane culvert design.

Strategic Objectives/Strategies	Actions	Current Status
Ensure provision of Sewerage Treatment and Recycled Water Treatment Plant is adequate for the growth of the Shire and promotes Residential Development	Sewerage Strategic Business Plan	Public Works NSW engaged for proposal on SBP delivery. Public Works modelling of existing and future sewer network capacity, asset condition assessment, and system issues discussed at workshop.
5.3 We are on the path to achieving net zero emissions and adapting to climate change risks and opportunities		
Facilitate new energy sources, sustainable development and farming practices within the Shire	Finalise Business Case and Capital Expenditure Review for Blayney Solar Farm	Project is not considered core Council business and high risk.
Implement the Blayney Shire Renewable Energy Action Plan	Lodge Development Application for Blayney Solar Farm	DA not yet lodged for reasons detailed above.
Continue to investigate and challenge emerging renewable energy sources	Investigate behind the meter battery/solar solutions	\$1m battery project at CentrePoint Sport and Leisure Centre identified, and grant application has been lodged.
	Develop Fleet strategy for electric/hybrid vehicle solutions	Current leaseback agreement deemed appropriate utilising hybrid vehicles. Community Centre carpark identified as suitable for public fast EV charger. Awaiting outcome of EOI
5.4 Recycling and innovative diversion of waste will reduce the volume deposited in Council's Landfill		
Ensure Waste Management Services are delivered in a financially sustainable manner	Review Village Recycling Station Service	Review by waste consultant presented to Councillor workshop. A survey of the community has also occurred. Will not be proceeding at this time.

Strategic Objectives/Strategies	Actions	Current Status
Develop and promote programs with NetWaste that increase recycling and reuse	Support Garage Sale Trail.	Held in November 2024
	Review Bulky Waste Collection Service.	Review by waste consultant presented to Councillor workshop. A survey of the community has also occurred.
	Investigate establishment of 'return and earn' opportunities within the Shire	Return & Earn vending machine located at Bernardi's Supermarket.
Review services and introduction of a Green Bin in Waste Collection Services	Investigate voucher system for Blayney Waste Management Facility.	Review by waste consultant received and presented to Councillor workshop. Options and costings to be considered as part of the new Waste Collection Tender. No change proposed at this stage.



Blayney Shire Council Register of Delegations

Section 377 Local Government Act 1993 Register of Delegations to the General Manager

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MAYOR

Pursuant to the Local Government Act and Regulations, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act 1993 and every other enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

1. Council Seal

Authorise the Mayor to be the necessary witness to documents requiring Council's seal.

2. Media Relations

To make media statements or releases on behalf of Council.

3. Policy Making

To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

4. Correspondence

To sign correspondence on behalf of the Council.

5. Urgent Works

To authorise any work which is deemed urgent at a cost not exceeding \$50,000 provided that such expenditure is reported to the Council at its next Ordinary Meeting.

6. Complaints Against the General Manager

The Mayor shall have the power to investigate substantive written complaints against the General Manager and shall, if warranted, report to the next Ordinary meeting of Council.

7. Day-to-Day Oversight and Liaison with the General Manager

The Mayor shall be responsible for the day-to-day oversight and liaison with the General Manager including, but not limited to:

- approving leave
- approving expenses incurred.

DEPUTY MAYOR

1. Council Seal

Authorise the Deputy Mayor to be the necessary witness to documents requiring Council's seal.

2. In the absence of the Mayor

In the absence of the Mayor and subject to compliance with the requirements of the Local Government Act 1993, and any expressed policy or direction of the Council, the Council pursuant to the provisions of Section 377 of the Act, and every other enabling statutory power, delegates to the person who occupies the position of Deputy Mayor to exercise and perform on behalf of the Council the powers, authorities, duties and functions of the Mayor including the powers, authorities, duties and functions which the council has delegated by this Instrument to the Mayor.

~~BLAYNEY SHIRE COUNCIL TRAFFIC COMMITTEE~~

- ~~1. Pursuant to the delegation of powers from the Roads and Maritime Services, the authority for regulation of traffic and traffic control signs on public roads. This authority is limited to the powers, authorities, duties and functions that are specified in the Transport for NSW Instrument of Delegation to Council, from the Transport for NSW. Refer the following link for more information: <https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/lgr/downloads/information/committees/traffic-committees.html>~~

GENERAL MANAGER

The General Manager's powers to act on behalf of Council are given through power of attorney, his/her employment contract and delegations made by Council pursuant to Section 377 of the Local Government Act (1993).

Contracts

The General Manager is employed under contract that is performance based.

The legislative requirements for Council to have a contract with the General Manager results in delegations being included under schedule B of the contract of employment as well as by resolution under the Local Government Act 1993.

Delegation

Pursuant to the provisions of the Local Government Act 1993, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the Local Government Act, 1993 and every other enabling statutory power, delegates to its General Manager, including those in an acting capacity whilst the General Manager is on leave, authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions. These include but are not limited to:

Corporate and Executive Powers

1. To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council.
2. To carry on the regular services, functions and operations of the Council in accordance with Local Government Act 1993, and other Legislation, Regulations and or policies of the Council.
3. To authorise any action necessary to comply with any policy or code of Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation affecting Council.
4. To obtain legal advice from Council's Solicitors or Counsel where necessary.
5. To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary.
6. Be authorised to respond to notices in respect of such applications to the Independent Liquor & Gaming Authority for Liquor licences for functions.
7. Authorise action to be taken in connection with any complaints or requests received.

8. Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations during the deliberative and decision making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.
9. To affix the seal of Council to a document.
10. To prepare and lodge applications for grants provided such action is consistent with Council's Strategic & Business Plan or Council Policy.
11. To authorise any works which is deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting, where funds have not been voted by Council.
12. Control communications internally and externally.
13. Rearrange and reorganise staff in all departments.
14. Sign legal contracts where Council has approved the making of that Contract.
15. Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.
16. To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.
17. Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse license and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, enforcement officer or impounding officer as the case may be, to exercise the functions of those positions under the following acts and associated regulations and to implement the provisions as relating to the operation of Council of the following Acts and associated regulation, including but not limited to:
 - (i) Companion Animals Act 1998
 - (ii) ~~Community Land Development Act 1989~~ and Community Land Development Act 2021
 - (iii) Conveyancing Act 1919
 - (iv) Crown Lands Management Act 2016
 - (v) Environmental Planning and Assessment Act, 1979 as amended
 - (vi) Food Act 2003 and Food Regulation 2015
 - (vii) Government Information (Public Access Act) 2009
 - (viii) Fire and Rescue NSW Act 1989
 - (ix) Public Spaces (unattended Property) Act 2021
 - (x) Interpretation Act 1987
 - (xi) Interstate Road Transport Act 1985
 - (xii) Land Acquisition (Just Terms Compensation) Act 1991
 - (xiii) Library Act 1939
 - (xiv) Local Government Act 1993

- (xv) Native Title (New South Wales_ Act 1994
- (xvi) Noxious Weeds Act, 1993 as amended
- (xvii) Workplace Health & Safety Act 2011
- (xviii) Ombudsman Act 1976
- (xix) Protection of Environment Operations Act 1997; Protection of the Environment Operations (General) Regulation 2022; Protection of the Environment Operations (Waste) Regulation 2014; Protection of the Environment Operations (Clean Air) Regulation; Protection of the Environment Operations (Noise Control) Regulation 2017; and Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019.
- (xx) Public Health Act 2010, Public Health Regulation 2012 and Public Health Regulation 2022
- (xxi) Recreation Vehicles Act, 1983
- (xxii) Roads Regulation 2018
- (xxiii) Roads Act 1993
- (xxiv) Roads Transport (General) Act 2005
- (xxv) Rural Fires Act 1997
- (xxvi) Local Lands Services Act 2013
- (xxvii) Strata Schemes Development Act 2015
- (xxviii) State Emergency and Rescue Management Act 1989
- (xxix) State Emergency Service Act 1989
- (xxx) Swimming Pools Act 1992
- (xxxi) Transport Administration Act 1988
- (xxxii) Public Health (Tobacco) Act 2008
- (xxxiii) Unclaimed Money Act 1995

Corporate Services/Administration

- 101 To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise:
- (a) Reports on matters that cannot be determined under delegated authority;
 - (b) Reports required to be submitted under any Act or Ordinance;
 - (c) Reference to any deputation's which the Council has agreed to receive;
 - (d) Matters requiring a determination of Policy;
 - (e) Reports directed by Council to be submitted;
 - (f) Matters essential for the Council's information;
 - (g) Matters requiring a vote;
 - (h) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.
- 102 Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safe keeping of such records.
- 103 Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council. Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.
- 104 Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and accounts fall into arrears.
- 105 Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.
- 106 Authority to establish, maintain, alter or terminate leaseback agreements with employees.
- 107 To approve payment of expenses for elected members.
- 108 Authorise such employees time off for fighting fires within the boundaries of the Blayney Shire without loss of pay if properly called out by the Fire Brigade or the Bush Fire Brigade, where employees of the Council are members of the Blayney Voluntary Fire Brigade or the voluntary bush fire brigade.
- 109 Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.
- 110 To determine levels of public liability insurance required in accordance with Council's adopted policy.
- 111 The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Strategic Defence Initiatives applying to:
- (a) Public roads;
 - (b) Footpaths;
 - (c) Carparks;
 - (d) Parks, reserves, recreational facilities, gardens and cemeteries;
 - (e) Solid Waste Disposal Depot;

- (f) Council owned and managed public buildings and facilities;
- (g) Floodplain Management.
- 112 Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further, that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.
- 113 Authority to appoint alcohol and drug testing officers.
- 114 To adopt on behalf of Council the Publication Guide requested under Section 20 of the Government Information (Public Access) Act 2009.

Finance

- 201 To authorise the payment of salaries and wages of the staff of the Council.
- 202 To authorise the purchase of goods, works and services and to obtain tenders for items over \$250,000.
- 203 To keep accounts of the Council and present to audit in accordance with the requirements made by or under the Local Government Act, 1993 and regulations.
- 204 Determine the categorisation of each parcel of rateable land in accordance with Section 514 of the Local Government Act, 1993.
- 205 Sign cheques and vouchers on behalf of Council
- 206 To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required.
- 207 To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.
- 208 To determine applications for pensioner rate reduction in accordance with the provisions of Section 575 of the Local Government Act.
- 209 To take action at any time for recovery of unpaid rates and any other amounts owing to Council.
- 210 To approve applications for extension of time to pay accounts.
- 211 To lay information, issue Summonses, swear statements and Affidavits for enforcing Default Judgements and institute any other legal and approved procedure necessary for the recovery outstanding amounts and debts owing to the Council.
- 212 To determine assistance to ratepayers experiencing genuine and substantial hardship.
- 213 To certify that prices and computations on vouchers have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.
- 214 To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.

- 215 To write-off rates or debts which are determined not financially viable to recover to a limit in any one case not exceeding \$2,000.
- 216 To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$500
- 217 To sign Section 603 Certificates on behalf of Council.
- 218 To authorise the disposal of surplus materials and goods.
- 219 To sign as the responsible accounting officer the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.

Engineering

- 301 To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.
- 302 To determine applications for the use of (approve, subject to conditions, or refuse) public roads.
- 303 Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council.
- 304 To sign and issue approval of engineering plans/designs for subdivision and engineering works and related construction certificates.
- 305 To order the removal of obstructions placed illegally on road reserves, footpaths and public places.
- 306 To close roads, or parts thereof, temporarily for repairs or construction.
- 307 To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.
- 308 Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.
- 309 To write to affected landowners seeking an indication on whether they wish the construction of concrete foot paving to be done, upon receipt of such requests for such work, and then arrange a report to Council.
- 310 Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate.
- 311 Authorise the private planting of trees and /or shrubs on footpaths.
- 312 To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.
- 313 To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.
- 314
 - i. To purchase new vehicles and dispose of existing vehicles where the standard of the vehicle remains the same;
 - ii. To have the discretion to dispose of vehicles at other than in accordance with Council current accepted practice;

- iii. Obtain trade prices when replacing vehicles; and
- iv. To have the discretion to dispose of vehicles by either auction, trade-in or public tender.
- 315 To authorise the release of Council plant and other resources to assist firefighting, emergency work, and assist the Local Emergency Management Committee in emergency work.
- 316 Authorise the carrying out of sewer extensions up to 75m per tenement.
- 317 To determine the conditions of use of parks, gardens, reserves and other public places under Council's control.
- 318 To appoint a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with Section 28 of the State Emergency and Rescue Management Act (1989) as amended.

Planning & Development

- 401 To determine Development Applications, Complying Development Certificates and Construction Certificates.
- 402 To determine the fast tracking of Development Applications.
- | 403 To issue or refuse to issue subdivision certificates under Part 4A [6](#) of the Environmental Planning and Assessment Act 1979.
- | 404 To defend appeals against failure or refusal to issue Part 4A [6](#) certificates.
- | 405 To give notice of intention to serve orders and modify or revoke orders pursuant to Division 9.3 of the Environmental Planning and Assessment Act. To vary or extend the lapsing period of a consent in accordance with Section 4.543 of the Environmental Planning and Assessment Act.
- 406 To approve or refuse applications to modify development consents.
- 407 To refer for comment Development Applications within a Conservation area to the National Trust, where deemed appropriate.
- 408 The powers, authorities, duties and functions delegated to Council pursuant to Section 745 of the Local Government Act 1993, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 50 or 51 of the Local Government (General) Regulation 2005.
- 409 To ensure that premises used for the preparation, storage and/or sale of food are maintained.
- 410 To commence legal proceedings pursuant to the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the Food Act 2003.
- 411 To exercise powers conferred under the Protection of Environment Operations Act 1997; Protection of the Environment Operations (General) Regulation 2022; Protection of the Environment Operations (Waste) Regulation 2014; Protection of the Environment Operations (Clean Air) Regulations; Protection of the Environment Operations (Noise Control) Regulation 2017; and Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019.
- 412 Protection of the Environment Operations (Waste) Regulation 2014 and related legislation.

- 417 Sign applications on behalf of Council as applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.
- 418 To sign Section 10.7 Certificates.
- 419 To sign and issue Section 121ZP and Section 735A Certificates on behalf of Council.
- 420 To exercise all of the powers of Council in respect of:
 - (a) Applications for all those matters listed in Part A of the Table contained in Section 68 of the Local Government Act 1993.
 - (b) The variation of building lines made under Council's Approvals Policy.
 - (c) The variation of Restrictive Covenants created pursuant to Section 88B of the Conveyancing Act 1919, as amended, provided that the subject of the variation complies with the relevant planning instrument.
 - (d) Applications for those matters contained in Items 5 and 6 of Part B of the Table contained in Section 68 of the Local Government Act 1993.
 - i. Applications for all those matters listed in Part C of the Table contained in Section 68 of the Local Government Act 1993.
 - ii. Applications for those matters contained in Items 3, 4, 5 and 6 of Part D of the Table contained in Section 68 of the Local Government Act 1993.
 - iii. Applications for all those matters listed in Part E of the Table contained in Section 68 of the Local Government Act 1993.
 - iv. Applications for all those matters listed in Part F of the Table contained in Section 68 of the Local Government Act 1993.
- 421 Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.
- 422 To administer the policy in relation to advertising on light standards.
- 423 To undertake all associated duties to prepare Environmental Planning Instruments- [– LEP's](#) and Development Control Plans in accordance with [Part Division 3.4 and 3.63](#) of the Environmental Planning and Assessment Act 1979.
- 424 To assume the concurrence of the Director General of the Department of Urban Affairs and Planning for variations of development standards in accordance with ~~State Environmental Planning Policy 1 and Department of Environment and Planning Circular 117.~~ [Local Environment Plans \(LEPs\) and Planning Circular PS 21-007](#)
- 425
 - i. To sign and issue approval of designs for subdivision plans and construction certificates.
 - ii. To sign survey requests/amendments to the Land Titles Office.
 - iii. To sign property identification reports.
 - iv. To sign survey plans.
- 426 To refund unexpended Development Application fees on actual costs basis.

- 427 Negotiate a Planning Agreement proposed to be entered into under Part 7, Subdivision 2 of the Environmental Planning and Assessment Act and Part 9, Division 1 of the Environmental Planning and Assessment Regulation.
- 428 Authority to determine whether a Council activity, which has been the subject of an environmental assessment under part 5, Division 5.1 of the Environmental Planning and Assessment Act, may proceed.

1. Administration – Accounting

Subject	Description	Delegation	S.378 Delegation
1A – Payment Signatory	That the General Manager be delegated authority to act as a payment signatory for Council's bank accounts <u>including signature of cheques and authorisation of electronic fund transfers for payment of salaries and wages and payments already authorised under Council's Procurement policy and guidelines and delegations, subject to two signatories for each authorisation.</u>	GM	DCS DIS DPES A CFO MDA

Subject	Description	Delegation	S.378 Delegation
1B – Financial Delegation & Authorisation	That the General Manager be delegated authority to obtain quotations and authorise invoices for the purchase and payment of goods and services received by Council, to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 within the votes of expenditure approved by Council.	GM	DCS DIS DPES EAGM MHR MIT CFO SBS SAO MO MWUS AO SF SDE RS MDA MTC FM PE TP&DE D&DE PRJO WHS&RC

Subject	Description	Delegation	S.378 Delegation
1D – Recover Outstanding Debts (other than Rates)	That the General Manager be delegated authority to Recover Outstanding Debts (other than Rates).	GM	DCS CFO RO
1E – Write off Debts (other than Rates)	That the General Manager be delegated authority to write off all debts, other than rates, charges and interest, not exceeding \$2,000, and that the General Manager report half yearly on the amounts written-off.	GM	-
1F – Disposal of Assets <\$2,000	To approve disposal of assets that are surplus to requirements in accord with Council's Operational Plan. To approve disposal of assets that are surplus to requirements with a book value of less than \$2,000.	GM	DCS DIS DPES
1G – Disposal of Assets >\$2,000	To approve disposal of assets that are surplus to requirements in accord with Council's Operational Plan. To approve disposal of assets that are surplus to requirements with a book value of greater than \$2,000 pursuant to Council's Disposal of Assets Policy.	GM	-
1H – Request for Refunds	To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits for the use of Council facilities.	GM	DCS DIS DPES CFO A
1I – Responsible Accounting Officer	To designate Council's Responsible Accounting Officer in accordance with Local Government Act and Regulation	GM	CFO

2. Administration – Banking & Investments

Subject	Description	Delegation	S.378 Delegation
2A – Operation of Bank Accounts	That the General Manager be delegated authority to operate and be signatories to Council's Bank Accounts.	GM	DCS DIS DPES CFO A
2B – Investment of Funds	That the General Manager be delegated authority <u>in accordance with Council's Investment Policy</u> , for: <ul style="list-style-type: none"> <u>investment of surplus and calling of Council funds in Authorised Securities, including authorisation of electronic fund transfers required; and</u> <u>sign such application and redemption documents as may be required.</u> <u>in accordance with Council's Investment Policy.</u> 	GM	DCS CFO A
2C – Bank Guarantees	That the General Manager be delegated authority to accept Bank Guarantees for due performance, <u>make claim as required, and release such documents when all conditions have been satisfied</u> .	GM	DCS <u>CFO</u>

3. Administration – Councillors

Subject	Description	Delegation	S.378 Delegation
3A – Councillors	That the General Manager be delegated authority to liaise with Councillors and approve attendance at training and development seminars.	GM	-

4. Administration – Authority to Enter Premises

Subject	Description	Delegation	S.378 Delegation
4A – Authority to Enter Premises - LGA	That the General Manager be delegated authority to enter premises and make an inspection in accordance with Part 2, Chapter 8 of the Local Government Act 1993.	GM	DIS DPES SBS BS R RR STWO STO SESO MDA MWUS SP&REC PE TP&DE D&DE PRJO CP SDE
4B – <u>Appointment as Investigation Officer and Authority to Enter Premises – EP&A</u>	That the General Manager be delegated authority to enter premises and make an inspection, in accordance with Section 119DA Division 9.2 of the Environmental Planning and Assessment Act 1979.	GM	DPES SBS BS R RR MDA SESO STP CP

Subject	Description	Delegation	S.378 Delegation
4C – Authorised Officer, Protection of the Environment Operations Act, 1997	That the General Manager be delegated authority to be the authorised officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPES SBS <u>BS</u> MDA R RR SESO STP

5. Administration – General

Subject	Description	Delegation	S.378 Delegation
5A – Penalty Notices	That the General Manager be delegated authority to issue a Penalty Notice for an offence under any law that confer regulatory functions on council.	GM	DPES SBS <u>BS</u> MDA R SESO STP
5B – Bi-Annual Stocktake	That the General Manager be delegated authority to write off stores and materials to a value not exceeding \$2,000, following a Bi-Annual stocktake.	GM	-
5C – Insurance Renewals	That the General Manager be delegated authority to negotiate Council's insurance renewals.	GM	DCS CFO WHS&RC

Subject	Description	Delegation	S.378 Delegation
5D – Orders	That the General Manager be delegated authority to issue any of the following under any law that confer regulatory functions on Council; a) Notice of Order b) Order c) Emergency Order d) Revoke any Notice of Order or Order e) Alter any Notice of Order or Order f) Clean up Notice	GM	DPES SBS <u>BS</u> R MDA SESO STP
5E – Donations – Delegation to Refuse Requests	That the General Manager be delegated authority, to consider applications for financial assistance, & determine which requests are to be referred to Council for decision.	GM	-
5F – Community Financial Assistance Program	That the General Manager be delegated authority to approve Financial Assistance Program applications pursuant to the <i>Community Financial Assistance policy</i> including applications for up to \$3,000, approval of applications for Junior Sporting Awards and Council fee waivers.	GM	-
5G – Press Statements	That the General Manager be delegated authority to authorise and issue press statements on Council's behalf.	GM	-
5H – Public Liability & Professional Indemnity Claims	That the General Manager be delegated authority to deny or accept liability for public liability and professional indemnity claims up to the excess as determined from time to time by its Insurer.	GM	-
5I – Motor Vehicle Insurance Claims	That the General Manager be delegated authority to deny or accept liability for motor vehicle insurance claims up to \$1,000.	GM	-

Subject	Description	Delegation	S.378 Delegation
5J – Legal Proceedings	That the General Manager be delegated authority to represent Council as required in any legal or court proceedings.	GM	DCS DPES DIS SESO R RR SBS <u>BS</u> MDA STP <u>SHBS</u>
5K –Access to Information	That the General Manager be delegated authority to exercise functions under the Government Information (Public Access) Act 2009, and as the officer authorised to: i. To be responsible for responding to formal access applications under Part 4 of the Government Information (Public Access) Act ii. To be responsible for responding to applications for an internal review under Part 5 of Government Information (Public Access) Act.	GM	DCS

Subject	Description	Delegation	S.378 Delegation
5L – Informal <u>and proactive</u> release of Information	<p>That the General Manager be delegated authority to exercise functions under the Government Information (Public Access) Act 2009, and as an officer authorised to:</p> <ol style="list-style-type: none"> 1. Informally release information identified as being held by Council and not subject to a 'formal' Access Application. 2. <u>Release information held by Council pursuant to s.7.</u> <p><u>Exemptions</u></p> <ol style="list-style-type: none"> 1. Any personal information covered under the Privacy and Personal Information Protection Act 1998; 2. Any information for which a formal access application is required under the Government Information (Public Access) Act 2009; 3. Any information deemed for which it is to be conclusively presumed that there is an overriding public interest against disclosure and is therefore exempt under the provisions of the Government Information (Public Access) Act 2009 - s14 (and Schedule 1); and 4. Exempt documents under interstate FOI legislation - corresponding laws under the provisions of the Government Information (Public Access) Regulation 2009 – s10 <u>2018 – Reg 11.</u> 	GM	All staff
5M – Destruction of Records	<p>That the General Manager be delegated authority to authorise the destruction of appropriate Council records in accordance with <u>an appropriate retention and disposal authority approved for use by State Records NSW.</u> the Local Government Retention and Disposal Manual.</p>	GM	-

Subject	Description	Delegation	S.378 Delegation
<u>Compliance with State Records Act</u>	<u>To hold responsibility for compliance with State Records Act 1998 s.10</u>	<u>GM</u>	<u>DCS</u> <u>RS</u>
<u>State Records Act – Senior Responsible Person</u>	<u>To act as the Senior Responsible Officer under the State Records Act 1998</u>	<u>GM</u>	<u>DCS</u> <u>RS</u>
5N – Filming on Council Reserves and Property	To approve, approve with conditions as may be appropriate in the circumstances and subject to the payment of charges and fees as determined by Council, or disapprove of applications to use public reserves, beaches, public roads or Council property for filming or photographic purposes.	GM	-
5O – Applications under Privacy and Personal Information Act	To determine applications made under the Privacy and Personal Information Protection Act 1998.	GM	DCS
5P – Internal Reviews under Privacy and Personal Information Act	To determine applications for internal reviews made under the Privacy and Personal Information Protection Act 1998.	GM	-
5Q – Signature of Correspondence	Sign correspondence in relation to the business of Council.	GM	-
5R – Signature of Department Correspondence	Sign standard correspondence in relation to day to day operations of the officers' department with the exception of:- <ul style="list-style-type: none"> contracts and lease documents letters of appointment for new employees letters to employees regarding disciplinary matters and grievances responses to complaints against staff 	GM	DCS DIS DPES EAGM

Subject	Description	Delegation	S.378 Delegation
5S – Signature of Routine Department Correspondence	<p>Sign or send standard correspondence (hardcopy or electronic) in relation to <u>core responsibilities of day-to-day operations</u> of the officers' department with the exception of:-</p> <ul style="list-style-type: none"> correspondence to any Federal or State Minister or Member of Parliament correspondence or memo advice to Councillors contracts and lease documents letters of appointment for new employees letters to employees regarding disciplinary matters and grievances responses to complaints against staff 	GM	<p>A AG CFO CSO MTG MHR SAO MO MWUS PO SBS BS MDA SDE SESO RO AO WHS&RC RS PE STP TP&DE D&DEAI staff</p>

6. Administration – Rating

Subject	Description	Delegation	S.378 Delegation
6A – Write off Rates & Charges	That the General Manager be delegated authority to Write-Off Rates, Charges and Interest debtors not exceeding \$2,000.	GM	-
6B – Section 603 Certificates	That the General Manager be delegated authority to issue Section 603 Rating Certificates.	GM	DCS CFO RO
6C – Change in Rate Category	That the General Manager be delegated authority to approve or refuse Applications for Change in Rate Category.	GM	DCS CFO
6D – Recovering Outstanding Rates	That the General Manager be delegated authority to recover Outstanding Rates, Charges and Interest.	GM	DCS CFO RO
6E – Rating Certificate	That the General Manager be delegated authority to issue the appropriate Rating Certification under the Local Government Act 1993.	GM	-
<u>6F – Arrangements to allow extended payment of rates</u>	<u>That the General Manager approve write off or reduce interest accrued on rates or charges if the person complies with the agreement pursuant to under the Local Government Act 1993 s564.</u>	<u>GM</u>	<u>DCS</u> <u>CFO</u> <u>RO</u>
<u>6G – Farmland rating</u>	<u>That the General Manager be delegated authority to determine eligibility for rural rating in accordance with Local Government Act 1993 s515.</u>	<u>GM</u>	<u>DCS</u> <u>CFO</u> <u>RO</u>

7. Administration – Staff

Subject	Description	Delegation	S.378 Delegation
7A – Staff Training, Seminars & Conferences	That the General Manger be delegated authority to approve staff attendance at Training Seminars and Conferences, in accordance with the Staff Training Program and within the approved Budget.	GM	DCS DIS DPES CFO MHR MIT MO SAO SDE MWUS MDA STP
7B – Public Officer	That the General Manager be delegated authority to undertake the duties as Public Officer, as prescribed by Section 343 of the Local Government Act 1993.	GM	DCS
7C – Staff	Direct staff within the Manager's area of operations, in accordance with an organisation structure and resources approved by the Council. Make recommendations to the General Manager in relation respect to employee performance. of the employment / dismissal of employees within the Director's area of operation, in accordance with Council's organisation structure, resources, procedures and adopted policies.	GM	DCS DIS DPES CFO MHR MIT MO SAO SDE MWUS STP MDA

Subject	Description	Delegation	S.378 Delegation
7D – Complaints Coordinator	That the General Manager be delegated authority to act as Council's Complaints Coordinator for Code of Conduct complaints as required by the Procedures for the Administration of the Code of Conduct.	GM	DCS MHR
7E – Disclosures Coordinator	That the General Manager be delegated authority to deal with reports made by staff, to receive them, assess them, and refer them to the people within the Blayney Shire Council who can deal with them appropriately pursuant to the Public Interest Disclosure legislation.	GM	DCS
7F – Disclosures Officer	To work with the disclosures coordinator, and are responsible for receiving, forwarding and/or dealing with reports made in accordance with the Public Interest Disclosure legislation and policy.	GM	DIS DPES MHR
7G – Native Title Officer	That the General Manager be nominated as Native Title Manager per statutory obligation required under Section 8.8 of the Crown Land Management Act 2016.	GM	DCS

8. Administration – Tenders & Contracts

Subject	Description	Delegation	S.378 Delegation
8A – <u>Receipt and and Opening of Tenders & Quotations</u>	That the General Manager be delegated authority to <u>formally receive and</u> open Tenders & Quotations submissions per Local Government (General) Regulation 2021.	GM	DCS DIS DPES CFO A SBS MDA MO -SAO MWUS SDE RS AO
8B – Works & Services Contracts	That the General Manager be delegated authority to sign contracts for works and services in accordance with the resolution of Council.	GM	-

9. Plant

Subject	Description	Delegation	S.378 Delegation
9A – Purchase of Motor Vehicles, Plant and Equipment	That the General Manager be delegated authority to purchase Motor Vehicles, Plant and Equipment, within the approved budget allocations <u>and delegations</u> .	GM	DIS MO SF SD S&DO MWUS
9B – Registration of Motor Vehicles	Sign as nominee for vehicle registrations.	GM	DIS MO SF SD S&DO

10. Companion Animals

Subject	Description	Delegation	S.378 Delegation
10A – Companion Animals	That the General Manager be delegated authority to act on Council's behalf under all sections of the Companion Animals Act 1998 and regulations.	GM	DPES SBS SESQ R RR STP

11. Impounding

Subject	Description	Delegation	S.378 Delegation
11A – Impounding Authorised Officer(Public Spaces)	That the General Manager be appointed Impounding Authorised Officer in accordance with the Public Spaces (Unattended Property) Act 2021	GM	DPES SBS SESO R RR

12.11. Emergency

Subject	Description	Delegation	S.378 Delegation
12A – Emergency Incidents	That the General Manager be delegated authority to approve the use of Council Plant, Equipment and Employees in response to Emergency Incidents.	GM	LEMO DIS MO SW SF MWUS PE
12B – Chairperson of Local Emergency Management Committee	That the General Manager delegate a representative of Council as the Chairperson to the Local Emergency Management Committee in accordance with the State Emergency & Rescue Management Act (1989) as amended.	GM	DIS MO

13.12. Health

Subject	Description	Delegation	S.378 Delegation
13A – Health Matters	That the General Manager be delegated authority to exercise each of the powers, authorities, duties and functions conferred by the Food Act 2003 and Food (General) Regulations- 2015 as amended.	GM	DPES SBS BS SESO STP
13B – Inspect Regulated Premises	That the General Manager be delegated authority to inspect Regulated Premises, in accordance with the Public Health Act 2010 and Regulations made thereunder.	GM	DPES SBS BS SESO STP
13C – Issuing of Orders	That the General Manager be delegated authority to issue orders as listed in the Local Government Act and the Public Health Act and Regulations thereunder.	GM	DPES DIS SBS SESO MDA STP

14.13. Town Planning

Subject	Description	Delegation	S.378 Delegation
14A – Development Applications and Development Consent	<p>That the General Manager be delegated authority to;</p> <ul style="list-style-type: none"> a) Determine any application in accordance with the Environmental Planning and Assessment Act 1979, together with any other relevant Acts, Regulations, applicable LEP, DCP and relevant Council policies, and where no material objections have been received (Delegated approval is permissible if any objection is assessed as not substantive or can be resolved through a condition of consent or lodgement of amended plans). b) Determine any application in accordance with the Environmental Planning and Assessment Act 1979, together with any other relevant Acts, Regulations, applicable LEP, DCP and relevant Council policies where no objections received c) Determine any development application which proposes the variation of a standard within a Development Control Plan where <u>no material objection has been received and the a written request to vary the standard has been provided and e the delegate has concluded that variation is equal to or less than 10% where</u> strict compliance with those standards <u>would, is in any particular case, be</u> unreasonable or unnecessary. d) Determine any application for an activity as specified under section 68 of the Local Government Act 1993. 	GM	<p>DPES MDA SBS BS STP a) & c) only apply to DPES and MDA</p>

Subject	Description	Delegation	S.378 Delegation
14B – Planning 10.7 Certificates	That the General Manager be delegated authority to issue any certificates under Section 10.7 of the Environmental Planning and Assessment Act 1979.	GM	DPES MDA <u>BS</u> STP
14C – Subdivision Certificates	That the General Manager be delegated authority to issue Subdivision Certificates.	GM	DPES MDA <u>STP</u>
14D - Environmental Planning Instruments and Development Control Plans	That the General Manager be delegated authority to undertake all associated duties to prepare Planning Instruments – <u>LEP's</u> and Development Control Plans in accordance with <u>Part 3-Division 3.4 and 3.6</u> of the Environmental Planning and Assessment Act 1979.	GM	DPES MDA <u>STP</u>
14E – Heritage Matters	That the General Manager be delegated authority to approve the Local Heritage Assistance Fund applications. That the General Manager be delegated authority to approve the Heritage Advisory service.	GM	DPES MDA <u>STP</u>
14F – Use of Footpaths	That the General Manager be delegated authority to approve the use of the footpath area for commercial activities.	GM	<u>DIS</u> DPES MDA <u>STP</u>
14G – Environmental Planning & Assessment Orders	That the General Manager be delegated authority to issue orders as listed in the Environmental Planning & Assessment Act 1979 as amended.	GM	DPES SBS MDA <u>STP</u>
14H – Development Application Consent – Exempt Development	That the General Manager be delegated authority to: a) <u>Classify</u> development to be Exempt Development under any State Environmental Planning Policy.	GM	DPES MDA SBS <u>BS</u> <u>STP</u>

15.14.Environment

Subject	Description	Delegation	S.378 Delegation
15A – Blayney Waste Disposal Depot Operation	That the General Manager be delegated authority for the day to day operation of the Blayney Waste Facility and <u>Neville Landfill</u> .	GM	DPES SESO
15B – Waste Minimisation & Management	That the General Manager be delegated authority to exercise the powers and functions under Protection of Environment Operations Act 1997 and Protection of the Environment Operations (Waste) Regulation 2014.	GM	DPES SBS SESO STP
15C – Environment Protection	That the General Manager be delegated authority to be an authorised officer and enforcement officer under the provisions of the Protection of the Environment Operations Act, 1997.	GM	DPES MDA SBS SESO R RR
15D – Clean Air Regulations	That the General Manager be delegated authority to exercise the Powers and Functions under the Protection of the Environment Operations (Clean Air) Regulations 2021 <u>2022</u> .	GM	DPES SBS SESO R RR STP
15E – Waste Contract	That the General Manager be delegated authority for the day to day operation of the Waste Collection Contract.	GM	DPES SESO <u>DIS</u> <u>MWUS</u>

15. Library

<u>Subject</u>	<u>Description</u>	<u>Delegation</u>	<u>S.378 Delegation</u>
<u>15 – Library Annual Subsidy</u>	<u>That the General Manager be delegated authority to make the annual application for subsidy to the State Library of NSW in accordance with Library Act 1919.</u>	<u>GM</u>	<u>DCS</u> <u>CFO</u> <u>A</u>

16. Cemeteries

Subject	Description	Delegation	S.378 Delegation
16A – Exhumations	That the General Manager be delegated authority to supervise Exhumations in accordance with the Public Health Regulation 2012 2022 .	GM	DPES SBS SESO STP

17. Playing Fields / Swimming Pool / Reserve

Subject	Description	Delegation	S.378 Delegation
17A – Approve use of Swimming Pools & Reserves	That the General Manager be delegated authority to approve the use of Playing Fields, Swimming Pool and Reserves <u>including approval and execution of leases and licences (including subleases and renewals) for land owned or vested in Council.</u>	GM	DCS DIS DPES
17B Improvement Notices and Prohibition Orders	That the General Manager be delegated authority to issue improvement notices and prohibition orders under Part 3 of the Public Health Act 2010.	GM	DPES SBS R SESO
17D – Carnivals and Circuses	That the General Manager be delegated authority to consider, approve or refuse applications for the operation of carnivals, circuses and the like and when approved, impose conditions deemed necessary. That all other applications be referred to Council for consideration on their merits.	GM	<u>DPES</u> SESO

18. Sewerage

Subject	Description	Delegation	S.378 Delegation
18A – Drainage Diagrams	That the General Manager be delegated authority to issue Drainage Diagrams.	GM	DPES SBS <u>BS</u> SESO MDA AO STP
18B – Annual Treatment Works Return	That the General Manager be given delegated authority to sign future returns for the Blayney Sewerage Treatment Works.	GM	DIS MWUS

19. Building [and Certification](#)

Subject	Description	Delegation	S.378 Delegation
19A – Temporary Occupation of Land	That the General Manager be delegated authority to Consent to applications for temporary occupation of land.	GM	DPES MDA SBS
19B – Issuing of Building Information Certificates	That the General Manager be delegated authority to the Issue of Building Information Certificates in accordance with the Environmental Planning and Assessment Act 1979.	GM	DPES SBS BS
19C – Determining Objections	That the General Manager be delegated authority to Determine Objections in accordance with Section 82(3A) of the Local Government Act 1993, in relation to the Local Policy.	GM	DPES MDA SBS
19D – Inspection of Regulated Premises	That the General Manager be delegated authority to inspect regulated premises in accordance the Public Health Act 2010.	GM	DPES SBS SESO STP
19E – Swimming Pools Act	That the General Manager be delegated authority to exercise functions under the Swimming Pools Act 1992.	GM	DPES SBS SESO R BS
19F – Issue Construction, Compliance and Complying Development Certificates Occupation Certificates	That the General Manager be delegated authority to issue certificates in accordance with Division 4.5 and Part 4A-6 of the Environmental Planning and Assessment Act 1979 and Regulations thereunder	GM	SBS BS

Subject	Description	Delegation	S.378 Delegation
19G – Footpath Deposits	That the General Manager be delegated authority to authorise the refund of footpath deposits and to determine road restoration charges.	GM	DIS <u>DPES</u>
19H – Minor Numerical Variations to Council Policy	That the General Manager be delegated authority to approve minor numerical variations to Council policy where variations are not greater than 10%.	GM	DPES MDA SBS
19I – Plumbing and Drainage Act	That the General Manager be delegated authority to exercise functions under the Plumbing and Drainage Act 2011.	GM	SBS BS

20. Roads / Streets

Subject	Description	Delegation	S.378 Delegation
20A – Temporary Street Closures	That the General Manager be delegated authority to approve temporary street closures for community functions	GM	DIS MO SAO
20B – Traffic Control Signs	That the General Manager be delegated authority to assume all functions in accordance with sections of the Road Transport Act 2013.	GM	DIS MO <u>D&DE</u>
20C – Regulation of Traffic by Road Authorities	That the General Manager be delegated authority to assume the functions in accordance with Division 4 of Part 8 (Regulation of Traffic by Roads Authorities) in accordance with Roads Act 1993.	GM	DIS MO SAO <u>SDE</u>
20D – Breaches under the Roads Act 1993 & Interstate Road Transport Act 1985	That the General Manager be delegated authority to be the Authorised Officer to commence action for breaches under the Roads Act 1993 & Interstate Road Transport Act 1985.	GM	DIS <u>MO</u> R RR
20E – Impounding Items Risking Public Safety	That the General Manager be delegated authority to be the Impounding Authorised Officer under the Public Spaces (Unattended Property) Act 2021	GM	DIS DPES SBS MO R RR SP&REC SESO <u>MWUS</u>

Subject	Description	Delegation	S.378 Delegation
20F – Matter Escaping onto Road	That the General Manager be delegated authority to be the authorised officer under the Roads Act 1993.	GM	DIS MO SAO <u>SDE</u>
20G – Naming of Public Roads	That the General Manager be delegated authority to approve the use of approved road names in accordance with Council guidelines for the naming of public roads, pursuant to the Roads Act 1993.	GM	DIS SAO <u>SDE</u> <u>D&DE</u>
20H – Works associated with Subdivision and Development Application	Authority to Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.	GM	<u>PEDIS</u> <u>TP&DE</u> <u>D&DE</u>

Subject	Description	Delegation	S.378 Delegation
<u>20I – Blayney Local Traffic Forum</u>	<p>That the General Manager be delegated, pursuant to the delegation of powers from Transport for NSW, the authority for regulation of traffic and traffic control signs on public roads as follows:</p> <p>a. Under section 31(2) of the Transport Administration Act 1988, to sub-delegate the functions set out in Schedule 1 to the persons set out in Schedule 3; and e) of 2025 Authorisation and Delegation instrument - Prescribed Traffic Control Devices And Regulation of Traffic</p> <p>b. Under section 122(b) of the Road Transport Act 2013, to install or display (or interfere with, alter, or remove) any prescribed traffic control device required to give effect to the carrying out of traffic control work except where indicated as restricted in the Transport for NSW "Traffic Signs Register", subject to the conditions and limitations set out in Schedule 2 and 4 of 2025 Authorisation and Delegation instrument - Prescribed Traffic Control Devices And Regulation of Traffic</p>	<u>GM</u>	<u>DIS</u>

21. Private Works

Subject	Description	Delegation	S.378 Delegation
21A – Private Works	That the General Manager be delegated authority to undertake Private Works in accordance with Council's Policy.	GM	DIS MO SW MWUS

22. Schedule of Abbreviations

Abbreviation	Position Title	Abbreviation	Position Title
A	Accountant	SW	Supervisor Works
AC	Accounting Officer	PE	Projects Engineer
AO	Administration Officer	PO	Payroll Officer
DCS	Director Corporate Services	PRJO	Projects Officer
BS	Building Surveyor	R	Ranger
CFO	Chief Financial Officer	RO	Revenue Officer
CSO	Customer Service Officer	WHS&RC	WHS & Risk Coordinator
STP	Casual Senior Town Planner & Senior Health Building Surveyor	RR	Relief Ranger
DIS	Director Infrastructure Services	RS	Records Supervisor
DPES	Director Planning & Environmental Services	SESO	Senior Environmental Services Officer
EAGM	Executive Assistant to the General Manager	SBS	Senior Building Surveyor
FM	Fleet Mechanic	SD S&DO	Supervisor Depot Stores & Depot Officer
GM	General Manager	SDE	Senior Design Engineer
LEMO	Local Emergency Management Officer	SF	Supervisor Fleet
MHR	Manager Human Resources	SBS	Senior Building Surveyor
MIT	Manager Information Technology	SP&REC	Supervisor Parks & Recreation
MO	Manager Operations	STO	Sewerage Treatment Operator
MDA	Manager Development Assessment	STP	Senior Town Planner
MTC	Manager Tourism and Communications	STWO	Sewerage Treatment Works Operator
MWUS	Manager Wastewater and Urban Services	TP&DE D&DE	Temporary Projects & Development Engineer Design & Development Engineer
SAO	Senior Assets Officer	CP	Cadet Planner

Schedule of Purchase Authorisation Limits

Position Title	Purchase Authorisation Limit	Position Title	Purchase Authorisation Limit
Mayor*	\$ 2,000	Manager Development Assessment	\$ 525 ,000
Administration Officer	\$ 5,000	Manager Wastewater and Urban Services	\$ 50,000
General Manager	Unlimited	Manager Tourism & Communications	\$ 5,000
Chief Financial Officer	\$ 50,000	Projects Engineer	\$ 25,000
Director Corporate Services	\$100,000	Projects Officer	\$ 25,000
Director Infrastructure Services	\$100,000	Temporary Projects and Development Engineer Design & Development Engineer	\$ 25 ,000
Director Planning & Environmental Services	\$100,000	Records Supervisor	\$ 5,000
Executive Assistant to the General Manager	\$ 5,000	Senior Building Surveyor	\$ 50,000
Fleet Mechanic	\$ 5,000	Senior Design Engineer	\$ 25,000
Manager Human Resources	\$ 5,000	Supervisor Depot Stores & Depot Officer	\$ 35,000
Manager Information Technology	\$ 25,000	Supervisor Fleet	\$ 35,000
Senior Assets Officer	\$ 25,000	Supervisor Works	\$ 5,000
Manager Operations	\$ 75,000 50,000	WHS & Risk Coordinator	\$ 5,000
SESO	\$5,000	Ranger	\$5,000

<u>Supervisor Parks & Recreation</u>	<u>\$5,000</u>	<u>BS</u>	<u>\$5,000</u>
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*Per Council Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy

Audit Trail

Amended/Adopted	Minute/Synergy Reference
13/07/2009	MINUTE NO.: 0907/008
9/08/2010	MINUTE NO.: 1008/022
14/02/2011	MINUTE NO.: <i>Power of Attorney motion lost.</i>
20/06/2011	MINUTE NO.: 1106/007
12/11/2012	MINUTE NO.: 1211/012
10/12/2012	MINUTE NO.: 1212/016
13/05/2013	MINUTE NO.: 1305/004
13/05/2013	MINUTE NO.: 1305/007
12/05/2014	MINUTE NO.: 1205/006
15/02/2016	MINUTE NO.: 1602/022
18/04/2016	MINUTE NO.: 1604/009
9/06/2016	NEM/6153 - Per GM approval on operational amendments to delegations
23/06/2016	NEM/6193 - Per GM approval on operational amendments to delegations
24/08/2016	NEM/8310 - Per GM approval - Delegation given to Supervisor Parks & Recreation
7/03/2017	NMCO/7684 - Per GM approval - Delegation to Fleet Mechanic
29/06/2017	NEM/8140 & NEM/8140 - Per GM approval - Endorsed title position and delegation changes to Senior Environmental Services Officer.
21/12/2017	NEM/9074 – Per GM approval – Delegation to Projects Engineer
25/06/2018	MINUTE NO: 1806/012 – Endorsed Title position change from Senior Town Planner to Manager Planning, Community Development and Tourism Projects Officer to Manager Tourism and Communications, CentrePoint Centre Manager to Manager CentrePoint Sport and Leisure and Assistant Revenue Officer to Revenue Officer. Endorsed removal of Trainee Development Officer role.
20/08/2018	MINUTE NO: 1808/010
4/12/2018	Per GM Approval – Delegation given to WHS&RC for Purchase Authorisation Limit
15/4/2019	MINUTE NO: 1904/005

Amended/Adopted	Minute/Synergy Reference
19/05/2020	NMCO/13669 — Per GM approval for amendments to purchase delegation limits.
15/12/2020	NBP/15084 – Manex endorsed amendments to outdated legislation and removal of spending limits for Manager of CentrePoint Sport & Leisure (no longer part of Council) and Projects and Works Coordinator (position not established).
14/04/2020	NEM/15580 – Per GM approval for amendment to include position Temporary Projects and Development Engineer
20/7/2021	NEM/16309 – Per Manex Approval — Supervisor Fleet delegation increased to \$35,000
23/7/2021	NEM/16427 – Changes to position titles as per organisational structure review. Manager Infrastructure to Manager Assets, Manager Water and Wastewater to Manager Urban Services & Projects, Overseer to Overseer & Supervisor Works.
27/9/2021	NEM/16644 – Per Manex Approval – Project Officer delegation spending limit \$25,000
1/10/2021	NEM/16645 – Per GM Approval – Delegation of Project Officer
2/05/2022	NEM/18087 – Per Acting GM Approval – Supervisor Works to have delegation spending limit \$5,000
21/11/2022	2211/008 – Review of Delegations Register endorsed.
20/05/2024	Update to Schedule of Abbreviations
XX/XX/XXXX	XXXX/XXX – Review of Delegations Register endorsed.

Blayney Shire Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2025



Blayney Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025



Blayney Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

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Overview

Blayney Shire Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

91 Adelaide Street
Blayney NSW 2799

Council's guiding principles are detailed in Chapter 3 of the Local Government Act and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: www.blayney.nsw.gov.au.

Blayney Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 26 August 2025.

Cr. B. Reynolds
Mayor
26 August 2025

Cr. R. Scott
Deputy Mayor
26 August 2025

M. Dicker
General Manager
26 August 2025

T. Irlam
Responsible Accounting Officer
26 August 2025

Blayney Shire Council

Income Statement

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
	Income from continuing operations			
14,055	Rates and annual charges	B2-1	14,136	12,990
1,615	User charges and fees	B2-2	1,729	1,939
278	Other revenues	B2-3	316	400
5,907	Grants and contributions provided for operating purposes	B2-4	4,926	5,930
5,760	Grants and contributions provided for capital purposes	B2-4	5,872	13,187
863	Interest and investment income	B2-5	1,663	1,468
182	Other income	B2-6	1,084	548
<u>28,660</u>	Total income from continuing operations		29,726	36,462
	Expenses from continuing operations			
8,249	Employee benefits and on-costs	B3-1	7,312	6,937
6,600	Materials and services	B3-2	5,979	5,538
173	Borrowing costs	B3-3	163	159
1,059	Other expenses	B3-5	1,015	1,065
5	Net loss from the disposal of assets	B4-1	157	350
<u>16,086</u>	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		14,626	14,049
<u>12,574</u>	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		15,100	22,413
8,363	Depreciation, amortisation and impairment of non-financial assets	B3-4	9,126	8,539
<u>4,211</u>	Operating result from continuing operations		5,974	13,874
<u>4,211</u>	Net operating result for the year attributable to Council		5,974	13,874
<u>(1,548)</u>	Net operating result for the year before grants and contributions provided for capital purposes		102	687

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

Blayney Shire Council

Statement of Comprehensive Income
for the year ended 30 June 2025

\$ '000	Notes	2025	2024
Net operating result for the year – from Income Statement		5,974	13,874
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	(3,001)	17,891
Other comprehensive income – joint ventures and associates		1,589	2,477
Total items which will not be reclassified subsequent to operating result		(1,412)	20,368
Amounts which will be reclassified subsequent to operating result when specific conditions are met			
Other movements		–	10
Total items which will be reclassified subsequent to operating result when specific conditions are met		–	10
Total other comprehensive income for the year		(1,412)	20,378
Total comprehensive income for the year attributable to Council		4,562	34,252

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

Blayney Shire Council

Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	2,535	8,042
Investments	C1-2	31,000	25,000
Receivables	C1-4	1,096	1,675
Inventories	C1-5	1,396	1,409
Contract assets and contract cost assets	C1-6	682	1,673
Other		62	64
Total current assets		36,771	37,863
Non-current assets			
Infrastructure, property, plant and equipment (IPPE)	C1-7	401,676	404,006
Intangible assets	C1-8	93	35
Right of use assets	C2-1	24	32
Investments accounted for using the equity method	D2a	40,441	37,923
Total non-current assets		442,234	441,996
Total assets		479,005	479,859
LIABILITIES			
Current liabilities			
Payables	C3-1	1,421	2,289
Contract liabilities	C3-2	1,134	5,224
Lease liabilities	C2-1	8	8
Borrowings	C3-3	457	466
Employee benefit obligations	C3-4	2,073	2,079
Provisions	C3-5	379	371
Total current liabilities		5,472	10,437
Non-current liabilities			
Payables	C3-1	2	1
Lease liabilities	C2-1	17	25
Borrowings	C3-3	4,453	4,910
Employee benefit obligations	C3-4	91	70
Provisions	C3-5	1,083	1,091
Total non-current liabilities		5,646	6,097
Total liabilities		11,118	16,534
Net assets		467,887	463,325
EQUITY			
Accumulated surplus	C4-1	208,580	201,017
IPPE Revaluation Surplus	C4-1	259,242	262,243
Other reserves	C4-1	65	65
Council equity interest		467,887	463,325
Total equity		467,887	463,325

Blayney Shire Council

Statement of Changes in Equity
for the year ended 30 June 2025

\$ '000	Notes	2025				2024			
		Accumulated surplus	IPPE revaluation reserve	Other reserves	Total equity	Accumulated surplus	IPPE revaluation reserve	Other reserves	Total equity
Opening balance at 1 July		201,017	262,243	65	463,325	184,666	244,352	55	429,073
Opening balance		201,017	262,243	65	463,325	184,666	244,352	55	429,073
Net operating result for the year		5,974	–	–	5,974	13,874	–	–	13,874
Net operating result for the period		5,974	–	–	5,974	13,874	–	–	13,874
Other comprehensive income									
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	–	(3,001)	–	(3,001)	–	17,891	–	17,891
Joint ventures and associates		1,589	–	–	1,589	2,477	–	–	2,477
Other reserves movements		–	–	–	–	–	–	10	10
Other comprehensive income		1,589	(3,001)	–	(1,412)	2,477	17,891	10	20,378
Total comprehensive income		7,563	(3,001)	–	4,562	16,351	17,891	10	34,252
Closing balance at 30 June		208,580	259,242	65	467,887	201,017	262,243	65	463,325

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Blayney Shire Council

Statement of Cash Flows

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
Cash flows from operating activities				
Receipts:				
14,065	Rates and annual charges		14,191	12,956
1,790	User charges and fees		1,968	1,941
864	Interest received		1,726	1,245
10,857	Grants and contributions		6,606	15,343
327	Other		2,181	1,941
Payments:				
(8,249)	Payments to employees		(7,329)	(7,035)
(6,426)	Payments for materials and services		(8,200)	(7,037)
(175)	Borrowing costs		(175)	(197)
–	Bonds, deposits and retentions refunded		(129)	(93)
(1,180)	Other		(998)	(985)
11,873	Net cash flows from operating activities	G1-1	9,841	18,079
Cash flows from investing activities				
Receipts:				
769	Sale of investments		–	–
–	Sale of real estate assets		35	–
498	Proceeds from sale of IPPE		794	334
–	Deferred debtors receipts		–	20
Payments:				
–	Acquisition of term deposits		(6,000)	(1,500)
(12,313)	Payments for IPPE		(9,617)	(14,065)
–	Purchase of intangible assets		(86)	–
(11,046)	Net cash flows from investing activities		(14,874)	(15,211)
Cash flows from financing activities				
Payments:				
(466)	Repayment of borrowings		(466)	(597)
–	Principal component of lease payments		(8)	(10)
–	Other		–	10
(466)	Net cash flows from financing activities		(474)	(597)
361	Net change in cash and cash equivalents		(5,507)	2,271
2,310	Cash and cash equivalents at beginning of year		8,042	5,771
2,671	Cash and cash equivalents at end of year	C1-1	2,535	8,042
20,207	plus: Investments on hand at end of year	C1-2	31,000	25,000
22,878	Total cash, cash equivalents and investments		33,535	33,042

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

Blayney Shire Council

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Blayney Shire Council

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A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 26 August 2025. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these consolidated financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)* and *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- i. estimated fair values of infrastructure, property, plant and equipment – refer Note C1-7
- ii. estimated tip remediation provisions – refer Note C3-5
- iii. employee benefit provisions – refer Note C3-4.

Significant judgements in applying the Council's accounting policies

- i. Impairment of receivables – refer Note C1-4.

Council has made provision for some receivables but based on the effectiveness of Council's debt recovery actions to date has deemed it highly likely that these receivables will not be recoverable.

- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations (General Fund)
- Sewerage service (Sewer Fund)

A1-1 Basis of preparation (continued)

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the Council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these reports.

Trust monies and property held by Council but not subject to the control of Council have been excluded.

Volunteer services

Council engages the use of volunteers through a Memorandum of Understanding with the Blayney Shire Arts & Craft Inc. in its Visitor Information Centre which is manned during business hours of the adjoining coffee shop. It is located next door to Council which provides much of the same information available as well as at various other locations throughout the Blayney Shire. Information about Council's services and upcoming events are available on both social media and Council's website and therefore Council would be unlikely to employ the services if they were not provided by volunteers.

Council also participates in tree planting with schools and community groups on an ad hoc basis.

New accounting standards and interpretations issued but not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2025.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

New accounting standards adopted during the year

The following new standard is effective for the first time at 30 June 2025:

- **AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities.**

The introduction of this standard is not expected to have a significant impact on Council's assessment of fair value of non financial assets. Council's valuation techniques are outlined in Note E2-1.

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
Functions or activities										
1. Public Infrastructure and Services	11,160	18,765	11,992	11,369	(832)	7,396	8,297	15,890	397,049	400,531
2. Local Governance and Finance	15,225	14,113	3,702	3,632	11,523	10,481	1,807	2,371	55,615	53,813
3. The Local and Visitor Economy	189	294	622	547	(433)	(253)	3	72	941	1,086
4. Community, Sport, Heritage and Culture	726	808	4,153	3,874	(3,427)	(3,066)	658	749	22,918	22,049
5. The Natural Environment	2,426	2,482	3,283	3,166	(857)	(684)	33	35	2,482	2,380
Total functions and activities	29,726	36,462	23,752	22,588	5,974	13,874	10,798	19,117	479,005	479,859

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

1. Maintain and Improve Public Infrastructure and Services

Public infrastructure and services are the bones that support a community. Council Functions included are Engineering Services, Plant Operations, Local, Regional and State Roads, Bridges, Footpaths, Sewerage Operations, Stormwater Drainage, Public Cemeteries and Public Conveniences.

2. Build the Capacity and Capability of Local Governance and Finance

To achieve our preferred future we will all need to work together. Council functions included are Governance, Corporate Services, Public Order & Safety, Health and Food Control, Public Halls and Community Centres, Real Estate and General Purpose Revenues.

3. Promote Blayney Shire to grow the Local and Visitor Economy

Ensuring that industry, agriculture and mining exist in harmony working together and collaborating for regional economic growth of the region. Council functions included are Tourism, Industrial and Economic Development and Private Works.

4. Enhance facilities and networks that supports Community Sport, Heritage and Culture

Preserving our history while being productive and innovative we will enhance and develop our sporting and recreational assets so that the facilities are modern and have regional standing. Council functions included are Public Libraries, Swimming Pool and Leisure Centre, Sporting Grounds, Parks and Showgrounds, Rural Fire Services, Youth, Family and Aged and Disabled Services.

5. Protect our Natural Environment

Encourage sustainable land use practices and protect the biodiversity and health of our waterways. Council functions include Environmental Services, Noxious Plant Management, Domestic and Other Waste Management, Street Cleaning, Town Planning and Building Control.

B2 Sources of income

B2-1 Rates and annual charges

\$ '000	2025	2024
Ordinary rates		
Residential	2,372	2,243
Farmland	2,489	2,365
Mining	5,162	4,891
Business	521	498
Less: pensioner rebates (mandatory)	(84)	(84)
Rates levied to ratepayers	10,460	9,913
Pensioner rate subsidies received	46	47
Total ordinary rates	10,506	9,960
Special rates		
Special Variation	431	–
Rates levied to ratepayers	431	–
Total special rates	431	–
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	1,154	1,074
Sewerage services	1,652	1,582
Waste management services (non-domestic)	421	404
Less: pensioner rebates (mandatory)	(62)	(66)
Annual charges levied	3,165	2,994
Pensioner annual charges subsidies received:		
– Sewerage	13	14
– Domestic waste management	21	22
Total annual charges	3,199	3,030
Total rates and annual charges	14,136	12,990

Council has used 2023 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

B2-2 User charges and fees

\$ '000	2025	2024
Specific user charges		
Sewerage services	247	250
Total specific user charges	247	250
Other user charges and fees		
(i) Fees and charges – statutory and regulatory functions		
Building regulation	273	360
Private works – section 67	135	175
Section 10.7 certificates (EP&A Act)	22	24
Section 603 certificates	19	15
Other	19	11
Total fees and charges – statutory/regulatory	468	585
(ii) Fees and charges – other		
Cemeteries	112	67
Room/facility hire	73	75
Leaseback fees – Council vehicles	91	94
Quarry revenues	263	337
Waste disposal tipping fees	463	501
Other	12	30
Total fees and charges – other	1,014	1,104
Total other user charges and fees	1,482	1,689
Total user charges and fees	1,729	1,939
Timing of revenue recognition for user charges and fees		
User charges and fees recognised over time (1)	–	–
User charges and fees recognised at a point in time (2)	1,729	1,939
Total user charges and fees	1,729	1,939

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

B2-3 Other revenues

\$ '000	2025	2024
Diesel rebate	80	90
Employment & training incentives	45	106
Insurance claims recoveries	–	19
Insurance rebates	26	28
Legal fees recovery – other	17	14
Recycling income (non-domestic)	80	82
Other	68	61
Total other revenue	316	400

Timing of revenue recognition for other revenue

Other revenue recognised over time (1)	–	–
Other revenue recognised at a point in time (2)	316	400
Total other revenue	316	400

Material accounting policy information for other revenue

Where the revenue is earned the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

B2-4 Grants and contributions

\$ '000	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
General purpose grants and non-developer contributions (untied)					
Current year allocation					
Financial assistance	2	586	202	—	—
Payment in advance - future year allocation					
Financial assistance	2	1,953	3,145	—	—
Amount recognised as income during current year		2,539	3,347	—	—
Special purpose grants and non-developer contributions (tied)					
Cash contributions					
Sewerage services	1	55	18	—	—
Bushfire and emergency services	2	35	107	—	440
Environmental programs	1	84	41	—	—
Local Roads & Community Infrastructure	2	847	1,050	—	—
Library	2	82	82	—	—
Recreation and culture	1	4	22	141	383
Transport (other roads and bridges funding)	1	280	205	3,736	9,436
Transport (roads to recovery)	2	556	537	—	—
Transport for NSW contributions (regional roads, block grant)	2	360	353	—	—
Tourism	1	3	72	—	—
Stronger Country Communities	1	—	—	620	221
Other specific grants	2	81	96	—	—
Total special purpose grants and non-developer contributions – cash		2,387	2,583	4,497	10,480
Non-cash contributions					
Bushfire services	2	—	—	418	—
Drainage	2	—	—	146	684
Roads, bridges and footpaths	2	—	—	535	915
Sewerage (excl. section 64 contributions)	2	—	—	—	366
Total other contributions – non-cash		—	—	1,099	1,965
Total special purpose grants and non-developer contributions (tied)		2,387	2,583	5,596	12,445
Total grants and non-developer contributions		4,926	5,930	5,596	12,445
Comprising:					
– Commonwealth funding		3,942	4,934	—	—
– State funding		767	822	4,385	10,386
– Other funding		217	174	1,211	2,059
		4,926	5,930	5,596	12,445

continued on next page ...

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B2-4 Grants and contributions (continued)

Developer contributions

\$ '000	Notes	Timing	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Developer contributions:						
(s7.4 & s7.11 - EP&A Act, s64 of the LGA):						
	G3					
Cash contributions						
s7.11 – contributions towards amenities/services		2	–	–	164	408
s64 – sewerage service contributions		2	–	–	5	233
Sewerage Services - Future Infrastructure Subsidy		2	–	–	107	101
Total developer contributions – cash			–	–	276	742
Total developer contributions			–	–	276	742
Total contributions			–	–	276	742
Total grants and contributions			4,926	5,930	5,872	13,187
Timing of revenue recognition						
Recognised over time (1)			1,084	1,268	4,358	8,283
Recognised at a point in time (2)			3,842	4,662	1,514	4,904
Total grants and contributions			4,926	5,930	5,872	13,187

B2-4 Grants and contributions (continued)

Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Unspent grants and contributions				
Unspent funds at 1 July	509	1,053	6,218	8,083
Add: Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	32	48	–	1,455
Add: Funds received and not recognised as revenue in the current year	162	61	–	721
Less: Funds recognised as revenue in previous years that have been spent during the reporting year	(43)	–	(4)	–
Less: Funds received in prior year but revenue recognised and funds spent in current year	(234)	(653)	(4,019)	(4,041)
Unspent grants at 30 June	426	509	2,195	6,218

Unexpended grants as at 30 June 2025 include funding received to construct roads and community infrastructure under the State Government's Resources for Regions Rounds 9 and Local Government's Flood Recovery Program.

Contributions

Unspent funds at 1 July	–	–	3,741	3,160
Add: contributions recognised as revenue in the reporting year but not yet spent in accordance with the conditions	–	–	457	931
Add: contributions received and not recognised as revenue in the current year	–	–	–	–
Add: contributions recognised as income in the current period obtained in respect of a future rating identified by Council for the purpose of establishing a rate	–	–	–	–
Less: contributions recognised as revenue in previous years that have been spent during the reporting year	–	–	(242)	(350)
Unspent contributions at 30 June	–	–	3,956	3,741

Unexpended contributions as at 30 June 2025 include contributions levied under s7.11 Developer Contributions, s64 Contributions, and Sewerage Services Future Infrastructure Subsidy.

B2-4 Grants and contributions (continued)

Material accounting policy information

Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grants and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

As at 30 June 2025 Council did not have any grant funding within the scope of AASB 15.

Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

B2-5 Interest and investment income

\$ '000	2025	2024
Interest on financial assets measured at amortised cost		
– Overdue rates and annual charges (incl. special purpose rates)	18	28
– Cash and investments	1,645	1,440
Total interest and investment income (losses)	1,663	1,468

B2-6 Other income

\$ '000	Notes	2025	2024
Rental income			
Rental income		155	152
Total rental income	C2-2	155	152
Net share of interests in joint ventures and associates using the equity method			
Associates		929	396
Total net share of interests in joint ventures and associates using the equity method	D2	929	396
Total other income		1,084	548

B3 Costs of providing services

B3-1 Employee benefits and on-costs

\$ '000	2025	2024
Salaries and wages	5,771	5,641
Employee leave entitlements (ELE)	1,154	1,034
ELE on-costs	6	—
Superannuation	782	747
Workers' compensation insurance	135	120
Fringe benefit tax (FBT)	101	97
Training costs (other than salaries and wages)	104	97
Protective clothing	25	27
Other	56	45
Total employee costs	8,134	7,808
Less: capitalised costs	(822)	(871)
Total employee costs expensed	7,312	6,937

Material accounting policy information

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme Active Super, however sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note E3-1 for more information.

B3-2 Materials and services

\$ '000	Notes	2025	2024
Raw materials and consumables		2,757	2,717
Consultancy costs		573	453
Audit Fees	F2-1	96	102
Previously other expenses:			
Councillor and Mayoral fees and associated expenses	F1-2	213	175
Advertising		32	44
Bank charges		29	27
Cleaning		4	7
Election expenses		83	—
Electricity and heating		436	373
Insurance		606	584
Postage		15	20
Printing and stationery		32	30
Street lighting		79	81
Subscriptions and publications		499	464
Telephone and communications		61	67
Valuation fees		39	38
Water charges		155	154
Other expenses		162	170
Legal expenses:			
– Legal expenses: planning and development		2	1
– Legal expenses: debt recovery		14	12
– Legal expenses: other		84	14
Expenses from short-term leases		8	5
Total materials and services		5,979	5,538
Total materials and services		5,979	5,538

B3-3 Borrowing costs

\$ '000	Notes	2025	2024
(i) Interest bearing liability costs			
Interest on leases		1	2
Interest on loans		171	192
Total interest bearing liability costs		172	194
Total interest bearing liability costs expensed		172	194
(ii) Other borrowing costs			
Discount adjustments relating to movements in provisions (other than ELE)			
– Remediation liabilities	C3-5	(9)	(35)
Total other borrowing costs		(9)	(35)
Total borrowing costs expensed		163	159

B3-4 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2025	2024
Depreciation and amortisation			
Plant and equipment		1,325	1,342
Office equipment		118	107
Furniture and fittings		19	19
Land improvements (depreciable)		177	164
Infrastructure:	C1-7		
– Buildings – non-specialised		102	96
– Buildings – specialised		906	849
– Roads		4,476	3,899
– Bridges		427	398
– Footpaths		179	161
– Stormwater drainage		237	204
– Sewerage network		740	708
– Swimming pools		66	63
– Other open space/recreational assets		202	187
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	C3-5,C1-7	18	18
– Quarry assets	C3-5,C1-7	94	283
– Other remediation assets	C3-5,C1-7	4	4
Intangible assets	C1-8	28	27
Right of use assets	C2-1	8	10
Total gross depreciation and amortisation costs		9,126	8,539
Total depreciation and amortisation costs		9,126	8,539
Total depreciation, amortisation and impairment for non-financial assets		9,126	8,539

Material accounting policy information

Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-5 Other expenses

\$ '000	2025	2024
Other		
Contributions/levies to other levels of government		
– Emergency services levy (includes FRNSW & SES)	57	64
– NSW Rural Fire Services levy	413	420
Donations, contributions and assistance to other organisations (Section 356)	172	230
– Contributions to Central West Libraries	199	191
– Contribution to Central Tablelands Weeds Authority	174	160
Total other	1,015	1,065
Total other expenses	1,015	1,065

B4 Gains or losses

B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

\$ '000	Notes	2025	2024
Infrastructure, property, plant and equipment	C1-7		
Proceeds from disposal		794	334
Less: carrying amount of assets sold/written off		(955)	(684)
Gain (or loss) on disposal		(161)	(350)
Gain (or loss) on disposal of real estate assets held for sale	C1-5		
Proceeds from disposal		35	–
Less: carrying amount of assets sold/written off		(31)	–
Gain (or loss) on disposal		4	–
Net gain (or loss) from disposal of assets		(157)	(350)

B5 Performance against budget

B5-1 Material budget variations

Council's original budget was adopted by the Council on 25 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Revenues				
Other revenues	278	316	38	14% F
Council was in receipt of additional rebate income mainly fuel and employment training rebates.				
Operating grants and contributions	5,907	4,926	(981)	(17)% U
Council forecasts the annual allocation of the financial assistance grant in the operational plan however due to prepayments variances often occur. In 2024/25 approximately 50% of the 2025/26 allocation was paid in June 2025 compared to 85% in June 2024, resulting in only 65% being recognised in the current year. A breakdown of the current year and advanced payments can be found in Note B2-4.				
Interest and investment revenue	863	1,663	800	93% F
Interest and investment returns were significantly higher than forecast with Council continuing to forecast conservatively and investment returns starting to decline. Council continues to hold high cash levels with grant funding paid in advance for capital works programmed for the 2025/26 financial year.				
Other income	182	1,084	902	496% F
Share of interest in Council's Joint Ventures - Central Tablelands Water and Central Tablelands Weeds Authority was significantly higher than forecast.				

B5-1 Material budget variations (continued)

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----
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Expenses

Employee benefits and on-costs 8,249 7,312 937 11% **F**
Council had a number of positions vacant throughout the year including some staff transitioning to retirement. This was compounded by an increased allocation of inhouse design and technical wages capitalised on programmed capital works.

Net losses from disposal of assets 5 157 (152) (3,040)% **U**
During the analysis conducted during the transportation revaluation, it was identified that a bridge thought to be in Blayney Shire Council was owned by a neighboring Council. The bridge was subsequently disposed of resulting in a higher than anticipated disposal on infrastructure related assets. This was partially offset by an increase in profit on sale of fleet replacements throughout the year.

Statement of cash flows

Cash flows from operating activities 11,873 9,841 (2,032) (17)% **U**
Operating expenditure, mainly salaries and wages and materials and contracts were lower than budgeted as detailed above.

Cash flows from investing activities (11,046) (14,874) (3,828) 35% **U**
Council continues to hold significant amounts of capital grants and contributions received in advance which has contributed to higher than forecast cash holdings which has been invested in short term deposits to maximise investment returns.

C Financial position

C1 Assets we manage

C1-1 Cash and cash equivalents

\$ '000	2025	2024
Cash assets		
Cash on hand and at bank	2,535	8,042
Total cash and cash equivalents	2,535	8,042

Reconciliation of cash and cash equivalents

Total cash and cash equivalents per Statement of Financial Position	2,535	8,042
Balance as per the Statement of Cash Flows	2,535	8,042

C1-2 Financial investments

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Debt securities at amortised cost				
Term deposits	31,000	–	25,000	–
Total	31,000	–	25,000	–
Total financial investments	31,000	–	25,000	–
Total cash assets, cash equivalents and investments	33,535	–	33,042	–

Material accounting policy information

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Amortised cost

Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

C1-3 Restricted and allocated cash, cash equivalents and investments

\$ '000	2025	2024
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	33,535	33,042
Less: Externally restricted cash, cash equivalents and investments	(14,619)	(18,340)
Cash, cash equivalents and investments not subject to external restrictions	18,916	14,702
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants – general fund	1,095	5,163
Specific purpose unexpended grants – sewer fund	38	61
External restrictions – included in liabilities	1,133	5,224
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Developer contributions – general Fund	1,684	1,683
Developer contributions – sewer fund	2,272	2,058
Specific purpose unexpended grants (recognised as revenue) – general fund	1,488	1,503
Sewer fund	6,795	6,625
Voluntary planning agreements	694	589
Domestic waste management	553	658
External restrictions – other	13,486	13,116
Total external restrictions	14,619	18,340

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

\$ '000	2025	2024
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(b) Internal allocations

Cash, cash equivalents and investments not subject to external restrictions	18,916	14,702
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Internal allocations

At 30 June, Council has internally allocated funds to the following:

Plant and vehicle replacement	3,082	1,769
Employees leave entitlement	1,307	1,063
Emergency works - natural disaster	70	70
Asset renewals – buildings	533	–
Asset renewals – stormwater	99	–
Centrepont	35	35
Election reserve	25	89
Environmental projects – Belubula River	27	27
Financial Assistance Grant	1,953	3,145
Future financial sustainability	4,063	–
I.T reserve	394	394
Property account	1,671	1,565
Property account - borrowings	586	733
Quarry remediation	896	806
Village enhancement program	357	232
Security bonds, deposits & retentions	375	465
Carryover works	591	215
Total internal allocations	16,064	10,608

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

C1-4 Receivables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Rates and annual charges	155	—	199	—
Interest and extra charges	20	—	23	—
User charges and fees	102	—	172	—
Private works	16	—	42	—
Contributions to works	—	—	378	—
Accrued revenues				
– Interest on investments	574	—	634	—
Government grants and subsidies	3	—	1	—
Net GST receivable	226	—	226	—
Total	1,096	—	1,675	—
Total net receivables	1,096	—	1,675	—

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, and when estimating ECL, the Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

When considering the ECL for rates debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk.

The Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to the Council in full, without recourse by the Council to actions such as realising security (if any is held) or
- the financial assets (for non-rates debtors) are more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

The Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

None of the receivables that have been written off are subject to enforcement activity.

Where the Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

Rates and annual charges outstanding are secured against the property.

C1-5 Inventories

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
(i) Inventories at cost				
Real estate for resale	403	–	434	–
Stores and materials	192	–	181	–
Trading stock	801	–	794	–
Total inventories at cost	1,396	–	1,409	–
Total inventories	1,396	–	1,409	–

Material accounting policy information

Raw materials and stores, work in progress and finished goods

Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts.

Land held for resale

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred.

C1-6 Contract assets and Contract cost assets

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Contract assets	682	–	1,673	–
Total contract assets and contract cost assets	682	–	1,673	–

Contract assets

Other	682	–	1,673	–
Total contract assets	682	–	1,673	–

Contract assets

Contract assets represent work completed by Council in advance of grant funding being provided.

Contract assets arise when the amounts billed to customers are based on the achievement of various milestones established in the contract and therefore the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer. Once an invoice or payment claim is raised or the relevant milestone is reached, Council recognises a receivable.

Impairment of contract assets is assessed using the simplified expected credit loss model where lifetime credit losses are recognised on initial recognition.

C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2024			Asset movements during the reporting period								At 30 June 2025		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000														
Capital work in progress	10,195	–	10,195	–	–	–	–	2,490	–	–	–	12,685	–	12,685
Plant and equipment	23,045	(16,802)	6,243	–	1,694	(406)	(1,325)	–	–	–	–	22,750	(16,544)	6,206
Office equipment	1,066	(923)	143	–	125	–	(118)	–	–	–	–	1,191	(1,041)	150
Furniture and fittings	539	(407)	132	–	9	–	(19)	–	–	–	–	548	(426)	122
Land:														
– Operational land	1,797	–	1,797	–	–	–	–	–	–	–	–	1,797	–	1,797
– Community land	10,931	–	10,931	–	–	–	–	–	–	–	496	11,427	–	11,427
– Land under roads (post 30/6/08)	47	–	47	–	–	–	–	–	–	–	–	47	–	47
Land improvements – non-depreciable	3,881	–	3,881	425	25	–	–	–	–	–	–	4,331	–	4,331
Land improvements – depreciable	7,000	(1,994)	5,006	334	121	(1)	(177)	–	46	–	–	7,502	(2,173)	5,329
Infrastructure:														
– Buildings – non-specialised	5,053	(2,492)	2,561	–	–	–	(102)	–	–	–	–	5,053	(2,594)	2,459
– Buildings – specialised	44,369	(14,087)	30,282	165	1,279	–	(906)	–	–	–	–	45,812	(14,992)	30,820
– Roads	277,156	(54,546)	222,610	1,071	309	(58)	(4,476)	–	115	(2,576)	–	259,458	(42,463)	216,995
– Bridges	41,225	(11,447)	29,778	2	412	(355)	(427)	–	(100)	(91)	–	40,171	(10,952)	29,219
– Footpaths	12,758	(3,811)	8,947	81	788	(6)	(179)	–	(61)	(221)	–	12,737	(3,388)	9,349
– Major earthworks (non-depreciable)	15,936	–	15,936	–	–	–	–	–	–	–	314	16,250	–	16,250
– Stormwater drainage	23,564	(5,507)	18,057	615	350	(5)	(237)	–	–	(1,604)	–	23,148	(5,972)	17,176
– Sewerage network	38,420	(10,402)	28,018	–	–	(30)	(740)	–	–	–	681	39,321	(11,392)	27,929
– Swimming pools	3,576	(267)	3,309	–	–	–	(66)	–	–	–	–	3,576	(333)	3,243
– Other open space/recreational assets	8,062	(2,463)	5,599	431	20	(134)	(202)	–	–	–	–	8,248	(2,534)	5,714
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):														
– Quarry assets	934	(508)	426	10	–	–	(94)	–	–	–	–	944	(602)	342
– Tip assets	281	(242)	39	–	–	–	(18)	–	–	–	–	281	(260)	21
– Other remediation assets	80	(11)	69	–	–	–	(4)	–	–	–	–	80	(15)	65
Total infrastructure, property, plant and equipment	529,915	(125,909)	404,006	3,134	5,132	(995)	(9,090)	2,490	–	(4,492)	1,491	517,357	(115,681)	401,676

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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C1-7 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period						At 30 June 2024		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000												
Capital work in progress	10,177	–	10,177	–	–	–	–	18	–	10,195	–	10,195
Plant and equipment	21,392	(15,360)	6,032	–	1,840	(287)	(1,342)	–	–	23,045	(16,802)	6,243
Office equipment	1,049	(816)	233	–	17	–	(107)	–	–	1,066	(923)	143
Furniture and fittings	531	(388)	143	–	8	–	(19)	–	–	539	(407)	132
Land:												
– Operational land	1,797	–	1,797	–	–	–	–	–	–	1,797	–	1,797
– Community land	10,931	–	10,931	–	–	–	–	–	–	10,931	–	10,931
– Land under roads (post 30/6/08)	47	–	47	–	–	–	–	–	–	47	–	47
Land improvements – non-depreciable	3,693	–	3,693	–	–	–	–	–	188	3,881	–	3,881
Land improvements – depreciable	6,697	(1,742)	4,955	–	–	(29)	(164)	–	244	7,000	(1,994)	5,006
Infrastructure:												
– Buildings – non-specialised	4,773	(2,269)	2,504	18	–	–	(96)	–	135	5,053	(2,492)	2,561
– Buildings – specialised	39,734	(12,389)	27,345	67	24	–	(849)	2,005	1,690	44,369	(14,087)	30,282
– Roads	257,458	(48,179)	209,279	3,049	921	(255)	(3,899)	3,049	10,466	277,156	(54,546)	222,610
– Bridges	37,624	(10,709)	26,915	1,049	–	(78)	(398)	949	1,341	41,225	(11,447)	29,778
– Footpaths	11,496	(3,483)	8,013	38	254	(8)	(161)	411	400	12,758	(3,811)	8,947
– Major earthworks (non-depreciable)	15,163	–	15,163	–	–	–	–	–	773	15,936	–	15,936
– Stormwater drainage	21,763	(5,038)	16,725	18	683	(3)	(204)	–	838	23,564	(5,507)	18,057
– Sewerage network	35,479	(9,196)	26,283	–	400	(12)	(708)	758	1,297	38,420	(10,402)	28,018
– Swimming pools	3,361	(188)	3,173	–	–	–	(63)	–	199	3,576	(267)	3,309
– Other open space/recreational assets	7,330	(2,134)	5,196	9	13	(12)	(187)	260	320	8,062	(2,463)	5,599
Reinstatement, rehabilitation and restoration assets (refer Note C3-5):												
– Tip assets	281	(224)	57	–	–	–	(18)	–	–	281	(242)	39
– Quarry assets	762	(225)	537	–	172	–	(283)	–	–	934	(508)	426
– Other remediation assets	80	(7)	73	–	–	–	(4)	–	–	80	(11)	69
Total infrastructure, property, plant and equipment	491,618	(112,347)	379,271	4,248	4,332	(684)	(8,502)	7,450	17,891	529,915	(125,909)	404,006

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

continued on next page ...

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C1-7 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Infrastructure, property, plant and equipment are held at fair value. Independent valuations are performed at least every 5 years, however the carrying amount of assets is assessed at each reporting date to confirm that it is not materially different from current fair value.

Sewerage network assets are indexed at each reporting period in accordance with the NSW Rates Reference Manual issued by Crown Lands and Water.

Other asset classes are indexed in accordance with the appropriate Australian Bureau of Statistics indices.

Increases in the carrying amounts arising on revaluation are credited to the asset revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Land is not depreciated. Depreciation on other assets is calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 10	Playground equipment	30
Office furniture	10 to 20	Benches, seats etc.	25 to 50
Computer equipment	4		
Vehicles	5 to 8	Buildings	
Heavy plant/road making equipment	5 to 8	Buildings: masonry	35 to 150
Other plant and equipment	5 to 15	Buildings: other	30 to 200
Sewer assets		Stormwater assets	
Bores	20 to 40	Pits	100
Reticulation pipes: PVC	70	Pipes	70 to 100
Reticulation pipes: other	45 to 170	Culverts	100
Pumps and telemetry	10 to 60	Flood control structures	80 to 100
Transportation assets		Other infrastructure assets	
Sealed roads: surface	15 to 80	Other infrastructure	14 to 100
Sealed roads: structure	45 to 200	Swimming pools	30 to 80
Unsealed roads	25 to 200	Other open space/recreational assets	15 to 100
Bridge: concrete/steel	100	Land improvements depreciable	10 to 100
Bridge: other	50	Land improvements non depreciable	infinite
Bulk earthworks	infinite		
Kerb, gutter and footpaths	25 to 200		

The useful lives of assets are reviewed, and adjusted if appropriate, at each reporting date.

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income Statement.

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

C1-7 Infrastructure, property, plant and equipment (continued)

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

C1-8 Intangible assets

Intangible assets are as follows:

\$ '000	2025	2024
Software		
Opening values at 1 July		
Gross book value	661	661
Accumulated amortisation	(626)	(599)
Net book value – opening balance	35	62
Movements for the year		
Purchases	86	–
Amortisation charges	(28)	(27)
Closing values at 30 June		
Gross book value	747	661
Accumulated amortisation	(654)	(626)
Total software – net book value	93	35
Total intangible assets – net book value	93	35

Material accounting policy information

IT development and software

Amortisation is calculated on a straight-line basis over periods generally ranging from three to five years.

C2 Leasing activities

C2-1 Council as a lessee

Council has leases over a range of assets including fleet and IT equipment. Information relating to the leases in place and associated balances and transactions is provided below.

Terms and conditions of leases

Buildings

Council does not lease any land and buildings.

Vehicles

Council leases equipment with lease terms of 5 years; the lease payments are fixed during the lease term and there is generally no renewal option.

Office and IT equipment

Leases for office and IT equipment are generally for low value assets, except for significant items such as photocopiers. The leases are for between 1 and 5 years with no renewal option, the payments are fixed, however some of the leases include variable payments based on usage. Usage charges have been expensed to the income statement.

Extension options

Council does not include any options in any current leases.

(a) Right of use assets

\$ '000	Plant & Equipment	Total
2025		
Opening balance at 1 July	32	32
Depreciation charge	(8)	(8)
Balance at 30 June	24	24
2024		
Opening balance at 1 July	42	42
Depreciation charge	(10)	(10)
Balance at 30 June	32	32

(b) Lease liabilities

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Lease liabilities	8	17	8	25
Total lease liabilities	8	17	8	25

C2-1 Council as a lessee (continued)

(c) (i) The maturity analysis

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

\$ '000	< 1 year	1 – 5 years	> 5 years	Total	Total per Statement of Financial Position
2025					
Cash flows	9	18	–	27	25
2024					
Cash flows	9	27	–	36	33

(d) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

\$ '000	2025	2024
Interest on lease liabilities	1	2
Depreciation of right of use assets	8	10
Expenses relating to short-term leases	8	5
	17	17

(e) Statement of Cash Flows

Total cash outflow for leases	17	17
	17	17

(f) Leases at significantly below market value – concessionary / peppercorn leases

Council does not believe that any of the leases in place are individually material from a statement of financial position or performance perspective.

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / Concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

C2-2 Council as a lessor

Operating leases

Council leases out a number of properties to community groups; these leases have been classified as operating leases for financial reporting purposes and the assets are included as IPP&E (refer Note C1-7) in the Statement of Financial Position.

The amounts recognised in the Income Statement relating to operating leases where Council is a lessor are shown below:

- Pipeline rental
- Coffee shop - Visitor Information Centre
- Telecommunications towers
- Blayney Meals on Wheels
- Blayney Men's Shed - Carpark
- Blayney Golf Club
- Millthorpe Public School - Carpark

\$ '000	2025	2024
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(ii) Assets held as property, plant and equipment

Council provides operating leases on Council buildings and land for the purpose of tourism and economic affairs, the table below relates to operating leases on assets disclosed in C1-7.

Lease income (excluding variable lease payments not dependent on an index or rate)	155	152
Total income relating to operating leases for Council assets	155	152

(ii) Maturity analysis of contractual lease income

Maturity analysis of future lease income receivable showing the undiscounted lease payments to be received after reporting date for operating leases:

< 1 year	163	156
1–2 years	169	130
2–3 years	174	132
3–4 years	167	118
4–5 years	172	121
> 5 years	1,474	1,436
Total undiscounted lease payments to be received	2,319	2,093

C3 Liabilities of Council

C3-1 Payables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Goods and services – operating expenditure	622	–	1,374	–
Accrued expenses:				
– Borrowings	19	–	21	–
– Other expenditure accruals	42	2	38	1
Security bonds, deposits and retentions	375	–	504	–
Prepaid rates	363	–	352	–
Total payables	1,421	2	2,289	1

Current payables not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following liabilities, even though classified as current, are not expected to be settled in the next 12 months.		
Payables – security bonds, deposits and retentions	375	377
Total payables	375	377

Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Payables

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

C3-2 Contract Liabilities

\$ '000	Notes	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Unexpended capital grants (to construct Council controlled assets)	(i)	1,134	–	5,224	–
Total contract liabilities		1,134	–	5,224	–

Notes

(i) Council has received funding to construct assets including sporting facilities, roads, bridges and other infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. All revenue is expected to be recognised in the next 12 months.

C3-2 Contract Liabilities (continued)

Revenue recognised that was included in the contract liability balance at the beginning of the period

\$ '000	2025	2024
Grants and contributions received in advance:		
Capital grants (to construct Council controlled assets)	4,019	5,057
Other	151	140
Total revenue recognised that was included in the contract liability balance at the beginning of the period	4,170	5,197

Significant changes in contract liabilities

Council received grant funding in advance in 2022/23 and 2023/24 to construct Council controlled assets from Resources for Regions Round 9, NSW Flood Recovery Grant and Bridge Replacement Program. Projects funded by these programs commenced in 2023/24 and were mostly finalised in 2024/25 with the remaining works programmed for finalisation in 2025/26.

C3-3 Borrowings

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Loans – secured ¹	457	4,453	466	4,910
Total borrowings	457	4,453	466	4,910

(1) Loans are secured over the general rating income of Council.

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note E1-1.

(a) Changes in liabilities arising from financing activities

	2024		Non-cash movements				2025
\$ '000	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	5,376	(466)	–	–	–	–	4,910
Lease liability (Note C2-1)	33	(8)	–	–	–	–	25
Total liabilities from financing activities	5,409	(474)	–	–	–	–	4,935

	2023		Non-cash movements				2024
\$ '000	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	5,973	(597)	–	–	–	–	5,376
Lease liability (Note C2-1)	43	(10)	–	–	–	–	33
Total liabilities from financing activities	6,016	(607)	–	–	–	–	5,409

C3-3 Borrowings (continued)

(b) Financing arrangements

\$ '000	2025	2024
Total facilities		
Total financing facilities available to Council at the reporting date are:		
Bank overdraft facilities ¹	50	50
Credit cards/purchase cards	40	40
Total financing arrangements	90	90
Drawn facilities		
Financing facilities drawn down at the reporting date are:		
– Credit cards/purchase cards	11	3
Total drawn financing arrangements	11	3
Undrawn facilities		
Undrawn financing facilities available to Council at the reporting date are:		
– Bank overdraft facilities	50	50
– Credit cards/purchase cards	29	37
Total undrawn financing arrangements	79	87

Additional financing arrangements information

Breaches and defaults

During the current and prior year, there were no defaults or breaches on any of the loans.

(1) The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

C3-4 Employee benefit provisions

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Annual leave	402	–	424	–
Long service leave	1,579	88	1,564	68
ELE on-costs	92	3	91	2
Total employee benefit provisions	2,073	91	2,079	70

Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	1,057	1,539
	1,057	1,539

Material accounting policy information

Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

C3-5 Provisions

\$ '000	2025 Current	2025 Non-Current	2024 Current	2024 Non-Current
Asset remediation/restoration:				
Asset remediation/restoration (future works)	379	1,083	371	1,091
Sub-total – asset remediation/restoration	379	1,083	371	1,091
Total provisions	379	1,083	371	1,091

Description of and movements in provisions

\$ '000	Other provisions		
	Asset remediation	Legal claims	Total
2025			
At beginning of year	1,462	–	1,462
Changes to provision:			
– Revised discount rate	(65)	–	(65)
Unwinding of discount	55	–	55
Additional provisions	10	–	10
Total other provisions at end of year	1,462	–	1,462
2024			
At beginning of year	1,335	70	1,405
Changes to provision:			
– Revised discount rate	(94)	–	(94)
– Revised costs	(10)	–	(10)
Unwinding of discount	59	–	59
Additional provisions	172	–	172
Amounts used (payments)	–	(66)	(66)
Unused amounts reversed	–	(4)	(4)
Total other provisions at end of year	1,462	–	1,462

Nature and purpose of provisions

Asset remediation

Council has a legal/public obligation to make, restore, rehabilitate and reinstate Council's tips and quarries.

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – tips and quarries and other remediation assets

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production

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C3-5 Provisions (continued)

rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

C4 Reserves

C4-1 Nature and purpose of reserves

IPPE Revaluation reserve

The infrastructure, property, plant and equipment (IPPE) revaluation reserve is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

Other reserves

The remediation reserve is used to record increments and decrements in the revaluation of the rehabilitation provision for restoration assets including Council's quarries and waste facility.

D Council structure

D1 Results by fund

General Fund refers to all Council activities other than sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the sewer column is restricted for use for these activities.

D1-1 Income Statement by fund

\$ '000	General 2025	Sewer 2025
Income from continuing operations		
Rates and annual charges	12,426	1,710
User charges and fees	1,473	256
Interest and investment revenue	1,272	391
Other revenues	316	—
Grants and contributions provided for operating purposes	4,857	69
Grants and contributions provided for capital purposes	5,759	113
Other income	1,084	—
Total income from continuing operations	27,187	2,539
Expenses from continuing operations		
Employee benefits and on-costs	6,985	327
Materials and services	4,979	1,000
Borrowing costs	142	21
Other expenses	1,012	3
Net losses from the disposal of assets	127	30
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	13,245	1,381
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	13,942	1,158
Depreciation, amortisation and impairment of non-financial assets	8,348	778
Operating result from continuing operations	5,594	380
Net operating result for the year	5,594	380
Net operating result attributable to each council fund	5,594	380
Net operating result for the year before grants and contributions provided for capital purposes	(165)	267

D1-2 Statement of Financial Position by fund

\$ '000	General 2025	Sewer 2025
ASSETS		
Current assets		
Cash and cash equivalents	1,847	688
Investments	22,583	8,417
Receivables	1,064	32
Inventories	1,396	—
Contract assets and contract cost assets	682	—
Other	62	—
Total current assets	27,634	9,137
Non-current assets		
Infrastructure, property, plant and equipment	371,694	29,982
Investments accounted for using the equity method	40,441	—
Intangible assets	93	—
Right of use assets	24	—
Total non-current assets	412,252	29,982
Total assets	439,886	39,119
LIABILITIES		
Current liabilities		
Payables	1,361	60
Contract liabilities	1,095	39
Lease liabilities	8	—
Borrowings	382	75
Employee benefit provision	2,065	8
Provisions	379	—
Total current liabilities	5,290	182
Non-current liabilities		
Payables	2	—
Lease liabilities	17	—
Borrowings	4,306	147
Employee benefit provision	87	4
Provisions	1,083	—
Total non-current liabilities	5,495	151
Total liabilities	10,785	333
Net assets	429,101	38,786
EQUITY		
Accumulated surplus	196,654	11,926
Revaluation reserves	232,382	26,860
Other reserves	65	—
Council equity interest	429,101	38,786
Total equity	429,101	38,786

D2 Interests in other entities

\$ '000	Council's share of net assets	
	2025	2024
Council's share of net assets		
Net share of interests in joint ventures and associates using the equity method – assets		
Associates	40,441	37,923
Total net share of interests in joint ventures and associates using the equity method – assets	40,441	37,923
Total Council's share of net assets	40,441	37,923

Interests in associates

Net carrying amounts – Council's share

\$ '000	Nature of relationship	Place of business	2025	2024
Central Tablelands Water *	Associate	Blayney	40,055	37,574
Central Tablelands Weeds Authority	Associate	Bathurst	386	349
Total carrying amounts – material associates			40,441	37,923

(*) Share of interest in associates for Central Tablelands Water represents the 2023/24 audited Financial Statements for Central Tablelands Water

Central Tablelands Water

Council is a member of Central Tablelands Water County Council, a water supply authority constituted under NSW Local Government Legislation. The county area embraces the Shires of Blayney, Cabonne and Weddin.

Central Tablelands Weeds Authority

Council is a member of Upper Macquarie County Council which is a single purpose local government authority, established by the Governor under Section 387 of the Local Government Act 1993, as the control authority for biosecurity weed threats in the areas of Bathurst Regional Council, Blayney Shire Council, Lithgow City Council and Oberon Council.

D2-1 Interests in associates (continued)

The following information is provided for associates that are individually material to the Council. Included are the amounts as per the individual associates' financial statements, adjusted for fair-value adjustments at acquisition date and differences in accounting policies, rather than the Council's share.

Details

	Principal activity	Measurement method
Central Tablelands Water	Water supply	Equity
Central Tablelands Weeds Authority	Weeds Council	Equity

Relevant interests and fair values

	Proportion of voting power	
	2025	2024
Central Tablelands Water	33%	33%
Central Tablelands Weeds Authority	25%	25%

D2-1 Interests in associates (continued)

Summarised financial information for associates

\$ '000	Central Tablelands Water *		Central Tablelands Weeds Authority	
	2025	2024	2025	2024
Statement of financial position				
Current assets				
Cash and cash equivalents	1,658	2,268	1,485	1,374
Other current assets	10,867	8,958	95	168
Non-current assets	109,780	103,097	237	186
Current liabilities				
Current financial liabilities (excluding trade and other payables and provisions)	938	567	–	–
Other current liabilities	1,163	1,002	270	327
Non-current liabilities				
Non-current financial liabilities (excluding trade and other payables and provisions)	27	21	4	6
Net assets	120,177	112,733	1,543	1,395
Statement of comprehensive income				
Income	10,373	8,639	1,971	1,803
Interest income	546	289	50	53
Depreciation and amortisation	(3,014)	(2,727)	(63)	(46)
Other expenses	(5,228)	(5,073)	(1,810)	(1,728)
Profit/(loss) from continuing operations	2,677	1,128	148	82
Profit/(loss) for period	2,677	1,128	148	82
Other comprehensive income	4,767	7,430	–	–
Total comprehensive income	7,444	8,558	148	82
Share of income – Council (%)	33%	33%	25%	25%
Profit/(loss) – Council (\$)	892	376	37	21
Total comprehensive income – Council (\$)	2,481	2,852	37	21
Summarised Statement of cash flows				
Cash flows from operating activities	5,829	3,999	184	(7)
Cash flows from investing activities	(6,439)	(2,664)	(73)	(12)
Net increase (decrease) in cash and cash equivalents	(610)	1,335	111	(19)
Reconciliation of the carrying amount				
Opening net assets (1 July)	112,733	104,175	1,395	1,313
Profit/(loss) for the period	2,677	1,128	148	82
Other adjustments to equity	4,767	7,430	–	–
Closing net assets	120,177	112,733	1,543	1,395
Council's share of net assets (%)	33%	33%	25%	25%
Council's share of net assets (\$)	40,055	37,574	386	349

(*) Share of interest in associates for Central Tablelands Water represents the 2023/24 audited Financial Statements for Central Tablelands Water

D2-1 Interests in associates (continued)

In addition to the joint ventures and associates disclosed individually above, Council has interests in a number of individually immaterial joint ventures and associates that have still been accounted for using the equity method.

E Risks and accounting uncertainties

E1-1 Risks relating to financial instruments held

Council’s overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council’s objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance team manages the cash and investments portfolio with the assistance of independent advisors. Council has an investment policy which complies with the s 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of receivables, loans, investments and financial liabilities approximates the carrying amount.

The risks associated with the financial instruments held are:

- Market risk – interest rate risk – the risk that movements in interest rates could affect returns
- Liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- Credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument, resulting in a financial loss to the Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from independent advisers before placing any cash and investments.

(a) Market risk – interest rate and price risk

\$ '000	2025	2024
The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	25	80
Impact of a 10% movement in price of investments		
– Equity / Income Statement	254	804

(b) Credit risk

Council’s major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council quarterly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

E1-1 Risks relating to financial instruments held (continued)

Credit risk profile

Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

\$ '000	Not yet overdue	overdue rates and annual charges		Total
		< 5 years	≥ 5 years	
2025				
Gross carrying amount	–	155	–	155
2024				
Gross carrying amount	–	199	–	199

Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	Overdue debts				Total
		0 - 30 days	31 - 60 days	61 - 90 days	> 91 days	
2025						
Gross carrying amount	1,014	32	22	37	518	1,623
2024						
Gross carrying amount	2,127	73	258	93	598	3,149

E1-1 Risks relating to financial instruments held (continued)

(c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1(b) for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

\$ '000	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in: 1 - 5 Years	> 5 Years	Total cash outflows	Actual carrying values
2025							
Payables	0.00%	375	1,046	2	–	1,423	1,423
Borrowings	3.33%	–	613	2,100	3,222	5,935	4,910
Total financial liabilities		375	1,659	2,102	3,222	7,358	6,333
2024							
Payables	0.00%	504	1,785	1	–	2,290	2,290
Borrowings	3.21%	–	639	2,337	3,598	6,574	5,376
Total financial liabilities		504	2,424	2,338	3,598	8,864	7,666

Loan agreement breaches

There have been no breaches to loan agreements throughout the financial year.

E2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Fair value measurement hierarchy							
\$ '000	Notes	Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
		2025	2024	2025	2024	2025	2024
Infrastructure, property, plant and equipment	C1-7						
Plant and equipment		–	–	6,206	6,243	6,206	6,243
Office equipment		–	–	150	143	150	143
Furniture and fittings		–	–	122	132	122	132
Operational land		–	–	1,797	1,797	1,797	1,797
Community land		–	–	11,427	10,931	11,427	10,931
Land under roads (post 30/06/08)		–	–	47	47	47	47
Land improvements - non depreciable		–	–	4,331	3,881	4,331	3,881
Land improvements - depreciable		–	–	5,329	5,006	5,329	5,006
Buildings – non-specialised		–	–	2,459	2,561	2,459	2,561
Buildings – specialised		197	207	30,623	30,075	30,820	30,282
Roads		–	–	216,995	222,610	216,995	222,610
Bridges		–	–	29,219	29,778	29,219	29,778
Footpaths		–	–	9,349	8,947	9,349	8,947
Major earthworks		–	–	16,250	15,936	16,250	15,936
Stormwater		–	–	17,176	18,057	17,176	18,057
Sewerage network		–	–	27,929	28,018	27,929	28,018
Swimming Pools		–	–	3,243	3,309	3,243	3,309
Open space/recreation assets		–	–	5,714	5,599	5,714	5,599
Tip assets		–	–	21	39	21	39
Quarry assets		–	–	342	426	342	426
Other remediation assets		–	–	65	69	65	69
Total infrastructure, property, plant and equipment		197	207	388,794	393,604	388,991	393,811

Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

E2-1 Fair value measurement (continued)

Infrastructure, property, plant and equipment (IPPE)

Plant and Equipment – Major plant (graders, loaders trucks etc.), fleet vehicles (cars, utes etc.) and minor plant (chainsaws, mowers etc.)

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Purchase price, useful lives (current replacement cost)

Plant and Equipment are valued at cost but are disclosed at fair value.

Office Equipment – Computers, servers

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Purchase price, useful lives (current replacement cost)

Office Equipment is valued at cost but is disclosed at fair value.

Furniture and Fittings – Desks, chairs, air conditioners, cupboards

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Purchase price, useful lives (current replacement cost)

Furniture and Fittings are valued at cost but are disclosed at fair value.

Operational Land – Industrial land, quarries and rural fire service land

Valuation Techniques: 'Market approach'

Inputs Used (Level 3): Land area, rate per square metre, zoning restrictions, geographical location - sales of comparable land

Council's Operational Land has been valued at market value, having regard to the "highest and best use", after identifying all elements that would be taken into account by buyers and sellers in settling the price, including but not limited to:

- The land's description and/or dimensions,
- Planning and other constraints on development, and
- The potential for alternative use.

Community Land – Parkland, sporting grounds, reserves, land under public buildings (halls & community centre)

Valuation Techniques: 'Market approach adjusted for restrictions'

Inputs Used (Level 3): The NSW Valuer General's valuations (as at 30 June 2025)

Council's community land is land intended for public access and use, or where other restrictions applying to the land create some obligation to maintain public access (such as a trust deed, or dedication under section 94 of the Environmental Planning and Assessment Act 1979). This gives rise to the restrictions in the Act, intended to preserve the qualities of the land.

Community Land:

- Cannot be sold
- Cannot be leased, licensed, or any other estate granted over the land for more than 21 years
- Must have a plan of management

In relation to the valuing of Community Land the Office of Local Government has authorised the use of the NSW Valuer General's valuations as a sufficient basis to represent fair value for the revaluation of community land under clause 31 of AASB 116.

Depreciable Land Improvements – Gardens/softfall areas, cricket pitches, other depreciable assets.

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Dimensions and specifications, unit rates, useful lives and asset condition.

Depreciable Land Improvements were valued as at 30 June 2021.

E2-1 Fair value measurement (continued)

Valuations are based on dimensions, specifications and unit rates derived from indexed historical costs and from industry rates such as the 'Rawlinsons Australian Construction handbook'. A spatial information system and 7.5cm aerial imagery were used to accurately calculate asset dimensions.

Council Officers undertook onsite inspections to verify asset location, type and to establish condition ratings for each asset to calculate the remaining life/fair value of each asset.

Non Depreciable Land Improvements – Bores, wetlands and earthworks.

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Dimensions units rates and useful lives.

Non Depreciable Land Improvements were valued as at 30 June 2021.

Valuations are based on dimensions and unit rates derived from indexed historical costs and from industry rates such as the 'Rawlinsons Australian Construction handbook'. A spatial information system and 7.5cm aerial imagery were used to accurately calculate asset dimensions.

Buildings (Specialised/Non Specialised) – Community halls, toilet blocks, council offices, library, multipurpose centre, works depot

Valuation Techniques: 'Cost approach & Market approach'

Inputs Used (Level 2 and Level 3): Market approach, Unit rates, useful life, asset condition

Council's buildings were valued at fair value on 30th June 2023 in accordance with Australian Accounting Standards (Fair Value Methodology) and international valuation standards. 'Fair value' is the best estimate of the price reasonably obtainable in the market at the date of valuation.

Council's Specialised Buildings were valued by Assetval a business of Marsh Pty Ltd as at 30 June 2023. The methodology adopted by Assetval is on an individually assessed (asset-by-asset) basis to determine which method is most appropriate.

Open Space/Recreational Assets – Fencing, shadesails, other recreational furniture

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Dimensions, specifications, unit rates, useful life and asset condition.

Open space/recreational assets were valued as at 30 June 2021.

Valuations are based on dimensions, specifications and unit rates derived from indexed historical costs and from industry rates such as the 'Rawlinsons Australian Construction handbook'. A spatial information system and 7.5cm aerial imagery were used to accurately calculate asset dimensions.

Council officers undertook onsite inspections to verify asset location, type and to establish condition ratings for each asset to calculate the remaining life/fair value of each asset.

Roads – Road surface, pavement, formation, major earthworks

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset condition

Council's road infrastructure assets were last valued in-house on 30 June 2025. As per Paragraph 43 of AASB116, Council's roads infrastructure assets were segmented and componentised into the following categories (each representing a significant part of the overall asset):

- Road Surface
- Pavement Base Layer
- Pavement Subbase Layer
- Formation including Minor Culverts
- Roadside Furniture (crash barriers & signs)

GPS logged to establish the length and extent of the network. Road terminuses (extent of Council maintenance activities) were taken as the measure of asset length. Recent works have been included from works as executed plans.

E2-1 Fair value measurement (continued)

Seal widths (sealed roads) and running surface width (unsealed roads) were verified using aerial imagery and random field testing. Pavement widths are assumed to be equal to the seal width / running surface width, which was confirmed by random sampling of a range of road classifications across the Shire.

Formation widths for sealed and unsealed roads were established by random sampling in the field and from aerial imagery analysis of a range of road classifications and were demonstrated to be double the width of the pavement for sealed roads and 1.4 times the width of the surface for unsealed roads. Formation depth varies according to the Class of road, with urban areas assumed to be a greater depth, as urban roads have greater drainage requirements and higher traffic volumes.

Unit rates for formation, pavement and sealing were based on 'First Principle' calculations using Council's internal rates. These calculations were then validated against recent works and neighbouring councils. Unit rates are assumed to be for an undulating topography, as this represents the majority of road corridors in the Shire. The slightly steeper grades are assumed to be countered by the substantially longer corridors of flat to slightly undulating topography.

Condition Assessment data for sealed and unsealed roads was captured as follows:

- Sealed roads - condition was obtained from laser survey undertaken by the Australian Road Research Board (ARRB) in 2024/25
- Unsealed roads - condition assessment by Council officers utilising UnsealedRoads.com assessment methodology (percentage of gravel remaining)

For both of the above, condition data was used as a substitute for date of construction data to establish remaining lives. This was due to Council not having complete historic road construction / rehabilitation / initial sealing data.

Roadside furniture including crash barriers and signs were collated from the ARRB survey for sealed roads and by Council staff for unsealed roads. An average unit rate by length categories was applied to crash barriers (including guard rail and wire rope) to account for variations in the value of the various 'end treatments' used on guard rail. Condition ratings are per item, collated by Council staff using a standard Condition Rating Guide. Unit rates for signs are based on a typical sign with one post, to provide an average cost, to account for multiple posts and multiple sign faces on a single post. The unit rate was adopted from Rawlinson's. Condition ratings were supplied by ARRB for sealed road signs and by Council staff for unsealed roads.

Bridges – Concrete bridges, Timber Bridges, Bridge sized culverts

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset condition, dimension and specifications (concrete/timber).

Council defines a bridge as a structure with a road centreline length of 6m or more and has inspected all Bridges and Major Culverts utilising a standardised Bridge Measurement Guide to determine the split between Bridges and Major Culverts, resulting in transfers into and out of the Bridge Asset Class.

Condition assessment for bridges was undertaken in the following manner:

- Timber bridges - Level 3 inspection by external professional bridge engineering consultancy
- Concrete bridges - Level 2 inspection by qualified internal staff member
- Culvert-style Bridges - Level 1 inspection by qualified internal staff member

All the above inspections were visual only and did not include any core sampling or tensile testing of any components. Bridges constructed in the last 5 years have been assumed to be in Condition 1.

Bridge values were determined on the basis of a square metre (of deck) rate, based on several bridges Council has had built in the last five years.

Footpaths – Footways including cycleways

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset condition, dimensions and specifications (concrete/bitumen/pavers).

Footpaths assets lengths, widths and extents were verified using 7.5cm aerial imagery and verification with random field inspections. Condition Assessments were undertaken of the entire network by Council staff utilising a standardised Condition Assessment Guide. These inspections are undertaken 6 monthly in the Blayney and Millthorpe townships and annual across the full network.

Unit Rates for footpaths are derived from recent Council works, as Council has constructed significant lengths of footpath in recent years.

Stormwater Drainage - includes pits and pipes

E2-1 Fair value measurement (continued)

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset condition, dimensions and specifications

Council's register was developed using a combination of field observation and aerial imagery. The level of capture is estimated to be around 85% to 95%, as by its nature Urban Stormwater drainage is difficult to locate and Council does not have complete historic records of drainage installed. Some pipe sizes have been estimated, based on outlet and inlet sizes where possible, as it is not possible to access all pipes.

Condition assessment was undertaken by Council staff using a standardised Condition Assessment Guide, with the condition of most pipes assumed from the condition of associated pits, inlets or outlets, due to a lack of accessibility.

Unit Rates for stormwater pits, pipes were derived from the Office of Water; NSW Reference Rates Manual; Valuation of Water Supply, Sewerage and Stormwater Assets, and Reinforced Concrete Box Culverts from recent council works. These rates do not take into account any allowance for the removal of existing (failed) stormwater assets, if any.

Major Earthworks – (transport asset class only)

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, dimensions and specifications

Major Earthworks have been captured through field surveys and works as executed plans for more recent works. Bulk earthworks do not include earthworks for buildings and within Parks and Gardens, as these are accounted for within those asset classes, where applicable.

Council has previously verified the extent of some of its major earthworks through the use of Drone Survey.. The condition of major earthworks is assumed to be 1, as these are a very long life assets, which are not depreciated.

The Unit Rates for Major Earthworks are derived from indexing previous Council works and have been compared with rates from the Rawlinsons Australian Construction Handbook. Council has not completed sufficient major earthworks to constitute recalculating solely based on internal rates.

Major Culverts – Pipe Culverts, Reinforced Concrete Box Culverts

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset dimensions, asset condition

The location and condition of all Major Culverts has been verified by an extensive review by Council officers, utilising standardised Condition Inspection Guides. Culverts of 450mm or less have not been valued separately due to their cost (purchase price and installation cost) and have been allowed for in the square metre rate for road formation.

Major Culverts have been normalised to align with Modern Engineering Equivalent Replacement Asset (MEERA) to standardise culvert sizes and interpolation was used to account for nonstandard sizes. They are valued as single, double, triple or quad pipes / box culverts. Major Culverts do not include Bridge size (6m+ along road centre line) culverts, as these were valued in the Bridge Register.

Unit rates for culverts are derived from recent Council works and include materials (contract rates), excavation and nonlinear variation for multi cell culverts, excluding any removal costs.

Kerb and Gutter – highback concrete, rollback concrete, median and 'splitter islands', bluestone and riverstone

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset dimensions, asset condition

The Kerb and Gutter asset register was developed using 7.5cm Aerial imagery for Blayney and the Villages. This data was verified with an inspection program to determine the accuracy and materials used. The bulk of Council's kerb and gutter network is concrete ('high back' or 'roll back'), however some kerb and gutter is constructed from bluestone or river stone. Median and 'splitter islands' are included in this asset sub class.

Condition assessment for Kerb and Gutter was collated by Council staff using a standardised Condition Assessment Guide.

Unit Rates were established on 'First Principles' and verified against recent internal kerb and gutter works. Unit rates for the bluestone and river stone kerbs and gutters were established by indexing previously calculated unit rates.

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E2-1 Fair value measurement (continued)

Sewerage Network – Sewer pipes, pump stations, treatment plant, telemetry system, manholes

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset condition, dimensions and specifications

Council's Sewer Assets were valued by AUSTRALIS Asset Advisory Group as at 30 June 2022, based on current unit rates.

Australis conducted a physical inspection of the ground-level facility assets in the system such as treatment plants, pumping stations and effluent reuse reservoir. Condition assessments of the Gravity Main Network were supplied by Council to Australis, being a combination of in-house and contractor inspections from 2017 to 2022, utilising the WSAA Conduit Inspection and Reporting Code for the differing age groupings of the pipe network.

The asset register was built using Council GIS data with modifications made to achieve the correct level of componentisation and to collect additional details regarding material and capacities of the assets. Council has further componentised the Sewer pipe network into a pipe and a conduit component to account for the contemporary practice of relining of pipes. It is anticipated that pipes can be relined at least twice generating an extension of the useful life of the conduit component.

Council has indexed Sewer assets by the annual NSW Water and Sewer Reference Rate of 2.5% during the 2025 financial year to account for material increases in costs due to the high inflation experienced in 2024/25 financial year.

Swimming Pools

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, asset condition, dimensions and specifications

Council's swimming pools were valued at fair value on 30th June 2023 in accordance with Australian Accounting Standards (Fair Value Methodology) and international valuation standards. 'Fair value' is the best estimate of the price reasonably obtainable in the market at the date of valuation.

Council's swimming pools were valued by Assetval a business of Marsh Pty Ltd (Assetval) The methodology adopted by Assetval is on an individually assessed (asset-by-asset) basis to determine which method is most appropriate.

Tip, Quarry & other remediation Assets – Reinstatement, rehabilitation and restoration

Valuation Techniques: 'Cost approach'

Inputs Used (Level 3): Unit rates, useful life, dimensions and specifications

It has been recognised that there will be significant costs associated with the closure and post closure management of the landfill, quarry and other remediation sites. Closure of the landfill and quarry sites will involve a wide range of activities including final capping of the landfill waste and site re-vegetation, monitoring of landfill gas, revision of the surface water management system and leachate management infrastructure to suit post-closure operation.

Valuations are based on actual timing of costs and future environmental management requirements.

E2-1 Fair value measurement (continued)

Fair value measurements using significant unobservable inputs (level 3)

Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

\$ '000	Fair value (30/6/25) 2025	Valuation technique/s	Unobservable inputs
Infrastructure, property, plant and equipment			
Plant & Equipment	6,206	Cost Approach	<ul style="list-style-type: none"> • Gross Replacement Cost • Remaining Useful Life
Office Equipment	150	Cost Approach	<ul style="list-style-type: none"> • Gross Replacement Cost • Remaining Useful Life
Furniture & Fittings	122	Cost Approach	<ul style="list-style-type: none"> • Gross Replacement Cost • Remaining Useful Life
Operational Land	1,797	Market Approach	<ul style="list-style-type: none"> • Price per square metre
Community Land	11,427	Market Approach - adjusted for restrictions	<ul style="list-style-type: none"> • NSW Valuer General Valuation (Unimproved Capital Value)
Land under roads - (post 30/06/2008)	47	Market Approach	<ul style="list-style-type: none"> • Price per square metre
Land Improvements - non depreciable	4,331	Cost Approach	<ul style="list-style-type: none"> • Unit Rates
Depreciable Land Improvements	5,329	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Condition • Useful life
Buildings – Specialised	2,459	Cost Approach & Market Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Condition • Useful life
Buildings – Non Specialised	30,623	Cost Approach & Market Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Condition • Useful life
Open Space/Recreation Assets	5,714	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Condition • Useful life
Roads	216,995	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Conditions • Useful Life
Bridges	29,219	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Conditions • Useful Life
Footpaths	9,349	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Conditions • Useful Life
Major Earthworks	16,250	Cost Approach	<ul style="list-style-type: none"> • Unit Rates
Stormwater Drainage	17,176	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Conditions • Useful Life
Sewerage Network	27,929	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Useful Life • Asset Conditions
Swimming Pools	3,243	Cost Approach	<ul style="list-style-type: none"> • Unit Rates • Asset Conditions • Useful Life
Waste facility, quarries & other remediation assets	428	Cost Approach	<ul style="list-style-type: none"> • Discounted Future Cash Flow

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E2-1 Fair value measurement (continued)

A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy by class of assets is provided below:

\$ '000	Total	
	2025	2024
Opening balance	393,604	368,877
Total gains or losses for the period		
Recognised in other comprehensive income – revaluation surplus	(3,001)	17,891
Other movements		
Other adjustments and transfers	–	–
Purchases (GBV)	8,266	16,012
Disposals (WDV)	(995)	(684)
Depreciation and impairment	(9,080)	(8,492)
Closing balance	388,794	393,604

Information relating to the transfers into and out of the level 3 fair valuation hierarchy includes:

For each FV hierarchy transfer into or out of level 3, please reference and list the details and reasons for the change here.

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under Active Super – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB 119 *Employee Benefits* for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formula and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

(a) a description of the funding arrangements, including the method used to determine the entity's rate of contributions and any minimum funding requirements.

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 9.5% of salaries for the year ending 30 June 2025 (increasing to 9.5% in line with the increase in the Superannuation Guarantee) to these members' accumulation accounts, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2024 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June 2024. Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each actuarial investigation which will be conducted annually, the next of which is due effective 30 June 2025.

(b) a description of the extent to which Council can be liable to the plan for other Councils obligations under the terms and conditions of the multi-employer plan.

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

(c) a description of any agreed allocation of a deficit or surplus on:

E3-1 Contingencies (continued)

- *wind-up of the plan*

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

- *the entity's withdrawal from the plan*

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

(d) Given the entity accounts for the plan as if it were a defined contribution plan in accordance with paragraph 34, the following information:

- *the fact that the plan is a defined benefit plan.*

We confirm that the plan is a defined benefit plan.

- *the reason why sufficient information is not available to enable the entity to account for the plan as a defined benefit plan.*

See earlier section on "AASB119 accounting observation"

- *the expected contributions to the plan for the next annual reporting period.*

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2025 was \$88,206.88. The last valuation of the Scheme was performed by fund actuary, Richard Boyfield, FIAA as at 30 June 2024.

Based on the July 2025 invoice issued to you and your outstanding Past Service Liability contribution as at 30 June 2025, the anticipated employer defined benefit contributions for the 2025/26 year is \$45,091.59. This includes regular contributions credit of \$1,495.65.

(iv) *information about any deficit or surplus in the plan that may affect the amount of future contributions, including the basis used to determine that deficit or surplus and the implications, if any, for the entity.*

The estimated employer reserves financial position for the Pooled Employers at 30 June 2025 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,197.6	
Past Service Liabilities	2,092.0	105.0%
Vested Benefits	2,130.4	103.2%

* excluding member accounts and reserves in both assets and liabilities.

The share of this deficit that is broadly attributed to the Council is estimated to be 0.17% as at 30 June 2025.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation	3.5% per annum
Increase in CPI	2.5% per annum

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review, which will be a triennial actuarial investigation will be completed by December 2025.

E3-1 Contingencies (continued)

(v) an indication of the level of participation of the entity in the plan compared with other participating entities.

An employer's share of any funding surplus or deficit that can be attributed to each organisation provides an indication of the level of participation of that employer compared with other employers in the Pooled Employer sub-group. Given the funding position of the Fund as at 30 June 2024, it was recommended that these past service contributions cease effective 1 January 2025.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Mutual Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

2. Other liabilities

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

ASSETS NOT RECOGNISED

(i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30/6/08.

E3-1 Contingencies (continued)

(ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

F People and relationships

F1 Related party disclosures

F1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2025	2024
Compensation:		
Short-term benefits	1,101	1,036
Post-employment benefits	107	81
Other long-term benefits	47	20
Total	1,255	1,137

Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

Nature of the transaction		Transactions during the year	Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
\$ '000	Ref					
2025						
Catering	1	–	–	Paid on invoice	–	–
Donations & Financial Assistance Grants	2	14	–	Paid on completion of works	–	–
Supply of water	3	173	–	Payable by instalment date	–	–
Supply of materials and consumables	4	3	–	Paid on invoice	–	–
Cleaning Services	5	9	–	Paid on invoice	–	–
2024						
Catering	1	–	–	Paid on invoice	–	–
Donations & Financial Assistance Grants	2	46	–	Paid on completion of works	–	–
Supply of water	3	158	–	Payable by instalment date	–	–
Supply of materials and consumables	4	5	–	Paid on invoice	–	–
Cleaning Services	5	–	–	Paid on invoice	–	–

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F1-1 Key management personnel (KMP) (continued)

- 1 Catering for training and meetings of Council were supplied by related parties of a number of KMP's
- 2 Council have donated funds to local not for profit organisations for community projects where a number of KMP's are members
- 3 A KMP was the Chair of a joint organisation (County Council) who supplies water to Council Facilities
- 4 Council has procured materials and consumables from a supplier who is a related party of a KMP of Council.

F1-2 Councillor and Mayoral fees and associated expenses

\$ '000	2025	2024
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	28	28
Councillors' fees	89	92
Other Councillors' expenses (including Mayor)	83	42
Superannuation	13	13
Total	213	175

F2 Other relationships

F2-1 Audit fees

\$ '000	2025	2024
During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms		
Auditors of the Council - NSW Auditor-General:		
(i) Audit and other assurance services		
Audit and review of financial statements	63	67
Remuneration for audit and other assurance services	63	67
Total Auditor-General remuneration	63	67
Non NSW Auditor-General audit firms		
(ii) Non-assurance services		
Internal Audit	33	35
Remuneration for non-assurance services	33	35
Total remuneration of non NSW Auditor-General audit firms	33	35
Total audit fees	96	102

G Other matters

G1-1 Statement of Cash Flows information

Reconciliation of Operating Result

\$ '000	2025	2024
Net operating result from Income Statement	5,974	13,874
Add / (less) non-cash items:		
Depreciation and amortisation	9,126	8,539
(Gain) / loss on disposal of assets	157	350
Non-cash capital grants and contributions	(1,099)	(1,965)
Unwinding of discount rates on reinstatement provisions	(10)	(35)
Share of net (profits)/losses of associates/joint ventures using the equity method	(929)	(396)
Movements in operating assets and liabilities and other cash items:		
(Increase) / decrease of receivables	579	(669)
(Increase) / decrease of inventories	(18)	(59)
(Increase) / decrease of other current assets	2	9
(Increase) / decrease of contract asset	991	2,082
Increase / (decrease) in payables	(752)	321
Increase / (decrease) in accrued interest payable	(2)	(3)
Increase / (decrease) in other accrued expenses payable	5	(21)
Increase / (decrease) in other liabilities	(118)	(59)
Increase / (decrease) in contract liabilities	(4,090)	(3,912)
Increase / (decrease) in employee benefit provision	15	(69)
Increase / (decrease) in other provisions	10	92
Net cash flows from operating activities	9,841	18,079

G2-1 Commitments

Capital commitments (exclusive of GST)

\$ '000	2025	2024
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Property, plant and equipment		
Sewerage and water infrastructure	–	362
Road infrastructure	335	841
Total commitments	335	1,203
These expenditures are payable as follows:		
Within the next year	335	1,203
Total payable	335	1,203
Sources for funding of capital commitments:		
Future grants and contributions	252	–
Unexpended grants	83	841
Externally restricted reserves	–	362
Total sources of funding	335	1,203

Details of capital commitments

Council entered into a contract for replacement of the Rodd Street Culvert in April 2025 with works programmed for completion in 2025/26. Additionally, Council entered into a contract and commenced work on design of the Blayney CBD Detail Design project in March 2025 also scheduled for completion in 2025/26.

G3 Statement of developer contributions

G3-1 Summary of developer contributions

\$ '000	Opening balance at 1 July 2024	Contributions received during the year				Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash	Land	Non-cash Other					
Local infrastructure fund	1,683	164	–	–	–	79	(242)	–	1,684	–
S7.11 contributions – under a plan	1,683	164	–	–	–	79	(242)	–	1,684	–
Future Sewerage Infrastructure Contributions	442	107	–	–	–	26	–	–	575	–
S64 contributions	1,616	5	–	–	–	76	–	–	1,697	–
Total contributions	3,741	276	–	–	–	181	(242)	–	3,956	–

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

G3-2 Developer contributions by plan

\$ '000	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Non-cash Other					
CONTRIBUTION PLAN NUMBER – Local infrastructure fund									
Local infrastructure fund	1,683	164	–	–	79	(242)	–	1,684	–
Total	1,683	164	–	–	79	(242)	–	1,684	–

G3-3 Contributions not under plans

Future Infrastructure Subsidy									
Sewerage services	442	107	–	–	26	–	–	575	–
Total	442	107	–	–	26	–	–	575	–

G3-4 S64 contributions

S64 contributions									
Sewerage services	1,616	5	–	–	76	–	–	1,697	–
Total	1,616	5	–	–	76	–	–	1,697	–

End of the audited financial statements

H1 Statement of performance measures

H1-1 Statement of performance measures – consolidated results

\$ '000	Amounts 2025	Indicator 2025	Indicators 2024	Indicators 2023	Benchmark
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1, 2}	(670)	(2.92)%	2.80%	4.51%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	22,925				
2. Own source operating revenue ratio					
Total continuing operating revenue excluding all grants and contributions ¹	17,999	62.50%	46.99%	47.78%	> 60.00%
Total continuing operating revenue ¹	28,797				
3. Unrestricted current ratio					
Current assets less all external restrictions	22,120	8.01x	6.23x	5.68x	> 1.50x
Current liabilities less specific purpose liabilities	2,763				
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	8,619	13.53x	12.19x	9.55x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	637				
5. Rates and annual charges outstanding percentage					
Rates and annual charges outstanding	175	1.22%	1.69%	1.24%	< 10.00%
Rates and annual charges collectable	14,376				
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	33,535	23.25 months	24.87 months	22.65 months	> 3.00 months
Monthly payments from cash flow of operating and financing activities	1,442				

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

H1-2 Statement of performance measures by fund

\$ '000	General Indicators ³		Sewer Indicators		Benchmark
	2025	2024	2025	2024	
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1, 2}	(4.57)%	2.02%	11.01%	10.00%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹					
2. Own source operating revenue ratio					
Total continuing operating revenue excluding capital grants and contributions ¹	59.57%	44.48%	92.83%	75.18%	> 60.00%
Total continuing operating revenue ¹					
3. Unrestricted current ratio					
Current assets less all external restrictions	8.01x	6.23x	50.20x	38.51x	> 1.50x
Current liabilities less specific purpose liabilities					
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	12.26x	11.28x	50.76x	38.12x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)					
5. Rates and annual charges outstanding percentage					
Rates and annual charges outstanding	1.38%	1.61%	0.00%	2.24%	< 10.00%
Rates and annual charges collectable					
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	22.78	19.53	∞	103.28	> 3.00
Monthly payments from cash flow of operating and financing activities	months	months		months	months

(1) - (2) Refer to Notes at Note G6-1 above.
(3) General fund refers to all of Council's activities except for its sewer activities which are listed separately.

H1-3 Council information and contact details

Principal place of business:
91 Adelaide Street
Blayney NSW 2799

Contact details

Mailing Address:
PO Box 62
Blayney NSW 2799

Opening hours:
9:30am to 4:00pm
Monday to Friday

Internet: www.blayney.nsw.gov.au
Email: council@blayney.nsw.gov.au

Officers

General Manager
M. Dicker

Responsible Accounting Officer
T. Irlam

Public Officer
A. Franze

Auditors
Auditor General New South Wales
Level 19 Tower 2 Darling Park
201 Sussex Street
SYDNEY NSW 2000

Elected members

Mayor
Cr. B. Reynolds

Deputy Mayor
Cr. R. Scott

Councillors
Cr. I Dorsett
Cr. C Gosewisch
Cr. K Hutchings
Cr. S Johnston
Cr. J Newstead

Blayney Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

Blayney Shire Council

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports: (continued)

On the Financial Statements (Sect 417 [3])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

Blayney Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS for the year ended 30 June 2025



Blayney Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2025

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Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.
- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).
- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Blayney Shire Council

Special Purpose Financial Statements
for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached special purpose financial statements have been prepared in accordance with:

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEE) *Regulatory and assurance framework for local water utilities, July 2022*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the sewerage business as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 26 August 2025.

Cr. B. Reynolds
Mayor
26 August 2025

Cr. R. Scott
Deputy Mayor
26 August 2025

M. Dicker
General Manager
26 August 2025

T. Irlam
Responsible Accounting Officer
26 August 2025

Blayney Shire Council | Income Statement of sewerage business activity | for the year ended 30 June 2025

Blayney Shire Council

Income Statement of sewerage business activity for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	1,710	1,607
User charges	168	168
Liquid trade waste charges	88	90
Interest and investment income	391	352
Grants and contributions provided for operating purposes	69	32
Total income from continuing operations	2,426	2,249
Expenses from continuing operations		
Employee benefits and on-costs	327	294
Borrowing costs	21	26
Materials and services	1,000	950
Depreciation, amortisation and impairment	778	740
Loss on disposal of assets	30	12
Other expenses	3	2
Total expenses from continuing operations	2,159	2,024
Surplus (deficit) from continuing operations before capital amounts	267	225
Grants and contributions provided for capital purposes	113	700
Surplus (deficit) from continuing operations after capital amounts	380	925
Surplus (deficit) from all operations before tax	380	925
Less: corporate taxation equivalent (25%) [based on result before capital]	(67)	(56)
Surplus (deficit) after tax	313	869
Plus accumulated surplus	11,546	10,621
– Corporate taxation equivalent	67	56
Closing accumulated surplus	11,926	11,546
Return on capital %	1.0%	0.9%
Subsidy from Council	959	1,010
Calculation of dividend payable:		
Surplus (deficit) after tax	313	869
Less: capital grants and contributions (excluding developer contributions)	(113)	(700)
Surplus for dividend calculation purposes	200	169
Potential dividend calculated from surplus	100	85

Blayney Shire Council

Statement of Financial Position of sewerage business activity

as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Cash and cash equivalents	688	2,174
Investments	8,417	6,570
Receivables	32	36
Total current assets	9,137	8,780
Non-current assets		
Infrastructure, property, plant and equipment	29,982	29,335
Total non-current assets	29,982	29,335
Total assets	39,119	38,115
LIABILITIES		
Current liabilities		
Contract liabilities	39	61
Payables	60	97
Borrowings	75	70
Employee benefit provisions	8	—
Total current liabilities	182	228
Non-current liabilities		
Borrowings	147	222
Employee benefit provisions	4	—
Total non-current liabilities	151	222
Total liabilities	333	450
Net assets	38,786	37,665
EQUITY		
Accumulated surplus	11,926	11,546
Revaluation reserves	26,860	26,119
Total equity	38,786	37,665

Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2021* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

Nil

Category 2

(where gross operating turnover is less than \$2 million)

a. Blayney Sewerage Service

Sewerage reticulation and treatment system servicing the town of Blayney, which has been established as a Special Rate Fund

b. Millthorpe Sewerage Service

Sewerage reticulation and treatment system servicing the town of Millthorpe, which has been established as a Special Rate Fund

Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Note – Material accounting policy information (continued)

Corporate income tax rate – 25% (23/24 25%)

Land tax – the first \$969,000 of combined land values attracts 0%. For the combined land values in excess of \$969,000 up to \$5,925,000 the rate is \$100 + 1.6%. For the remaining combined land value that exceeds \$5,925,000 a premium marginal rate of 2.0% applies.

Payroll tax – 5.45% on the value of taxable salaries and wages in excess of \$1,200,000.

In accordance with section 4 of Department of Planning and Environment (DPE) – Water’s regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a ‘dividend for taxation equivalent’, may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to sections 3 and 4 of DPE – Water’s regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level – gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the relevant corporate income tax rate, currently 25% (LY 25%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved. Since the taxation equivalent is notional – that is, it is payable to the ‘Council’ as the owner of business operations – it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 25% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face ‘true’ commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council’s borrowing rate for its business activities.

(i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

(ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses ‘would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field’.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council’s business activities on the Income Statement.

The rate of return is calculated as follows:

Operating result before capital income + interest expense
Written down value of I,PP&E as at 30 June

Note – Material accounting policy information (continued)

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 4.16% at 30/6/25.

(iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with section 4 of DPE – Water's regulatory and assurance framework and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June 2025 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with section 4 of DPE – Water's regulatory and assurance framework, statement of compliance and statement of dividend payment, dividend payment form and unqualified independent financial audit report are submitted to DPE – Water.

Blayney Shire Council

Special Purpose Financial Statements for the year ended 30 June 2025

Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the SPFS report (via the Home screen).

Blayney Shire Council

SPECIAL SCHEDULES
for the year ended 30 June 2025



Blayney Shire Council

Special Schedules
for the year ended 30 June 2025

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Blayney Shire Council

Permissible income for general rates

\$ '000	Notes	Calculation 2024/25	Calculation 2025/26
Notional general income calculation ¹			
Last year notional general income yield	a	10,028	11,005
Plus or minus adjustments ²	b	8	8
Notional general income	c = a + b	10,036	11,013
Permissible income calculation			
Percentage increase	d	10.00%	10.00%
Plus percentage increase amount ³	f = d x (c + e)	1,004	1,101
Sub-total	g = (c + e + f)	11,040	12,114
Plus (or minus) last year's carry forward total	h	(29)	14
Less valuation objections claimed in the previous year	i	—	(1)
Sub-total	j = (h + i)	(29)	13
Total permissible income	k = g + j	11,011	12,127
Less notional general income yield	l	11,005	12,120
Catch-up or (excess) result	m = k - l	5	7
Plus income lost due to valuation objections claimed ⁴	n	1	—
Less unused catch-up greater than 10 years ⁵	o	8	—
Carry forward to next year ⁶	p = m + n + o	14	7

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (4) Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer General. Councils can claim the value of the income lost due to valuation objections in any single year.
- (5) Unused catch-up amounts or the rate peg balance amounts will be deducted if they are not caught up within ten years. Usually councils will have a nominal carry forward figure. These amounts can be adjusted for when setting the rates in a future year.
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

Permissible income for general rates

Permissible income for general rates: PLUS PDF inserted here

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Blayney Shire Council

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2024/25 Required maintenance ^a	2024/25 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	1	2	3	4	5
Buildings	Other	6,766	2,017	560	636	33,279	50,865	20.0%	49.8%	16.9%	9.2%	4.1%
	Sub-total	6,766	2,017	560	636	33,279	50,865	20.0%	49.8%	16.9%	9.2%	4.1%
Roads	Sealed roads	2,064	567	1,774	490	164,051	188,687	69.6%	22.0%	7.3%	0.8%	0.3%
	Unsealed roads	1,961	420	339	1,908	33,213	36,083	79.0%	7.8%	7.8%	4.9%	0.5%
	Bridges	1,434	484	120	20	29,219	40,169	42.5%	42.7%	11.2%	2.1%	1.5%
	Footpaths	422	95	135	3	9,349	12,041	43.3%	26.2%	25.5%	3.1%	1.9%
	Major earthworks (non depreciable)	—	—	—	—	16,250	16,250	100.0%	0.0%	0.0%	0.0%	0.0%
	Other	—	—	—	—	—	—	0.0%	0.0%	0.0%	0.0%	0.0%
	Kerb & Gutter	1,186	368	167	—	8,225	17,747	34.8%	42.5%	16.1%	4.4%	2.3%
	Roadside Furniture	96	37	47	—	3,989	4,982	56.6%	38.5%	3.1%	0.9%	1.0%
	Culverts	1,211	420	102	—	7,517	10,902	31.0%	36.8%	21.5%	6.3%	4.4%
	Sub-total	8,374	2,391	2,684	2,421	271,813	326,861	64.5%	23.9%	9.0%	1.9%	0.7%
Sewerage network	Other	—	—	—	—	—	—	0.0%	0.0%	0.0%	0.0%	0.0%
	Gravity Reticulations	116	43	208	20	14,319	18,609	98.5%	0.7%	0.2%	0.3%	0.3%
	Rising mains	—	—	74	498	5,206	6,640	100.0%	0.0%	0.0%	0.0%	0.0%
	Sewerage Treatment Plant	47	8	102	463	6,349	9,112	58.8%	25.6%	15.1%	0.5%	0.0%
	Pump Stations	184	32	45	93	2,055	4,001	0.0%	19.1%	38.5%	37.8%	4.6%
	Sub-total	347	83	429	1,074	27,929	38,362	79.1%	8.4%	7.7%	4.2%	0.6%
Stormwater drainage	Other	—	—	—	—	—	—	0.0%	0.0%	0.0%	0.0%	0.0%
	Stormwater Pipes/Lines	25	4	98	79	14,718	19,649	19.4%	75.7%	4.8%	0.1%	0.0%
	Stormwater Pits	34	8	14	12	2,458	2,894	72.3%	23.3%	3.2%	1.0%	0.2%
	Sub-total	59	12	112	91	17,176	22,543	26.2%	68.9%	4.6%	0.2%	0.0%
Open space / recreational assets	Swimming pools	—	—	88	189	3,102	3,361	100.0%	0.0%	0.0%	0.0%	0.0%
	Other	26	5	400	432	5,855	8,248	59.0%	22.0%	19.0%	0.0%	0.0%
	Sub-total	26	5	488	621	8,957	11,609	70.9%	15.6%	13.5%	0.0%	0.0%
Total – all assets		15,572	4,508	4,273	4,843	359,154	450,240	58.9%	27.5%	9.7%	2.8%	1.1%

(a) Required maintenance is the amount identified in Council's asset management plans.

NO:

continued on next page ...

Blayney Shire Council

Report on infrastructure assets as at 30 June 2025 (continued)

Infrastructure asset condition assessment 'key'		
1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required

Blayney Shire Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (consolidated) *

\$ '000	Amounts 2025	Indicator 2025	Indicators 2024 2023		Benchmark
Buildings and infrastructure renewals ratio					
Asset renewals ¹	7,805	106.41%	154.68%	205.14%	> 100.00%
Depreciation, amortisation and impairment	7,335				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	15,572	4.19%	4.55%	5.52%	< 2.00%
Net carrying amount of infrastructure assets	371,839				
Asset maintenance ratio					
Actual asset maintenance	4,843	113.34%	101.86%	104.88%	> 100.00%
Required asset maintenance	4,273				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	4,508	1.00%	0.95%	1.20%	
Gross replacement cost	450,240				

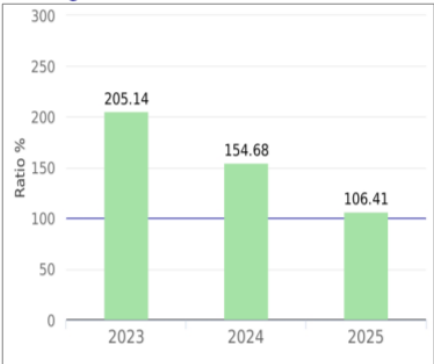
(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Blayney Shire Council

Report on infrastructure assets as at 30 June 2025

Buildings and infrastructure renewals ratio



Buildings and infrastructure renewals ratio

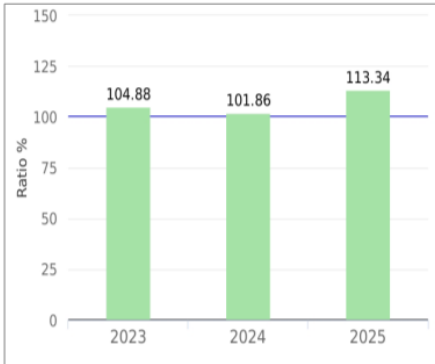
To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

Commentary on result	
24/25 ratio	106.41%
The building and infrastructure renewal ratio achieved the benchmark in 2024/25. This is a result of Council focusing on renewals of transport infrastructure.	

Benchmark: — > 100.00%
Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark
Ratio is outside benchmark

Asset maintenance ratio



Asset maintenance ratio

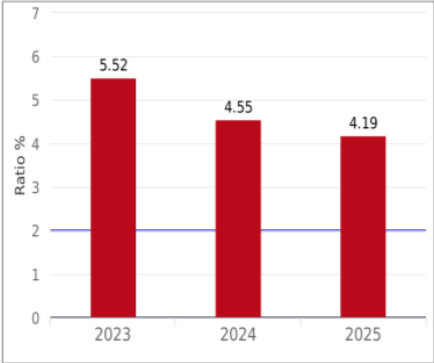
Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.

Commentary on result	
24/25 ratio	113.34%
Council's performance on this ratio has improved significantly this financial year and remains above the desired benchmark. This ratio indicates that the current funds Council is investing should be enough to prevent infrastructure backlog from increasing.	

Benchmark: — > 100.00%
Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark
Ratio is outside benchmark

Infrastructure backlog ratio



Infrastructure backlog ratio

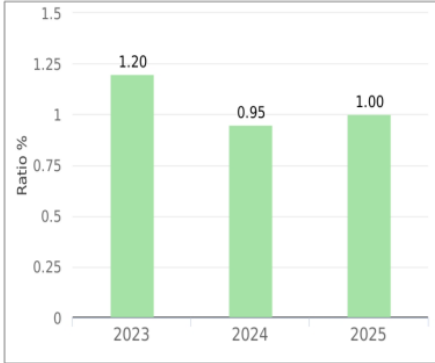
This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

Commentary on result	
24/25 ratio	4.19%
Council's infrastructure backlog ratio remains outside the desired level. The ratio indicates significant backlog of infrastructure to bring assets to condition 3 or better. The current trend indicates Council's allocation of expenditure for capital renewals has continued to improve performance in this metric. Continued renewals to target poor condition assets will further assist in reducing this ratio.	

Benchmark: — < 2.00%
Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark
Ratio is outside benchmark

Cost to bring assets to agreed service level



Cost to bring assets to agreed service level

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

Commentary on result	
24/25 ratio	1.00%
This ratio refers to the cost for Council to bring assets to condition 3 or better, against the value of all infrastructure assets. This ratio has increased to 1% from 0.95% in 2023/24 however is still substantially below the 2.14% in 2019.	

Transport
for NSW

A guide for councils using the Authorisation and Delegation Instrument

*Prescribed Traffic Control Devices
and Regulation of Traffic*

July 2025

transport.nsw.gov.au



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Introduction

This guide is a reference for councils and others who use the 2025 Authorisation and Delegation Instrument. It is intended to promote a consistent understanding of what can be a complicated mix of legislation, regulation, and practice.

For simplicity, the *Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic* is referred to as ‘the Instrument’.

This guide addresses the following questions:

- Why does Transport authorise and delegate?
- What powers are being authorised and delegated?
- Why would council use the Instrument?
- What are Local Transport Forums and how should they operate?
- What kinds of works need to be coordinated with Transport and others?

For the most up-to-date information and references, please refer to Transport’s website.

Why does Transport authorise and delegate?

Councils manage most of the roads and streets on which the people of NSW live, work, and play. These streets perform many functions. They may be the quiet streets of a residential neighbourhood, busy corridors for the movement of goods and people, or the venues for events, commemorations, and celebrations.

Councils in NSW are well-placed to manage local roads, responding to the needs and aspirations of their community. By extending some of its own powers to councils, Transport enables councils to manage streets more efficiently.

The Instrument itself serves two purposes: It authorises councils to use the signs, markings, and devices that appear in the *Road Rules 2014* and are known as ‘prescribed traffic control devices’; and it allows council to ‘regulate traffic’ on an unclassified road for purposes that go beyond roadwork, such as closing a road to allow an Anzac Day march.

It is important to note that councils already have powers to carry out road work and traffic control work, and to regulate traffic while doing so. The Instrument provides powers to use the most common ‘prescribed’ devices, but in many cases, council will not need to use it.

This version of the Instrument reinforces the principle that the functions of Transport delegated to councils by the Instrument may be exercised with wide discretion. It does not seek to limit council’s powers under the *Roads Act 1993* on unclassified roads (for instance the ability to carry out traffic control work under s87), nor to second-guess decisions made by councils under authority or delegation. The focus of the Instrument is to facilitate coordination and knowledge sharing, while taking a risk-based approach to proposals and works that might affect road safety, public transport, or the operation of the classified road network.

Legal context

Please note that this section is not to be taken as legal advice. Users should seek their own legal advice.

The legal framework for the Instrument is found across the *Transport Administration Act 1988*, the *Roads Act 1993*, and the *Road Transport Act 2013*.

The ***Transport Administration Act 1988*** establishes Transport and sets out its broad functions across all legislation relating to the management of roads and traffic across NSW. It authorises Transport to delegate some of its functions to councils (and for councils to further sub-delegate).

This Act defines the term ‘*traffic control facility*’ to include all signs, markings, structures or devices that advise or warn a driver; all signs, markings, structures, or devices that compel a road user to do (or not do) something; and any bridge or underpass for pedestrian use. Refer to the

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Glossary for a full definition.

The **Roads Act 1993** sets out and divides responsibilities and road management functions between Transport and other roads authorities such as councils.

Part 6 of the Act provides that “*traffic control work*” – which is work involving a “*traffic control facility*” – may be carried out by Transport on any public road, transitway, and any road or road related area used by motor vehicles, cyclists, pedestrians, or animals, and including road shoulders, nature strips, and other road adjacent areas (whether a public road or not).

An appropriate roads authority (usually council) may carry out those works on unclassified roads and all the other road related areas mentioned above, unless Transport has notified the roads authority that it intends to carry out works on that road or road related area (s87).

Part 8 of the Act provides Transport with a broad power to regulate traffic (i.e. restrict or prohibit passage along a road) for any purpose. Roads authorities may regulate traffic in a more limited set of defined circumstances – such as to give effect to traffic control work under Part 6 – or to give effect to some other function authorised or required by any legislation.

While councils have powers under s87 to carry out traffic control work, there are circumstances which arise commonly outside of that scope, and where the delegation to *regulate traffic* in the Instrument can assist councils.

Street markets or marches, for example, are not ‘*traffic control work*’ or road work for which the *Roads Act 1993* ordinarily allows councils to regulate traffic. To regulate traffic for a purpose that isn’t permitted by the defined circumstances in the Act (such as to open a road for a street parade, market, or similar), a council would need to apply to Transport for approval, advertise the proposal for 28 days, and forward any submissions to Transport before it may do so. By using the Instrument – and in doing so exercising Transport’s power to regulate traffic for any purpose – no advertising or approval is necessary and only the conditions of use of the Instrument need to be followed.

The **Road Transport Act 2013** establishes and governs road transport law in NSW. While the *Roads Act 1993* allows for the building of traffic control facilities, signs, lines, structures etc., Part 5.3 of the *Road Transport Act 2013* requires that a person hold appropriate authority from Transport to install, display, interfere with, alter, or remove a ‘*prescribed traffic control device*’. Unauthorised use of a device is subject to penalties, and Transport may order the unauthorised device to be removed and recover any expenses in doing so.

Some traffic control facilities are not ‘prescribed’ and do not require the authorisation provided by the Instrument. Speed cushions are one example. However, many other works, such as installing a roundabout, will involve installing a ‘*prescribed traffic control device*’ - which is a device that a road user must obey under the road rules – or they may be liable for a fine. All regulatory signage, and some markings, devices, and structures are ‘*prescribed traffic control devices*’. Refer to the Glossary for a full definition.

This Instrument provides councils with Transport’s authorisation to use prescribed traffic control devices, subject to the stated conditions in Schedule 4.

Finally, the power to establish and operate special event parking schemes delegated through provision (c) of the Instrument arises from the *Road Transport (General) Regulation 2021*, which sits under the *Road Transport Act 2013*.

Understanding the Instrument

The Instrument is a single consolidated document that replaces the Delegation to Councils (issued in 2011) and Temporary Delegation to Councils No.2 (issued in 2023), which are now no longer in force. The Instrument can be summarised as follows.

Clause (c) delegates Transport’s power to regulate traffic for any purpose, subject to Schedule 4.

Clause (c) also delegates the power to establish and operate a special event parking scheme, subject to Schedule 4.

Clause (e) provides authorisation in writing for the use of prescribed traffic control devices (regulatory signs, lines, markings, etc.), subject to Schedule 4.

Note: The authorisation given under clause (e) of the Instrument is referred to throughout Schedule

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4 as the 'prescribed traffic control device authorisation'. For clarity, the authorisation allows delegates to install, display, etc. those devices and extends to the engagement of third parties (such as developers, road construction contractors, etc.) to install and display any such devices as a consequence of a delegate's decision and approval under the Instrument.

Clause (d) enables councils to sub-delegate the functions and powers of the Instrument to their general manager or staff. Councils should set up their own instruments for this purpose to ensure the appropriate staff are carrying out functions lawfully.

Clause (f) provides consent for the temporary use of portable traffic control lights in accordance with Transport's Traffic Control at Work Sites Manual.

Clause (g) clarifies that non-compliance with any of the conditions and limitations in Schedule 4 means that the Instrument does not apply. In such a situation, any authority or delegation under the Instrument to exercise the function is taken not to have been given, and councils may be liable to the consequences of acting without authority or delegation.

The following subsections are structured and numbered in accordance with the conditions and limitations set out in Schedule 4 of the Instrument.

Where can council use the Instrument? (Condition 1)

Condition 1: Scope of Authorisation and Delegation

A delegate must not exercise a function listed in Schedule 1 of this Instrument and may not use the prescribed traffic control device authorisation:

- (a) outside its local government area as constituted under the *Local Government Act 1993*;
- (b) on a road or part of a road classified under the *Roads Act 1993* as a Freeway, Controlled Access Road, Tollway, or Transitway; or
- (c) on any road identified with the 'Administrative Category' of 'State' in the '*Schedule of Classified Roads and Unclassified Regional Roads*' (as published and amended from time to time by Transport for NSW), except with the consent of Transport for NSW.

Councils may only perform functions under the Instrument in their own local government area and generally on unclassified roads (often referred to as 'local' roads). Note that in some cases (e.g. some light rail or bus corridors) classification may vary across the road or across different levels of the road.

Further, the roads listed in (b) above aside, the classified roads on which councils are not permitted to use the Instrument are those that have been administratively classified as 'State Roads' – which may not necessarily be all classified roads. Road classification may be confusing due to the use of both statutory classifications (under the *Roads Act 1993*) and administrative classifications. Statutory classifications define the status of roads for the purposes of the *Roads Act 1993*, while administrative classifications set out "who is responsible for the road" for the purpose of operational management, including where the NSW Government takes over the responsibility and funding of more significant roads (i.e. 'State Roads').

The Schedule of Classified Roads and Unclassified Regional Roads is available online, as is a comprehensive map of NSW road network classification.

The Instrument may only be used by councils on State Roads if *written consent* from Transport has been obtained. The Local Transport Forum may be the appropriate starting point for such consent to be obtained – the Transport representative on the Local Transport Forum may act as a point of contact for consent to be sought. It must be noted however that Transport consent in this situation is required from Transport itself – not from Local Transport Forum. The Local Transport Forum may still review the proposal, but formal Transport consent is a prerequisite before council can use this Instrument on State Roads.

Traffic signals

Under section 87 of the *Roads Act 1993*, the construction, erection, installation, maintenance, repair, removal, or replacement of a traffic control light may not be carried out otherwise than by or

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with the consent of Transport. The Instrument does not provide that consent except in relation to portable traffic control lights (see clause [f]).

When using the Instrument, councils should engage with Transport – either directly or via the Local Transport Forum – in advance of undertaking any works that are likely to affect the operation of a traffic signal.

Prior engagement with Transport will ensure that unintended negative consequences for traffic signal operations are avoided.

How does the Local Transport Forum work? (*Condition 2*)

Condition 2: Local Transport Forum

- (a) A delegate must convene a Local Transport Forum to which a representative from each of the following is invited to attend:
 - (i) the delegate
 - (ii) Transport for NSW
 - (iii) NSW Police Force
 - (iv) The local Member(s) of Parliament
 - (v) The operator of any public passenger service likely to be affected by traffic control work proposed by the delegate
- (b) A delegate may invite any other person to attend the Local Transport Forum.
- (c) A delegate may seek technical advice from the Local Transport Forum regardless of whether this Instrument is being used.
- (d) The Local Transport Forum is to provide advice to the delegate on any matter put before it for advice.
- (e) A delegate must consider any advice provided by the Local Transport Forum.

One of the longstanding conditions of Transport's delegation of powers is that local roads authorities convene a body where proposals can be discussed, reviewed, and coordinated. This guide explains how Local Transport Forums (previously known as Local Traffic Committees) should operate and sets out the proposals they may or must consider.

The Local Transport Forum replaces the Local Traffic Committee. The change of name reflects its function and focus as an advisory body dedicated to technical advice, information sharing, and coordination on matters related to transportation, movement, and accessibility. It is not an approval body, nor does it make decisions.

The Local Transport Forum is not a committee as defined and understood in the *Local Government Act 1993*.

Function and responsibilities

Functions of the Local Transport Forum include:

- collaboration between agencies involved in transport management
- advice on street design, infrastructure, and traffic control facilities
- coordination of planned events and activities
- advice and information sharing on transport plans, policy, and management
- ensuring a public record of decisions relating to roads and streets

There is no voting at the Local Transport Forum, as councils are exclusively responsible for decisions they take on their roads. Members and attendees are to provide advice in good faith, share information, and coordinate activities and plans. Council is obliged to consider any advice provided by the Local Transport Forum, but any decisions – and the exercise of an authorised or

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delegated function itself – are the sole responsibility of council regardless of the advice of the Local Transport Forum.

Membership

The Local Transport Forum is convened by council. Council's role is that of both *proponent* and *decision-maker*. Council is the representative for all community interests (residents, businesses, etc.) and responsible for all road users – including public transport – and road safety.

There are three further mandatory invitees to every meeting of the Local Transport Forum:

- Transport for NSW
responsible for collaborative coordination and provision of advice regarding state-level interests (public transport, operation of state road network operation and safety, guidance and standards, etc.)
- NSW Police Force
responsible for provision of advice related to Police expertise, such as public safety, event management, highway patrol, enforcement, etc.
- the local Member(s) of NSW Parliament
responsible for provision of advice regarding community interests (residents, businesses, etc.)

It is also mandatory to invite the operator of any public passenger service likely to be affected by a proposal to carry out traffic control work to any meeting where that proposal is being reviewed. Most commonly, this will be local bus operators. Depending on local context and service density, it may be beneficial for councils to issue a standing invitation to public passenger service operators in their area. It is the responsibility of the relevant operator to attend and/or to return feedback to council if otherwise unable to attend. Failure to do so when appropriately invited does not prevent council from proceeding with a proposal.

Multiple representatives may be invited where proposals affect more than one state electorate or Police Area Command. Council is also encouraged to invite any other person who may add technical expertise and value to the Local Transport Forum. Examples include – but are not limited to – road safety practitioners, urban designers, planners, local advocacy groups (such as those for mobility-impaired residents, cyclists, pedestrians, etc.), representatives from Local Health Districts or schools, and other subject matter experts as relevant.

A quorum for a meeting of the Local Transport Forum is one representative in attendance from each of council and Transport.

Administration

The Local Transport Forum is administered by council, which may decide the frequency and format of meetings.

Attendees must be:

- provided with the meeting agenda at least seven (7) calendar days in advance of the meeting (unless otherwise agreed by members)
- afforded the opportunity to review meeting minutes prior to finalisation
- be provided with a copy of the finalised meeting minutes

The meeting agenda must:

- include sufficient information to review any proposals or items submitted for advice
- clearly distinguish between items referred for advice, tabled for-information-only, and raised for general discussion

The meeting minutes must clearly record:

- invitees and attendance
- items discussed
- key advice provided

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- any for-information-only records or reports tabled

Referring proposals for advice (*Condition 3*)

Condition 3: Mandatory prior referral of some proposals

- (a) A delegate must refer to the Local Transport Forum any proposal to exercise a function listed in Schedule 1 of this Instrument or to use the prescribed traffic control device authorisation where that proposal would:
- for a period exceeding **6 months**:
- (i) restrict or prohibit passage along a road of any persons, vehicles, or animals; or
 - (ii) compel or prevent a turn from one public road to another public road;
- or
- for a period exceeding **24 hours**:
- (iii) prevent, impede, or hinder the safe or efficient operation of a public passenger service; or
 - (iv) prevent access to a public transport station, stop, wharf, or service; or
 - (v) remove or render less effective any bus priority measure.
- (b) Following consideration of advice provided by the Local Transport Forum, the delegate may proceed with the proposal unless the Transport for NSW representative advises the meeting of the Local Transport Forum that Transport for NSW will be submitting a Statement of Concern within seven (7) days.
- (c) If a Statement of Concern has been provided to the delegate in accordance with clause (b) above, the delegate may not exercise the relevant function until a further seven (7) days after it has circulated to the members of the Local Transport Forum a written response addressing the Statement of Concern and the delegate's reasons for proceeding to exercise the function.

Conditions 3(a)(i-ii) of the Instrument are intended to capture proposals that '*regulate traffic*' as defined in the *Roads Act 1993*. Aside from interfering with the common law right of passage on a public road, proposals that regulate traffic may create challenging outcomes – both positive and negative – and must be referred to the Local Transport Forum for coordination, input, and advice.

NOTE

'*Regulate traffic*' is a technical term that is formally defined in the *Roads Act 1993*. It means "*restrict or prohibit the passage along a road of persons, vehicles, or animals*". If a proposal does not prohibit or restrict passage, it is not regulation of traffic.

For the purposes of the Instrument, 'restrict passage' should be understood to mean a partial constraint that does not constitute prohibition or prevention of passage (such as passage only during particular times or for particular purposes). Most commonly, this is by way of compelling or preventing a turn by road users from one public road to another public road (where passage along the road is retained but can only be undertaken if approached/accessed in a specific way, or at a specific time).

For clarity, works that may affect vehicle speed or road capacity (e.g. speed cushions, roundabouts, reductions in road lanes, changes to parking controls, etc.) do not constitute restrictions or prohibitions on passage and are not regulation of traffic.

Given the critical importance of public transport in NSW, conditions 3(a)(iii-v) apply the same obligation of mandatory prior referral to the Local Transport Forum to any proposals that have the potential to negatively affect the operations of public passenger services. Please note that there are some existing legislative protections (such as s144B of the *Roads Act 1993*) for other parts of the broader rail and transport network which also must be complied with.

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The following table provides examples of different types of common works and proposals to aid practitioners in understanding what must be referred to the Local Transport Forum in advance of implementation. Further information can be found on Transport’s website.

Examples
1. Council develops a traffic calming proposal for a residential neighbourhood that would prevent left turns into some side streets. The proposal uses physical changes and No Left Turn signs. This is a restriction on passage along those roads. It must be referred to the LTF prior to implementation.
2. Council proposes to install a roundabout at a four-way intersection with speed cushions on approach to improve road safety. All turn movements are maintained and reducing vehicle speed does not constitute a restriction on passage, so prior referral to the LTF is optional at the discretion of council.
3. Council proposes to trial preventing motor vehicle access along a side street every weekday during lunch hours to provide space for tables and chairs for local restaurants. The proposal prohibits passage of vehicles along the road and thus ‘regulates traffic’, but the trial is only for 6 months, so prior referral to the LTF is optional at the discretion of council.
4. Council proposes to install a series of kerb islands with street trees in the kerbside lane to beautify a local shopping area. Changes to parking arrangements – including adjustments to permissive parking times and No Stopping zones – are also implemented. Parking is reduced but the changes do not restrict or prohibit passage along the road. Prior referral to the LTF is optional at the discretion of council.
5. Council is working with a private event organiser planning an on-street charity running event. The event will require preventing motor vehicle access along a number of different roads through town – including the main street on which a bus service operates. Prohibiting passage of vehicles along the roads is regulation of traffic, and there is a direct negative effect on operations of the bus service, but traffic controls are in place for less than 24 hours, so prior referral to the LTF is optional at the discretion of council. Council is, however, obliged to consult with the operator of the bus service at least 7 days’ prior.
6. Council is hosting a food & drink festival along the main street of town that will involve preventing motor vehicle access for 3 days. The proposal prohibits passage of vehicles along the roads and thus ‘regulates traffic’. It will also prevent access to bus stops and efficient operation of bus services. The traffic regulation is in place for less than 6 months, but the effects on public transport operations last for more than 24 hours. As a result, it must be referred to the LTF prior to implementation.
7. Council proposes to ban trucks and buses from using a side street to reach an industrial estate. This is a prohibition of passage. It must be referred to the LTF prior to implementation.
8. Council proposes to enable contra-flow movement for bicycles on an existing one-way road. The proposal includes narrowing of the carriageway and shifting of kerbside parking to enable installation of concrete kerbing to create a separated bicycle lane and improve safety. The proposal does not restrict or prohibit passage along the road. Prior referral to the LTF is optional at the discretion of council.
9. Council proposes to install a central median that compels left turns when entering from side streets. This is a restriction on passage. It must be referred to the LTF prior to implementation.
10. Council proposes a safety and amenity-focused revitalisation of a local high street. The design involves footpath widening and the installation of kerb blisters and raised pedestrian crossings. There will be some loss of parking and a reduction in the road carriageway width from 4 lanes to 2-3. None of these changes – including the reduction in lanes/road capacity for motor vehicles – constitute ‘regulation of traffic’ because they do not restrict or prohibit

passage along the road. Prior referral to the LTF is **optional** at the discretion of council.

Temporary regulation of traffic and events

The Instrument now allows some temporary 'regulation of traffic' to be undertaken without prior referral to the Local Transport Forum. This could be a brief closure for a street party or small event, or longer duration changes such as making a street one-way or 'closing' it at one end.

Council may use the Instrument to hold events on the public road that require the 'regulation of traffic', such as an Anzac Day event or a local market. Where public events or activities are held, it is a condition of the Instrument that NSW Police and Transport are given seven days' notice. (This is consistent with the notification requirement in s166 of the *Liquor Act 2007*).

Councils may wish to trial changes to the roads in their community – reducing the need for expensive modelling, allowing solutions to be trialled and modified, and ensuring the community and road users understand proposed permanent changes. The Instrument authorises councils to regulate traffic for up to six months without mandatory prior referral to the Local Transport Forum. (Should such a change be successful, it must be referred to the LTF if the intention is to continue beyond six months).

To safeguard public transport, the six-month period is reduced to 24 hours where a proposal prevents or hinders safe or efficient operation of a bus service, prevents access to a public transport stop, or removes or renders less effective any bus priority measure (refer to condition 3[a][iii-v]).

Alternatively, for select events or activities, councils can forgo the Instrument and the Local Transport Forum and use their existing legal powers under s115(2)(f) of the *Roads Act 1993* where a permit has been issued under s144 for a 'road event', including:

- Filming projects (as set out in the *Local Government Act 1993*)
- Neighbourhood activities (as defined in the *Roads Regulation 2018*)
- Speed contests (such as a race – Police approvals under other legislation will be required)

Section 166 of the *Liquor Act 2007* also allows regulation of traffic for events, performance space, and dining without using the Instrument and without referral to the Local Transport Forum.

NOTE

The *Roads Act 1993* uses the term 'regulation of traffic' to refer to restrictions or prohibitions on passage – what most people call a 'road closure'. This is *not* the same thing as 'closing a road' under Part 4 of the *Roads Act 1993*, which is the process of *extinguishing* a road to allow it to be sold or amalgamated. Councils don't need to use the lengthy Part 4 process for everyday changes to their local roads, such as closures to keep through-traffic of quieter streets.

Assessing the impacts of proposals

Members of the Local Transport Forum must have sufficient information to reasonably assess proposals and provide informed advice.

Councils should consider the potential effects of any change on amenity, safety, and access across the broader network for all road users and should make the assessment available to the Local Transport Forum. Professional judgement or other appropriate methods may be used to do this – taking into account considerations such as local conditions, scale, and whether the proposal is temporary, permanent, or a trial. A formal traffic model or plan may be used where appropriate but is not required.

Testing and trialling temporary changes is an increasingly common method to assess both network impacts and community sentiment and has proven effective in local area traffic management schemes, active transport projects, placemaking, and urban revitalisation initiatives. It may be preferable to take this approach in many situations. Guidance is contained in Appendix A.5 of the NSW Design of Roads and Streets Manual.

For proposals to regulate traffic, councils must provide the Local Transport Forum with:

- Sufficient detail to allow members to understand and assess the proposal

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- If applicable (as required by condition 5), details of consultation with affected public passenger service operators undertaken outside of the Local Transport Forum

Statements of Concern

When a proposal is discussed at the Local Transport Forum, any attendee may provide feedback and suggestions on design, technical aspects, general policy, or planning considerations. Members should seek to resolve any concerns or uncertainties during this discussion.

For proposals for which prior referral to the Local Transport Forum is mandatory and where Transport continues to hold concerns following discussion, Transport may indicate that it intends to file, within seven days, a formal Statement of Concern. Other members may express views and raise issues, which Transport will consider, but the Statement of Concern itself may only be filed by Transport.

A Statement of Concern details Transport's concerns, reasoning, and any request(s) for mitigation(s) or alternative action(s). It might relate to an entire proposal or to a specific aspect of its design or location. It must be submitted within seven (7) calendar days, during which time council is not delegated or authorised to implement the proposal. If no Statement of Concern is issued during this time – perhaps due to further discussion and resolution by the parties – council may proceed.

Once received, council must consider the issue(s) raised in a Statement and circulate a written response to all Forum members. It must address the issue(s) raised and either (a) detail the amendments proposed in response or (b) set out council's reasons for proceeding without amendment. Seven (7) calendar days after issuing its response, council may proceed with the proposal.

A Statement of Concern does not oblige council to change or withdraw a proposal, but it does place both Transport's comments and council's response on the public record, which is particularly important where safety concerns are noted. It also provides a time window for further discussion and escalation of significant issues.

Refer to the Appendix for a flowchart that includes the steps associated with a Statement of Concern.

The Statement of Concern process only applies to those proposals for which prior referral to the Local Transport Forum is mandatory. Records tabled for-information-only and proposals referred to the Local Transport Forum at the discretion of council are not subject to the Statement of Concern process. Concerns relating to those matters may be resolved through discussion.

Keeping records (*Condition 4*)

Condition 4: Keeping of records

- (a) The proceedings of the Local Transport Forum must be recorded and made public as soon as practicable.
- (b) A post facto record of any use of the prescribed traffic control device authorisation (excluding any instance that has already been the subject of prior referral per condition 3) must be tabled at the Local Transport Forum as soon as practicable and no later than three (3) months after the fact.

Proceedings of the Local Transport Forum must be made publicly available online in an easily accessible manner as soon as practicable and must include:

- meeting agenda
- meeting minutes
- any formal records of use of the prescribed traffic control device authorisation (including those circulated to members out-of-session)
- the entirety of any Statements of Concern submitted by Transport for NSW under condition 3 of Schedule 4 of the Instrument
- the entirety of any council response to a Statement of Concern under condition 3 of Schedule 4 of the Instrument

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Additional information may be included at the discretion of council.

For the purposes of condition 4(b) of Schedule 4 of the Instrument, a post facto record of any use of the prescribed traffic control device authorisation must include:

- type
- specific location
- date

Additional information may be included at the discretion of council.

Where a meeting of the Local Transport Forum is not scheduled to be held within three (3) months, a record of use of the prescribed traffic control device authorisation must be circulated directly to all members of the Local Transport Forum. The record must be made publicly available online and forms part of the records of the Forum, even if it has not met.

**Coordination with Transport, public transport operators, and Police
(Condition 5)**

Condition 5: Coordination

- (a) A delegate must consult any public passenger service operator –either directly or via the Local Transport Forum –before exercising any function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation where it is likely to affect the operation of a public passenger service provided by that operator.
- (b) Details of such consultation undertaken outside of the Local Transport Forum must be tabled at the Local Transport Forum as soon as practicable.
- (c) A delegate must give not less than seven (7) days’ notice to NSW Police and Transport for NSW –either directly or via the Local Transport Forum –before regulating traffic under this Instrument for the purposes of a public event.

The requirement for consultation in condition 5(a) applies to any function listed in Schedule 1 of this Instrument or use of the prescribed traffic control device authorisation likely to affect the operation of a public passenger service (note: while this may commonly be buses, it applies to any public passenger service, including rail, light rail, metro, and ferry). Practitioners must use professional judgement and take advice as to whether a proposal is likely to affect a public passenger service.

At bus stops, considerations may include whether adequate draw-in and pull-out length is preserved, or whether the design of the kerbside environment ensures ramps can be fully deployed for mobility impaired passengers. On-street designs should ensure turning paths are clear, hazardous merges are not required by drivers, bus priority is maintained or improved, and traffic calming devices are appropriately designed for bus operation.

Engagement with operators may be undertaken directly or through the Local Transport Forum. When undertaken directly, sufficient detail must be given to the operator to allow reasonable assessment of any proposal, and at least seven (7) calendar days should be allowed for feedback before council proceeds. Details of any direct consultation undertaken outside of the Local Transport Forum must be tabled as a record at the Local Transport Forum as soon as practicable.

It is the responsibility of the operator to return feedback to council. Failure to comment when invited to do so does not prevent council from proceeding.

Regular bus services may be identified through Transport’s online Bus Route Map or on advice of Transport. Design references such as the Bus Priority Toolbox are available through the NSW Design of Roads and Streets Manual.

References (Condition 6)

Condition 6: References

Transport for NSW

- (a) A delegate must use the NSW Design of Roads and Streets Manual (TS 00066, as amended from time to time) as a primary reference when exercising a function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation.
- (b) Use of a portable traffic control light or R4-212n roadwork speed limit sign under this Instrument must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492, as amended from time to time).

The NSW Design of Roads and Streets Manual (DORAS) is a valuable reference for design, engineering, and planning practitioners. It offers guidance on network planning, understanding street and road environments, identifying issues and design solutions, typical design parameters, and application of the Safe Systems approach.

DORAS provides extensive and convenient references to applicable guidance, manuals, technical standards, and policy documents. It recognises that no two contexts and street environments are the same and offers guidance for councils that may wish to adopt local street design guides to reflect local aspirations and conditions.

DORAS provides references and links to many other adopted Transport Standards where relevant, such as the NSW Supplement to AS 1742 Manual of Uniform Traffic Control Devices, the NSW Supplement to Austroads Guide to Road Design, Delineation and Pavement Marking, the Cycleway Design Toolbox, and the Pedestrian Crossing Guideline. The Transport Standards Portal can be used to access these tools. DORAS also provides references to scores of other resources available to practitioners from legislation to examples of international best practice.

DORAS must be used as a primary reference for practitioners using the Instrument.

Transport's reserve powers (*Condition 7*)

Condition 7: Preservation of head of power

Notwithstanding this Instrument, Transport for NSW reserves all and any rights and powers, including to:

- (a) Direct a public authority under clause 8I of Schedule 1 of the *Transport Administration Act 1988*, or alter or remove, or direct the alteration or removal of any prescribed traffic control device, under Part 5.3, Division 2 of the *Road Transport Act 2013*; and
- (b) Carry out road work in accordance with Part 6 of the *Roads Act 1993*; and
- (c) Carry out traffic control work on any public road, including exclusive power to carry out or consent to the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control light in accordance with section 87 of the *Roads Act 1993*; and
- (d) Regulate traffic under Part 8 of the *Roads Act 1993*.
- (e) Revoke or withdraw this delegation, authorisation, or any component of it at any time with respect to any or all delegates.

The Instrument does not affect Transport's (nor council's) rights and powers under legislation.

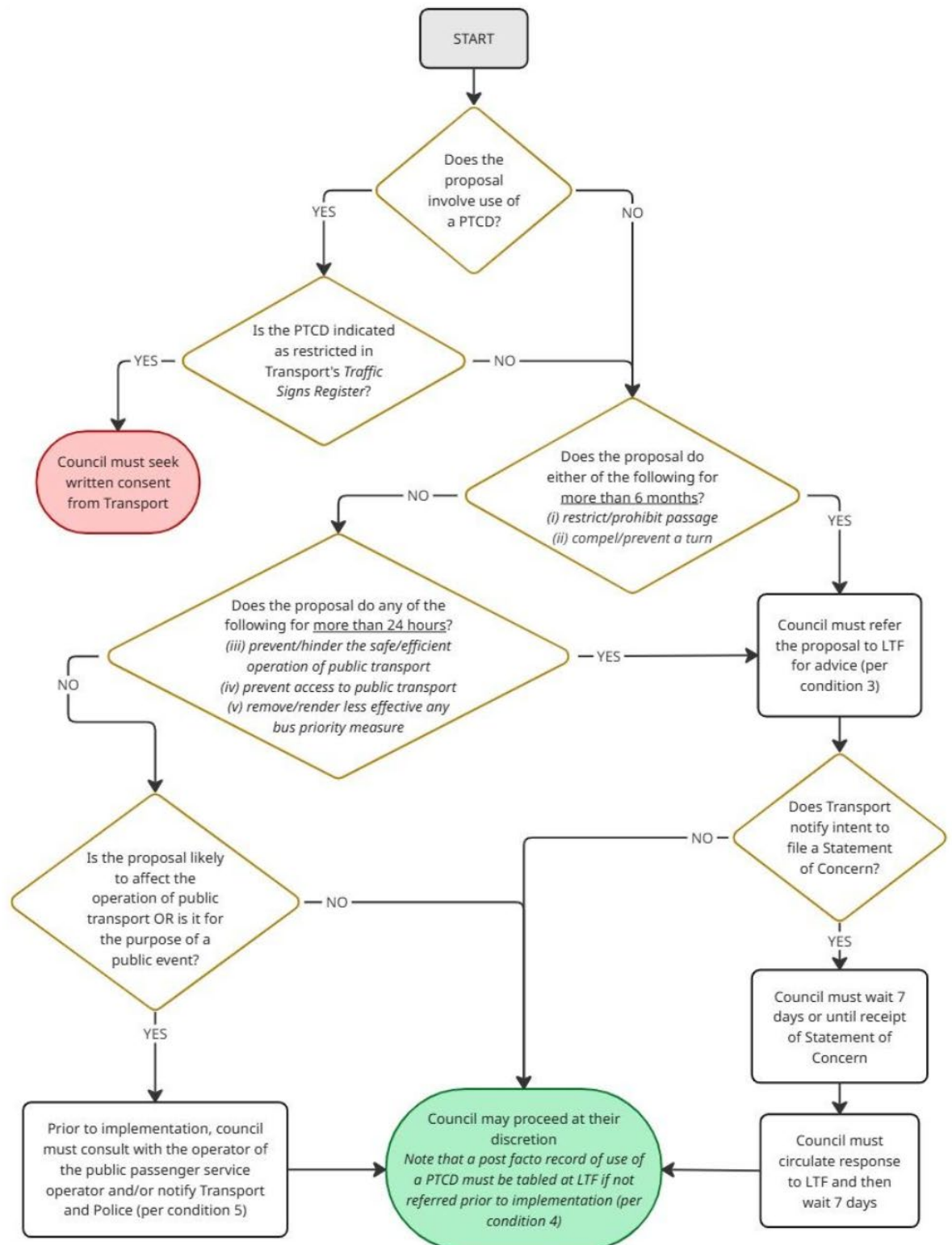
Council continues to have powers to undertake road work under s71 of the *Roads Act 1993*, to undertake traffic control work on unclassified roads under s87 of the *Roads Act 1993*, and to regulate traffic under s115 to complete those works. Transport retains the power to carry out traffic control work on any road, and to regulate traffic for any purpose.

In cases where, despite best efforts, Transport and council cannot agree on a proposed course of action, options for Transport or the Minister for Roads to issue a direction to a roads authority or public authority under legislation are not affected by this Instrument.

Appendix

Exercising an authorised or delegated function

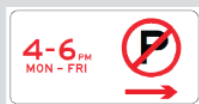
The following process applies to any function exercised using the Instrument. It assumes that the proposed function is otherwise eligible and compliant with Schedule 4.



Glossary

‘Authorisation and Delegation Instrument’ or ‘Instrument’	Abbreviated reference to ‘ <i>Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic</i> ’; the instrument that is the subject of this guide.
the/this guide	Abbreviated reference to this document; ‘Guide to Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic’.
DORAS	Abbreviated reference to the NSW Design of Roads and Streets Manual (TS 00066).
local road	<p>Abbreviated reference to the portion of NSW’s road network that is:</p> <ul style="list-style-type: none">• within the local government area of the relevant council; and• not classified as a Freeway, Controlled Access Road, Tollway, or Transitway; and• not identified with the ‘Administrative Category’ of ‘State’ in the ‘Schedule of Classified Roads and Unclassified Regional Roads’ (as published and amended from time to time by Transport for NSW)
LTF	Abbreviated reference to the Local Transport Forum.
‘meeting’ of the Local Transport Forum	Reference to a session of the Local Transport Forum. Meetings can be held physically, digitally, or via correspondence.
portable traffic control light	<p>Approved traffic signals that are transportable and not permanently installed.</p> <p>For the purposes of the Authorisation and Delegation Instrument, ‘portable traffic control light’ is understood and used as per ‘portable traffic signal’ in Transport’s Traffic Control at Work Sites Technical Manual (TS 05492, as amended from time to time).</p>
prescribed traffic control device	<p>A sign, signal, marking, structure, or other device to direct or warn traffic on a road (or part of a road) that is prescribed by the statutory rules of the <i>Road Transport Act 2013</i> for the purposes of this definition. Refer to the <i>Road Transport Act 2013</i>.</p> <p>For the purposes of this definition, the <i>Road Transport (General) Regulation 2021</i> prescribes traffic control devices of a kind mentioned in the <i>Road Rules 2014</i>.</p> <p>Examples of a prescribed traffic control device:</p>

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NOTE: 'Prescribed traffic control device' is commonly confused with 'traffic control device' or 'traffic control facility'.

'Prescribed traffic control device' is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is 'prescribed traffic control devices' that are the subject of provision (e) of the Instrument (the 'prescribed traffic control device authorisation').

prescribed traffic control device authorisation	Abbreviated reference to the authorisation issued through provision (e) of the Authorisation and Delegation Instrument.
proposal	Abbreviated reference to the intended exercise by council of a function enabled by the Authorisation and Delegation Instrument.
PTCD	Abbreviated reference to 'prescribed traffic control device'.
public event	For the purposes of the Authorisation and Delegation Instrument, 'public event' means any market, gathering, performance, festival, march, celebration, commemoration, or similar held on a road, whether organised by a delegate or another party, and open to the public to attend.
public passenger service	<p>The transport, by a motor vehicle, vessel, aircraft, train, or other vehicle prescribed by the regulations of the <i>Passenger Transport Act 2014</i> for the purposes of this definition, of passengers within, or partly within, New South Wales for a fare. Refer to the <i>Passenger Transport Act 2014</i>.</p> <p>For the purposes of the Authorisation and Delegation Instrument;</p> <ul style="list-style-type: none"> • A passenger service under the <i>Point to Point Transport (Taxis and Hire Vehicles) Act 2016</i> is excluded • A passenger service that operates without collection of a fare is included
regular bus service	As identified on Transport's online Bus Route Map or on advice of Transport.
regulate traffic	To restrict or prohibit the passage along a road of persons, vehicles, or animals. Refer to the <i>Roads Act 1993</i> .
restrict or prohibit passage	<p>For the purposes of the Authorisation and Delegation Instrument:</p> <ul style="list-style-type: none"> • 'Restrict' means a partial constraint, such as passage only during particular times or for particular purposes (e.g. 'local access only') • 'Prohibit' means to bar or prevent passage, such as a mid-block

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	<p>traffic filter</p> <p>For clarity, compelling or preventing a turn from one public road to another is a restriction on passage. A reduction in vehicle speed or road capacity does not constitute a restriction on passage.</p>
road and road related area	<p>A road is an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles. Refer to the <i>Road Rules 2014</i>.</p> <p>A road related area is any of the following:</p> <ul style="list-style-type: none"> • an area that divides a road • a footpath or nature strip adjacent to a road • an area that is not a road and that is open to the public and designated for use by cyclists or animals • an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles <p>Refer to the <i>Road Rules 2014</i>.</p>
road event	<p>Means a speed contest or such other activity as may be prescribed by the regulations for the purposes of this definition. Refer to the <i>Roads Act 1993</i>.</p> <p>For the purposes of this definition, the <i>Roads Regulation 2018</i> also prescribes filming projects within the meaning of the <i>Local Government Act 1993</i> and neighbourhood activities as defined in s79.</p>
road work	<p>Includes any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transitway station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility. Refer to the <i>Roads Act 1993</i>.</p> <p>To carry out road work includes to carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work. Refer to the <i>Roads Act 1993</i>.</p>
roads authority	<p>A person or body that is, by or under the <i>Roads Act 1993</i>, declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road. Refer to the <i>Roads Act 1993</i>.</p>
special event parking scheme	<p>Where the whole, or a part of, a road has been set aside as a special event parking area. Refer to the <i>Road Transport (General) Regulation 2021</i>.</p> <p>A special event parking area is the network of roads in an area with —</p> <ul style="list-style-type: none"> (a) a special event parking area sign on each road into the area, and (b) an end special event parking area sign on each road out of the area. <p>Refer to the <i>Road Rules 2014</i>.</p>
traffic control device	<p>A traffic sign, road marking, traffic signals, or other device, to direct or warn traffic on, entering, or leaving a road. Refer to the <i>Road Rules 2014</i>.</p>

Examples of a traffic control device:



NOTE: ‘Traffic control device’ is commonly confused with ‘traffic control facility’ or ‘prescribed traffic control device’.

‘Prescribed traffic control device’ is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is ‘prescribed traffic control devices’ that are the subject of provision (e) of the Instrument (the ‘prescribed traffic control device authorisation’). ‘Traffic control devices’ may already be installed and used by councils without relying on the Instrument.

**traffic control
facility**

Means —

- (a) traffic control lights on roads or road related areas, and equipment used in connection with traffic control lights, or
- (b) any sign, marking, structure or device containing or relating to a requirement or direction, contravention of which is an offence arising under —
 - (i) this Act or the regulations, or
 - (ii) any other Act, regulation or by-law prescribed for the purposes of this subparagraph, or
- (c) any other sign, marking, structure or device that is intended to promote safe or orderly traffic movement on roads or road related areas or to warn, advise or inform the drivers of vehicles, or pedestrians, of any matter or thing in relation to vehicular or pedestrian traffic or road conditions or hazards, or
- (d) any bridge or subway or other facility for use by pedestrians over, across, under or alongside a road or road related area, or
- (e) any other thing prescribed as a traffic control facility by the regulations.

Refer to the *Transport Administration Act 1988*.

For the purposes of (b)(ii) above, the *Transport Administration (General) Regulation 2018* prescribes the road transport legislation within the meaning of the *Road Transport Act 2013*, which includes the *Road Rules 2014*.

NOTE: ‘Traffic control facility’ is commonly confused with ‘traffic control device’ or ‘prescribed traffic control device’.

‘Prescribed traffic control device’ is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is ‘prescribed traffic control devices’ that are the subject of provision (e) of the Instrument (the ‘prescribed traffic control device authorisation’).

traffic control light

For the purposes of the Authorisation and Delegation Instrument, ‘traffic control light’ is understood and used as per ‘traffic signal’ in the *Road Rules 2014*.

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traffic control work	Includes any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility. Refer to the <i>Roads Act 1993</i> .
traffic signal	Bicycle crossing lights, B lights, overhead lane control signals, pedestrian lights, T lights, traffic arrows, traffic lights, or twin red or yellow lights. Refer to the <i>Road Rules 2014</i> .
Transport	Abbreviated reference to 'Transport for New South Wales'.



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Acumentis.



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ACN: 109 670 671

4/200-202 Summer Street,
Orange NSW 2800

Tel: 1300 882 401

Valuation Report

Part Closed Road, Collins Street,
CARCOAR NSW 2791

Reliant Party:	Blayney Shire Council
Purpose:	Pre-Sale Advise
Instructed By:	Jacob Hogan
Valuation Date:	16 June 2025
Inspection Date:	16 June 2025
Client ref.	Q28102
Acumentis ref.	2506012620

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Part Closed Road, Collins Street, CARCOAR NSW 2791



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Executive Summary

IMPORTANT: All data provided in this summary is wholly reliant on and must be read in conjunction with the information provided in the attached report. It is a synopsis only designed to provide a brief overview and must not be acted on in isolation.

For the purpose of this report “Acumentis” means the company identified on the front of this report.

1.1 Property summary

Property address	Part Closed Road, Collins Street, CARCOAR NSW 2791		
Real property description	The property is Crown owned land and is not currently identified by way of a Lot and Deposited Plan.		
Registered proprietor / owner	Blayney Shire Council		
Encumbrances	N/A.		
Basis of valuation	Market Value Existing Property		
Site area	1,848m² (subject to survey)		
Property description 'As Is'	<p>A vacant sloping parcel with frontage to the Belubular River on the western elevation, with frontage to the intersection of Collins Street and Jones Street. Set approximately 180 metres north of the Carcoar town centre.</p> <p>The site forms part of existing Crown Road Reserve and it is a critical assumption within my report that the site does NOT include dwelling eligibility. It is also noted the site falls below the minimum allotment size for subdivision or erection of a dwelling (2,000m²), per the planning provisions under the Blayney LEP 2012.</p> <p>The property is proposed to be sold to an adjoining land holder and will be amalgamated with the adjoining lot, provided sale terms are agreed.</p>		
Marketability	Limited		
Environmental issues	N/A	Heritage issues	N/A
Local authority / zoning	Blayney Shire Council	RU5: Village	
Current use	Vacant Land		
Relevant dates	Valuation date	16 June 2025	Inspection date 16 June 2025
	Date of issue	5 August 2025	

1.2 Recent sale history

	Sale date	Sale amount
Current contract	N/A	N/A
Previous sale	N/A	N/A

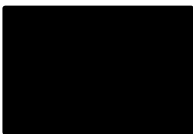
2506012620
Part Closed Road, Collins Street, CARCOAR NSW 2791



1.3 Valuation & assessment summary

Interest valued	Fee Simple Vacant Possession
Value component	Existing Property
Market value	\$30,000
(Thirty Thousand Dollars)	

1.4 Signatory



Valuer James Simpson
AAPI CPV 69396

Position Regional Director

Entity Acumentis Pty Ltd

Office ADV - Projects Litigation & Acquisitions

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No responsibility is accepted by the Valuer and/or Valuation Firm in the event that the instructing party to which this Report is addressed, or any other agreed additional reliant party(s) noted in this Report, relies, uses, distributes, publishes and /or otherwise represents anything contained in the Report for any other purpose apart from that expressly noted previously.

No responsibility is accepted by the Valuer and/or Valuation Firm to any other parties who rely, use, distribute, publish and/or otherwise represent anything contained in the Report for any purpose.

2506012620
Part Closed Road, Collins Street, CARCOAR NSW 2791



Qualifications & Definitions

2.1 Assumptions, conditions and limitations

The valuation is prepared based on the following pertinent assumptions, conditions and limitations:

- Based on an unencumbered Fee Simple Title being obtained.
- All the information supplied/sourced, including tenancy information (where applicable), in conducting this valuation consists of a full and accurate disclosure of all information that is relevant.
- Based on our observations, the site is not contaminated and we assume that no remediation works are required.
- The property is not affected by historical or anthropological matters other than those identified by the valuer within the body of this report.
- Any objective information, data or calculations set out in the Valuation will be accurate so far as is reasonably expected from a qualified and experienced valuer, reflecting due skill, care and diligence.
- We have conditioned our valuation on the basis that there are no side agreements or commissions relating to the purchase which may give rise to a special interest in the property or which may distort the purchase price. Whilst we have relied upon general market evidence and industry benchmarks in forming our opinion of value and have made specific enquiries as to the conditions of the sale, this valuation is subject to the purchase price indicated as being correct and reflects typical transaction conditions for a property of this nature.
- The client must review all Critical Documents to sight, prior to relying on this valuation assessment, to confirm that there are no issues which have a pertinent impact on the market value of the subject property.
- **Verifiable assumptions** relate to environmental issues, structural integrity of the improvements, compliance with applicable building regulations, condition of building services, zoning and encroachments and can be confirmed by obtaining appropriate documentation relating to each.
- Should any of the assumptions upon which our valuation assessment is made prove to be incorrect or inaccurate, this report should be referred to Acumentis for further comment/reassessment.

2.2 Disclaimers

ESG Qualification Statement

In preparing this valuation report, the Valuer has had regard to any significant reasonably observable or publicly known environmental, social and governance (ESG) factors. The valuer undertook relevant investigations and enquiries, inspected the property and its surrounding environs and made enquiries and investigations into market evidence in addition to considering information gathered from other sources as referred to in this valuation report. The Valuer has endeavoured to analyse whether any ESG factors impact market value or the subject property.

The valuer is not an expert in ESG matters and as such any observations or comments in relation to ESG are only provided in the Valuer's capacity as a property valuer. It is strongly recommended that the client, and any other agreed reliant party(ies), seek and obtain guidance, specific advice and/or opinion, or other appropriate specialist input, from specialists who have expertise and qualifications in ESG, in relation to any ESG matters raised in this valuation report and prior to any reliance on the valuation report.

Illicit Substances

Unless stated in the Report, we are unaware as to whether the subject property has undergone any testing for the presence of residual illicit drug substances. This assessment is predicated on the condition that the subject property is not contaminated as a result of user consumption and/or manufacture of illicit substances, and that there are no related chemical residues present on or in the premises. If the Reliant Party has concerns in this regard, we would recommend that you engage an appropriately qualified expert to undertake such a test. If chemical residue related to illicit substances is found to be present, this report should be returned to Acumentis for review and potential amendment.

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GST

Valuations of residential property are undertaken on the basis that GST is not applicable. This valuation is prepared on the assumption that the subject property does not constitute a 'new residential premises' as defined under ATO Ruling GSTR 2003/3. Further it is assumed the basis that the subject property will transact as a residential property between parties not registered (and not required to be registered) for GST. The market valuation herein reflects a market transaction to which GST is not applicable.

Improvements/Structural Survey

This Valuation inspection and Report does not constitute a structural survey and is not intended as such. We have carried out an inspection only of the exposed and readily accessible areas of the improvements. Note, the Valuer is not a building construction or structural expert and is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own enquiries.

This valuation is on the basis that all improvements have been constructed in accordance with the appropriate planning and building regulations in force at the time of construction, and that all appropriate approvals have been obtained from the relevant authorities.

Improvements

This Valuation has been based on the condition of the structural improvements and the property in general as at the inspection date, and if the property has to be sold in circumstances where its condition has deteriorated and/or essential fixtures/fittings removed there is likely to be a significant write down in the asset value when compared to the current assessment. Under these circumstances the Valuer will not be responsible for any reduction in value. This valuation also assumes that all improvements on site are constructed in accordance with the Building Codes of Australia and that all materials used comply with relevant Australian Standards.

Aluminium Composite Cladding - Unless otherwise stated in our assessment evidence of aluminium composite cladding was not evident during the inspection and the assessment is on the basis that the improvements are not subject to rectification works.

Insurance Replacement Cost

An assessment of the replacement value of improvements is provided as indicative advice only and should an accurate assessment be required the services of a qualified Architect and /or Quantity Surveyor should be engaged. The replacement and reinstatement estimate for insurance purposes is based upon industry average rates rather than detailed cost estimates. We have considered them based on replacement of like with like as far as possible. In addition to construction costs we have allowed for demolition and clean-up, professional fees for design and supervision of replacement buildings and improvements and an allowance for increases in prices over a twelve month period being the insurance premium year. It is recommended insurance replacement costs are reassessed every twelve months. NOTE: This assessment makes no provision for Catastrophic Events that can result in abnormal and substantial escalation in building costs. The market value of the subject property as assessed within this valuation report has been predicated on the basis that the subject property can obtain adequate Insurance Replacement cover for the existing improvements on generally acceptable market based terms and conditions. The reliant party must be aware that in the event Insurance Replacement cover is not available for whatever reason that this has the potential to adversely impact the market value of the subject property.

Survey

The valuation is made on the basis that there are no encroachments by or upon the property. If the instructing party has any concerns regarding encroachments they should be referred to a Registered Surveyor for advice or current survey report. Should any encroachments exist or other affectations be noted by a survey report, this report should be returned to the valuer for comment. We reserve the right to amend our report upon receipt of this information.

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Part Closed Road, Collins Street, CARCOAR NSW 2791



Comparable Sales Evidence

The comparable sales evidence used in this valuation report are considered the most relevant sales based on our research, both in terms of physical comparison to the subject property and allowing for market changes between sale and valuation date. In many cases, we have not physically inspected the interior of the sales evidence quoted and have relied on sales evidence as recorded in available property sales databases including the number of bedrooms. We therefore cannot guarantee the accuracy of the information provided.

Land Dimensions/Area

Unless stated as otherwise in this report we advise that we have not searched or been provided with a copy of the current Title or Registered Plans and that any dimensions or land areas quoted in this report have been obtained from third party information sources and whilst every endeavour has been made to verify such information we accept no responsibility for inaccuracy of any information provided and relied upon.

Environmental

Unless stated otherwise in the report, no soil tests or environmental studies have been made available. Therefore, it should be noted that the valuation is subject to there being no surface or sub-surface soil problems including instability, toxic or hazardous wastes, toxic mould, asbestos or building material hazards in or on the property that would adversely affect its existing or potential use or reduce its marketability. Should any problems be known or arise, then the valuation should be referred to Acumentis for review as Acumentis deems appropriate.

The reliant party client acknowledges and recognises that Acumentis are not an expert in identifying environmental hazards and compliance requirements affecting properties.

Aboriginal heritage

The value and utility of land can be adversely affected by the presence of aboriginal sacred sites. We have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert. Under these circumstances, we cannot warrant that there are no such sites on the land and if it is subsequently determined that the realty is so affected, we reserve the right to review this valuation.

Native Title

Unless stated otherwise with this report, we have not been provided with any information relating to any current or proposed Native Title claim in relation to the subject property. This valuation is undertaken on an unencumbered fee simple basis such that the subject property is unaffected by Native Title. If this is found to be incorrect, the valuation must be returned to Acumentis for review and potential amendment.

Market Movement Clause

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period including as a result of general market movements or factors specific to the particular property. Acumentis does not accept liability for losses or damage arising from such subsequent changes in value including consequential or economic loss. Without limiting the generality of the above comment, Acumentis does not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

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Certificate of Title

Unless stated as otherwise in this report we advise that a copy of the current Certificate of Title has not been provided or searched. It is a critical condition of this valuation that the property has clear title. Should any encumbrances, easements, leases or other restrictions not mentioned in this report be known or discovered then the valuation should be referred to the valuer for comment. We recommend a full title search be carried out. Should any easements, encumbrances or impediments on title be noted, our report should be returned for comment or amendment at that time. We reserve the right to amend our report at that time.

Asbestos

Unless stated otherwise within the report, no Asbestos Materials Report has been provided. Should any such matters be known or discovered, no reliance should be placed on the assessment of value unless Acumentis has been advised of these matters and has confirmed that the assessment is not affected. Acumentis has not physically inspected enclosed cavities or air-conditioning plant and equipment and this assessment assumes these areas do not include asbestos based materials.

Town Planning, Building and Other Searches

We advise that a search with the appropriate Council or other relevant authorities has not been carried out or has not been obtained and therefore this valuation has been undertaken on the basis that all necessary and appropriate town planning and/or building, consents, approvals and certifications have been issued for the use and occupation of the improvements as described in this report. We recommend the reader make their own enquiries in this regard. Should any issues arise from these enquiries, this report should be returned to the valuer for comment. We reserve the right to reassess value at that time.

Pest & Termite Infestation

Unless otherwise noted we advise that the inspection of the subject property did not reveal any obvious visible pest or termite infestation within reasonably accessible areas to the valuer. The client acknowledges and recognises that the valuer is not a pest inspector or pest expert. The absence of pests, including termites, can only be confirmed by a suitably qualified expert after a comprehensive inspection and the use of specialist equipment. Should any pest or termite infestation issues become apparent, this report should be returned to the valuer for comment. We reserve the right to reassess the value of the property at that time.

Utility Services

We advise that the valuer has not tested any of the services. Should any utility service concerns become apparent, this report should be returned to the valuer for comment. We reserve the right to reassess the value of the property at that time.

Flood Search

We advise that we have not undertaken a formal search to confirm whether or not the property is subject to flooding, or has previously been flooded. We recommend you undertake your own enquiries in this regard. Should any issues arise this report should be referred back to the valuer for comment and or amendment.

Full Disclosure & Reasonably Available Information

The instructing party acknowledges its responsibility for full disclosure of all relevant information and undertakes to provide all relevant documents in its possession that may have an effect on the service to be provided. This valuation is based upon information reasonably available to the valuer as at the date of issue in accordance with usual valuation practices.

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Part Closed Road, Collins Street, CARCOAR NSW 2791



Body corporate clause

If the subject property forms part of a community titled, or multi lot development that incorporates common property, a community management scheme and a body corporate structure we advise we have not undertaken a full search of the Body Corporate. We are therefore unable to comment on the operation of the body corporate or the financial position of either the Administration Fund or the Sinking Fund. Our valuation is conditional upon there being a functioning body corporate that is fully funded to maintain the common property. Should a full search of the Body Corporate reveal otherwise the valuer should be requested to comment and review the valuation.

TBE clause

If this is a Construction valuation this has been completed on as 'As if Complete' basis and provides the market value of the proposed improvements assessed on the condition that all construction has been satisfactorily completed in accordance with the plans and specifications provided and final Council Approval obtained. The valuation is conditional upon the residence being constructed in accordance with the approved plans, the Building Code of Australia to trades standards and that all necessary final certificates will be issued on completion. The valuation reflects the Valuers view of the market conditions existing at the date of the report and does not purport to predict the market conditions or the value at the actual completion of the improvements.

Neither the valuer nor Acumentis has any pecuniary interest giving rise to a conflict of interest in valuing the property.

2.3 Definitions

Market Value is the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Highest and Best Use is the use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible.

2.4 Recommended documents to sight

A recommended document is a supporting document that we believe the client should read in conjunction with our valuation report. A recommended document is considered to have a general effect only and is not considered to have an impact on the marketability and value that is specific to the subject property as at the date of valuation. In this instance, we recommend the following documents are sighted prior to relying on this valuation assessment:

Final survey plan.

2.5 Critical documents to sight

A critical document is considered to contain information that may have an impact on the marketability and market value of the subject property. Such documents may include a formal search and/or expert report undertaken by a third party professional. This valuation is conditional on the following document(s) being sourced and read in full by the client. Should the documents below identify any matters which materially alter the value of the property, they should be referred to the valuer so that they can be reviewed and the impact (if any) on marketability and/or market value be reassessed. We recommend that the following critical documents be sourced and read in full prior to relying on this valuation:

N/A.

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Property Details

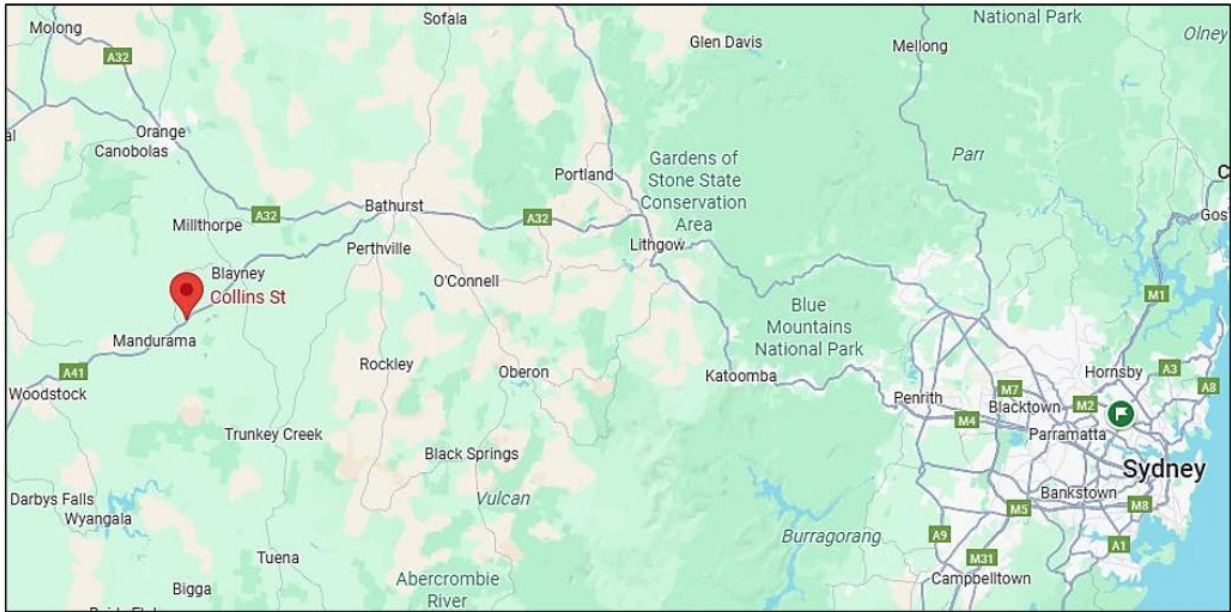
3.1 The land

Property identification	Fee Simple Vacant Possession
Title search undertaken	No
Site area	1,848m ² (subject to survey)
Local authority	Blayney Shire Council
Zoning	RU5: Village
Zoning effect	Subject falls below the minimum allotment size for subdivision and the erection of a dwelling (2,000m ²).
Site description & access	The land comprises an irregular shaped, gently sloping, inside site located below road level. It has a westerly aspect. The site has good access quality.
Services	N/A.
Location	<p>Situated immediately west of the intersection of Collins and Jones Street, approximately 180 metres north of the Carcoar village centre.</p> <p>Carcoar is a village of approximately 271 people located 258km west of Sydney. It is situated between Blayney and Cowra in the states Central Western region. The village is supported by a local hotel, local primary school with a basic retail offering.</p>



Source: National Property Data

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Source: Google Maps

3.2 Heritage issues

We have undertaken a search of all relevant local, state and federal government databases as at the date of valuation which has indicated that the subject is not listed as a heritage interest as at the date of valuation.

3.3 Environmental issues

We have undertaken searches of readily available resources relating to any potential environmental issues with regard to the subject property. Acumentis do not accept any responsibility or liability whatsoever for the accuracy of the information contained in these third party resources.

Any environmental issues which are considered to impact the subject property have been outlined below. As valuers, we are not experts in the field of environmental contamination and if more detailed advice is required, an environmental consultant should be engaged and their report and/or any additional professional advice provided should be provided to the valuer for comment.

N/A.

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Photographs

4.1 Supporting Photographs



Intersection with Jones Street



Front Elevation



Site entry



Overview of land



Valuation Methodology

5.1 Valuation approaches

The International Valuation Standards apply three principal approaches utilised in valuations:

The **Market Approach** provides an estimate of Value by comparing the subject asset with identical or comparable (that is similar) assets for which price information is available.

The **Income Approach** provides an estimate of value by converting future cash flow to a current value. Under the income approach, the value of the asset is determined by reference to the value of income and /or cash flow generated by the asset.

The **Cost Approach** provides an estimate of value using the economic principal that a buyer will pay no more for an asset than the cost to obtain an asset of equal utility, whether by purchase or by construction, unless undue time, inconvenience, risk or other factors are involved. The approach provides an indication of value by calculating the current replacement or reproduction costs of an asset and making deductions for physical deterioration and all other relevant forms of obsolescence.

5.2 Adopted valuation method(s)

Each Valuation Approach is assessed by the application of an appropriate method of valuation. In the case of the subject property the most appropriate method of valuation is considered to be Direct Comparison on a rate/m² of site area.

Comparable Transaction Method

This is the analysis of sales of similar properties by comparative basis. When undertaking this comparison factors such as, but not limited to, the following are assessed and then related back to the subject property as a whole.

- | | |
|-----------------------|-------------------------|
| • Location | • Zoning |
| • Land Area | • Development Potential |
| • Frontages | • General Presentation |
| • Topography | • Site Layout |
| • Services and Access | |

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Sales Evidence

6.1 Sales evidence

The following sales provide a sample of the information that has been investigated and analysed for the purpose of this assessment. Whilst we believe the information to be accurate, it was obtained from third party sources and not all details have been formally verified.

We have reviewed all available evidence carefully and have included the most recent and comparable sales in the report to the best of our knowledge.

Address	Sold/under offer	Sale date	Sale price
Lots 37-40 Coombing Street, Carcoar NSW 2791	Settled	31/03/2023	\$175,000



A vacant residential holding of 2,598m² being an irregular shaped lightly sloping allotment. Zoning is RU5 Village. Settled Source: RP Data.

Sold with agent intervention.

Reflects \$67/m².

In Comparison to Subject:

Similar location in an elevated position. Superior land being larger. Includes dwelling entitlement. Justifies a lower rate for the subject.

41 Olive Street, Mandurama NSW 2792	Settled	03/11/2022	\$80,000
-------------------------------------	---------	------------	----------



A vacant residential holding of 1,012m² being a regular shaped level allotment. Zoning is RU5 Village. Includes a basic double garage/work shed. Settled Source: RP Data.

Sold without agent intervention to a neighbour at market rates.

Sale apportionment – Improvements \$10,000. Land \$70,000 (\$69/m²).

In Comparison to Subject:

Broadly comparable location. Smaller land size. Includes dwelling entitlement Superior ancillary improvements. Justifies a lower rate for the subject.

6 Templar Street, Lyndhurst NSW 2797	Settled	24/04/2023	\$107,000
--------------------------------------	---------	------------	-----------



A vacant residential holding of 809.4m² being a regular shaped lightly sloping allotment. Zoning is RU5 Village. Settled Source: RP Data.

Sold with agent intervention.

Reflects \$132/m².

In Comparison to Subject:

Broadly comparable location. Smaller land size. Includes dwelling entitlement. Justifies a lower rate for the subject.

18 Carcoar Street, Neville NSW 2799	Settled	19/03/2024	\$70,000
-------------------------------------	---------	------------	----------



A vacant residential holding of 4,040m² being a regular shaped lightly sloping allotment. Zoning is RU5 Village. Settled Source: RP Data.

Sold without agent intervention.

Reflects \$17/m².

In Comparison to Subject:

Inferior location. Much larger land size. Includes dwelling entitlement. Justifies a higher rate for the subject noting the significantly larger land size.

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Valuation Rationale

7.1 Valuation rationale

In arriving at my valuation, I have analysed recent sales transactions of similar properties situated within the general locality, making adjustments for individual property attributes and recent market movement. I note, I have also made adjustments, when comparing these sales to the subject, noting that the site lacks dwelling eligibility.

The sales reflect a range from \$17/m² (\$80,000) for a much larger holding, in an inferior location, which includes dwelling eligibility, to \$132/m² (\$107,000) for a smaller holding in a broadly comparable location, which again includes dwelling eligibility.

After analysis of the sales evidence within the locality, assuming the site would NOT qualify for dwelling eligibility, I have adopted \$15/m² of site area, which I believe is justified in today's market.

7.2 Valuation calculations

Direct Comparison Assessment	
Land Area - m ²	1,848
Adopted Rate Per Metre	\$15
Direct Comparison Value	\$27,720
ADOPT	\$30,000

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Valuation Reconciliation

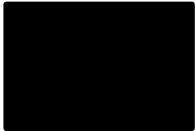
8.1 Adopted value

The following table presents the results from the approaches that have been utilised in this valuation report and the value that has been adopted for the subject property.

Market value	\$30,000 (Thirty Thousand Dollars)

8.2 Signatory

Valuer



James Simpson
AAPI CPV 69396

Position Regional Director
Entity Acumentis Pty Ltd trading as Acumentis
Office ADV - Projects Litigation & Acquisitions

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Annexures

1. Instruction
2. Aerial Plan
3. Cadastral Map
4. Certification

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ANNEXURE 1 INSTRUCTION

Acumentis.

Quote Number: Q28102

30 / 05 / 2025

Blayney Shire Council

BSC - Collins Street Road Closure, Carcoar

Via Email: jhogan@blayney.nsw.gov.au

Dear Jacob,

RE: Proposal for Valuation, Consultancy or Advisory Services

We refer to your request for a fee quote from Acumentis for valuation, consultancy or advisory services and now have pleasure in providing a proposal.

Our proposal is subject to the terms outlined below and Acumentis – Valuation, Consultancy & Advisory Services Standard Terms & Conditions, a link to which is contained within this proposal.

Acumentis Pty Ltd

ABN: 30 109 670 671

ACN: 109 670 671

Level 7, 283 Clarence Street

Sydney NSW 2000

T: 02 8823 6300

E: PIA@acumentis.com.au

Parties

Instructing Party

Blayney Shire Council

Reliant Party

Blayney Shire Council

Owner/Registered Proprietor

State of NSW

Property Details

Part Closed Road Collins Street, Carcoar NSW 2791

Property Type

Closed Road

Job Purpose

Pre-sale Property Valuation or Advice

Service Type

Full Valuation (as is)

Basis for Assessment

Market Value

Additional Information

We require the following information to complete the assignment:

- Plans (if available)
- Titles if available

Report Delivery/Turn Around

Report provided 20 working days from receipt of all relevant information.

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www.acumentis.com.au

16 June 2025

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Acumentis.

Acceptance Of Proposal

Quote Number: Q28102

By accepting this proposal, you explicitly acknowledge and agree to all of the terms specified in this proposal including Acumentis' Valuation Consultancy & Advisory Services Standard Terms and Conditions.

Instructing Party **Paris Willis
messenger cole**
Signed **Paris Willis**
Name **Paris Willis**
Phone **6361 3388**

ABN or ACN 47619651511

Position **Solicitor**

Date **1/7/2025**

Email **j.hogan@blayney.nsw.gov.au**

**Paris @
messengercole.com.au**

Payment Options

Do you require a tax invoice to make payment? ☐



Credit Card

To make a secure payment online, visit acumentis.com.au/invoice-payment. For your security and protection, we do not accept credit card details over the phone or via email. Please note a non-refundable processing fee of 1.58% + \$0.20 applies (inc GST).



EFT Payment

Please quote **Q28102** as the Reference Number when making payment and email your bank receipt to accounts@acumentis.com.au.

Account Name

Bank

BSB

Account Number

Reference Number

Property Access

Details of who to contact for access to the property.

Property: Part Closed Road Collins Street, Carcoar NSW 2791, Name: N/A, Mobile: , Home: , Work:

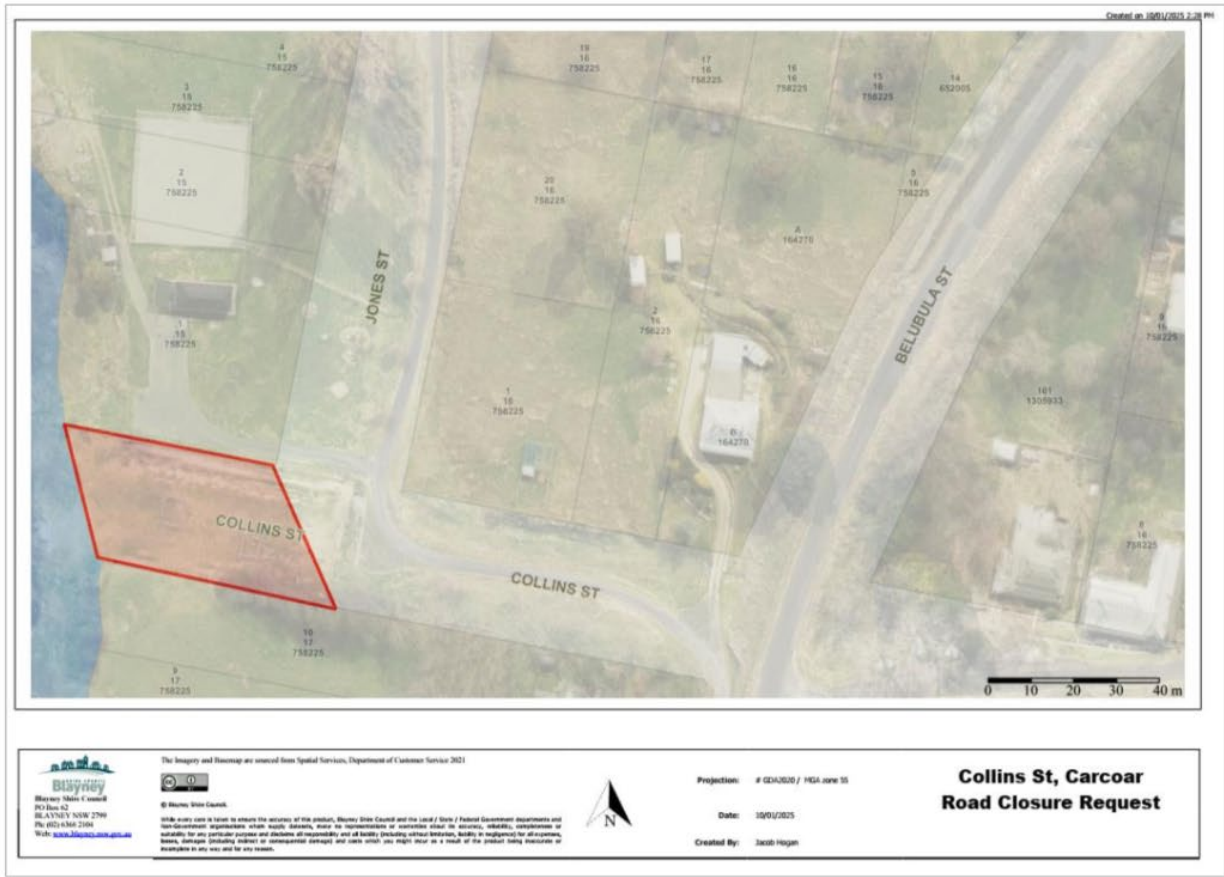
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ANNEXURE 2 AERIAL PLAN

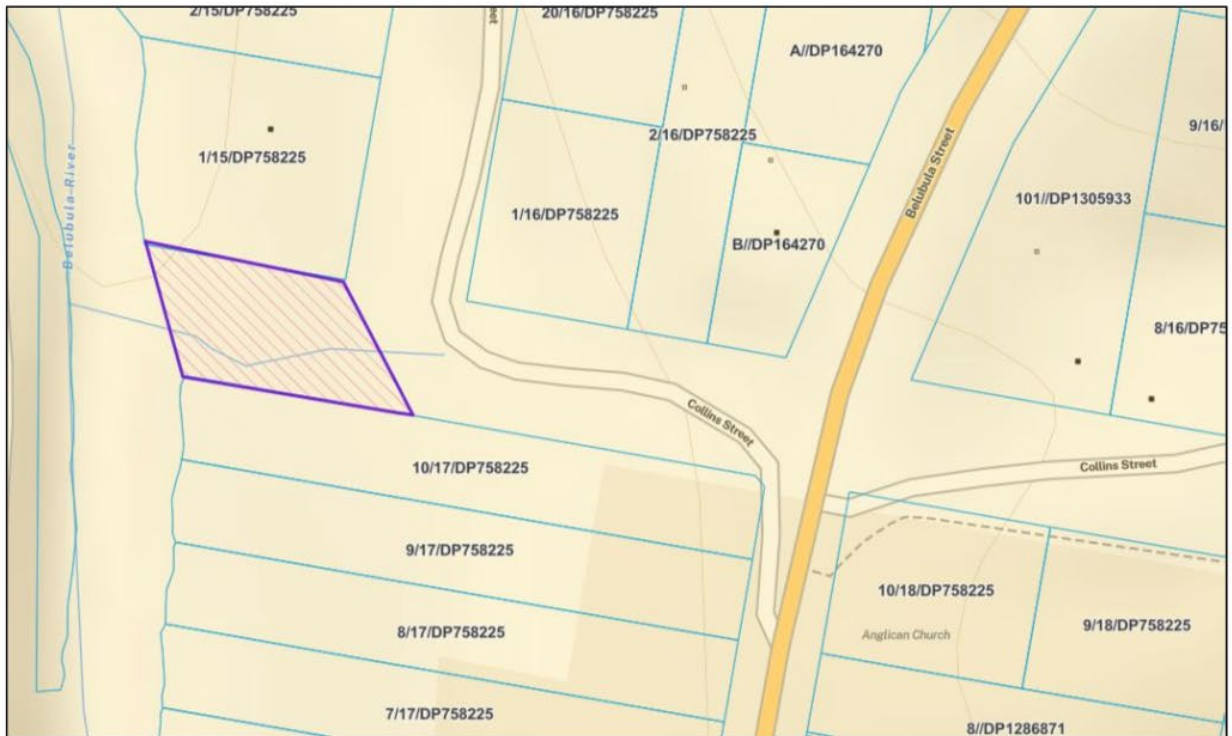


Source: Blayney Shire Council

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ANNEXURE 3 CADASTRAL MAP



Source: <https://portal.spatial.nsw.gov.au/explorer/index.html>

decision certainty.



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Street Tree Policy

Policy	25L
Officer Responsible	Director Infrastructure Services
Last Review Date	14/02/2023

Strategic Policy

INTRODUCTION

Trees perform many functions. Culturally, they contribute to the character of an area and add a sense of life and place. They instil a sense of community pride in residents and can even calm and inspire. Environmentally, they provide natural air conditioning, shade, habitat for native wildlife, soil restoration and shelter against noise and wind. Aesthetically, they add natural beauty and provide a necessary softening of the built environment.

Blayney Shire Council recognises the importance of trees and their role as a key contributor to a high quality urban environment. We are committed to maintaining the trees we have, improving their maintenance and protection and increasing the level of tree canopy cover by:

- acknowledging trees as vital urban infrastructure in our policy and strategic planning documents;
- emphasising the economic and financial benefits of trees to the community, staff, and developers;
- ensuring there is no net loss of urban canopy cover by increasing the number of trees planted;
- protecting trees potentially affected by development through regulated conditions and controls;
- educating and promoting the community of the benefits of trees;
- encouraging more planting through community awareness and special projects;
- planting, maintaining, protecting, and ultimately removing and replacing trees sustainably and systematically in line with Council policies and strategies.

POLICY STATEMENT

Blayney Shire Council:

- Recognises the significance of trees within the urban setting in terms of creating functional and aesthetic streetscapes and reserves and has the responsibility for the planning, establishment, care, control, and maintenance of all Council tree's and;
- Will plan for urban enhancement through the retention of suitable trees within proposed road reservations and public reserves.

SCOPE

The Policy applies to all trees that are owned or managed by the Council, such trees shall be referred to as the Council's trees. A Council tree includes any tree which has a majority equal to, or greater than 50% of its trunk growing from Council managed land. Council officers, residents/owners, builders, developers, contractors, representatives, and event organisers are all required to comply with this Policy.

BACKGROUND

The purpose of this Policy is to provide a framework for the development of high quality streetscapes that require minimal resource input, thereby increasing environmental values. The Policy will assist the Council in moving toward a greener, more liveable urban setting by increasing tree numbers and ultimately canopy coverage.

OBJECTIVES

To provide guidelines that assist Council and Council staff to comply with the *Best Practice Manual – Trees and Tree Roots* developed by Statewide Mutual.

To establish a framework and guidelines that assist in the development of a tree management program and enhance the aesthetics, the public amenity and safety of trees in public open space and minimise the exposure to public liability.

To provide a systematic procedure for the determination of appropriate tree species for specific planting locations on Council owned and maintained lands.

Strategic Direction

The Street Tree Policy is presented in the following key areas:

- Tree Protection
- Tree Planting
- Tree Management and Maintenance
- Tree Roots and Infrastructure
- Tree Removal
- Community Engagement

CONSULTATION WITH STAKEHOLDERS

The Council values its stakeholder's opinion and encourages consultation and communication in the improvement of its streetscape. In accordance with the Council's Community Engagement Policy's Key Values and Principles; namely:

- Encouraging participation of people who live, work, visit or support the Council and;
- Ensuring relevant information is readily available and that is accurate, comprehensive, and easy to understand.

The Council will apply the following practices:

- Internal consultation with the Council's relevant service units;
- Increase resident involvement in the ongoing care of its streets and reserves by hosting community planting events;
- Inform affected residents of street tree plantings and removals through various mediums;
- Encourage community consultation in programmed street tree plantings and removals by providing opportunities to comment; and

- Raise community knowledge about the benefits of trees and the place they have in our streetscapes through information leaflets, the Council's web-page, social and local media

GENERAL

Tree Selection

When planting trees, the species and proposed location shall be considered in relation to existing services and structures, to ensure that Council's exposure to public liability claims in streets, parks and reserves under Council's control is minimised.

Council staff shall initially assess each site and refer to the preferred species list provided in the guidelines.

It is recognised that the species list will evolve over time, due to the dynamic nature of the horticulture industry, and the development of new cultivars and hybrids.

Trees located in an established "avenue" will be replaced with the same species where possible.

Tree Planting

Blayney Shire Council shall endeavour to plant a street tree outside each property zoned residential or rural residential within the Blayney Shire Council Local Government Area (LGA). When considering plantings council shall ensure minimal conflict with car parking spaces, driveway access points and potential traffic / pedestrian conflicts.

The planting of any tree or other plant by any person on public open space is prohibited without the written approval of Council.

Tree Maintenance

Council will maintain existing trees in a sound and healthy condition and where necessary, undertake pruning or removal of the tree to minimise public liability exposure in streets, parks or reserves resulting from Council trees.

The Street Tree Policy establishes a framework and guidelines to assist in developing tree management programs that will enable the creation of an ideal streetscape environment by enhancing the aesthetics, public amenity, and safety of trees in public open space and minimise Council's exposure to public liability. The Policy formalises current street tree management practices.

Tree Protection

Trees must be protected from construction works and other activities that threaten their health and stability. Council will ensure all construction, works, events and development activities in proximity to trees shown on endorsed plans to be retained must abide by the following:

- All strategic, development and construction work within the Shire is required to consider existing trees in the early stages of planning and design of the project to ensure protection in accordance with Australian Standard 4970 *Protection of Trees on Development Sites*;
- Removal of trees will not occur unless approved by Blayney Shire Council delegate and be consistent with the removal criteria within this policy;
- During all construction and development works, existing Council tree assets to be retained must be protected in accordance with the Australian Standard AS 4970–2009 *Protection of trees on development sites*;
- In accordance with AS 4970–2009, any works that would encroach by more than 10% into a tree's Tree Protection Zone (TPZ), or into its Structural Root Zone (SRZ), will require a consulting arborist to demonstrate, via a method consistent with this Australian Standard, that the affected tree would remain viable;
- An endorsed Planning Permit or Asset Protection Permit may require the preparation and submission of a Tree Protection Plan for Council approval. This plan must be developed by a qualified Arborist and consistent with the report requirements identified in AS4970–2009 Protection of trees on development sites. A bond, based on the tree(s), amenity value as calculated using the methodology in the Tree Valuation in Blayney Shire Council may be required and held for the duration of the works, which will be held against the Council approved Tree Protection Plan. Should any damage occur to any Council tree as a direct result of development works, Council may withhold part, or all, of the bond;
- Trees must not be pruned in any form and branches, or roots must not be cut or removed unless authorised by Council and/or an arborist. All pruning on trees must conform to AS 4373 *Pruning of Amenity Trees*;
- Trees identified and protected by relevant legislation for scientific, social, historical, heritage, horticultural or aesthetic reasons shall be recognised, protected, and retained in the landscape. This legislation includes the *Aboriginal Heritage Act 2006* (NSW), the *Heritage Act 2017* (NSW), and the *Planning and Environment Act 1987* (NSW)

Inspection Program

Council staff shall inspect all trees planted within road shoulders, nature strips and developed open space on tri-annual basis. Reference will be made to the Blayney Shire Council document, "Street and Open Space Tree Management Guidelines" (the guidelines), when undertaking the inspection of road shoulders, nature strips and developed open space trees.

No inspection regime has been developed for naturally self-sown trees located within road shoulders and public recreation areas.

Evaluation Procedure

Blayney Shire Council shall evaluate the findings of the Inspection Program by using the analysis tools set out in the Statewide Mutual, *Best Practice Manual – Trees and Tree Roots*. Adoption of this technique will be the responsibility of Council's Supervisor Parks and Recreation.

Control Regime Philosophy

Blayney Shire Council shall endeavour to follow the order for risk control as follows:

- Eliminate the risk
- Reduce the risk
- Accept the risk

This task shall be undertaken and managed by the Supervisor Parks and Recreation.

Implementation

Blayney Shire Council shall implement the policy in accordance with the guidelines.

Resourcing

Funding and physical resources shall be considered each year as part of Council's Operational Plan.

Identification of resources and incorporation into the Draft Operational Plan will be the responsibility of Council's Supervisor Parks and Recreation and Director Infrastructure Services.

Performance

Council's Operational Plan will incorporate annual performance targets based upon the inspection program. These targets will be reported as part of the six monthly Delivery Program progress report and annually as part of Council's Annual Report.

Tree Pruning under Powerlines

The Council (or contractor) shall undertake the pruning of all street trees affected by powerlines on a programmed basis. Programmed street tree pruning shall include trees on the side of the street affected by overhead powerlines as well as trees affected by electrical feeder lines to individual properties on the opposite side of the street. Programmed pruning shall not normally include trees on the opposite side of the street to powerlines. Programmed pruning is to be planned each year, on an as needs basis. Programmed street tree pruning shall address at least one of the following requirements to:

- Clear the canopy from interference with overhead powerlines and other essential services;
- Remove overhanging branches considered hazardous to traffic, buildings or structures;
- Under prune low growing branches considered hazardous to traffic or pedestrians;
- Form the shape of developing trees;
- Re-define the framework of mature trees;

- Rejuvenate vigour from undesired growth;
- Reduce crown density or to redistribute growth to lateral branches; or
- Remove dead, dying, diseased or pest infested limbs and branches.

Residents/Occupants may seek to have a street tree under powerlines pruned in advance or out of the programmed schedule and requests for the Council's approval must be submitted in writing to the Council for consideration.

Tree Pruning were Unaffected by Powerlines

The Council shall crown thin, under prune, property line prune (upon request) and remedial prune selected street trees unaffected by power lines, this pruning will be undertaken in the interests of:

- Public safety;
- Reducing structural risk to the tree; or
- Removing growth abnormality or disease, from the tree.

Requests from residents for the pruning of street trees not located under powerlines to reduce their height (therefore reducing leaf/fruit drop or improving light penetration), shall be made in writing to the Council.

Requests will be assessed in consideration of the following criteria:

- Species of tree;
- Location;
- Reasons highlighted by Resident;
- Health and condition of tree;
- Value of tree in overall streetscape; and
- Potential for significant nuisance or damage to property. Where residents/occupants contact the Council with a request to prune a tree unaffected by power lines, the following procedures is implemented:
- The tree is physically inspected by Council. An inspection report is completed, containing relevant statistical details;
- The resident/occupier will be advised of the Council's decision concerning their request; and
- In the event of a specific issue relating to pruning of significant trees, unaffected by power lines not being adequately covered by this policy/procedure, the matter is referred to Council for consideration and determination.

Tree Removal

Local Government Property Local Law 2016 prohibits the damage or removal of a street tree, or part of a tree without a licence. Any unauthorised person who removes/prunes/damages a street verge tree commits an offence for which an infringement notice may be issued. Street tree removals shall generally be on a "remove and replace" basis. Adjoining residents will be advised prior to removal, outlining reasons for such removal(s).

Circumstances where trees may normally be removed

The Council will normally undertake the removal of street trees under the following circumstances:

- The tree is diseased and beyond remedial treatment, or dead;
- The tree has been assessed by the Council as structurally weak and/or dangerous, placing the public at risk or jeopardising safety;
- The tree has been irreparably damaged (e.g. by a storm, vehicle accident);
- The tree is hazardous to motorists/pedestrians owing to interference in suitable sightlines presented by the tree's alignment or spacing;
- The tree is affected by road widening, service modification/relocation or other infrastructure works and all other options to retain the tree have been deemed by the Council to be inappropriate;
- The tree is dangerously in contact with overhead power lines or distributor wires to properties and where, for reasons of growth habit pertaining to the variety, selective pruning is not practical with the only option being severe lopping;
- The tree precludes reasonable development of an adjoining property and there is no reasonable alternative to removal; or
- The tree is not an approved specie/variety and is unacceptable to the Council.

Circumstances where street trees will NOT normally be removed

The following are not considered sufficient reasons for the removal of street trees:

- The tree obscures or potentially obscures views (other than traffic/pedestrian sight lines);
- The tree variety is disliked;
- The tree variety causes nuisance by way of leaf, fruit and/or bark shedding or the like;
- The tree causes allergies;
- The tree is in the way of a non-essential crossover or verge paving option;
- The tree shades private gardens; or
- The unsubstantiated 'potential' damage if the tree fails or from growth damage

Existing Street Trees adjacent to a development

Where a new or altered crossover or driveway is proposed such that it will require the removal of a street tree or be located within 1.0 metre of an existing street tree, the Council or nominee shall also assess the tree to determine whether a street verge tree is likely to be adversely affected as a result of the proposed development or whether the street tree can be removed.

If the street tree removal is not approved, the Council shall advise the applicant, in writing, that retention of the street tree is required and that the development access be redesigned. If removal of the street tree is approved, the officer shall advise the applicant that the street tree will be removed by the Council at the applicant's expense and a replacement tree to be planted by the Council, at the applicant's expense.

Crossovers shall be located a minimum of 1.0 metre from a street tree. Reduction to 0.5 metre may be considered, depending on availability of alternatives, tree species and location, sight lines and traffic safety.

Where approval is given to remove a street verge tree, the removal costs as determined by the Council.

Where approval for the removal of an existing street verge tree has been granted, a suitable replacement tree will be assessed, and planted by Council at the applicant's expense. In both instances such payment must be received prior to the works being carried out.

Should an existing street verge tree be damaged as a result of development works, the applicant/builder shall reimburse the Council for any arboriculture works required to ensure its survival. The extent/cost of this work shall be determined by the Council. Where an existing street verge tree is pruned/removed without authorisation, legal action may be taken at the discretion of the Council.

Tree Protection at Adjacent Development Sites

Council trees need to be protected at development sites in order to preserve the amenity of streetscapes and neighbourhoods.

Tree Protection Zone (TPZ) Requirements at Development Sites

For all demolition and construction works the developer/owner is responsible for the protection of all Council trees that are to be retained on Council managed land adjacent to the property by adhering to the following guidelines:

- A fence must be installed to create a TPZ at the cost of the applicant;
- The type of fencing must be in line with the Australian Standard for Protection of Trees on Development Sites;
- At minimum, the TPZ will cover two metres by two metres around the trunk – any lesser exceptions must first be approved by the Council; and
- The TPZ should not obstruct roads or footpaths unless approved alternatives are in place.

Community Engagement

Council's Community Engagement regarding management and maintenance of township street trees.

- The community will be informed and consulted about all major projects involving tree removal and planting and any other specialised projects that involve township street trees and park trees;
- The type and extent of consultation will vary depending on the impact of the works on the local community and will be determined in accordance with a number of factors including the prominence of the location, the significance of the tree(s), the size of the tree(s), the number of the trees and the visual impact of the proposed works;
- Community engagement may include direct contact with the customer, letters to immediately adjacent residents, signage on site and information on Council's website.

Legislative Context

Acts, Regulations, Standards and Environmental Planning Instruments relevant to this policy:

- *Environmental Planning and Assessment Act (1979)*
- *State Environmental Planning Policy (Vegetation in Non-Rural Area) 2017*
- *Waverley Development Control Plan (2012)*
- *Roads Act (1993)*
- *Work Health and Safety Act (2011)*
- *Electricity Supply Act (1995)*
- *Australian Standard AS4373 – Pruning of Amenity Trees*
- *Australian Standard AS 4970 – Protection of Trees on Development Sites*
- *Workcover Code of Practice – Tree Industry (1998)*

End of Policy

	Date	Minute
Adopted:	08/08/2011	1108/015
Last Reviewed:	08/08/2011	1108/015
	16/07/2018	1211/014
	19/04/2021	1807/008
	14/02/2023	2302/012
Next Review:	19/04/2025	



Verge Garden Guidelines

Procedure	25N
Officer Responsible	Director Infrastructure Services
Last Review Date	14/02/2023

POLICY OBJECTIVES

To enhance and maintain the visual amenity and safety of street verges throughout the Blayney Shire Council.

POLICY SCOPE

This policy sets out the process and conditions for all verges within the Blayney Shire Council.

The verge is the area of land between the kerb and the property boundary. The purpose of the verge is to provide an area where public utilities/services such as power, gas and telecommunications can be located.

The verge is also a public open space recognised and valued for its street trees and streetscape environment.

Verge gardens make productive use of land in town and the villages. It puts to practical use small patches of land that are otherwise neglected or planted to simplified plant communities, such as lawn verges, that are unproductive or that may consume excessive water and fossil fuels in their maintenance.

POLICY STATEMENT

Blayney Shire Council is committed to creating a visually appealing, safe, and sustainable environment.

Blayney Shire Council appreciates the contribution that residents make regarding the landscaping and maintenance of verges adjacent to their properties. Council is of the view that property owners should take responsibility for the landscaping, irrigation, and maintenance of street verges adjacent to their property, whilst the street trees will be maintained by the Council staff.

DO I NEED COUNCIL APPROVAL?

Yes.

These guidelines detailing opportunities for residents to establish and maintain a verge garden that will not impact on community safety, the environment and surrounding infrastructure.

APPROVAL PROCESS

There is a self-declaration form that you must complete to provide to Council as a record that your garden complies with these guidelines.

Council to investigate verge gardens, it is our preference to work with the resident to take action to remedy the issue and ensure the verge garden is modified to ensure public safety.

Where a verge garden continues to create conflict with public access and safety, Council may direct the property owner to alter any works in the road reserve, within 28 days. Council may alter the works if there is no action by the owner, at full cost to the owner. (*Roads Act (Section 98)*).

Residents can only plant a verge garden in the verge area immediately fronting their property. Verge gardens cannot be extended to your neighbour's property without written consent, or onto other public land, including traffic islands and median strips

Remember, it will be your responsibility to maintain your garden!

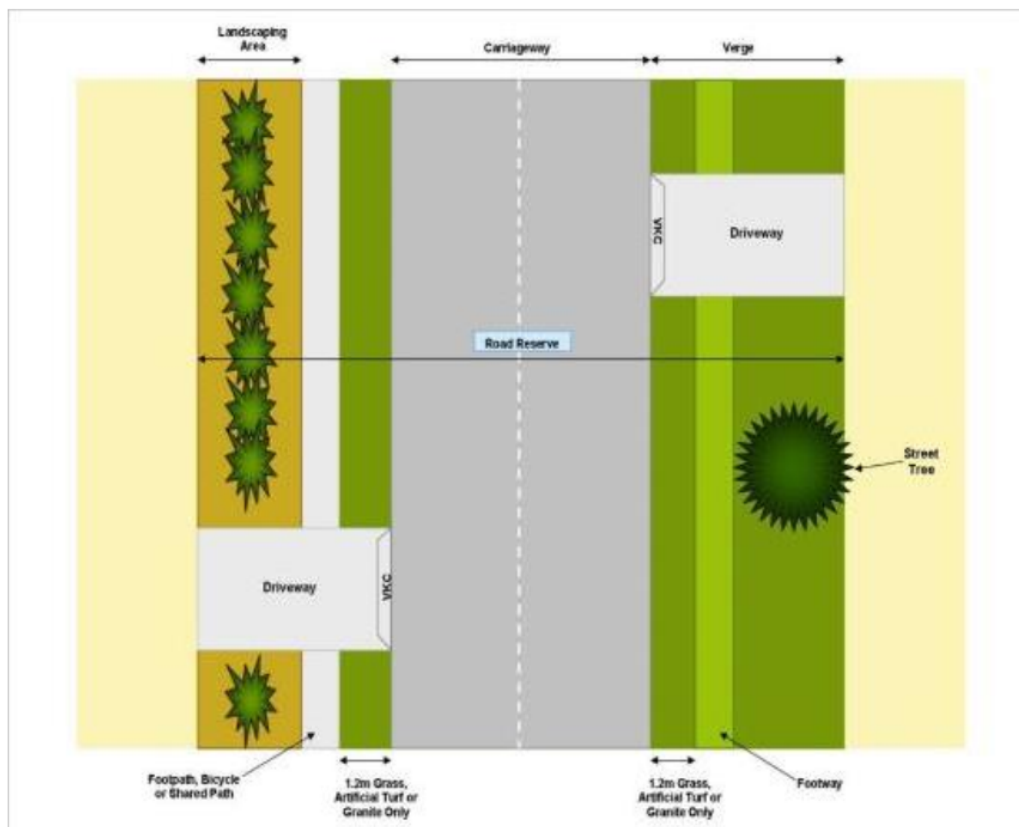
Guidelines for creating your Verge Garden

Here are some "simple rules" to help ensure success.

What is the verge?

The following sketch and definitions will give you some guidance on the verge and where you plant.

✓



Carriageway – the portion of road reserve formed for vehicular traffic.

Driveway – the unobstructed strip across the verge set aside for vehicular access between the carriageway and the adjacent property.

Footpath – a formed (1.5m min. width) path along the verge set aside for pedestrian traffic. Some older paths may be narrower than 1.5m in width.

Footway – the 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.

Hard landscaping – refers to retaining structures or edging/borders including bricks, stones, rocks or railway sleepers, but does not include concrete paving, asphalt or pavers.

Road reserve – the strip of public land between abutting property boundaries and includes the carriageway, footpaths, bicycle paths, shared paths, footways and verges.

Shared path – A formed (2.5m min. width) path along the verge set aside for pedestrian and bicycle access.

Street tree – a tree planted in the verge, of a species and location approved by Council. Verge – the area between the property boundary and the kerb (or edge of the roadway).

Have you spoken to your neighbours?

It is always a good idea to let your neighbour's know what you are planning.

✓

Having a simple conversation; allowing your neighbours to let you know of any concerns they may have, and adjusting your plans before you start work, helps support positive community engagement, and maintains a positive outlook for the greening of these spaces. It is important to remember that the verge is a public space, and if you plan on growing edible plants, passing pedestrians may seek to harvest from your garden, or neighbourhood animals may foul on your garden

Enjoy yourself – but be safe.

Residents are encouraged to create attractive landscapes that complement their homes, the surrounding streetscape, and support the local environment, but enjoy yourself while doing it.

✓

Whenever you are undertaking work, always consider your safety and that of others.

- Wear sturdy enclosed shoes, gloves and sun protection. "Slip, Slop, Slap".
- Never work on the road when planting your verge garden.
- Always maintain safe access for pedestrians and other users of Footways, or Council Footpaths, even during construction.

✓

Ensure you maintain safe access for pedestrians.

It is important that pedestrians can use the verge without verge gardens obstructing their path, and being forced onto the road. If the verge does not have a formal footpath, residents must leave a formed (1.5m min. width) path, free from trip hazards, along the verge for pedestrian traffic.

Can people open their car doors?

Verge gardens should provide a 600mm clearance from the edge of the kerb, so people can open their car door. Should you wish to plant this space choose a hardy groundcover that will tolerate some trampling.

✓

Remember the postie!

Leave enough space for Australia Post or other delivery service to access your letterbox – usually, 1m around the letterbox is enough.

✓

What about services and utilities?

Underground service provision such as electricity, water, gas and telecommunications are generally assigned standard alignments, although historically this may not be the case. As these are located in the verge, service utility providers need to access them from time to time for maintenance and repairs.

✓

Always obtain a **Dial Before You Dig** report, by visiting www.1100.com.au or calling 1100 to obtain your free dial before you dig report, and check with Council or other authorities who may not have services registered on the Dial Before you Dig service, before you start digging or excavation works.



Dial Before You Dig is a FREE national referral service designed to assist in preventing damage and disruption to Australia's vast infrastructure networks, which provide essential services we use every day.

Remember to leave 0.2m access around power poles and service pits that are located within the verge. If damage is caused to public utility service due to verge gardening activities, you must report this immediately to the relevant authority for repairs, the costs of which will likely be charged back to you.

Infrastructure upgrades within the verge.

It is the service authorities and/or Councils obligation to upgrade and maintain their infrastructure within the verge, and this may result in the excavation of all or part of your garden. There is no obligation from the service authorities or Council to reinstate a verge garden whilst undertaking upgrade or maintenance of their infrastructure.

Where a verge improvement (that is provided by the property owner) is damaged by a Service Authority, the property owner may negotiate with the service authority about rectification works.

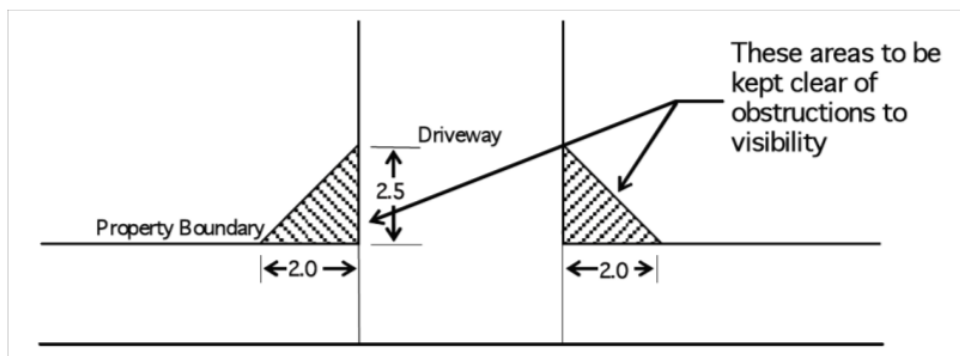
Where Council's activities impact the verge, Council will reinstate the verge to the same standard that existed prior to the commencement of work, excluding that area provided for pedestrian access, defined as the footway zone, that shall only be reseeded with grass. Reinstatement of any verge improvement will ensure it complies with these guidelines.

Remember pedestrian and traffic safety!

- ✓ Verge gardens must not impact on the driver's line of sight, including entering and exiting driveways, delineation of the road edge and / or pedestrian movements.

The streetscape is an important part of community open space, and the coordination of plantings is an important aspect of Council works. Council supports plantings (shrubs only) with flora that are drought tolerant and suited to hot, dry summers. Plantings should be maintained to a maximum height of 500mm. A preferred species list for verge gardens is provided at Appendix 2.

Plantings should ensure that no part of the treatment obstructs the required safe sight distance requirements at access driveways according to Figures 3.2 and 3.3 of AS/NZS 2890.1-2004 or Figures 3.3 and 3.4 of AS2890.2-2002 as applicable.



Properties situated at intersections shall ensure that no plantings obstruct safe sight distance at the intersection.

No structures or hard surfaces in your verge garden!

- x Remember the verge is public land. The area needs to remain free of obstructions and nuisances to others.

It is recommended that only plants and organic mulches are used. The construction of any structure, including retaining walls or fences, of any material or form, between the property boundary and edge of road is not permitted. Council may ask for its removal.

Any edging material, mowing strip, footpath, driveway cross over etc. shall be flush with the surface. Council intends working with owners of existing verge gardens to remove trip hazards, as these present an unacceptable risk to pedestrians.

The following forms of surface treatment are permitted within the 1.5m footpath corridor (whether existing or for a future footpath). This extends to 3m where a boundary fence or other clear delineation of property boundary has been constructed. Council may remove these, without recompense when constructing a footpath or shared path at some time in the future.

- Compacted rubble capped with crusher fines
- Brick, clay paving
- Asphalt or bituminous surfaces.

Outside of the footpath corridor;

- Un-irrigated grassed surface.
- Mulched surface
- Ground cover - Shrubs, low trees (up to 500mm)

The following surface treatments are not permitted on any side:

- Chemically sterilised treatments.
- Structures.
- Retaining walls.

- x **Don't plant trees in your verge – that's Council's role.**

Tree planting will only be undertaken by Council (or a group under the auspice of Council) and Council will be responsible for the location of new trees and their maintenance. The planting of trees and shrubs upon verges must comply with the Council "Street and Open Space Tree Policy".

If you would like a tree as part of your verge garden please contact us, and we will make arrangements

for someone from our Parks and Recreation team to meet with you, select a tree suited to your verge, and schedule it for planting.

What shall I plant?

Residents are encouraged to be creative and plant verges to suit their own taste. But remember plantings must not interfere with overhead or underground services including water and sewerage infrastructure, water meter servicing and reading, and sewer manholes.

Plants must also not be known or likely environmental weeds.

Growing edible plants along the nature strips of streets within our town and villages is an effective means of inspiring and enabling urban agriculture and contributes to:-

- Neighbourhood beautification
- Visual amenity
- Urban re-greening
- Increased biodiversity
- Environmental and sustainability education
- Improved garden soil profiles through carbon sequestration
- Reduced air temperatures in developed areas
- Developing social capital and community engagement.

✓ **Who can help me?**

Advice needs to be sought by contacting Councils Infrastructure Services Department, prior to the commencement of any works on the verge.

When you are planning your verge garden, call Councils Parks and Recreation team.

Local nurseries can assist with appropriate plant selection and recommend the use of local native plant species where possible.

Watering

Council supports the responsible use of water to maintain plantings using handheld trigger nozzle hoses. It is recommended that residents check the Central Tablelands Water (CTW) website www.ctw.nsw.gov.au for information related to current water restrictions that may apply.

Related Policies and Strategies:

- NSW Roads Act (1993)
- Local Government Act 2020.
- Statewide Mutual Best Practice Manual- footpaths Nature strips and Medians
- Blayney Shire Council - Street & Open Space Tree Management Procedure
- Blayney Shire Council - Pathway Hierarchy, Standard and Maintenance Policy (Draft)

STATEMENT

Council encourages the appropriate planting of verge gardens. Residents are encouraged to use local native plant species to ensure greater plant survival and to maximise benefits for local native fauna.

The Verge Gardening policy seeks to ensure the following environmental and social objectives are achieved:

- Recognition of the role of streets in increasing biodiversity and providing ecosystem services such as food and shelter for wildlife,
- Reducing carbon emissions and other costs associated with mowing
- Providing mental health benefits associated with gardening and spending time outdoors
- Providing a positive focal point for the community in the street scape
- Engaging the community in the design and maintenance of public spaces
- Improving skills and knowledge across Council and the community in creating more liveable spaces
- Ensuring that public land is managed in a manner that does not jeopardise public safety, access, infrastructure and essential services, and other community needs
- Creating a sense of place.

APPLICATION

Individual residents who want to establish or maintain a verge garden adjoining their residential property must submit an application and be given written approval by Council. Approvals for verge gardens are issued under section 138 of the Roads Act 1993.

Not every location is suitable for a verge garden due to safety, access, and public infrastructure (including street trees) requirements, and other community needs. In these instances, applications will not be approved.

Applicants must comply with all of the requirements of the Verge Gardening Guidelines. Each verge is unique Council retains the right to determine additional site-specific requirements.

Council undertakes street upgrade and street tree planting programs in consultation with residents. Although verge gardening projects are resident-driven, if Council is undertaking footpath works that offer the opportunity to create new unpaved areas that are suitable for verge gardens, residents can apply for a verge garden as per this policy.

GARDENS IN LANES

Council will consider applications from residents wanting to garden on public land adjoining their property in lanes (e.g., narrow kerbs along back and side fences in lanes). Gardening in lanes is not always permitted due to limited space and multiple conflicting uses.

Requests will be assessed taking into account:

- The volume and composition of traffic using the laneway
- Vehicle turning paths for access to off-street parking spaces
- Vehicle turning paths at laneway intersections
- Any slope in the laneway impacting the lean of high vehicles
- Safety issues associated with intersections and any other site-specific issues

ONGOING COUNCIL SUPPORT

Council can provide information to residents on garden layout, site preparation, plant species selection and weed management. Council will also provide a limited number of local native plants to new applicants.

INSURANCE

Council does not provide personal accident insurance for residents who injure themselves while gardening on the verge.

Council is not liable for any damage or loss that the resident may suffer by the act, default, omission or neglect of any other person or by reason of the Council, its members agents and contractors for failing to do something on or to the public space used.

ACCESS AND SAFETY

This policy aims to ensure verge gardens do not negatively impact on footpath and verge access and safety.

Council aims to ensure public places provide safe and equitable access for people of all abilities. A person with mobility difficulties may be unable to safely navigate the path if it is blocked or otherwise impacted by a poorly designed or maintained verge garden. Pedestrians crossing intersections may not be seen by motorists if there is tall dense vegetation on the verge. Similarly, verge gardens must not “trap” pedestrians in a road carriageway by forming a barrier in an unsafe location

INFRASTRUCTURE MAINTENANCE AND OTHER PUBLIC WORKS

Verge gardens that are well maintained ensure the ongoing health of Council’s Street trees. Street trees must not be removed or damaged to create or maintain a verge garden. Early consultation with Council staff is encouraged if a verge garden is located in close proximity to a street tree to ensure the plant species selected are appropriate. Pipes and cables that provide essential services including gas, electricity, water, stormwater, sewerage, and communications are located underneath the footpath and verge. Utility companies, Council and their contractors need to carry out works on and underneath the footpath and verge from time to time to maintain these assets. This can include areas that have been approved for a verge garden.

Approval of a verge garden does not negate the right of access for utility companies, Council, and contractors to access and undertake works on this land and any assets beneath at any time. This could include complete removal of the verge garden for infrastructure projects (for example, footpath upgrades or underground cabling).

Residents are not entitled to financial compensation for the loss of plants, or other items moved/removed to enable these works. Residents can opt out of maintaining the verge garden following works that impact part or all of the verge garden. In these circumstances Council will resume maintenance of the verge at the resident’s request, which may include the replanting of grass on the verge.

VANDALISM, THEFT AND OTHER DAMAGE

Verge gardens on public land may be susceptible to vandalism, theft, and other damage. Although Council is committed to supporting the verge gardening program, residents are responsible for any costs and works associated with restoring verge gardens following any such damage. Residents are not entitled to financial compensation for any such damage. Residents may choose to opt out of maintaining the verge garden following damage and need to notify Council of their decision. In these circumstances Council will resume maintenance of the verge, which may include the replanting of grass in the verge.

LEGACY VERGE GARDENS

Verge gardens established prior to publication of this policy that are found to be non-compliant with this policy are required to achieve compliance within 12 months of notice from Council. Potential issues are:

- All new plantings must be compliant
- No hard landscape materials, structures, or other items (see Guidelines for more information) to be used in the garden

- Non-compliant plants must be removed as soon as practical or when they die, whichever comes first within 12 months of notice from Council
- Non-compliant items must be removed as soon as practical or when they wear out, whichever comes first within 12 months of notice from Council; or where practical
- Where public safety and access is an issue, it must be immediately rectified

USE OF CONTRACTORS

Residents can engage contractors to undertake planting and maintenance of plants on a registered verge garden. The resident must ensure that contractors meet the requirements of this policy and have appropriate (public liability) insurances.

RESPONSIBILITIES

Council staff are responsible for the following:

- Reviewing and approving applications in accordance with the Policy;
- Providing initial and ongoing advice and support as requested, to resident verge gardeners;
- Monitoring verge gardens and responding to reports of breaches of the Policy and Guidelines.
- Reviewing and revising Policy and Guidelines.
- Reviewing and approving applications
- Reviewing and revising Policy and Guidelines

Residents are responsible for the following:

- Designing, establishing, and maintaining the verge garden in accordance with this Policy and Guidelines.
- Following Council direction in relation to any Compliance issues
- Advising Council if they are moving or are no longer willing or able to maintain the verge garden.

COMPLIANCE

If a resident does not comply with the Verge Gardening Policy or Guidelines, they will be issued with a letter outlining the non-compliant issues and be asked to address these within a given timeframe (usually 14 days).

Should the verge garden continue to remain non-compliant Council staff may take action necessary for the garden to comply including, but not limited to, trimming, and removing vegetation or other items that do not meet requirements or otherwise pose a risk to public access and safety.



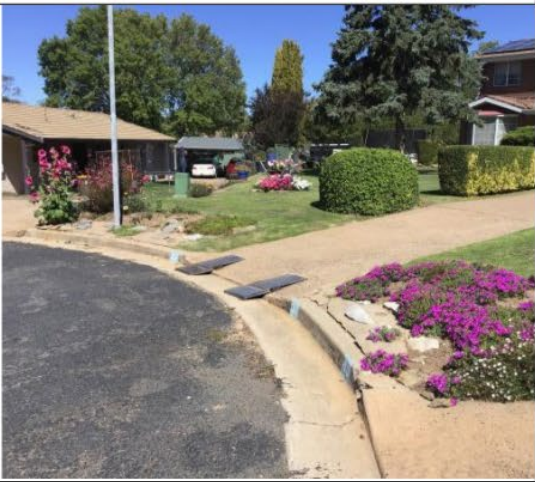
Permission for the resident to garden on the verge may also be withdrawn, and in unresolved circumstances Council may resume maintenance of the verge, which may include restoration of grass in the verge.

In cases where there is a high risk to public safety Council may remove items without any notice. Council will not be liable for reimbursing residents for items removed.

Where compliance is not achieved through the above means, more formal enforcement action may be taken under the Roads Act 1993 or Local Government Act 2020.

APPENDIX 1. Sample Verge Gardens

Good Outcomes

	Landscaping area and street trees suitably located and footway clear. Suitability of trees under power lines should be considered.
	Clear footway. Driveway flush, no trip hazard.
	Clear footway. Driveway flush, no trip hazard. Landscaping should not be on roadside of footway. Modifications to the verge plantings may be required to accommodate any future footpath.

Poor Outcomes

	<p>Hard landscaping (timber sleeper retaining wall) and landscaping impedes footway. Modifications to the retaining wall and gardens may be required to accommodate any future footpath.</p>
	<p>Poorly maintained and impedes footway. Significant trip hazards for pedestrians.</p>
	<p>Poorly located trees, over CTW underground water infrastructure. Well maintained landscaping against boundary fence. Removal of part of the trees will be required to accommodate any future footpath.</p>
	<p>Trip hazard at driveway and landscaping impedes footway and needs to be removed. Well maintained landscaping. Removal of part of the gardens and trip hazard will be required to accommodate any future footpath.</p>

APPENDIX 2. Preferred Species List for Verge Gardens

Type	Name		Mature Height
	Botanical	Common	
Grasses (Dry)			
	dianella revoluta	Blue Flax Lily	1m
	lomandra longifolia	Lomandra	1m
Herbaceous / Shrub			
	Dietes vegeta	Dietes	90cm
	Ophiopogon japonicas	Mondo Grass	40cm
	Gazania	African Daisies	30cm
	Erigeron karvinskianus	Seaside daisy	25cm
	Agapanthus	Dwarf Agapanthus	80cm
	Abelia grandiflora	Dwarf Abelia	1m
Bulbs	Narcissus sp	Daffodil	45cm
	Tulipa sp	Tulip	45cm
	Narcissus sp	Jonquil	45cm
	<u>Cerastium tomentosum</u>	<u>Snow in summer</u>	30cm
	Salvia	Sage smaller sp	To 1m
Succulent	Carpobrotus glaucescens	Pig face	25cm
Annuals			
	Petunias		20cm
	Violets		20cm
	Pansies		20cm

Plants should be maintained to a maximum height of 500mm.

The plants listed are tough and perform well in the local environment.

The list is a guide only, and not comprehensive.

Local nurseries can assist with appropriate plant selection, including different species that may also be suitable, and recommend the use of local native plant species where possible.

Council Details

Address:

Blayney Shire Council
91 Adelaide Street, BLAYNEY
NSW 2799
PO Box 62 BLAYNEY NSW 2799

Website:

www.blayney.nsw.gov.au

Email:

council@blayney.nsw.gov.au

Phone:

(02) 6368 2104

ABN:

47 619 651 511



Verge Garden Guideline **Self-Assessment and Declaration**

Blayney Shire Council residents are to use this checklist when preparing and planting your verge garden.

There is a declaration you can complete and send to Council, which we will keep as a record of your verge garden complying with these guidelines, should Council be asked to investigate at a later point in time.

Please email this declaration to council@blayney.nsw.gov.au

For further information, please contact Council on (02) 6368 2104.

DECLARANT DETAILS (optional)
NAME:
ADDRESS:

CHECKLIST		
	Ye s	N o
I have talked to my neighbours and considered their feedback on my verge garden proposal.	<input type="checkbox"/>	<input type="checkbox"/>
I have planned my verge garden project to ensure safe pedestrian access while I construct my verge garden.	<input type="checkbox"/>	<input type="checkbox"/>
My verge garden is in line with my property boundary and does not encroach upon my neighbour's verge.	<input type="checkbox"/>	<input type="checkbox"/>
I have ensured my verge garden will retain a pedestrian access 1500mm wide, which is level and free from trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>
My verge garden has been designed to ensure car doors can open with no plants, or with only low groundcovers within 600mm of the edge of kerb.	<input type="checkbox"/>	<input type="checkbox"/>
I have left clear access for the mailman.	<input type="checkbox"/>	<input type="checkbox"/>
I have left clear access around service pits and power poles.	<input type="checkbox"/>	<input type="checkbox"/>
I have a safe and accessible place for the collection of waste/recycling bins.	<input type="checkbox"/>	<input type="checkbox"/>
I contacted Dial before you Dig on 1100 or www.1100.com.au and obtained a free services report to confirm that there are no underground utility services that will be impacted by garden.	<input type="checkbox"/>	<input type="checkbox"/>
I contacted Council to obtain information on any Council or service authority utilities that may be in my verge.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that my verge garden could be impacted by future infrastructure works, and Council or service authorities may not replace any plants lost.	<input type="checkbox"/>	<input type="checkbox"/>
My garden will be maintained to a maximum height of 500mm to ensure line of sight for traffic and pedestrians.	<input type="checkbox"/>	<input type="checkbox"/>
If I want to install a tree, I will contact Council to request a site visit, and assess the specific site constraints.	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE:	Date
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End of Policy

Adopted:	17/05/2021	2105/009
Last Reviewed:	17/05/2021	
	14/02/2023	2302/012
Next Review:	19/04/2025	

SCHEDULE A
CONDITIONS OF CONSENT
CONDITIONS ISSUED WITH DEVELOPMENT APPLICATION NO. 2025/0047

Reasons for Decision

The proposal satisfies the relevant statutory considerations relating to the development of land, including the provisions of the Environmental Planning and Assessment Act, Blayney Local Environmental Plan and Blayney Development Control Plan and relevant State Environmental Planning Policies. No objections were raised against the proposal by the Community.

Approved Plans

DEVELOPMENT IN ACCORDANCE WITH APPROVED PLANS AND DOCUMENTATION.

1. The development is to take place in accordance with the documentation submitted with the application indicated in the table below and subject to the following conditions.

Plan/Doc No	Plan/Doc Title	Prepared by	Issue	Date
	Statement of Environmental Effects	Jason Kershaw		12/06/25
227697C	Site Plan	Greg White	2	11/06/25
250189	Architectural Drawings	Shed World	0	11/06/25
	Additional Information – DCP Variation Justification	Jason & Kate Kershaw		23/06/25

Prescribed Conditions

BUILDING CODE OF AUSTRALIA

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

IDENTIFICATION OF SITE

3. The developer is to provide a clearly visible sign to the site stating:
- Unauthorised entry to the worksite is prohibited;
 - Street number or lot number;
 - Principal contractor's name and licence number; or owner builders permit number;
 - Principal contractor's contact telephone number/after-hours number;
 - Identification of Principal Certifying Authority, together with name, address & telephone number.

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

CONTRACT OF INSURANCE

4. In the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of the Act, evidence that such a contract of insurance is in force is to be provided to the Principal Certifying Authority before any building work authorised to be carried out by the consent, commences.

HOME BUILDING ACT

5. Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which the work relates (not being the Council) has given the Council written notice of the following information:

- a) in the case of work for which a principal contractor is required to be appointed:
 - i. The name of the licence number of the principal contractor, and
 - ii. The name of the insurer by which the work is insured under Part 6 of that Act,
- b) in the case of work to be done by an owner-builder:
 - i. The name of the owner-builder, and
 - ii. The name of the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

If arrangements for doing the residential building work are changed while the work is in progress so that the information under this condition becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the Council) has given the Council written notice of the updated information.

Prior to the Issue of Construction Certificate

NILL

Prior to Works Commencing

CONSTRUCTION CERTIFICATE

6. Prior to commencement of any works, a Construction Certificate for the proposed buildings is to be obtained, and where Council is not the PC, a copy is to be submitted to Council.

COMMENCEMENT OF WORK & APPOINTMENT OF PC

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

During Construction

HOURS FOR CONSTRUCTION OR DEMOLITION

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

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

EROSION AND SEDIMENT CONTROL

9. Erosion and sediment control measures are to be established prior to commencement of construction and maintained to prevent silt and sediment escaping the site or producing erosion. This work must be carried out and maintained in accordance with Council's *WBC Guidelines for Engineering Works* (see Council's website), and the Dept Housing – *Soil and Water Management for Urban Development (The Blue Book)*.

RUBBISH AND DEBRIS

10. All rubbish and debris associated with the development, including that which can be windblown, must be contained on site in a suitable container at all times. The container shall be erected on the development site prior to work commencing. Materials, sheds or machinery to be used in association with the development must be stored and stacked wholly within the worksite unless otherwise approved by Council.

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

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

TOILET FACILITIES

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

Each toilet must:

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

EXCAVATIONS AND BACKFILLING

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

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

ROOFWATER DISPOSAL

13. Roofwater from the buildings shall be disposed of to rainwater tanks via a drainage system in accordance with the Plumbing Code of Australia, with all work carried out by a licensed plumber or drainer.

DRAIN BUILDING SURROUNDS

14. The ground surrounding the building shall be graded and drained to ensure that all surface and seepage water is diverted clear of buildings on the site and clear of adjoining properties. Permanent surface or subsoil drains or a combination of both shall be provided to all excavated areas, hard standing areas and depressions. The invert of such drains shall be a minimum of 200 mm below the finished floor level and shall have a minimum grade of 1:100 to the approved storm water disposal location. This work shall be carried out following the installation of the roof gutter & down pipes, and prior to the final inspection.

PONDING TO NEIGHBOURS

15. All earthworks, filling, building, driveways or other works, are to be designed and constructed (including stormwater drainage if necessary) so that at no time will any ponding or discharge of stormwater occur on adjoining land as a result of this development.

EARTHWORKS

16. All earthworks are to be wholly within the property boundary of the subject property, no adverse impacts from the earthworks shall affect the neighbouring properties.

CLADDING

17. All roof and wall finishes shall be comprised of low reflective surface materials. The roof and wall colours of the shed are to match the roof and wall colours of the dwelling.

Note 1: Sheet metal shall be of factory prefinished (e.g., colorbond) type material.

Note 2: Zincalume will be not accepted.

Section 68

INSPECTIONS

18. Forty – eight (48) hours notice shall be given to Council for inspection of the following:

- a) Internal and external drainage lines prior to backfilling. The licensed plumber/drainer shall be on site at the time of the inspection, and the drainage lines shall be charged;
- b) Hot & cold water at rough-in; and
- c) On completion of all works

NOTICE OF WORK

19. A Notice of Work (NoW) shall be submitted by the plumber to Council 48 hours prior to works commencing on site.

WORK BY LICENSED CONTRACTOR

20. All plumbing and drainage work must be carried out by a licensed plumber/drainer in accordance with the requirements of the Plumbing Code of Australia and Australian Standard AS3500.

EXCAVATIONS AND BACKFILLING

21. All excavation and backfilling associated with the work must:

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

HOURS FOR WORK

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

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

WORK-AS EXECUTED PLAN

23. A work-as-executed plan of drainage shall be drafted by the drainer and submitted to Council and the owner upon completion of all drainage works.

CERTIFICATE OF COMPLIANCE

24. A certificate of compliance for the plumbing works associated with this approval shall be submitted by the plumber to Council and the owner upon completion of all drainage works

Prior to Issue of Occupation Certificate

OCCUPATION CERTIFICATE

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

Ongoing

APPROVED USE

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

ACCESS

27. No additional access will be permitted from Bluett Close, Forest Reefs to the subject land at Lot 5 DP 1090642 and known as 8 Bluett Close. Only one access point to the subject land will be allowed.

Advisory Note(s)

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

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

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

AN2: The land upon which the subject building is to be constructed may be affected by restrictive covenants. This approval is issued without enquiry by Council as to whether any restrictive covenant affecting the land would be breached by the construction of the building, the subject of this approval. Persons to whom this approval is issued must rely on their own enquiries as to whether or not the building breaches any such covenant.

[REDACTED]
8 Bluett Close
Forest Reefs
NSW 2798
[REDACTED]
[REDACTED]
[REDACTED]

To Blayney Shire Council

Attn: Chloe,

DCP Variation Request – Justification Statement

Property Address: 8 Bluett Close, Forest Reefs

Zoning: R5 Large Lot Residential

Proposal: Construction of a shed (24m x 12m, height from existing ground level 7.25m)

Existing Floor Area of : 412m² (including house & existing garage/carport – garage & carport floor area = 184 m²)

Variation Sought:

- Exceedance of maximum ridge height (proposed: 7.25m vs allowable: 6m)
- Exceedance of cumulative floor area for sheds (proposed: 288m² shed and the existing total floor area: 412m² vs allowable: 300m²)

Thank you for your consideration of our DCP variation request. My husband [REDACTED] and I reside at 8 Bluett Close Forest Reefs NSW 2798. We recently have applied to build a shed on our property. Our property is 5.97ha in total with an existing 4 bedroom house with a 4 car garage and carport which is physically detached from the house. The use of the carport and garage is primarily for vehicles and additional storage. The rationale for our shed application is that in order to keep our large block maintained we do have additional machinery such as a tractor with several implements, a large mower as well as other pieces of smaller equipment. We also have a caravan, which does not physically fit in the carport out of the weather. Please see justification as follows:

A1.11 Variation Justification

a) Compliance with the particular control within this DCP is unreasonable or unnecessary in the circumstance of the case

The proposed shed is designed to accommodate large-scale rural equipment and vehicles required for the ongoing use and management of the property, which is located in an R5 Large Lot Residential zone and characterised by properties of a rural-residential nature. The scale and height of the shed are functionally necessary for the intended use and storage of

machinery, including tractors, trailers, and elevated implements which require additional vertical clearance. Strict compliance with the 6m ridge height limit and 300m² total shed area would result in a structure that is not fit for purpose and would reduce the practical usability and safety of the shed for large equipment storage.

b) The objectives of the particular control are met or sufficiently addressed

The objectives of Section C3.4 of the DCP aim to:

- Ensure outbuildings are compatible with the scale and character of surrounding development;
- Avoid adverse visual impacts;
- Maintain amenity and privacy;
- Prevent the overdevelopment of sites.

The proposed shed, while exceeding the numerical standards, has been carefully sited and designed to minimise its visual impact on the streetscape and neighbouring properties. It will be located well within boundary setbacks, behind the primary dwelling, and screened by existing vegetation where possible. The building materials and finishes will be non-reflective and consistent with rural-style outbuildings in the area. The colour scheme consists of merino walls and roller doors and mountain blue roof which is the similar to the existing structures on the property. The land size and R5 zoning context support larger structures without generating overdevelopment concerns or significant adverse impact on adjoining properties.

c) There are sufficient environmental planning grounds to justify the departure from the particular control within this DCP

The land's large lot size and rural-residential context provide sufficient justification for accommodating a shed of this scale. The purpose of the R5 zone is to allow residential development in a semi-rural setting, and the presence of large outbuildings is not inconsistent with the zone's character. The additional shed floor area and height will not detract from the semi-rural landscape character, and the proposal has been tailored to the functional requirements of the land use without compromising environmental amenity.

d) The impacts of the non-compliant proposal will not be significantly greater than a compliant proposal or may enhance the outcome

The proposed design represents a balanced approach between functionality and minimal environmental or amenity impact. A compliant shed would compromise the necessary internal clearance and reduce usability, potentially resulting in the need for additional structures or inefficient land use. By consolidating storage in a single well-designed structure, the proposal reduces visual clutter and promotes a tidier, more practical development outcome. Shadowing and visual impact assessments indicate that the structure will not adversely affect adjoining properties due to its siting and setbacks.

Conclusion

The proposed variation is minor in the context of the site and is justified on both planning and functional grounds. The objectives of the DCP are sufficiently addressed, and the proposal aligns with the semi-rural character of the R5 zone. Approval of this variation will enable a practical, high-quality development outcome without significant environmental or amenity impacts.

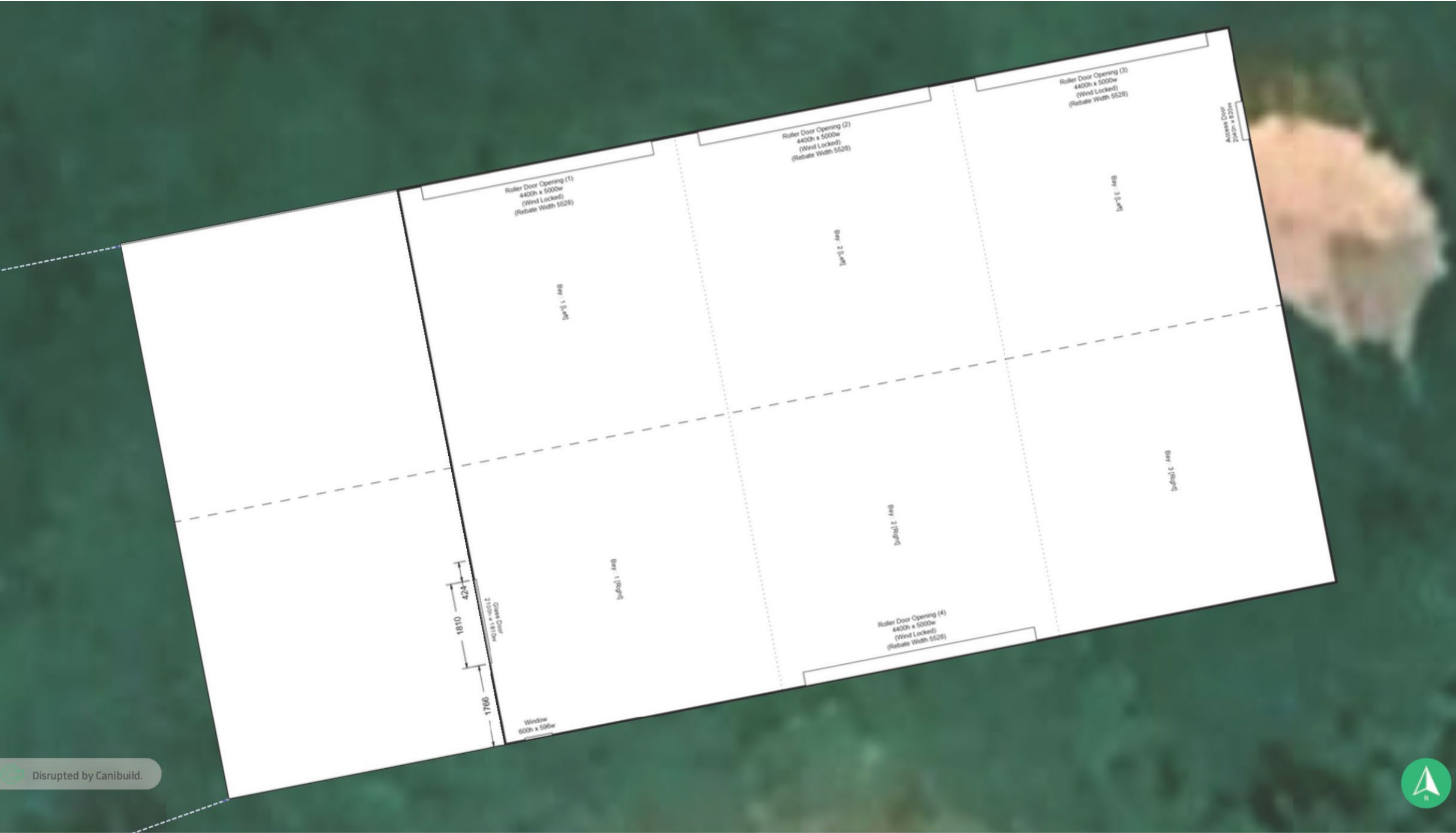
We respectfully request that Council support this DCP variation and grant development consent.

Regards.

[REDACTED]

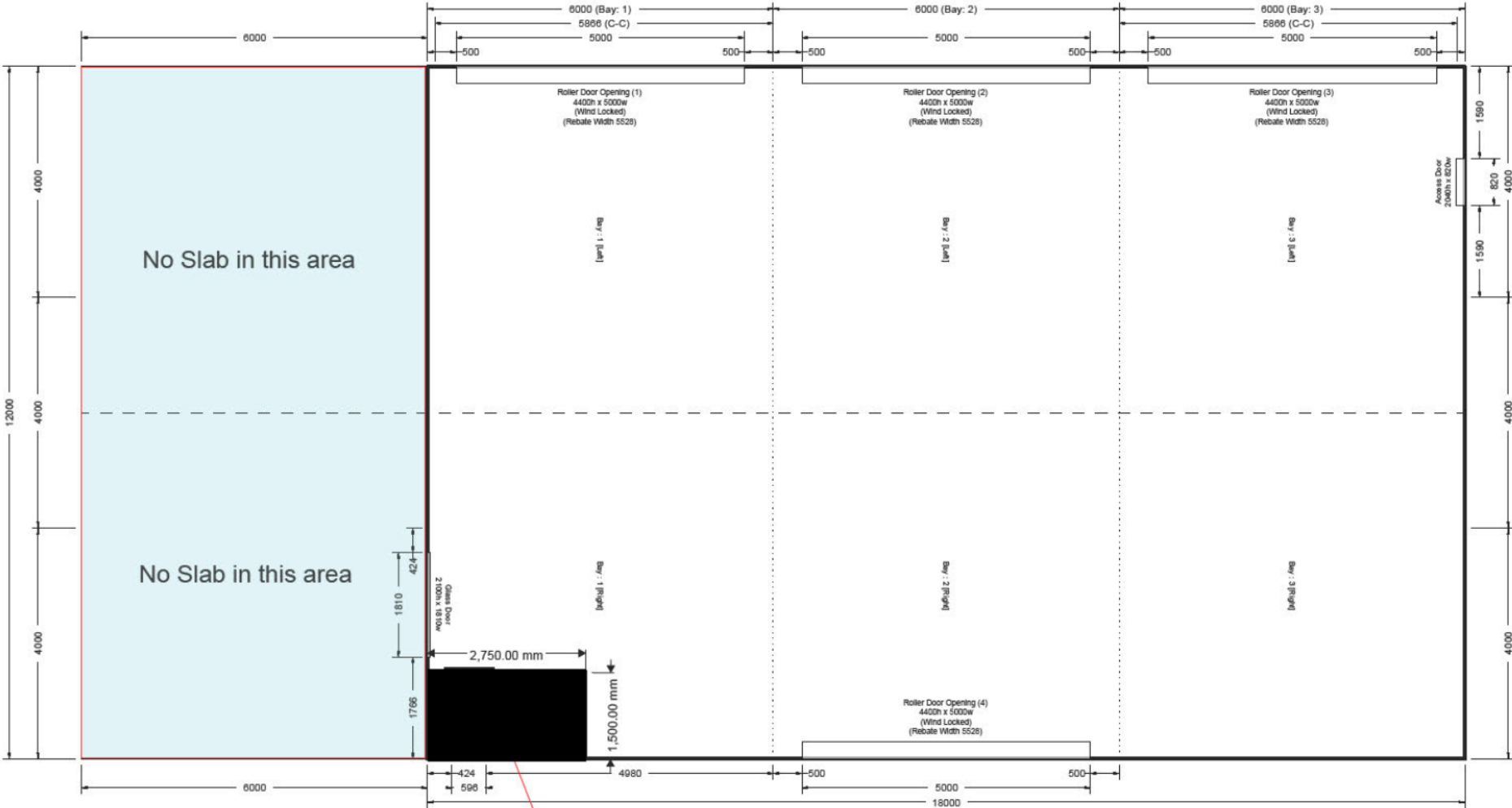


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Disclaimer		Property Details		Design		Scale	
This is not an official document, and may not comply with current laws or industry standards. You should make your own enquiries and seek independent advice from relevant industry professionals before acting or relying on the contents of this document.		8 Bluett Cl, Forest Reefs, NSW 2798, Australia		[Redacted]		1:1000@A3	
ALL DIMENSIONS ARE IN METRES. DO NOT SCALE FROM PLANS.		Lot/DP: 5/-/DP1090642		1 st version date:		Current version date:	Version #
				10/06/2025		11/06/2025	2



Client Name		Client Email	Client Phone	Signature _____			
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			<p>Property Details</p> <p>8 Bluett Cl, Forest Reefs, NSW 2798, Australia Lot/DP: 5/-/DP1090642</p>		<p>Design</p> <div></div>		<p>Scale 1:100@A3</p>
			<p>1st version date: 10/06/2025</p>		<p>Current version date: 11/06/2025</p>	<p>Version # 2</p>	

Reduced levels shown are Datum Heights
with an assumed Benchmark of 10.000m
FFL has a RL of 10.000m.
NGL = Natural Ground Level
FFL = Finished Floor Level
DP = Down Pipe



Floor Plan



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DATE	DESCRIPTION	REV

CLIENT'S NAME:

[Redacted]

SITE ADDRESS:

8 Bluett Close,
Forest Reefs

SHEET NAME:

FLOOR PLAN

DESIGN NAME:

RANGE:

SCALE @ A3:

PROJECT STAGE:

REV NO:

APPROVAL

Rev 0

JOB NO:

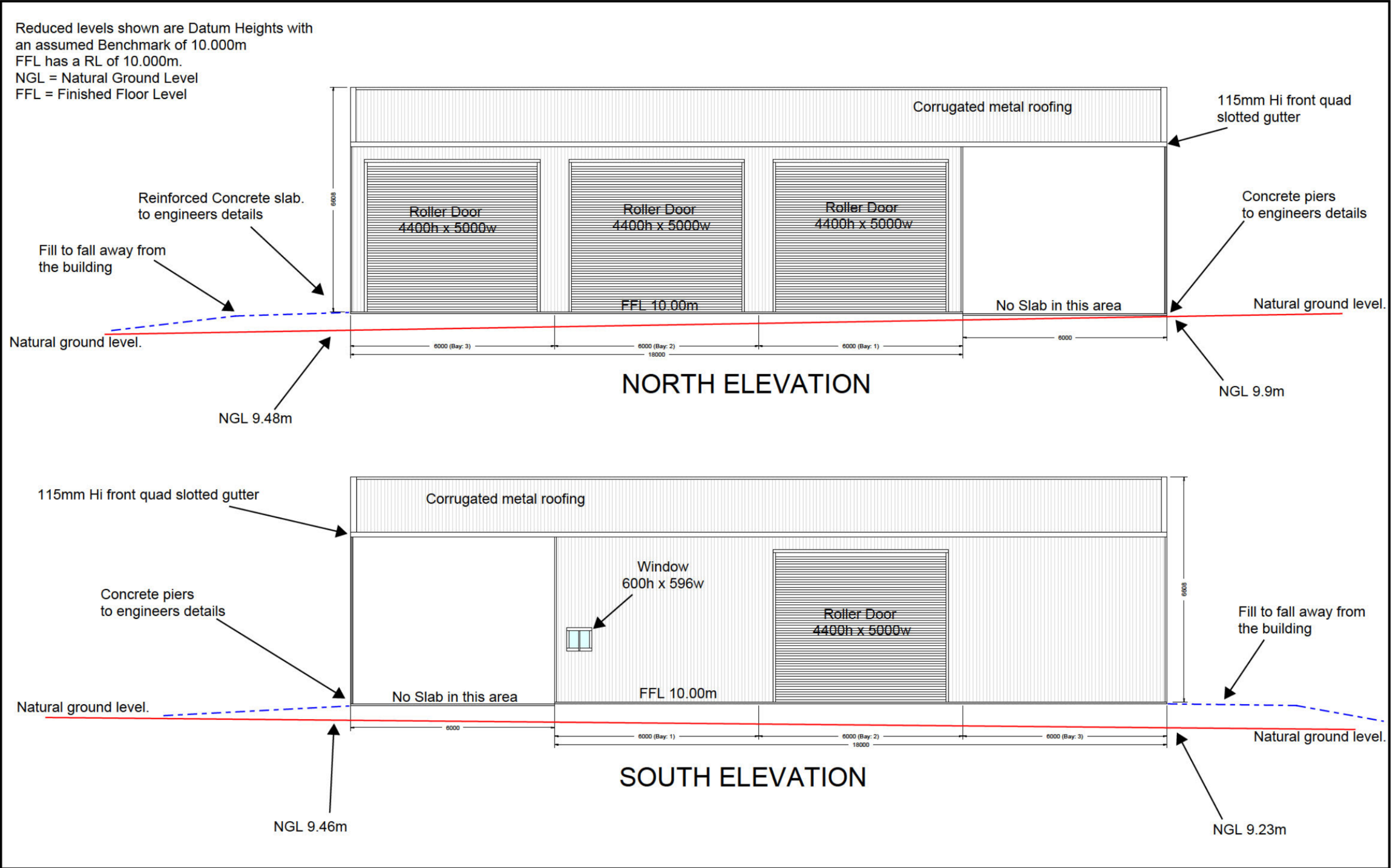
250189

SHEET NO:

1

DATE:

11/06/25



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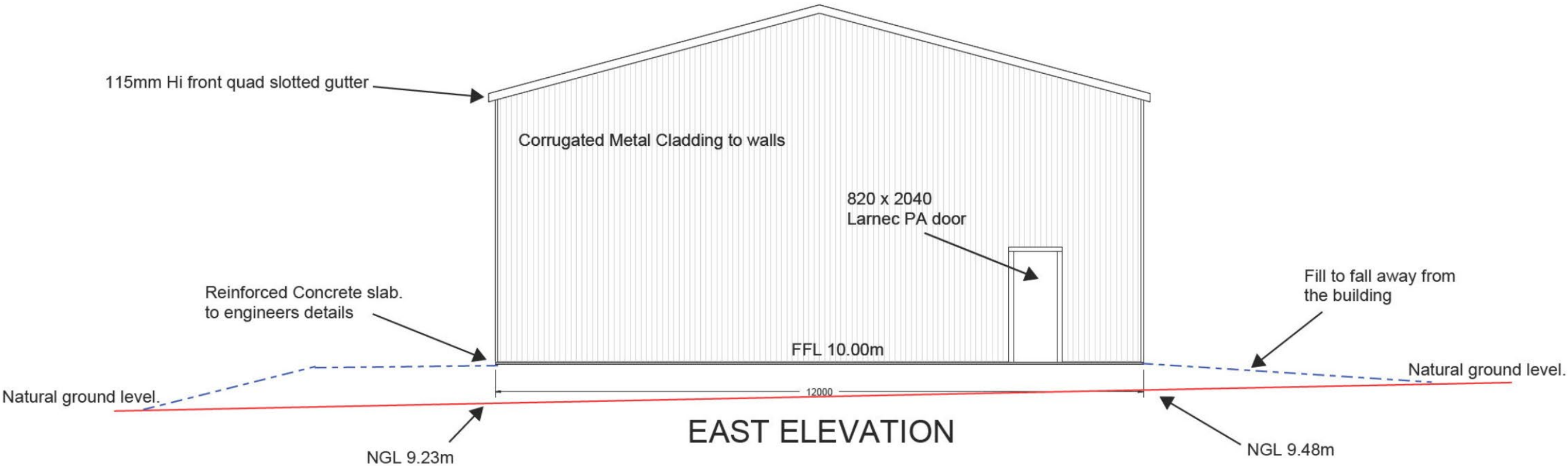
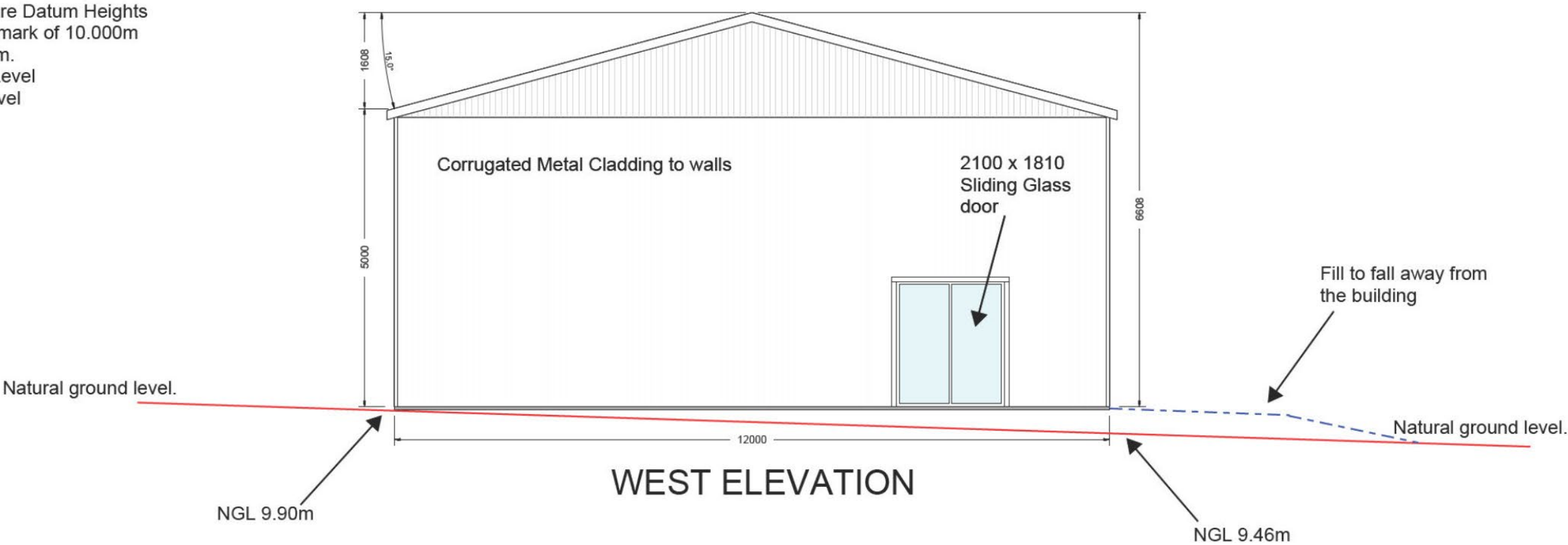
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DATE	DESCRIPTION	REV

CLIENT'S NAME:
[REDACTED]
SITE ADDRESS:
8 Bluett Close,
Forest Reefs

SHEET NAME: Elevations 1			JOB NO: 250189
DESIGN NAME:	RANGE:	SCALE @ A3:	SHEET NO: 2
PROJECT STAGE: APPROVAL	REV NO: Rev 0	DATE: 11/06/25	

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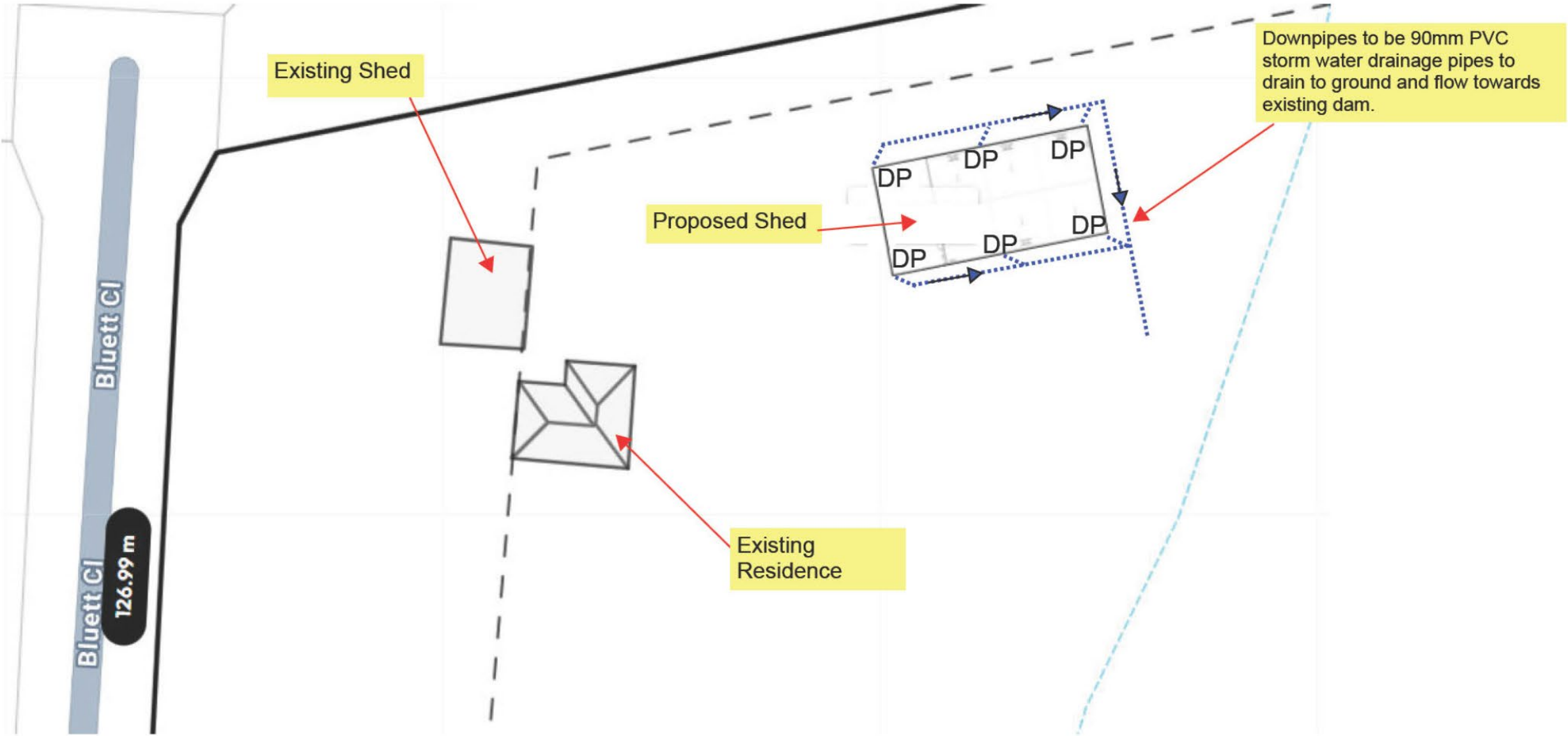
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DATE	DESCRIPTION	REV

CLIENT'S NAME:
[REDACTED]
SITE ADDRESS:
8 Bluett Close,
Forest Reefs

SHEET NAME: Elevations 2		JOB NO: 250189	
DESIGN NAME:	RANGE:	SCALE @ A3:	SHEET NO: 3
PROJECT STAGE: APPROVAL	REV NO: Rev 0	DATE: 11/06/25	

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DATE	DESCRIPTION	REV

CLIENT'S NAME:
[REDACTED]
SITE ADDRESS:
8 Bluett Close,
Forest Reefs

SHEET NAME: Stormwater layout			JOB NO: 250189
DESIGN NAME:	RANGE:	SCALE @ A3:	SHEET NO: 4
PROJECT STAGE: APPROVAL	REV NO: Rev 0	DATE: 11/06/25	

All works to be completed in accordance with the performance requirements of the National Construction Code (NCC) 2022 Volume 2

Detached Portal Frame Sheds

Part H1 Structure (dealt with in Engineering)

- H1P1 Structural reliability and resistance
- H1P2 Buildings in flood areas
- H1D2 Structural provisions
- H1D3 Site preparation
- H1D4 Footings and slabs
- H1D6 Framing
- H1D7 Roof and wall cladding
- H1D8 Glazing
- H1D9 Earthquake areas
- H1D10 Flood hazard areas
- H1D11 Attachment of framed decks and balconies to external walls of buildings using a waling plate
- H1D12 Piled footings

Part H2 Damp and weatherproofing (dealt with in Engineering)

- H2P1 Rainwater management
- H2P2 Weatherproofing
- H2P4 Drainage from swimming pools
- H2D2 Drainage

Part H3 Fire safety (dealt with in Engineering)

- H3D1 Deemed-to-Satisfy Provisions
- H3D2 Fire hazard properties and non-combustible building elements
- H3D3 Fire separation of external walls

Part H4 Health and amenity

- H4P1 Wet areas
- H4P2 Room heights

Part H5 Safe movement and access

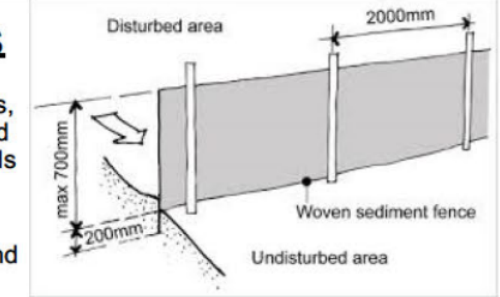
- H5P1 Movement to and within a building

Part H7 Ancillary provisions and additional construction requirements (dealt with in Engineering)

- H7P1 Swimming pool access
- H7P2 Swimming pool reticulation systems
- H7P5 Buildings in bushfire prone areas

Sediment Control Notes

- 1) All erosion and sediment control measures, including revegetation and storage of soil and topsoil, shall be implemented to the standards of the Soil Conservation of N.S.W. and inspected daily by the site manager.
- 2) All drainage works shall be constructed and stabilized as early as possible during development.
- 3) Sediment traps shall be constructed around all inlet pits, consisting of a 300mm wide x 300mm deep trench.
- 4) All sediment basins and traps shall be cleaned when the structures are a maximum of 60% full of soil materials, including the maintenance period.
- 5) All disturbed areas shall be revegetated as soon as the relevant works are completed.
- 6) Soil and top soil stockpiles shall be located away from drainage lines and area where water may concentrate. All roads and footpaths are to be swept daily.
- 7) Filter shall be constructed by stretching a filter fabric ('Propex' or approved equivalent), between posts at 2.0m centres. Fabric shall be buried 200mm along it's lower edge.
- 8) Dust prevention measures are to be maintained at all times.



Sediment Control Fence

Not to Scale

Provide sediment control fencing on all down hill slopes - unless noted otherwise.

COLOUR AND MATERIAL SCHEDULE

WALL COLOUR	Merino
ROOF COLOUR	Mountain Blue
ROLLER DOOR COLOUR	Merino
PA DOORS	Merino
WINDOW COLOUR	TBA
DOWNPIPE COLOUR	PVC
GUTTER COLOUR	Merino
CORNER FLASHING COLOUR	Merino
BARGE FLASHING COLOUR	Mountain Blue
OPENING FLASHING	Merino
SHED MATERIAL	COLORBOND



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DATE	DESCRIPTION	REV
	1	

CLIENT'S NAME:
[REDACTED]
SITE ADDRESS:
8 Bluett Close,
Forest Reefs

SHEET NAME: CODES	JOB NO: 250189
DESIGN NAME:	RANGE:
PROJECT STAGE: APPROVAL	REV NO: Rev 0
SCALE @ A3:	DATE: 11/06/25
	SHEET NO: 5