



21 August 2025

Dear Councillor,

Your attendance is requested at an Ordinary Council Meeting of the Blayney Shire Council to be held in the Chambers, Blayney Shire Community Centre on Tuesday, 26 August 2025 at 6.00pm for consideration of the following business -

- (1) Livestreaming Video and Audio Check
- (2) Acknowledgement of Country
- (3) Recording of Meeting Statement
- (4) Statement of Ethical Obligations
- (5) Apologies for non-attendance
- (6) Disclosures of Interest
- (7) Public Forum
- (8) Mayoral Minute
- (9) Notices of Motion
- (10) Confirmation of Minutes - Ordinary Council Meeting held on 22.07.25
- (11) Matters arising from Minutes
- (12) Reports of Staff
  - (a) Executive Services
  - (b) Corporate Services
  - (c) Infrastructure Services
  - (d) Planning and Environmental Services
- (13) Delegates Reports
- (14) Closed Meeting

Mark Dicker  
**General Manager**

## **Meeting Calendar 2025**

### **August**

6.00pm	26 August 2025	Council Meeting	Community Centre
2.00pm	22 August 2025	Central Tablelands Weeds Authority Meeting	Bathurst
6.00pm	26 August 2025	Council Meeting	Community Centre
5.00pm	27 August 2025	Disability Inclusion Working Group	Community Centre

### **September**

<b><u>Time</u></b>	<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>Location</u></b>
10.00am	12 September	Traffic Committee Meeting	Community Centre
6.00pm	23 September 2025	Council Meeting	Community Centre

### **October**

<b><u>Time</u></b>	<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>Location</u></b>
5.00pm	14 October	Financial Assistance Program Committee Meeting	Community Centre

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**HELD ON TUESDAY 26 AUGUST 2025**

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## **LIVE STREAMING OF COUNCIL MEETINGS**

In accordance with the Blayney Shire Council Code of Meeting Practice, this meeting will be recorded for the purpose of the live streaming function via our YouTube channel. The audio and visual live stream and recording, will allow members of the public to view proceedings via the Internet without the need to attend Council meetings. The objective of this service is to eliminate geographic and other access barriers for the community wishing to learn more about Council's decision making processes.

By speaking at the Council Meeting you agree to be livestreamed and recorded. Please ensure that if and when you speak at this Council Meeting that you ensure you are respectful to others and use appropriate language at all times.

Whilst Council will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to the availability or quality of the internet connection, device failure or malfunction, unavailability of YouTube or power outages.

Live streams and archived recordings are a free public service and are not an official record of Council meetings. Recordings will be made of all Council meetings (excluding confidential items) and published to YouTube the day after the meeting. For a copy of the official public record, please refer to Council's Business Papers and Minutes page on Council's website.

Council does not accept any responsibility for any verbal comments made during Council meetings which may be inaccurate, incorrect, defamatory, or contrary to law and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.

Live streaming is primarily set up to capture the proceedings of the Council meeting and members of the public attending a Council meeting need to be aware they may be recorded as part of the proceedings.

## **STATEMENT OF ETHICAL OBLIGATIONS**

Councillors are reminded of their oath or affirmation of office made under section 233A of the Local Government Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.



**01) RECOGNITION OF BLAYNEY HIGH SCHOOL STUDENTS FOR RECEIVING THE NSW MINISTER FOR EDUCATION AWARD**

**Author:** Councillor Reynolds

**File No:** GR.RP.4

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**Recommendation:**

That Council note and recognise Mr Toby Tyrrell and Ms Ella Sinclair from Blayney High School for being awarded the Education Minister's Award for Excellence in Student Achievement at the 2025 Public Education Awards.

**Item:**

The NSW Minister for Education, Award for Excellence in Student Achievement is a prestigious award presented to students who have demonstrated high achievement in academic excellence, leadership and commitment to the school community.

Only 40 awards are given out across NSW each year representing outstanding achievement in academic excellence, leadership and commitment to their school community.

Blayney school captain, Ella Sinclair, was awarded for a combination of her outstanding academic performances, leadership and service. The consistent honour roll student has shown terrific dedication to not only her studies but also to cultural pursuits, sports, and community service.

Toby Tyrell was awarded for a multitude of reasons, including academic excellence, leadership and resilience. He is a consistent higher achiever and recipient of numerous academic, sporting and service awards. Toby has also demonstrated unwavering dedication to his school and his community.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**02) COMMONWEALTH FINANCIAL ASSISTANCE GRANT ALLOCATION TO BLAYNEY SHIRE COUNCIL 2025-26**

**Author:** Councillor Reynolds

**File No:** GR.RP.4

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**Recommendation:**

That Council note the financial assistance grant allocation for Blayney Shire for the 2025-26 financial year.

**Item:**

The Financial Assistance Grant component has increased by 4.54%, this financial year, which is slightly below the state increase at 4.65% which is above inflation.

This has seen \$3.885 million made available for our Shire this financial year and is up from \$3.716 million the previous year. The majority of the grant allocation money has already been accounted for as grant income in this year's budget.

It is also important to note that approximately 50% of this year's allocation was provided as a forward payment in late June. This forward payment has been quarantined in the internally allocated accounts in the financial statements presented tonight. The other 50% will come in quarterly instalments, during the current financial year. The confirmation grants letter is enclosed after this report.

**Enclosures (following report)**

1 Letter - FA Grant

3 Pages

**Attachments (separate document)**

Nil

## Local Government Grants Commission



Reference: A971400

Clr Bruce Reynolds  
Mayor  
Blayney Shire Council

By email: [bruce.reynolds@blayney.nsw.gov.au](mailto:bruce.reynolds@blayney.nsw.gov.au)  
cc: [mdicker@blayney.nsw.gov.au](mailto:mdicker@blayney.nsw.gov.au)  
[council@blayney.nsw.gov.au](mailto:council@blayney.nsw.gov.au)

20 August 2025

Dear Clr Reynolds,

With apologies, please accept this amended notification letter replacing the version sent on 18 August 2025, with my apologies for any inconvenience and confusion this may have caused. The amount reported for the 2024-25 general purpose component in the table below was incorrect. However, all other details were accurate, and the error does not affect the payment of any funds to Council.

Thank you for your Council's engagement with the NSW Grants Commission in order to support the allocation of the Commonwealth Government's Federal Assistance Grants. As your new Chair of the NSW Local Government Grants Commission's (Commission), alongside the Deputy Chair and Commissioners, we appreciate the local government sector's commitment to preserving the integrity of this important grant allocation process.

In accordance with our policy of providing information to councils about the way the Commission calculates financial assistance grants (FA Grants), please find attached a summary of Council's 2025-26 estimated FA Grants entitlement (**Appendix A**).

### 2025-26 Estimated entitlements

The Federal Government's FA Grants total estimated entitlement for 2025-26 is \$3.45 billion and is made up of \$2.39 billion for the general purpose component (GPC) and \$1.06 billion for the local roads component (LRC). The national estimated entitlement for 2025-26 increased by \$170 million to account for final adjustments to the Consumer Price Index (CPI) and population shares for the year.

## Local Government Grants Commission



The national GPC is distributed across the states and territories on a population basis. Therefore, NSW received 31.52% or \$744 million in the GPC, which represents a 4.65% increase on last year's final figure. The LRC is based on a historical formula. NSW's share of the total national road funding is a fixed 29% share, or \$307 million, which represents a 5.2% increase. The total 2025-26 FA Grants estimated entitlement for NSW is \$1.052 million.

### External factors impacting the GPC pool of funds in NSW

During recent years, NSW communities and councils have been faced with a number of challenges including devastating climate disasters and a substantially reduced CPI. In 2021, the CPI has continued to trend towards previously average levels of about 3.5% to 4% over the past two years. But further fluctuations cannot be ruled out.

Council's 2025-26 FA Grants estimated entitlement, compared to the 2024-25 final entitlement is as follows:

Blayney Shire Council				
Year	General Purpose	Local Roads	Total	
2024-25 final	\$2,583,379	\$1,133,522	\$3,716,901	Change
2025-26 est	\$2,698,408	\$1,187,282	\$3,885,690	4.5%

The NSW Schedule of Payments (**Appendix B**) and the 2025-26 Fact Sheet (**Appendix C**) is also enclosed for Council's information.

### Impact of advanced payments

The Commonwealth Government made an early payment of the 2025-26 estimated FA Grant entitlement. In June 2025, all councils were paid 50% of the estimated entitlement for 2025-26 in advance, as calculated at that point in time. This has resulted in the quarterly instalments for 2025-26 being reduced and will be paid in quarterly instalments in August 2025, November 2025, February 2026 and May 2026.

The Commission continues to be concerned about the unpredictability that the practice of advance payments creates. Long-term and annual budgeting forecasts are subject to changes, and annual financial reporting can often be skewed. Councils are advised not to rely on either the availability of future advance payments or the value of those advances if received.

### Challenges in fairly distributing the GPC funds

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. This inhibits the full application of the Horizontal Fiscal Equalisation (HFE) Principle to distribute the grants based on greatest relative need.

## Local Government Grants Commission



It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants.

### Resuming the annual negative floor on the GPC

The Commission has been investigating ways to direct funds to councils with greatest relative need. Information about the methodology review and subsequent transition has been provided to councils, including about the recommendations for model refinements. **The Commission commenced the pathway out of transition, resuming the negative floor in 2025-26 as previously advised to councils.** It is no longer sustainable to protect those councils with greatest relative advantage. The pathway out of transition is essential to distribute the GPC more fairly, allowing greater application of the HFE, consistent with the National Principles and NSW policy.

There is no guarantee that a council will receive an increased FA Grant each year. There are a number of changing variables, including a council's changing measure of relative disadvantage compared to the state average measure and the size of the total FA Grant pool.

The Commission is proposing to review the methodology for 2026-27. This will include consultation with the sector and key stakeholders, and the Commission encourages Council's input during this process.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact the Commissions Secretariat on (02) 4428 4142 or [grantscommission@olg.nsw.gov.au](mailto:grantscommission@olg.nsw.gov.au).

Yours sincerely



Linda Scott  
Chair  
Local Government Grants Commission

### Enc:

- Council Entitlement
- 2025-26 Fact Sheet
- NSW Schedule of Payments

**03) MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 22 JULY 2025**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community

**File No:** GO.ME.3

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**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 22 July 2025, being minute numbers 2207/007 to 2207/020 be confirmed.

**MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING  
HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY  
CENTRE, ON 22 JULY 2025, COMMENCING AT 6.00PM**

**Present:** Crs B Reynolds (Mayor), R Scott (Deputy Mayor), I Dorsett, C Gosewisch, K Hutchings, S Johnston and J Newstead

General Manager (Mr M Dicker), Director Corporate Services (Mr A Franze), Director Infrastructure Services (Mr J Hogan), Director Planning & Environmental Services (Mr A Muir) and Admin Assistants (Mrs K Palmer) (Mrs N Smith)

**RECORDING OF MEETING STATEMENT**

**2506/001 APPLICATION FOR LEAVE OF ABSENCE  
RESOLVED:**

That Council approve the Leave of Absence application submitted by Councillor Dorsett for the June 2025 Council Meeting.

(Scott/Hutchings)  
**CARRIED**

**ACKNOWLEDGEMENT OF COUNTRY**

**DISCLOSURES OF INTEREST**

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

**NIL**

**LATE REPORT****2207/001     MAYORAL MINUTE - PERFORMANCE REVIEW PANEL FOR THE GENERAL MANAGER'S PERFORMANCE REVIEW****RESOLVED:**

That:

1. A Performance Review Panel consistent with the Office of Local Government Guidelines under Section 23A of the Local Government Act be established.
2. The Performance Review Panel include The Mayor, Deputy Mayor, and the five other Councillors, subject to their availability.
3. Council engages the services of Sinc Solutions to implement a training program for the Performance Review Committee members and facilitate the Performance Review Process on Tuesday 19th August 2025.
4. Council delegate all tasks necessary for the completion of the Performance Review.
5. The Mayor be delegated authority to finalise all arrangements for the Performance Review Panel to convene on Tuesday 19th August 2025.

(Reynolds)  
**CARRIED**

**MAYORAL MINUTE****2207/002     MAYORAL MINUTE - REPORT BY LOCAL GOVERNMENT NSW INTO GOVERNMENT COST SHIFTING ONTO RATEPAYERS****RESOLVED:**

That Council note the Mayoral Minute on the impact of government cost shifting on each ratepayer within the Blayney Shire.

(Reynolds)  
**CARRIED**

**2207/003     MAYORAL MINUTE - REPORT ON THE NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT IN CANBERRA****RESOLVED:**

That Council note the Mayoral Minute on the 2025 National General Assembly of Local Government.

(Reynolds)  
**CARRIED**

**CONFIRMATION OF MINUTES****2207/004     MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 23 JUNE 2025****RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 23 June 2025, being minute numbers 2506/001 to 2506/028 be confirmed.

(Scott/Hutchings)  
**CARRIED**

**MATTERS ARISING FROM THE MINUTES**

Nil

**EXECUTIVE SERVICES REPORTS**

2207/005 **QUESTION TAKEN ON NOTICE AT THE PREVIOUS COUNCIL MEETING HELD 23 JUNE 2025**

**RESOLVED:**

That the question taken on notice at the Ordinary Council Meeting held 23 June 2025 and subsequent response be received and noted.

(Newstead/Gosewisch)

**CARRIED**

2207/006 **QUARTERLY OUTSTANDING RESOLUTION REPORT**

**RESOLVED:**

That Council note the Outstanding Resolution Report to June 2025.

(Gosewisch/Newstead)

**CARRIED**

2207/007 **AUSTRALIA DAY COMMITTEE REVIEW**

**RESOLVED:**

That Council appoint the following to the committee to undertake a review of Blayney Shire Australia Day Committee structure:

- a. Cr Scott (Chair)
- b. Cr Newstead
- c. Cr Gosewisch
- d. Cr Dorsett
- e. General Manager (or delegate)

(Scott/Gosewisch)

**CARRIED**

2207/008 **LGNSW ANNUAL CONFERENCE 2025**

**RESOLVED:**

That Council:

1. Nominate the Mayor as voting delegate to the 2025 LGNSW Annual Conference;
2. Approve the registration and attendance of the following persons as Blayney Shire Council Delegates to the 2025 LGNSW conference:
  - a. Mayor,
  - b. Deputy Mayor,
  - c. General Manager

(Gosewisch/Newstead)

**CARRIED**



**CORPORATE SERVICES REPORTS**

- 2207/009 **REPORT OF COUNCIL INVESTMENTS AS AT 30 JUNE 2025**  
**RESOLVED:**  
That Council:  
1. Note the report indicating Council's investment position as of 30 June 2025.  
2. Note the certification of the Responsible Accounting Officer.  
(Gosewisch/Hutchings)  
**CARRIED**

- 2207/010 **COMPLIANCE AND REPORTING ACTIVITIES**  
**RESOLVED:**  
That Council note the report on Compliance and Reporting Activities for the six-month period to June 2025.  
(Scott/Hutchings)  
**CARRIED**

- 2207/011 **LEASE OF INDUSTRIAL LAND FOR AGISTMENT PURPOSES**  
**RESOLVED:**  
That Council approve lease of industrial land Paddocks to the following applicants, for the period ending 29 February 2028 (with a 1-year option), for the annual amounts shown (indexed by CPI):

Lot	Title particulars	Name	Amount p.a.
2	Lot 1, DP 842577	R. Hobby	\$200
9	Part Lot 24, DP 1288588	N.Collins	\$500

(Gosewisch/Scott)  
**CARRIED**

- 2207/012 **REVIEW OF AGENCY INFORMATION GUIDE**  
**RESOLVED:**  
That Council adopt the Agency Information Guide and Proactive Release Program for the ensuing 12 months and make it available through Council's website.  
(Newstead/Hutchings)  
**CARRIED**

**INFRASTRUCTURE SERVICES REPORTS**

- 2207/013 **PROPOSED ROAD NAME - 238 FOREST REEFS ROAD, MILLTHORPE SUBDIVISION**  
**RESOLVED:**  
That Council endorse the name "Amesbury Close" for the new road following subdivision at 238 Forest Reefs Road, Millthorpe.  
(Scott/Gosewisch)  
**CARRIED**

**2207/014     INFRASTRUCTURE SERVICES MONTHLY REPORT****RESOLVED:**

That Council:

1. Note the Infrastructure Services Monthly Report for July 2025.
2. Approve the capital expenditure supplementary vote of \$25,000 in the 2025/26 Operational Plan for Heritage Park Shade Sail replacements, brought forward from 2027/28, funded from s.7.11 Developer Contributions.

(Scott/Hutchings)

**CARRIED****2207/015     MINUTES OF THE BLAYNEY SHOWGROUND USER GROUP COMMITTEE MEETING HELD 30 JUNE 2025****RESOLVED:**

That Council:

1. Receive the minutes of the Blayney Showground User Group Committee meeting held 30 June 2025.
2. Adopt the Blayney Showground User Group Committee Charter.

(Scott/Newstead)

**CARRIED****PLANNING AND ENVIRONMENTAL SERVICES REPORTS****2207/016     DEVELOPMENT ASSESSMENT REPORT****RESOLVED:**

That the Development Assessment Report be received and noted.

(Scott/Johnston)

**CARRIED****2207/017     KERBSIDE WASTE SERVICES****RESOLVED:**

That Council:

1. Note the results of the 2025 Waste Services survey.
2. Include in the tender process for kerbside services the following service options, including but not limited to:
  - a. Weekly collection of the general waste (red lid) bin.
  - b. Fortnightly collection of the general waste (red lid) bin.
  - c. Fortnightly collection of the general waste (red lid) bin with a specific contract clause allowing Council to review this after 12 months and, if desired, re-instate weekly collection with 12 months' notice to the contractor.
3. Receive a further report following the tender process to determine the preferred collection model to be implemented with the new waste services contract.
4. Write to the New South Wales Environment Protection Authority providing the results of Council's survey in relation to views expressed by rural and outlying residents regarding potential exemptions from the FOGO service.

(Scott/Gosewisch)

**CARRIED**

**DELEGATES REPORTS****2207/018     FLYERS CREEK COMMUNITY CONSULTATIVE COMMITTEE MEETING****RESOLVED:**

That Council note the Delegate Report on the Flyers Creek Wind Farm Community Consultative Committee meeting held 16 June 2025.

(Johnston/Newstead)

**CARRIED**

**2207/019     ASSOCIATION OF MINING AND ENERGY RELATED COUNCILS****RESOLVED:**

That Council:

1. Note the Delegate Report on the Association of Mining & Energy Related Councils meeting held 4 June 2025.
2. Supports the need for a new grant funding program for mining impacted communities in New South Wales.
3. Note it will receive a further report regarding the Mining & Energy Related Councils campaign seeking to secure the return of a portion of mining royalties to the communities that host and/or are affected by mining operations.

(Newstead/Gosewisch)

**CARRIED**

**2207/020     COUNTRY MAYORS ASSOCIATION ROADS AND TRANSPORT MEETING - 12 JUNE 2025****RESOLVED:**

That Council receive and note the Delegates Report for the Country Mayors Association Roads and Transport Meeting held 12 June 2025.

(Scott/Hutchings)

**CARRIED**

There being no further business, the meeting concluded at 7.01pm

The Minute Numbers 2207/001 to 2207/020 were confirmed on 26/08/2025 and are a full and accurate record of proceedings of the Ordinary Meeting held on 22 July 2025.

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Cr B Reynolds  
**CHAIR**

**04) ORGANISATIONAL STRUCTURE**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community

**File No:** CM.PL.1

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**Recommendation:**

That Council adopt the Organisational Structure as outlined in this report comprising:

- Executive Services
- Corporate Services
- Infrastructure Services
- Planning & Environmental Services

**Reason for Report:**

Section 333 of the Local Government Act 1993 requires that each new council review its organisational structure within twelve months of election, and the purpose of this report is to allow Council to address this matter.

**Report:**

Section 332 of the Local Government Act states:

*(1) A council must, after consulting the general manager, determine the resources to be allocated towards the employment of staff.*

*(1A) The general managers must, after consulting the council, determine the positions within the organisation structure of council.*

*(1B) The positions within the organisational structure of the council are to be determined so as to give effect to the strategic plans (including the community strategic plan) and delivery program of the Council.*

Council can change its structure at any time but must consider the matter at least in the first year of the Council term.

This report as presented by the General Manager provides an overview of the current organisation structure within Council with no proposal to vary the overall structure.

The position of General Manager must be appointed by Council as part of Section 334 of the Act.

This report as presented by the General Manager provides an overview of the current organisation structure within Council with no proposal to vary the current 4 Directorate organisation structure that includes the following departments:

- Executive Services
- Corporate Services
- Infrastructure Services
- Planning and Environmental Services.

The organisation structure comprising 4 specialist directorates remains appropriate for Blayney Shire, which has approximately 85 full-time employees and an annual budget of approximately \$30m budget.

The 4-directorate model is preferred to give effect and deliver upon to the priorities set out in the Community Strategic Plan, Delivery Program and Operational Plan of the Council.

The organisational structure is shown in the following diagram on the following page.

**Risk/Policy/Legislation Considerations:**

Local Government Act 1993.

**Budget Implications:**

Nil

**Enclosures (following report)**

1      Organisation Structure

1 Page

**Attachments (separate document)**

Nil

## Council's Functions

### Blayney Shire Council



#### Executive Services

- ▶ Councillors
- ▶ Human Resources
- ▶ Risk/WHS
- ▶ Project Management
- ▶ Community and Economic Development
- ▶ Civic Functions/Council Events
- ▶ Australia Day
- ▶ Community Engagement
- ▶ Tourism
- ▶ Media/PR and Communications



#### Corporate Services

- ▶ Governance
- ▶ Customer Services
- ▶ Financial Services
- ▶ Records Management
- ▶ Information Technology
- ▶ Children's/Family Services
- ▶ Aged and Disability Services
- ▶ Community Centre
- ▶ Cultural Services



#### Infrastructure Services

- ▶ Roads and Bridges
- ▶ Footpaths
- ▶ Asset Management
- ▶ Sporting Grounds
- ▶ Parks and Gardens
- ▶ Blayney Showground
- ▶ Wastewater
- ▶ Public Conveniences
- ▶ Street Cleaning
- ▶ Stormwater Drainage
- ▶ Fleet and Plant
- ▶ Emergency Services
- ▶ Quarries and Pits
- ▶ Private Works
- ▶ Building Maintenance
- ▶ Stores
- ▶ Works Depot



#### Planning and Environmental Services

- ▶ Town Planning
- ▶ Building Control
- ▶ Environmental Health
- ▶ Waste Management
- ▶ Animal Control
- ▶ Public Cemeteries
- ▶ CentrePoint Sport and Leisure Centre
- ▶ Fire Protection
- ▶ Environmental Sustainability
- ▶ Education

**05) COUNCIL MEETING DATES****Department:** Executive Services**Author:** General Manager**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community**File No:** GO.ME.2**Recommendation:**

That Council adopt the following dates for Ordinary Meetings of Council for the next 12 months, to be held at 6.00pm predominantly in the Blayney Shire Community Centre:

- 28 October 2025
- 18 November 2025
- 16 December 2025
- 24 February 2026
- 24 March 2026
- 28 April 2026
- 26 May 2026
- 23 June 2026
- 28 July 2026
- 25 August 2026
- 22 September 2026

**Reason for Report:**

For Council to review and adopt a meeting schedule for the Ordinary Meetings of Council for the next 12 months as per s3.1 of Blayney Shire Council Code of Meeting Practice (2022).

**Report:**

Council has traditionally convened 11 Ordinary Meetings each year (no January meeting), held in the Council Chambers of the Blayney Shire Community Centre commencing at 6.00pm, generally on the fourth Tuesday of each month.

The proposed Council meeting dates are:

<b>Council Meetings</b>
28 October 2025
18 November 2025 (3 <sup>rd</sup> week of month because of LGNSW conference)
16 December 2025 (3 <sup>rd</sup> week of the months because of Christmas)
25 February 2026
24 March 2026
28 April 2026
26 May 2026

23 June 2026
28 July 2026
25 August 2026
22 September 2026

Note: calling of an Extraordinary Meeting can be undertaken when the necessity arises for a particular issue, at the request of Councillors or staff with authorisation of the Mayor.

**Risk/Policy/Legislation Considerations:**

The Local Government Act (1993) s365 stipulates the requirement for Council to meet at least 10 times per annum, each time in a different month.

The Blayney Shire Council Code of Meeting Practice (2022) and Model Code of Meeting Practice for Local Councils in NSW (2021) s3.1 refers to Frequency of Meetings and notes that Council will adopt an annual schedule of dates at the September meeting.

This schedule does not include various Committee meetings, extraordinary Council meetings, workshops or training, civic functions and other commitments of Councillors. Council Committees will continue for the remaining term of Council, along their adopted meeting schedule.

**Budget Implications:**

Council meetings are a normal part of the operation of the organisation and budgeted for in the 2025/26 Operational Plan. This includes travel reimbursement costs of Councillors and catering for meals.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**06) 2025 LGNSW ANNUAL CONFERENCE MOTION - MINING IMPACTED COMMUNITIES**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 3. Infrastructure is resilient, fit for purpose and maintained to support our community

**File No:** GR.ME.2

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**Recommendation:**

That Council propose the following motion at the upcoming 2025 LGNSW Annual Conference:

*“That Local Government NSW:*

- 1. Recognise the significant impact the cessation of the Resources for Regions grant funding program has had on the 26 councils and their communities that host mining operations in NSW, and*
- 2. Calls on the NSW Government to develop and implement a new and improved grant funding program for regional councils and their communities that host mining operations in NSW”.*

**Reason for Report:**

For Council to endorse a Notice of Motion to be submitted to the LGNSW Annual Conference.

The Local Government NSW (LGNSW) Conference is scheduled to take place in Penrith from 23-25 November 2025.

**Report:**

Note from Council to accompany the motion:

It is Councils and communities like Blayney Shire who host mining projects that are bearing 100% of the impact of these large projects, for the wider betterment and benefit of all of NSW (noting in excess of \$3 billion in mining royalties is levied annually by the NSW Government).

Cessation of the Resources for Regions grant program has resulted in no mining royalties levied by the NSW Government being returned to the 26 communities impacted from mining operations. This is a significant inequity which must be addressed.

Round 9 of the Resources for Regions grant program returned \$140m (2.54% of the \$5.5 billion in mining royalties generated in 2022/23).

Whilst the money returned to Councils is noted as only being very small in terms of percentage, compared to the overall total of mining royalties generated by the NSW Government, the sum under the program was substantial which enabled Councils to facilitate and deliver unprecedented repairs and improvements within their communities.

**Risk/Policy/Legislation Considerations:**

Motions are encouraged to be submitted as early as possible to allow for assessment of motions and distribution of the Business Paper before the conference in line with the LGNSW 2024 Annual Conference Motions Submission Guide.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria:

1. Be consistent with the objects of the LGNSW Rules (Rule 4)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Be strategic
5. Be concise, clearly worded and unambiguous
6. Not be focussed on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members.

**Budget Implications:**

Nil.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**07) 2025 LGNSW ANNUAL CONFERENCE MOTION - STATE SIGNIFICANT DEVELOPMENTS**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 2. A connected, healthy and inclusive community

**File No:** GR.ME.2

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**Recommendation:**

That Council propose the following motion at the upcoming 2025 LGNSW Annual Conference:

*That LGNSW calls on the NSW Government to work with LGNSW to establish guidelines for current and proposed State Significant Development proposals for Renewable Projects (including Solar, Wind, Battery, Pumped Hydro) which are and will significantly impact Councils and their communities inclusive of:*

- a) The timeframe for Councils to review the Environmental Impact Statements, and to respond to it, be extended to a minimum of 90 days.*
- b) Requiring prior to any transport of any oversize/overweight renewable infrastructure components within the LGA:*
  - i. a dilapidating report on roads and associated infrastructure to be undertaken by the proponent; and*
  - ii. The lodgement of a bank guarantee equivalent to 50% of the cost of reconstructing the roads on which the proposed oversize/overweight renewable infrastructure components is to traverse with the relevant LGA.*
  - iii. An enforceable undertaking supported by ii above to reconstruct and repair roads damaged during the transport of renewable components within the relevant LGA within 90 days of completion of the transport on those roads of oversize/overweight components for the relevant project.*
- c) Workers accommodation guidelines during construction phase that address:*
  - i. Effect on rental accommodation including availability for current residents of the Council area and affordability with increased rents.*
  - ii. Establishment of worker camps in lieu or in addition to rental accommodation*
  - iii. in relation to i and ii above, how the influx of workers, and in some cases dependents, will be managed and financed in relation to:*
    - Provision of potable & non potable water*
    - Sewerage wastewater services,*
    - Waste services,*
    - Policing for an increase in workers*
    - Health services for the increased population, noting the potential for significant strain to be placed on already stretched/under resourced health services,*

- d) *The EIS must fully detail the effect on local industries and how that is to be mitigated during construction phase including restrictions on use of roads. The EIS also needs to address how those industries are to be compensated financially if there is a detrimental effect on their revenue.*
- e) *Parameters for Council and community consultation by the proponents and feedback prior to and following the preparation of the EIS.*
- f) *The decommissioning of renewable projects at the end of their life including requirements to:*
  - i. *Determine what Deconstruction requires including the level of removal of concrete sub structure foundations.*
  - ii. *Include in the EIS an independent report on the estimated cost of deconstruction of Renewable project infrastructure at date of construction in accordance with i above.*
  - iii. *To provide a Bank Guarantee by the proponent for the full value of deconstruction of the infrastructure in renewable projects adjusted yearly by the Non-residential building Construction materials and Labour index.*
  - iv. *Ensure that future purchasers are obligated to deconstruction, by mandating a pre-condition for any sale of any Renewable project is that the buyer must lodge a replacement bank guarantee escalated by the Non-residential building Construction materials and Labour index. The sale does not take effect until the precondition is met, and the buyer agrees to escalate the bank guarantee yearly in accordance with Non-residential building Construction materials and Labour index.*

**Reason for Report:**

For Council to endorse a Notice of Motion to be submitted to the LGNSW Annual Conference.

The Local Government NSW (LGNSW) Conference is scheduled to take place in Penrith from 23-25 November 2025.

The Mayor attended the Central NSW Joint Organisation on 31 July and discussed at length the need for a joint submission to address numerous issues with the management of State Significant Developments. There was unanimous support for such a motion and support was also provided by Mid-Western and Dubbo Councils.

The proposed motion represents collaboration between Lithgow, Oberon, Blayney and Forbes Councils. Other Councils may submit a similar or slightly different version of this motion.

**Report:**Note from Council to accompany the motion:

A number of regional NSW Councils are dealing with State Significant Developments (and some Critical State Significant Developments). In some cases, there are multiple proposed developments in the Local Government Area.

These developments are being inadequately managed by the NSW Government and numerous Councils (particularly in the regions) are all dealing with similar problems without adequate guidance or support.

For example, only 28 days is allowed for reviewing complex Environmental Impact Statements that can exceed 9,000 pages in length which places significant resourcing issues on Councils.

The issue of worker accommodation has been identified by a number of Councils with existing renewable projects under construction. The effect on housing availability and rental prices has been significant.

The alternative of having workers camps has meant ancillary water, sewerage and waste services have to be provided. Health services have been strained without adequate hospital, medical practitioners and trained nurses.

The closure of roads during the construction period for transporting renewable componentry to site has markedly affected industries reliant on transport such as livestock companies, timber companies and other industries.

The failure of companies to properly reconstruct or repair roads damaged by the oversize/weight vehicles has been an acknowledged issue despite assurances prior to construction this would be addressed by proponents

**Risk/Policy/Legislation Considerations:**

Motions are encouraged to be submitted as early as possible to allow for assessment of motions and distribution of the Business Paper before the conference in line with the LGNSW 2024 Annual Conference Motions Submission Guide.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria:

1. Be consistent with the objects of the LGNSW Rules (Rule 4)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Be strategic
5. Be concise, clearly worded and unambiguous

6. Not be focussed on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members.

**Budget Implications:**

Nil.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**08) 2025 LGNSW ANNUAL CONFERENCE MOTION - PFAS SUPPORT****Department:** Executive Services**Author:** General Manager**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community**File No:** GR.ME.2

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**Recommendation:**

That Council propose the following motion at the upcoming 2025 LGNSW Annual Conference:

*“That LGNSW calls on the NSW Government to provide significant and immediate support (resourcing and financial) to ensure councils dealing with the emerging and evolving PFAS issues are not significantly financially disadvantaged and impacted responding to changing EPA requirements and PFAS guidelines”.*

**Reason for Report:**

For Council to endorse a Notice of Motion to be submitted to the LGNSW Annual Conference.

The Local Government NSW (LGNSW) Conference is scheduled to take place in Penrith from 23-25 November 2025.

**Report:****Note from Council to accompany the motion:**

Blayney Shire Council operates a small rural landfill situated a short distance from the Blayney township.

It has been in operation for over 100 years and is subject to an Environment Protection licence overseen by the NSW Environment Protection Authority (NSW EPA).

There are recently identified concerns with a site that has operated for such a long period and Council has been working with the EPA to ensure the facility continues to operate in an environmentally sustainable manner and within the requirements of its Environment Protection Licence.

Council has recently carried out engineering works to ensure leachate is captured within the landfill site. This is currently being stored onsite at a great cost to Council.

Blayney Shire Council has recently been subjected to significant financial impacts because of the identification on PFAS in the water downstream of the waste facility. Council believes to this point that the costs may not have been fully understood in the evolving PFAS debate.

**Risk/Policy/Legislation Considerations:**

Motions are encouraged to be submitted as early as possible to allow for assessment of motions and distribution of the Business Paper before the conference in line with the LGNSW 2024 Annual Conference Motions Submission Guide.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria:

1. Be consistent with the objects of the LGNSW Rules (Rule 4)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Be strategic
5. Be concise, clearly worded and unambiguous
6. Not be focussed on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members.

**Budget Implications:**

Nil.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**09) 2025 LGNSW ANNUAL CONFERENCE MOTION - FIXING COUNTRY BRIDGES PROGRAM**

**Department:** Executive Services

**Author:** General Manager

**CSP Link:** 3. Infrastructure is resilient, fit for purpose and maintained to support our community

**File No:** GR.ME.2

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**Recommendation:**

That Council propose the following motion at the upcoming 2025 LGNSW Annual Conference:

*“That LGNSW calls on the NSW Government to expand and/or review the eligibility criteria for the ‘Fixing Country Bridges Program’ in NSW to include composite bridges and renewal of significant heritage timber bridges”.*

**Reason for Report:**

For Council to endorse a Notice of Motion to be submitted to the LGNSW Annual Conference.

The Local Government NSW (LGNSW) Conference is scheduled to take place in Penrith from 23-25 November 2025.

**Report:**

Note from Council to accompany the motion:

Fixing Country Bridges is a fantastic grant-based program enabling councils to apply for funding to replace ageing timber bridges in poor condition on council-owned and managed roads in rural and regional NSW.

Many ageing timber bridges are susceptible to damage during natural disaster and weather events. Replacing them with modern materials improves their resilience and provides safer, more reliable travel and access for regional communities.

The Fixing Country Bridges Program is on track to replace about 500 bridges across 58 eligible local government bodies across the life of the Program.

Whilst it is acknowledged the priority of the program must be continued replacement of timber bridges, the program needs to expand or eligibility for applications be reviewed and widened to enable bridges currently ineligible (composite bridges and heritage timber bridges) to also be renewed under this program.

**Risk/Policy/Legislation Considerations:**

Motions are encouraged to be submitted as early as possible to allow for assessment of motions and distribution of the Business Paper before the conference in line with the LGNSW 2024 Annual Conference Motions Submission Guide.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria:

1. Be consistent with the objects of the LGNSW Rules (Rule 4)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Be strategic
5. Be concise, clearly worded and unambiguous
6. Not be focussed on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members.

**Budget Implications:**

Nil

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**10) REPORT OF COUNCIL INVESTMENTS AS AT 31 JULY 2025**

**Department:** Corporate Services

**Author:** Chief Financial Officer

**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community

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

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**Recommendation:**

That Council:

1. Note the report indicating Council's investment position as of 31 July 2025.
2. Note the certification of the Responsible Accounting Officer.

**Reason for Report:**

For Council to endorse the Report of Council Investments as of 31 July 2025.

**Report:**

This report provides details of Council's Investment Portfolio as of 31 July 2025.

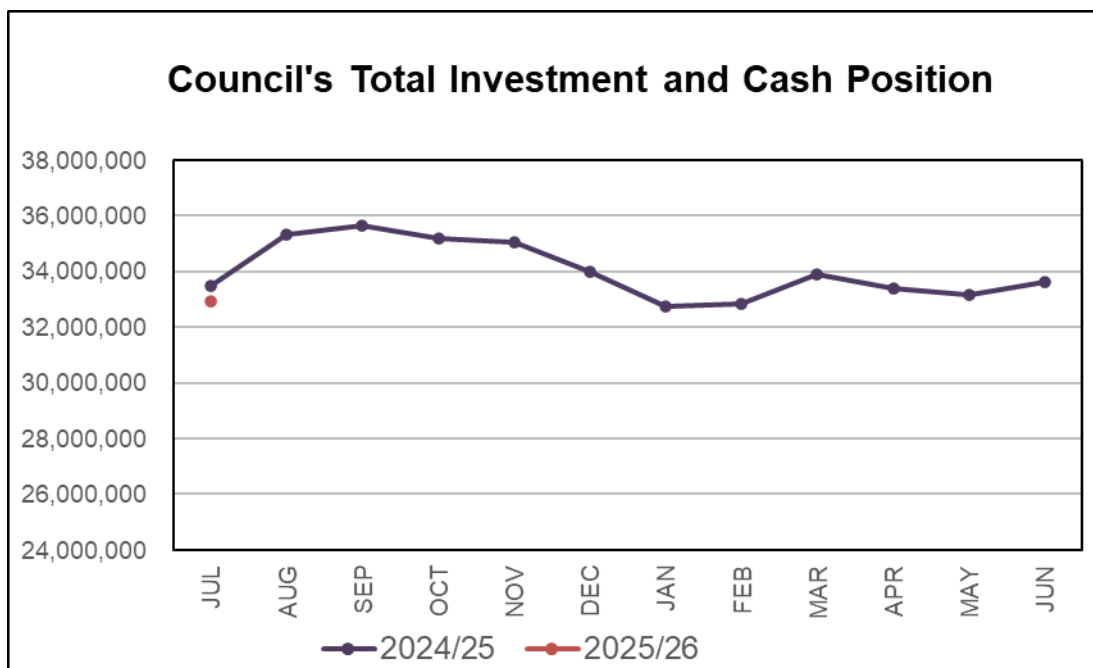
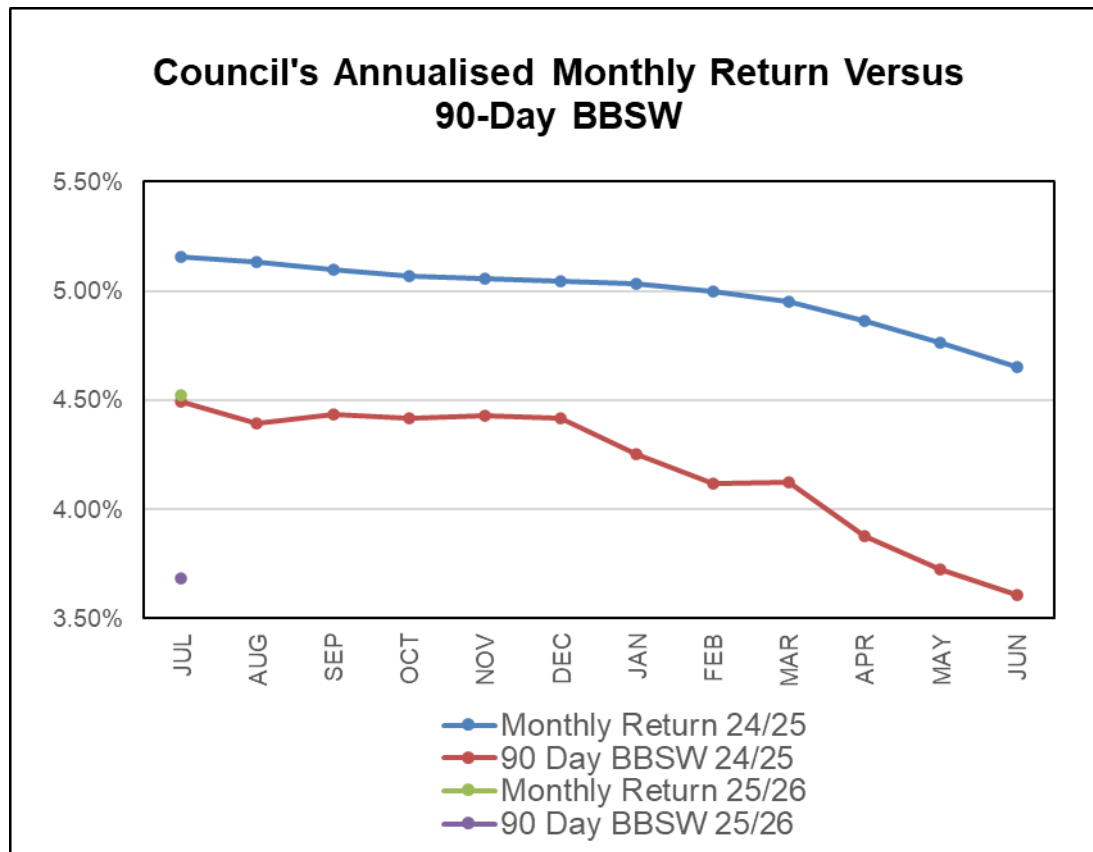
Council's total investment and cash position as of 31 July 2025 is \$32,920,713.

Interest on cash and investments accrued for the month of July was \$132,414. Year to date the total interest accrued on cash and investments is \$132,414.

Council's monthly net return on Term Deposits (annualised) for July was 4.52% which outperformed the 90-day Bank Bill Swap Rate of 3.681%.

There were no significant cash inflows of note during the month of July.

Returns on investments were impacted by banking institutions incorrectly predicting a rate cut in the July RBA meeting. The cash rate was held at 3.85%. This resulted in a lower return on investments placed leading up to this development.



<b>Register Of Investments and Cash as of 31 July 2025</b>					
<b>Institution</b>	<b>Method</b>	<b>Rating</b>	<b>Maturity</b>	<b>Amount \$</b>	<b>Interest Rate</b>
Westpac	Direct	A1+/AA-	05/08/2025	500,000	4.520%
CBA	Direct	A1+/AA-	05/08/2025	500,000	4.710%
Westpac	Direct	A1+/AA-	12/08/2025	500,000	4.450%
CBA	Direct	A1+/AA-	12/08/2025	500,000	4.770%
B & A Bank	IAM	A2/A-	19/08/2025	500,000	5.000%
Westpac	Direct	A1+/AA-	26/08/2025	500,000	4.400%
CBA	Direct	A1+/AA-	26/08/2025	500,000	4.750%
Westpac	Direct	A1+/AA-	02/09/2025	500,000	4.650%
Defence Bank Ltd	Curve	A2/BBB+	02/09/2025	500,000	5.100%
Westpac	Direct	A1+/AA-	09/09/2025	500,000	4.630%
ING Bank	Curve	A1/A	09/09/2025	500,000	4.900%
CBA	Direct	A1+/AA-	16/09/2025	500,000	4.610%
Reliance Bank	Direct	Unrated	16/09/2025	500,000	5.100%
NAB	Direct	A1+/AA-	23/09/2025	500,000	4.750%
NAB	Direct	A1+/AA-	23/09/2025	500,000	5.050%
IMB Bank Ltd	Direct	A2/BBB+	30/09/2025	500,000	4.650%
NAB	Direct	A1+/AA-	30/09/2025	500,000	5.050%
CBA	Direct	A1+/AA-	07/10/2025	500,000	4.270%
Westpac	Direct	A1+/AA-	07/10/2025	500,000	5.010%
CBA	Direct	A1+/AA-	14/10/2025	500,000	4.240%
CBA	Direct	A1+/AA-	14/10/2025	500,000	4.680%
ING Bank	Curve	A1/A	21/10/2025	500,000	4.970%
NAB	Direct	A1+/AA-	28/10/2025	500,000	4.800%
Westpac	Direct	A1+/AA-	04/11/2025	500,000	4.080%
NAB	Direct	A1+/AA-	04/11/2025	500,000	4.800%
Westpac	Direct	A1+/AA-	11/11/2025	500,000	5.150%
NAB	Direct	A1+/AA-	18/11/2025	500,000	4.690%
Bank of Queensland	Curve	A2/A-	25/11/2025	500,000	4.250%
Westpac	Direct	A1+/AA-	25/11/2025	500,000	4.620%
MyState Bank Ltd	Curve	A2/BBB+	02/12/2025	500,000	5.100%
Auswide Bank Ltd	IAM	A2/BBB+	09/12/2025	500,000	4.250%
Auswide Bank Ltd	IAM	A2/BBB+	09/12/2025	500,000	5.110%
IMB Bank Ltd	Direct	A2/BBB+	16/12/2025	500,000	4.100%
Bank of Queensland	Curve	A2/A-	16/12/2025	500,000	4.650%
Westpac	Direct	A1+/AA-	06/01/2026	500,000	4.580%
B & A Bank	Curve	A2/A-	13/01/2026	500,000	4.100%
NAB	Direct	A1+/AA-	13/01/2026	500,000	4.290%
Westpac	Direct	A1+/AA-	20/01/2026	500,000	4.090%
NAB	Direct	A1+/AA-	20/01/2026	500,000	4.280%
Bank of Queensland	Curve	A2/A-	27/01/2026	500,000	4.250%
NAB	Direct	A1+/AA-	27/01/2026	500,000	4.900%
NAB	Direct	A1+/AA-	03/02/2026	500,000	4.300%
NAB	Direct	A1+/AA-	10/02/2026	500,000	4.300%
Westpac	Direct	A1+/AA-	17/02/2026	500,000	4.770%
NAB	Direct	A1+/AA-	24/02/2026	500,000	4.200%
Westpac	Direct	A1+/AA-	24/02/2026	500,000	4.740%
Reliance Bank	Direct	Unrated	03/03/2026	500,000	4.650%

ING Bank	IAM	A1/A	10/03/2026	500,000	4.650%
NAB	Direct	A1+/AA-	17/03/2026	500,000	4.200%
CBA	Direct	A1+/AA-	17/03/2026	500,000	4.220%
CBA	Direct	A1+/AA-	24/03/2026	500,000	3.990%
NAB	Direct	A1+/AA-	24/03/2026	500,000	4.150%
CBA	Direct	A1+/AA-	31/03/2026	500,000	4.000%
Westpac	Direct	A1+/AA-	31/03/2026	500,000	4.570%
NAB	Direct	A1+/AA-	07/04/2026	500,000	4.180%
Westpac	Direct	A1+/AA-	28/04/2026	500,000	4.170%
ING Bank	IAM	A1/A	09/06/2026	500,000	4.050%
MyState Bank Ltd	Curve	A2/BBB+	30/06/2026	500,000	4.200%
NAB	Direct	A1+/AA-	07/07/2026	500,000	4.050%
ING Bank	Curve	A1/A	14/07/2026	500,000	4.130%
ING Bank	Curve	A1/A	21/07/2026	500,000	4.150%
Westpac	Direct	A1+/AA-	28/07/2026	500,000	4.200%
<b>Total Investments</b>				<b>31,000,000</b>	<b>4.520%</b>
Commonwealth Bank - At Call Account <sup>(1)</sup>				599,646	3.750%
Commonwealth Bank Balance - General <sup>(1)</sup>				1,188,901	3.700%
Reliance Bank <sup>(1)</sup>				132,166	0.000%
<b>Total Cash and Investments<sup>(2)</sup></b>				<b>32,920,713</b>	
Benchmarks:				BBSW 90 Day Index <sup>(1)</sup>	3.681%
				RBA Cash Rate <sup>(1)</sup>	3.850%

1. % Interest rates as at end of reporting period.

2. Total cash reported as per bank statements at the reporting date.

<b>Summary of Investment (Cash) Movements - July 2025</b>		
<b>Financial Institution</b>	<b>Amount \$</b>	<b>Commentary</b>
CBA	(511,047)	Term deposit matured 01/07/2025
CBA	500,000	Term deposit reinvested 01/07/2025
CBA	(520,555)	Term deposit matured 01/07/2025
CBA	500,000	Term deposit reinvested 01/07/2025
Westpac	(509,545)	Term deposit matured 08/07/2025
Westpac	500,000	Term deposit reinvested 08/07/2025
NAB	(522,055)	Term deposit matured 08/07/2025
NAB	500,000	Term deposit reinvested 08/07/2025
IMB Bank	(512,092)	Term deposit matured 15/07/2025
IMB Bank	500,000	Term deposit reinvested 15/07/2025
ING Bank	(525,363)	Term deposit matured 15/07/2025
ING Bank	500,000	Term deposit reinvested 15/07/2025
ING Bank	(526,028)	Term deposit matured 22/07/2025
ING Bank	500,000	Term deposit reinvested 22/07/2025
B & A Bank	(512,341)	Term deposit matured 22/07/2025
B & A Bank	500,000	Term deposit reinvested 22/07/2025
Westpac	(526,278)	Term deposit matured 29/07/2025
Westpac	500,000	Term deposit reinvested 29/07/2025

Long Term Credit Rating (or Moody's, Fitch, S&P or Equivalent)	Policy Maximum %	Current Holding %	Current Holding \$
TCorp IM Funds	100%	0%	-
AAA – AA Category	100%	68%	21,000,000
A- Category	40%	18%	5,500,000
BBB+ Category	25%	11%	3,500,000
BBB Category	5%	0%	-
BBB- Category and below: Local <sup>(1)</sup> ADI's	10%	3%	1,000,000
BBB+ / BBB / BBB- & below categories combined	25%	15%	
1. ADI's located within the Local Government Area			<b>31,000,000</b>

Individual Institution Limit	Rating	Policy Maximum \$	Current Holding \$
Auswide Bank	A2/BBB+	1,000,000	1,000,000
Bank of Queensland	A2/A-	3,000,000	1,500,000
Bendigo & Adelaide Bank	A2/A-	3,000,000	1,000,000
CBA	A1+/AA-	8,000,000	5,000,000
Defence Bank Ltd	A2/BBB+	1,000,000	500,000
IMB Bank Ltd	A2/BBB+	1,000,000	1,000,000
ING Bank	A1/A	3,000,000	3,000,000
MyState Bank Ltd	A2/BBB+	1,000,000	1,000,000
NAB	A1+/AA-	8,000,000	8,000,000
Reliance Bank	Unrated	1,000,000	1,000,000
Westpac	A1+/AA-	8,000,000	8,000,000
<b>Total Investments</b>			<b>31,000,000</b>

Summary of Restricted, Allocated and Unrestricted Cash & Investments			
	Actual <sup>(4)</sup> 30/06/2025 \$ 000's	Actual 31/07/2025 \$ 000's	Forecast <sup>(3)</sup> 30/06/2026 \$ 000's
External Cash Restrictions	14,619	14,336	11,991
Internal Cash Allocations	16,064	15,535	6,557
<b>Total Restricted, Allocated Cash &amp; Investments</b>	<b>30,683</b>	<b>29,871</b>	<b>18,548</b>
Unrestricted Cash	2,852	3,050	4,582
<b>Total Restricted, Allocated and Unrestricted Cash &amp; Investments</b>	<b>33,535</b>	<b>32,921</b>	<b>23,130</b>

<sup>(3)</sup> Balances forecasted are informed by the Long-Term Financial Plan and based on the best available information at time of preparation.

<sup>(4)</sup> Balances are indicative and represent best available information as at 30/06/2025. Further adjustments are still anticipated throughout finalisation of the 2024/25 Financial Statements and the final unrestricted cash figure may be subject to audit adjustments.

## CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I, Tiffaney Irlam, certify that the investments listed in this report have been made in accordance with s.625 of the Local Government Act (1993), the Local Government (General) Regulation (2021) and Council Policy

**Risk/Policy/Legislation Considerations:**

The Responsible Accounting Officer must table a written report to Council on money invested pursuant to s.625 of the Local Government Act (1993). Investments made are in accord with the framework established within Council's Investment Policy

**Budget Implications:**

A good investment strategy optimises Council's return on investments.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**11) ADOPTION OF CODE OF MEETING PRACTICE**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community

**File No:** GO.PO.1

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**Recommendation:**

That the Code of Meeting Practice be adopted and included in Council's policy register.

**Reason for Report:**

For Council to adopt the Code of Meeting Practice following public exhibition of the model Code of Meeting Practice.

**Report:**

Council at its meeting held 23 June 2025 resolved to place the Code of Meeting Practice on public exhibition.

Council must have a Code of Meeting Practice as per the sections 360 – 364 of the Local Government Act (1993) and is required to adopt a code of meeting practice, within 12 months of election, that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. The adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

The objective of the Code of Meeting Practice is to provide a model for the convening and conduct of Council and Committee meetings. It establishes policy and guidelines for Council and promotes accountability to the community.

Council was required to publicly exhibit and invite submissions on the code for a period of not less than 42 days. The closing date for public exhibition was 7 August 2025 and no submissions were received.

A copy of the Code of Meeting Practice for adoption is provided as an attachment to this report.

**Risk/Policy/Legislation Considerations:**

Adoption of the Code of Meeting Practice will satisfy Council's obligations under the Local Government Act and the prescribed timeframe requirement from the Office of Local Government.

**Budget Implications:**

Costs associated with conduct of meetings are provided for in the Council Operational Plan.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

1 Code of Meeting Practice

53 Pages

**12) SIX MONTHLY DELIVERY PROGRAM REVIEW - JUNE 2025****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community**File No:** CM.PL.1

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**Recommendation:**

That the six-monthly review, for period ending 30 June 2025, of Council's 2024/25 – 2027/28 Delivery Program be received.

**Reason for Report:**

To review progress of Council's 2024/25 – 2027/28 Delivery Program.

**Report:**

As part of the Integrated Planning and Reporting Framework the Office of Local Government (OLG) requires Council to adopt a suite of strategic planning documents.

These documents include a long term Community Strategic Plan, a four year Delivery Plan and an annual Operational Plan and Budget.

These documents are supported by the Resourcing Strategy comprising the Long Term Financial Plan, Asset Management Policy and Plans and the Workforce Plan.

The 2024/25 – 2027/28 Delivery Plan was adopted in June 2024 following consultation involving the community, Councillors and Council staff. The Delivery Plan is a document that outlines what will be delivered to the community during the term of Council using the Blayney Shire Council Community Strategic Plan as an overarching guide.

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

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

**Risk/Policy/Legislation Considerations:**

Council is required under the Local Government Act to report six monthly to Council with reporting included in Council's Annual Report. At the conclusion of the Council term a full and comprehensive report, known as the End of Term Report, is prepared for the benefit of the outgoing Council and community.

**Budget Implications:**

Nil.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

- |   |   |          |
|---|---|----------|
| 1 | 2024/25 – 2027/28 Delivery Program Status Report<br>for period ending 30 June 2025. | 21 Pages |
|---|---|----------|

**13) REVIEW OF DELEGATIONS REGISTER**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community

**File No:** PE.AT.1

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**Recommendation:**

That Council adopt the Delegations Register as attached to this report.

**Reason for Report:**

For Council to review and approve the Delegations Register.

**Report:**

Council is obligated under the Local Government Act to review all its delegations within twelve (12) months of election to office.

As part of this obligation Council must maintain a Register of Delegations that outlines powers conferred by Council upon the Mayor, General Manager and those powers sub-delegated by the General Manager.

Pursuant to the Local Government Act it must be available for review at any time upon request. To this end a copy is available from Council's website or office.

The purpose of the Register is to maintain and provide up to date and accurate information on staff and committees who hold a level of delegated authority over which a delegate may exercise authority. Delegations apply to positions or committees and not to individuals.

The role of the Council is to approve delegations to the General Manager (s.377 Local Government Act). The role of the General Manager is to outline sub-delegations to staff (s.378 Local Government Act).

A review of the Register of Delegations has occurred with amendments proposed highlighted to Council in coloured font.

The delegations conferred upon the General Manager assist in the seamless operation of Council and effective provision of service.

A copy of the Delegations Register is provided as an attachment to the report.

**Risk/Policy/Legislation Considerations:**

The Local Government Act (1993) outlines requirements pertaining to delegation of authority:

- S.377 outlines Councils' power to delegate to the General Manager and functions that cannot be delegated.
- S.378 outlines functions that may be delegated by the General Manager.
- S.380 requires Council to review all its delegations within 12 months of election to office.

**Budget Implications:**

Nil.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

1 Draft Delegations Register

50 Pages

**14) DRAFT STATEMENT OF FINANCIAL REPORTS BY COUNCIL  
2024/25****Department:** Corporate Services**Author:** Chief Financial Officer**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community**File No:** FM.AU.1

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**Recommendation:**

That Council;

1. Make the statement in accordance with Section 413(2)(c) of the Local Government Act 1993, and Clause 215 of the Local Government (General) Regulation (2021) for the General Purpose Financial Statements for the year ending 30 June 2025.
2. Receive the certification of the Responsible Accounting Officer.
3. Make the statement in accordance with the requirements of the Code of Accounting Practice in relation to the Special Purpose Financial Statements for the year ending 30 June 2025.
4. Endorse signature of the statements by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer.
5. Refer the General Purpose Financial Statements and Special Purpose Financial Statements to audit and invite Intentus Chartered Accountants, as the contracted agent for the NSW Audit Office, to complete the audit as per the requirements of Section 413(1) of the Local Government Act (1993) and Local Government (General) Regulation (2021).
6. Approve the net transfers from Council's external cash restrictions of \$3.72m.
7. Approve the net transfers to Council's internal cash allocations of \$5.46m, for the purposes as detailed in Schedule 1 of Policy 3K Restricted and Unrestricted Cash Policy.
8. Approve the creation of a Future financial sustainability internal allocation and update Schedule 1 of Policy 3K Restricted and Unrestricted Cash Policy.

**Reason for Report:**

To approve the referral to audit of Council's Draft General Purpose Financial Statements (GPFS) and Draft Special Purpose Financial Statements (SPFS), and to seek Council approval by resolution for both the GPFS and SPFS.

**Report:**

Council is required to prepare Financial Reports per s.413(3) of the Local Government Act (1993) and to refer those reports for audit within 4 months after the end of the financial year (s416 (1)).

Council is also required to present a statement on its opinion on the reports under Local Government s413 (2)(c). Copies of the draft 2024/25 Financial Statements required are enclosed.

Whilst the Financial Statements are in the final phases of preparation, it is a requirement that these statements be signed prior to completion for the audit to occur. The timing for audit is proposed for 25 - 28 August 2025.

Once the auditor has completed the audit and has submitted their report, Council must fix a date for a meeting at which the auditor's report will be presented and give public notice of the date. This date must be at least 7 days after the date on which notice is given, but not more than 5 weeks after the auditor's reports are given to Council.

The statutory deadline for finalisation, audit certification and lodgement of financial reporting to the Office of Local Government (OLG) is 31 October 2025.

The NSW Audit Office appointed auditor, Intentus, is proposed to present their report to the Meeting of Council in November (subject to confirmation of meeting dates).

The draft 2024/25 Financial Statements were presented to the Audit, Risk and Improvement Committee (ARIC) meeting, held on 14 August 2025, and were circulated with the agenda prior to the meeting to be recommended to Council for referral to audit. The minutes of ARIC are tabled at the August Council meeting and are the subject of a separate report.

Council has been presented with a draft net operating result of \$5.97m surplus, with a net operating result before the inclusion of grants and contributions for capital purposes of \$102k as detailed in Table 1 below. By fund the net operating result before the inclusion of grants and contributions for capital purposes is (\$165k) for General Fund and \$267k for Sewer Fund.



**Table 1 – Income Statement****Blayney Shire Council****Income Statement**

for the year ended 30 June 2025

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

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

Council's Operating Performance Ratio measures the ability of Council to contain operating expenditure within its operating revenue. In 2024/25 the consolidated draft ratio is (2.92%) which is below the Office of Local Government benchmark of 0%. By fund, the measures are (4.57%) for the General Fund and 11.01% for the Sewer Fund.

Whilst Council did not meet this ratio, it was significantly better than the forecast of (5.40%) and is influenced by prepayment of financial assistance grants in both the 2023/24 and 2024/25 years. Had Council received the full 100% allocation of the financial assistance grant in 2024/25, the ratio would have been around 2.75% which is above the benchmark of 0%.

Council's ability to pay current obligations is currently above the industry benchmark. Council's consolidated unrestricted current ratio is 8.01x with the OLG benchmark at 1.5x. Council has been fortunate with the level of grant funding received which has supplemented the funding of Council's capital expenditure program in recent years, resulting in an increase in unrestricted cash. Council has also had a strong focus on adhering to reporting milestones to limit the amount of outstanding grant funding owing.

Whilst the performance indicators are no longer a requirement under the OLG's Code of Accounting Practice, they are a very good indicator of the financial health of a council and a summary of draft 2024/25 key performance indicators are provided in Table 2 for reference. These will not be subject to audit, however, will appear at the end of the audited financial statements.

**Table 2 – Note G4-1 Statement of performance measures**

**G6-1 Statement of performance measures – consolidated results**

\$ '000	Amounts 2025	Indicator 2025	Indicators 2024	Indicators 2023	Benchmark
<b>1. Operating performance ratio</b>					
Total continuing operating revenue excluding capital grants and contributions less operating expenses <sup>1,2</sup>	(670)	(2.92)%	2.80%	4.51%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	22,925				
<b>2. Own source operating revenue ratio</b>					
Total continuing operating revenue excluding all grants and contributions <sup>1</sup>	17,999	62.50%	46.99%	47.78%	> 60.00%
Total continuing operating revenue <sup>1</sup>	28,797				
<b>3. Unrestricted current ratio</b>					
Current assets less all external restrictions	22,121	8.01x	6.23x	5.68x	> 1.50x
Current liabilities less specific purpose liabilities	2,763				
<b>4. Debt service cover ratio</b>					
Operating result before capital excluding interest and depreciation/impairment/amortisation <sup>1</sup>	8,619	13.53x	12.19x	9.55x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	637				
<b>5. Rates and annual charges outstanding percentage</b>					
Rates and annual charges outstanding	175	1.22%	1.69%	1.24%	< 10.00%
Rates and annual charges collectable	14,376				
<b>6. Cash expense cover ratio</b>					
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

### Capital Expenditure

Council completed over \$9.87m worth of capital works in 2024/25 as detailed in Note C1-7 Infrastructure, property, plant and equipment. Of that \$7.81m was on renewal of existing infrastructure. Significant capital works include:

- Completed works of \$4.58m on Council's road network.
  - \$1.59m on Hobbys Yards Road
  - \$510k on Browns Creek Road
  - \$2.11m on gravel resheeting, resealing and heavy patching program throughout the Shire.
- Completed bridge replacement of \$1.74m including replacement of the Swallow Creek Bridge over Four Mile Creek
- Footpath construction works totalled \$939k
  - \$469k on heritage pavement on Victoria – Montgomery Street Millthorpe
  - \$325k on construction of new footpaths in Blayney in Plumb, Palmer Street and Orange Road.
  - \$117k on footpath renewals across the Shire.
- Stormwater renewals of \$150k.
- Plant replacements of \$1.31m including the replacement of a loader, tipper truck and trailer.
- \$651k on works at the Sewerage Treatment Plant including relining of the sewer mains and pump replacements.

Council's report on Infrastructure Related Assets (previously Special Schedule 7), shown below as Table 3, is referenced in the Special Schedules on page 5 of 8 of the enclosed draft 2024/25 financial statements. The infrastructure asset performance indicators are shown below in Table 3.

The infrastructure backlog ratio of 4.19% remains of concern, being below the OLG benchmark of 2%. It however continues to trend favourably (downwards) from 4.55% in 2023/24. In dollar terms, this ratio indicates that \$15.57m is required to be invested on asset renewals to bring these assets to a satisfactory standard (condition 1) which again is trending downwards from 17.06m in 2023/24.

The buildings and infrastructure renewals ratio of 106.41% is also above the OLG benchmark of 100% but is considerably down from the prior year. Whilst the ratio is impacted by carryover works not finalised through the year, the downward trend of this ratio also highlights the reduction in grant funded work in previous years against increased depreciation costs from rising indexation (prior to revaluation).

The asset maintenance ratio of 113.26% is up from 2023/24 which demonstrates Council's focus on increased maintenance activities which was funded in part by Council's Special Variation introduced in 2024/25.

**Table 3 – Report on infrastructure assets as at 30 June 2025**

Infrastructure asset performance indicators (consolidated)  
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 <sup>1</sup>	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.

### Restricted and Allocated Cash

A number of adjustments have been made to Council's Restricted Cash since the schedule adopted with the third Quarterly Budget Review. A number of amendments to cash restrictions have been based on actual results for the financial year.

Table 4 (Note C1-3 of the draft 2024/25 Financial Statements) details a summary of external cash restrictions and internal allocation balances as at 30 June 2025.

Council reported \$33.54m in cash and investments as at 30 June 2025 of which \$14.62m is externally restricted including developer contributions, sewer fund and specific purpose unexpended grants. Council holds a further \$16.06m in internal allocations as listed in Note C1-3 Restricted and allocated cash, cash equivalents and investments.

Council was holding an unprecedented amount of unrestricted cash which was anticipated due to the high volume of grant funding in recent years and the application of the special variation in 2024/25. However, as previously noted, Council's ongoing financial sustainability is heavily reliant on the planned assumptions particularly around additional mining revenue coming to fruition. There is increased uncertainty around the timing of this income with impending legal action underway for the Section 10 declaration on the proposed development to be redetermined.

Therefore, it is proposed to create a new internal allocation (Future financial sustainability) isolating the first 4 years of proposed additional mining revenue forecast in the long term financial plan. This demonstrates Council's heavy reliance on these assumptions and quantifies the amount of reduction in service levels or planned capital works that would be required by 2030/31 should they not materialise. This allocation is considered a prudent approach to providing some contingency should Council be required to review its financial strategy in the medium term.

Accordingly, the following changes to Internal and External allocations are proposed for inclusion in Schedule 1:

***Recommendation of changes to internal cash allocations***

***Creation of new Internal Cash Restrictions:***

- *Future financial sustainability* ***\$4.06m***

Policy 3K – Restricted and Unrestricted Cash Policy outlines the target level of unrestricted cash being the greater of \$2m or 50% of current liabilities. Council has achieved this benchmark with unrestricted cash of \$2.85m compared to 50% of current liabilities being \$2.74m.

The movements in cash restrictions are subject to change as a result of any audit adjustments and will require endorsement of Council in the event that there are audit amendments. A summary of restricted and allocated cash is detailed in Table 4.

**Table 4 – Note C1-3 Restricted and allocated cash, cash equivalents and investments****C1-3 Restricted and allocated cash, cash equivalents and investments**

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

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.

## C1-3b Internal allocations

\$ '000	2025	2024
<b>Cash, cash equivalents and investments not subject to external restrictions</b>	<b>18,916</b>	<b>14,702</b>
<b>Internal allocations</b>		
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
<b>Total internal allocations</b>	<b>16,064</b>	<b>10,608</b>

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

Included in the Financial Statements are the Statement by Councillors and Management per s413(2) for signature by the Mayor and Deputy Mayor, General Manager and Responsible Accounting Officer for referral of 2024/25 Draft Primary Financial Reports to Council's Auditor. These can be found at the note titled General Purpose Financial Statements (page 3 of 85) and note titled Special Purpose Financial Statements (page 3 of 9).

**CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER**

I, Tiffaney Irlam, certify that to the best of my knowledge that:

- The draft General Purpose Financial Statements attached have been prepared in accordance with the requirements of the:
  - the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
  - the Australian Accounting Standards and professional pronouncements, and
  - Local Government Code of Accounting Practice and Financial Reporting.
- The draft Special Purpose Financial Statements attached have been prepared in accordance with the requirements of the:
  - NSW Office of Water Best-Practice Management of Water and Sewer Guidelines, and
  - Local Government Code of Accounting Practice and Financial Reporting.

- To the best of my knowledge and belief, these financial statements:
  - present fairly the Council's operating result and financial position for the year,
  - present fairly the operating result and financial position for each of Council's declared business activities for the year, and
  - accord with Council's accounting and other records.

**Risk/Policy/Legislation Considerations:**

Should Council's draft 2024/25 Financial Reports vary significantly to those now presented a further report will come back to Council for endorsement. Council's Operating performance ratio is a key performance indicator which measures Council's ability to contain operating expenditure within its operating income.

In addition, TCorp assesses annually Council's performance indicators in its assessment of Council's financial sustainability. This could impact on Council's ability to access low cost borrowings from TCorp in the future.

**Budget Implications:**

The Income Statement reports Council's original budget against actuals. As at 30 June 2025 the Income from Continuing Operations was \$29.73m compared to \$28.66m budgeted.

Operational grants and contributions were less than forecast largely due to the 85% prepayment of the 2024/25 Financial Assistance grant in 2023/24 but only 50% of the 2025/26 prepayment paid in 2024/25. Council had forecast a full allocation but only 65% was paid and attributed to the 2024/25 financial year.

Investment revenue of \$1.66m was significantly higher than was conservatively forecast with Council's cash holdings remaining consistent with the prior year. Council is still holding grant funding prepaid in 2022/23 and 2023/24 for works programmed in 2025/26 (some works deferred from 2024/25) and has therefore been able to retain funds in short term deposits and capitalise on investment returns.

Share of interest in joint ventures (Central Tablelands Water and Upper Macquarie County Council) was \$929k compared to \$25k forecast.

Expenses from continuing operations were \$23.75m compared to \$24.45m budgeted.

Employee benefits and oncosts were \$7.31m compared to \$8.25m forecast due to allocation of inhouse design and project management costs capitalised against grant funded projects finalised throughout the year. Additionally, Council had a number of vacant positions across both technical / administration and works staff which has also been partly supplemented by the Fresh Start program where Council has successfully recruited 2 trainees / cadets with a further 4 currently being recruited.



Depreciation increased by \$763k following indexation of the infrastructure asset classes in 2023/24 which was subject to an approved budget variation in the December QBRS.

A net loss on disposal of assets of an additional \$152k was recorded largely due to the disposal of a bridge, identified during the Transportation Revaluation, that belonged to a neighbouring Council. This was partially offset by an increase in profit on sale of fleet replacements throughout the year.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

1 Draft 2024-25 Financial Statements

103 Pages

**15) ADOPTION OF 2025/26 CARRYOVER WORKS****Department:** Corporate Services**Author:** Chief Financial Officer**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community**File No:** FM.BU.1

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**Recommendation:**

That Council;

1. Approve supplementary votes of expenditure to the 2025/26 budget for carryover works from 2024/25 to 2025/26 as per the attached schedule, totalling \$3.68m funded from:
  - a) internal cash allocations of \$1.96m
  - b) externally restricted unexpended grants and contributions of \$1.07m
  - c) other external cash restrictions of \$649k
2. Approve supplementary votes of expenditure for 2025/26 totalling \$2.06m for carryover works from 2024/25 to 2025/26 as per the attached schedule, funded from future grants and contributions.
3. Note the financial implications of carryover works on the adopted 2025/26 Operational Plan as detailed in Tables 1-3 of the report.

**Reason for Report:**

For Council to approve 2024/25 carryover works and to approve supplementary votes, funded by monies (grant funding) not yet received, to the 2025/26 Operational Plan as per the attached schedule.

**Report:**

As Council would be aware, for logistical or resource management purposes, various works for which budget was approved for in the 2024/25 Operational Plan remained incomplete or in progress as at 30 June 2025.

Council endorsement is sought for these carryover works from 2024/25 to 2025/26 and for supplementary votes, funded by monies (grant funding) not yet received, to the 2025/26 Operational Plan, subject to receipt of future grants and contributions.

**Risk/Policy/Legislation Considerations:**

Clause 211 of the *Local Government (General) Regulation 2021* (the Regulation) requires Council to formally “Re-vote” into the 2025/26 Budget any 2024/25 budget works, services, goods, materials & facilities that haven’t been carried out, provided, started or contracted to be carried out or contracted to be provided as at 30 June 2025.

Adoption of carryover budgets would normally occur with endorsement of the June Quarterly Budget Review Statement (QBRS) in September however to ensure timely endorsement of budgets for in progress capital works, the carryovers are provided for approval prior to finalisation of the June QBRS.

**Budget Implications:**

All in progress capital works will be adopted as carryovers from the 2024/25 to 2025/26 year as per the attached schedule.

Two recommendations have been proposed for consideration by Council. This includes recommendations as follows:

- Requesting approval of carryovers from 2024/25 to 2025/26 funded by monies held in restricted cash / internal allocations shown in the Schedule of Carryovers.
- Requesting approval of carryovers and income from 2024/25 to 2025/26 funded by monies (grant funding) not yet received.

The following tables highlights the financial impact and reports the forecast financial position for the adopted 2025/26 Operational Plan following adoption of carryover works and supplementary votes by fund.

**Table 1: Consolidated Fund (General Fund and Sewer Fund)**

	<b>2025/26 Original Budget \$'000</b>	<b>2025/26 Proposed Supp. Votes \$'000</b>	<b>2025/26 Revised Budget \$'000</b>
Operating Income	24,209	475	24,684
Capital Income	540	2,632	3,172
Operating Expenditure	25,086	663	25,749
<b>Net Operating Result before Capital Income</b>	<b>(877)</b>	<b>(118)</b>	<b>(1,065)</b>
<i>Capital Expenditure</i>	<i>12,382</i>	<i>5,074</i>	<i>17,456</i>

**Table 2: General Fund**

	<b>2025/26 Original Budget \$'000</b>	<b>2025/26 Proposed Supp. Votes \$'000</b>	<b>2025/26 Revised Budget \$'000</b>
Operating Income	21,838	390	22,228
Capital Income	391	2,632	3,023
Operating Expenditure	22,946	433	23,379
<b>Net Operating Result before Capital Income</b>	<b>(1,108)</b>	<b>(43)</b>	<b>(1,151)</b>
<i>Capital Expenditure</i>	<i>11,586</i>	<i>4,858</i>	<i>16,444</i>

**Table 3: Sewer Fund**

	<b>2025/26 Original Budget \$'000</b>	<b>2025/26 Proposed Supp. Votes \$'000</b>	<b>2025/26 Revised Budget \$'000</b>
Operating Income	2,371	85	2,456
Capital Income	149	-	149
Operating Expenditure	2,140	230	2,370
<b>Net Operating Result before Capital Income</b>	<b>231</b>	<b>(145)</b>	<b>86</b>
<i>Capital Expenditure</i>	796	217	1,013

**Enclosures (following report)**

1      Schedule of carryover works from 2024/25 to 2025/26      1 Page

**Attachments (separate document)**

Nil

Carryover not required								Internal Allocation							External Restriction																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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**16) ADOPTION OF DRAFT STRATEGIC WORK PLAN: ARIC**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community

**File No:** FM.AU.2

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**Recommendation:**

That Council adopt the Draft Audit, Risk and Improvement Committee Strategic Work Plan.

**Reason for Report:**

For Council to adopt the Audit, Risk and Improvement Committee Strategic Work Plan as required under the Office of Local Government *Risk Management and Internal Audit for Local Government in NSW Guidelines*.

**Report:**

The Draft ARIC Four Year Strategic Work Plan 2024-2028 has been developed to meet the requirements of the Office of Local Government *Risk Management and Internal Audit for Local Government in NSW Guidelines* (the Guidelines). Council is obligated under the Local Government Act to adopt an Audit, Risk and Improvement Committee Strategic Work Plan.

The plan has been developed to ensure the Committee meets its legislative obligations under s.428A and is structured around outlined in Schedule 1 of the Committee Terms of Reference with each obligation detailed with source information, report(s) proposed and responsible officer to address each requirement.

The Strategic Workplan was considered by the Audit, Risk and Improvement Committee at its meeting held 22 May 2025 and was duly endorsed. The document was not subsequently furnished to Council for adoption in error.

A copy of the Strategic Workplan is provided as an attachment to the report.

**Risk/Policy/Legislation Considerations:**

A council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that all the matters listed in section 428A of the Local Government Act are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits.

Going forward, the Guidelines require that Council adopt a strategic work plan at the start of each council term.

Adoption of the Strategic Work Plan will assist Council with compliance with the Guidelines, enforceable under s.23A of the Local Government Act.

**Budget Implications:**

Deliverables associated with the Strategic Work Plan are planned to be funded with Council's Operational Plan and Delivery Program.

**Enclosures (following report)**

- |   |   |         |
|---|---|---------|
| 1 | Audit, Risk and Improvement Committee Strategic Work Plan | 6 Pages |
|---|---|---------|

**Attachments (separate document)**

Nil

**Blayney Shire Council**

**Audit, Risk & Improvement Committee**

**Annual & Four Year Work Plan (endorsed 22/05/2025)**

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Yr 1 Q1 Aug	Yr 1 Q2 Nov	Yr 1 Q3 Feb	Yr 1 Q4 May	Yr 2	Yr 3	Yr 4	Committee Report required	Responsible Officer
<b>Internal Audit</b>											
1	Provide overall strategic oversight of internal audit activities	Annual	x				x	x	x	IA Strategic Plan	DCS
2	Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit	Always	x	x	x	x	x	x	x	Minutes of meeting	DCS
3	Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions	Annual	x				x	x	x	Strategic Audit Plan	DCS
4	Review and advise the Council:										
4.1	on whether the Council is providing the resources necessary to successfully deliver the internal audit function	Annual	x				x	x	x	Special Report / Annual Report	Chairperson
4.2	if the Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework	4 Yr					x		x	Review of IA Charter	DCS
4.3	if the Council's internal audit charter is appropriate	Annual	x				x	x	x	Review of IA Charter	DCS
4.4	whether the internal audit policies and procedures and audit/risk methodologies used by the Council are suitable	4 Yr					x		x	Review of IA Function	DCS
4.5	of the strategic four-year work plan and annual work plan of internal audits to be undertaken	Annual	x				x	x	x	Annual & 4 Yr Work Plan	DCS
4.6	if the Council's internal audit activities are effective, including the performance of the IAC and the internal audit function	Annual	x				x	x	x	Review of IA Function / Report on draft IA scope	DCS
4.7	of findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised	Qtr	x	x	x	x	x	x	x	IA & Review Reports	DCS
4.8	of the implementation by the Council of these corrective actions	Qtr	x	x	x	x	x	x	x	Sch. of Recommend.	DCS
4.9	on the appointment of the IAC	As Required								Appoint. Report	DCS
4.10	on the appointment of the IA external providers	As Required								Quotation updates	DCS
4.11	if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities	Annual	x				x	x	x	N/A	
<b>External Audit</b>											
5	Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit	Always	x	x	x	x	x	x	x	N/A	
6	Coordinate as far as is practicable, the work programs of internal audit and external audit	As Required								N/A	
7	Provide input and feedback on the:										
7.1	financial statements	Annual	x	x			x	x	x	Financial Statements	CFO



Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Yr 1 Q1 Aug	Yr 1 Q2 Nov	Yr 1 Q3 Feb	Yr 1 Q4 May	Yr 2	Yr 3	Yr 4	Committee Report required	Responsible Officer
7.2	performance audit coverage proposed by external audit	Annual			x		x	x	x	Annual Eng Plan	DCS
7.3	external audit services provided	Annual		x	x		x	x	x	Management Letters	DCS
8	Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations	Qtr	x	x	x	x	x	x	x	Sch. of Recommend.	DCS
9	Provide advice to the governing body and/or <a href="#">General Manager</a> on action taken on significant issues raised in relevant external audit reports and better practice guides	Annual		x	x		x	x	x	Annual Eng Plan / Management Letters	DCS
<b>Risk Management</b>											
10	Review and advise the <a href="#">Council</a> :										
10.1	if the <a href="#">Council</a> has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard	Annual			x		x	x	x	RMF Report	WHSRO
10.2	whether the <a href="#">Council</a> is providing the resources necessary to successfully implement its risk management framework	Annual	x		x		x	x	x	Annual Report	Chair
10.3	whether the <a href="#">Council's</a> risk management framework is adequate and effective for identifying and managing the risks the <a href="#">Council</a> faces, including those associated with individual projects, programs and other activities	4 Yr						x		RMF Report	WHSRO
10.4	if risk management is integrated across all levels of the <a href="#">Council</a> and across all processes, operations, services, decision-making, functions and reporting	4 Yr						x		RMF Report	WHSRO
10.5	of the adequacy of risk reports and documentation, for example, the <a href="#">Council's</a> risk register and risk profile	Annual			x		x	x	x	Strategic Risk Register	WHSRO
10.6	whether a sound approach has been followed in developing risk management plans for major projects or undertakings	Qtr	x	x	x	x	x	x	x	Major Projects Report	DCS
10.7	whether appropriate policies and procedures are in place for the management and exercise of delegations	4 Yr					x			Delegations Register	DCS
10.8	if the <a href="#">Council</a> has taken steps to embed a culture which is committed to ethical and lawful behaviour	4 Yr				x	x			Ethical and Compliance Culture Report	GM
10.9	if there is a positive risk culture within the <a href="#">Council</a> and strong leadership that supports effective risk management	Annual				x	x	x	x	Strategic Risk Register	WHSRO
10.10	of the adequacy of staff training and induction in risk management	Annual				x	x	x	x	Training and Induction Report	MHR
10.11	how the <a href="#">Council's</a> risk management approach impacts on the insurance arrangements of Council	Annual				x	x	x	x	Insurances	WHSRO
10.12	of the effectiveness of the <a href="#">Council's</a> management of its assets	4 Yr					x			Audited Fin. Statements	CFO
10.13	of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans	Annual			x		x	x	x	BCP Annual Report	WHSRO

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Yr 1 Q1 Aug	Yr 1 Q2 Nov	Yr 1 Q3 Feb	Yr 1 Q4 May	Yr 2	Yr 3	Yr 4	Committee Report required	Responsible Officer
<b>Internal Controls</b>											
<b>11</b>	<i>Review and advise the Council :</i>										
<b>11.1</b>	whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective	4 Yr							x	Review of IA Charter	DCS
<b>11.2</b>	whether the Council has in place relevant policies and procedures and that these are periodically reviewed and updated	Annual	x	x	x	x	x	x	x	Prescribed Functions Activities	DCS
<b>11.3</b>	whether appropriate policies and procedures are in place for the management and exercise of delegations	4 Yr				x	x			Delegations Register	DCS
<b>11.4</b>	whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with	4 Yr				x	x			Delegations Register	DCS
<b>11.5</b>	if the Council's monitoring and review of controls is sufficient	Annual			x		x	x	x	Review of Control Framework	DCS
<b>11.6</b>	if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately	Qtr	x	x	x	x	x	x	x	Sch. of Recommend.	DCS
<b>Compliance</b>											
<b>12</b>	<i>Review and advise the Council :</i>										
<b>12.1</b>	of the adequacy and effectiveness of the Council's compliance framework	4 Yr						x		Leg. Compliance Register	DCS
<b>12.2</b>	on whether the Council has appropriately considered legal and compliance risks as part of its risk management framework	4 Yr						x		Leg. Compliance Status	DCS
<b>12.3</b>	on whether the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements	4 Yr						x		Leg. Compliance Register	DCS
<b>12.4</b>	on whether appropriate processes are in place to assess compliance	4 Yr	x		x		x	x	x	Leg. Compliance Status	DCS
<b>Fraud and Corruption</b>											
<b>13</b>	<i>Review and advise the Council :</i>										
<b>13.1</b>	of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities	4 Yr						x		IA Report	DCS
<b>13.2</b>	whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information	Annual	x				x	x	x	Fraud Policy / IA Report	DCS
<b>Financial Management</b>											
<b>14</b>	<i>Review and advise the Council :</i>										
<b>14.1</b>	if the Council is complying with accounting standards and external accountability requirements	Annual		x			x	x	x	Financial Statements	CFO

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Yr 1 Q1 Aug	Yr 1 Q2 Nov	Yr 1 Q3 Feb	Yr 1 Q4 May	Yr 2	Yr 3	Yr 4	Committee Report required	Responsible Officer
14.2	of the appropriateness of the Council's/ accounting policies and disclosures	Annual		x			x	x	x	Financial Statements	CFO
14.3	of the implications for the Council of the findings of external audits and performance audits and the responses and implementation of recommendations	Annual		x			x	x	x	Sch. of Recommend.	DCS
14.4	whether the Council's financial statement preparation procedures and timelines are sound	Annual			x		x	x	x	CFO Report	CFO
14.5	the accuracy of the Council's annual financial statements prior to external audit, including: <ul style="list-style-type: none"> <li>management compliance/representations</li> <li>significant accounting and reporting issues</li> <li>the methods used to account for significant or unusual transactions and areas of significant estimates or judgements</li> <li>appropriate management signoff on the statements</li> </ul>	Annual	x				x	x	x	Financial Statements	CFO
14.6	if effective processes are in place to ensure financial information included in the Council's annual report is consistent with signed financial statements	Annual		x			x	x	x	Financial Statements	CFO
14.7	if the Council's financial management processes are adequate	Annual		x			x	x	x	CFO Report	CFO
14.8	the adequacy of cash management policies and procedures	Annual		x			x	x	x	CFO Report	CFO
14.9	if there are adequate controls over financial processes, for example: <ul style="list-style-type: none"> <li>appropriate authorisation and approval of payments and transactions</li> <li>adequate segregation of duties</li> <li>timely reconciliation of accounts and balances</li> <li>review of unusual and high value purchases</li> </ul>	Annual		x			x	x	x	Review of Control Framework	DCS
14.10	if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate	4 Yr					x			Review of LTTP	CFO
14.11	if the Council's grants and tied funding policies and procedures are sound	4 yr				x	x	x	x	CFO Report	CFO
<b>Governance</b>											
15	Review and advise the Council regarding its governance framework, including its:										
15.1	decision-making processes	Annual			x		x	x	x	Outstanding Council resolutions report	DCS
15.2	implementation of governance policies and procedures	Annual			x		x	x	x	Policies and procedures	DCS

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Yr 1 Q1 Aug	Yr 1 Q2 Nov	Yr 1 Q3 Feb	Yr 1 Q4 May	Yr 2	Yr 3	Yr 4	Committee Report required	Responsible Officer
15.3	reporting lines and accountability	4 Yr				x				Review of Org. Structure	GM
15.4	assignment of key roles and responsibilities	4 Yr				x				Delegations Register	DCS
15.5	committee structure	4 Yr				x				N/A	
15.6	management oversight responsibilities	Annual			x		x	x	x	Structure / delegations and policies	DCS
15.7	human resources and performance management activities	4 Yr					x			HR and Performance	GM
15.8	reporting and communication activities	4 Yr					x			Reporting and communication activities	GM
15.9	information and communications technology (ICT) governance	Annual				x	x	x	x	Review of IT Strategic Plan	MIT
15.10	management and governance of the use of data, information and knowledge	4 Yr					x			Review of Framework	MIT
<b>Strategic Planning</b>											
16	<i>Review and advise the Council:</i>										
16.1	of the adequacy and effectiveness of the Council's integrated, planning and reporting (IP&R) processes	six-monthly	x	x	x	x	x	x	x	Prescribed Functions Activities	DCS
16.2	if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives	six-monthly	x	x	x	x	x	x	x	Prescribed Functions Activities	DCS
16.3	whether the Council is successfully implementing and achieving its IP&R objectives and strategies	Annual		x			x	x	x	IP&R / BSC Annual Report	DCS
<b>Service Reviews &amp; Business Improvement</b>											
17	Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)	Always	x	x	x	x	x	x	x	N/A	DCS
18	<i>Review and advise the Council:</i>										
18.1	if the Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance	4 Yr		x				x	x	IP&R / BSC Annual Report / Review of SR Framework	DCS
18.2	if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance	Annual		x			x	x	x	IP&R / BSC Annual Report	DCS
18.3	how the Council can improve its service delivery and performance of its business and functions generally	Always	x	x	x	x	x	x	x	Prescribed Functions Activities	DCS

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Yr 1 Q1 Aug	Yr 1 Q2 Nov	Yr 1 Q3 Feb	Yr 1 Q4 May	Yr 2	Yr 3	Yr 4	Committee Report required	Responsible Officer
18.4	Reporting of improvements and efficiencies	Always	x	x	x	x	x	x	x	Prescribed Functions Activities	DCS
<b>Performance Data Measurement</b>											
19	<i>Review and advise the Council:</i>										
19.1	if the Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives	4 Yr					x			Report on IP&R Status Reports	
19.2	if the performance indicators the Council uses are effective	Annual	x	x	x		x	x	x	IP&R / BSC Annual Report	DCS
19.3	of the adequacy of performance data collection and reporting	Annual		x			x	x	x	BSC Annual Report	DCS
<b>Additional Tasks Not Included On Schedule 1</b>											
20	Review/update annual and strategic work plan	Annual	x				x	x	x	Review of annual and strategic work plan	DCS
21	Review ARIC Terms of Reference	Annual	x				x	x	x	Review of TOR	DCS
22	ARIC Annual Report to Council	Annual	x				x	x	x	ARIC Annual Report	Chair
23	Agree ARIC meeting schedule for the next fiscal year, including any 'Special Meeting' dates for reviewing draft and/or final audited financial statements	Annual			x		x	x	x	Committee Meeting Dates	DCS

**17) MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 14 AUGUST 2025**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 1. Prioritise transparency, financial sustainability and strong partnerships with and for our community

**File No:** CM.ME.17

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**Recommendation:**

That Council;

1. Receive the Minutes of the Audit, Risk and Improvement Committee meeting held 14 August 2025.
2. Endorse the Annual Report on the operations of the Blayney Shire Audit, Risk and Improvement Committee for the period 1 July 2024 to 30 June 2025.
3. Adopt the Draft Internal Audit Charter.
4. Note the inclusion of the Review of Councillor Facilities and Expenses and the Review of Risk Arrangements in the Strategic Internal Audit Plan once each Council Term.
5. Note the Strategic Internal Audit Plan to be appended to the Audit, Risk and Improvement Committee Strategic Work Plan.
6. Note the Blayney Library Service Review.

**Reason for Report:**

For Council to endorse the minutes of the Blayney Shire Audit, Risk and Improvement committee meeting held 14 August 2025.

**Report:**

The Audit, Risk and Improvement Committee (ARIC) held its meeting 14 August 2025.

Of significance to Council from this meeting were the following items:

- The ARIC Annual Report prepared by the Committee Chairperson, Donna Rygate, covering committee operations for the 1 July 2024 to 30 June 2025 period, was tabled. It has been referred for Council endorsement.
- The Draft Attestation Statement was tabled to the ARIC, whereby the General Manager is required to attest each year in Council's Annual Report whether Council has complied with the requirements prescribed under the Local Government Regulation. This statement will be published in the 2024/25 Annual Report.
- The Central NSW Joint Organisation Chief Information Security Officer provided an update on Council's cyber framework.
- An Annual Report on IT Governance was tabled, required under the Terms of Reference.

- The ARIC conducted its annual review of the Committee Terms of Reference required under the Risk Management and Internal Audit for Local Government in NSW Guidelines. No changes were recommended.
- The ARIC endorsed the Internal Audit Charter, based on the Office of Local Government model document and has been referred to Council for adoption.
- A report on the Management Letter on the Interim Phase of the External Audit was presented, noting that there were no issues identified.
- The committee received a request from the External Auditor regarding Committee Consideration of Fraud Risks. It was recommended the Chairperson provide a response, for external audit purposes, on
  - How the committee exercises oversight over management processes for identification and responding to fraud risk.
  - How the committee exercises oversight over internal control that management has established to mitigate risk of fraud.
  - Whether the committee has any knowledge of actual, suspected or alleged fraud.
- A presentation by Council's Chief Financial Officer was provided on the 2024/25 Financial Reports. The ARIC recommended the financial reports to Council for referral to audit. (Subject of a separate report to Council).
- A report was provided on the impact for the 2024/25 financial year of the Transportation Revaluation and Asset Indexation.
- The Strategic Internal Audit Plan 2025/26 – 2028/29 was tabled and subsequently endorsed. It is to be appended to ARIC Strategic Work Plan. The committee also recommended the inclusion of a Review of Councillor Facilities and Expenses and a Review of Risk Arrangements be included in the Strategic Internal Audit Plan once each Council Term.
- A presentation by the National Audits Group was provided on the Internal Audit: Review of Procurement Final Report. Included in the report were 10 recommendations for improvement.
- A report on the activities Prescribed for review by ARIC was tabled. The Blayney Library Service Review was tabled amongst the Business Improvement / Service Reviews matters. The document provides recommendations for future consideration, subject to funding.

The full business paper from the Blayney Shire Audit, Risk and Improvement committee is available to Councillors for reference on the Councillor Portal under Committee Information.

The minutes of the meeting held are tabled below:

**MINUTES OF THE BLAYNEY SHIRE COUNCIL AUDIT, RISK &  
IMPROVEMENT COMMITTEE MEETING  
HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY  
CENTRE, ON 14 AUGUST 2025, COMMENCING AT 9:00 AM**

Present:

Donna Rygate	Independent - Chairperson
Stephen Coates	Independent member
Liz Jeremy	Independent member
Cr. John Newstead	Councillor - non-voting
Mark Dicker	General Manager - non-voting observer
Cr. Bruce Reynolds	Mayor - non-voting observer
Anton Franze	Director Corporate Services – Secretariat
Tiffaney Irlam*	Chief Financial Officer - SME
Vicki Walker*	WHS & Risk Coordinator - SME
Glenn Newman*	Manager Information Technology - SME
Andrew Muir*	Director Planning and Environmental Services
Kolby McMahon* <sup>1</sup>	Senior Assets Officer
Jordan Welden-Iley*	Chief Information Security Officer, Central NSW Joint Organisation
Craig Richardson	National Audits Group

SME – subject matter expert.

1. Came into meeting at time disclosed in minutes.

**APOLOGIES**

Katy Henry	Audit Service Provider for NSW Audit Office
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**ACKNOWLEDGEMENT OF COUNTRY**

**DISCLOSURES OF INTEREST**

The Director Corporate Services reported the following standing Disclosures of Interests:

Committee Member/Staff	Interest	Item	Pg	Report	Reason
D. Rygate		-	-	-	Chair of Cabonne Shire Council, Upper Macquarie County Council and Central Tablelands Water ARIC Committees (SD).
D. Rygate		-	-	-	Member of Western Regional Planning Panel (SD).
D. Rygate		-	-	-	Member of Energy Co Board (SD).
D. Rygate		-	-	-	Chair of Central Tablelands Local Land Services (LLS) and member of Statewide Board (SD).
D. Rygate		-	-	-	Chair of Audit Committee, Service NSW (SD).

SD – Standing disclosure



**CONFIRMATION OF MINUTES**

**2508/001 MINUTES OF THE PREVIOUS MEETING HELD 22 MAY 2025**

**Recommendation:**

That the Minutes of the Audit, Risk and Improvement Committee Meeting held 22 May 2025 be received.

**REPORTS**

**2508/002 AUDIT, RISK AND IMPROVEMENT COMMITTEE 2024/25 ANNUAL REPORT**

**Recommendation:**

1. That the Annual Report on the operations of the Blayney Shire Audit, Risk and Improvement Committee for the period 1 July 2024 to 30 June 2025, as required under the Council's Audit, Risk and Improvement Committee Terms of Reference, be received.
2. That the Annual Report on the operations of the Blayney Shire Audit, Risk and Improvement Committee for the period 1 July 2024 to 30 June 2025 be referred to Council for endorsement.

**2508/003 DRAFT ATTESTATION STATEMENT**

**Recommendation:**

That the Committee review note the Draft Attestation Statement prepared by the General Manager with amendments as recommended.

**2508/004 WHS AND RISK REPORT**

**Recommendation:**

That the WHS and Risk Coordinators report be received.

**2508/005 CYBER SECURITY: CNSWJO CISO REPORT**

**Recommendation:**

That the Audit, Risk and Improvement Committee note the Cyber Security: CISO Report from the Central NSW Joint Organisation Chief Information Security Officer.

Jordan Welden-Iley left meeting 9.32am

**2508/006 ANNUAL REPORT ON IT GOVERNANCE**

**Recommendation:**

That the Audit, Risk and Improvement Committee note the Annual Report on IT Governance.

**2508/007      ARIC TERMS OF REFERENCE REVIEW****Recommendation:**

That the Audit, Risk and Improvement Committee;

1. Receive the report on the Audit, Risk and Improvement Committee Terms of Reference Review.
2. Note the annual review of the Terms of Reference by the Audit, Risk and Improvement Committee as required under the Risk Management and Internal Audit for local government in NSW guidelines.

**2508/008      ENDORSEMENT OF INTERNAL AUDIT CHARTER****Recommendation:**

That the Audit, Risk and Improvement Committee;

1. Receive the report on the Endorsement of Internal Audit Charter;
2. Endorse the Draft Internal Audit Charter as tabled; and
3. Refer the Draft Internal Audit Charter to Council for adoption.

**2508/009      UPDATE: INTERIM PHASE OF 2024/25 EXTERNAL AUDIT****Recommendation:**

That the Audit, Risk and Improvement Committee;

1. Receive the report on the Update on the Interim Phase of the External Audit.
2. Note that an interim management letter for the recent visit was not issued as there were no new matters to report on.

Kolby McMahon entered meeting 9.45am

**2508/010      EXTERNAL AUDIT: CONSIDERATION OF FRAUD RISKS****Recommendation:**

That the Audit, Risk and Improvement Committee;

1. Note the External Audit: Consideration of Fraud Risks report.
2. Note correspondence from Intentus, Audit Service Provider for NSW Audit Office.
3. Note that the Chairperson will provide a response, for external audit purposes, on the Consideration of Fraud Risks by the Audit, Risk and Improvement Committee.

**2508/011      DRAFT 2024/25 FINANCIAL STATEMENTS FOR REFERRAL TO COUNCIL FOR AUDIT****Recommendation:**

That the report on the draft 2024/25 Financial Statements be noted and that they be recommended to Council for referral to audit.

**2508/012     FINANCE ACTIVITIES REPORT: JUNE 2025 - AUGUST 2025**

**Recommendation:**

That the Finance Activities report for period June 2025 – August 2025 be received.

**2508/013     TRANSPORTATION REVALUATION AND ASSET INDEXATION IMPACT**

**Recommendation:**

That the report on Transportation Revaluation and Asset Indexation Impact for the 2024/25 financial year be received.

Kolby McMahon left meeting 10.18am

**2508/014     STRATEGIC INTERNAL AUDIT PLAN**

**Recommendation:**

1. That the Strategic Internal Audit Plan for 2025/26 – 2028/29 be endorsed.
2. That the Strategic Internal Audit Plan for 2025/26 – 2028/29 be appended to the Strategic 4-year and Annual Work Plan.
3. That the Review of Councillor Facilities and Expenses and the Review of Risk Arrangements be included in the Strategic Internal Audit Plan once each Council Term.

**2508/015     INTERNAL AUDIT: REVIEW OF PROCUREMENT FINAL REPORT**

**Recommendation:**

1. That the Internal Audit: Review of Procurement Final Report and associated presentation be noted.
2. That recommendations (10) in the final report be updated to the Schedule of Recommendations and furnished to each Audit, Risk and Improvement Committee until resolved.

Craig Richardson left meeting at 10.34am

**2508/016     SCHEDULE OF OUTSTANDING AUDIT RECOMMENDATIONS****Recommendation:**

That the Schedule of Outstanding Audit Recommendations report be received.

**2508/017     PRESCRIBED FUNCTIONS ACTIVITY REPORT****Recommendation:**

That the Audit, Risk and Improvement Committee;

1. Receive the report on Prescribed Functions outlining activities on Internal Audit, External Audit, Internal Controls, Legislative Compliance, Fraud and corruption prevention, Financial Management, Governance, Business Improvement, Service reviews and Strategic Planning.
2. Note the Service Review of the Blayney Library.

**2508/018     UPDATE ON MAJOR DEVELOPMENTS****Recommendation:**

That the Update on Major Developments report be received.

Anton Franze and Tiffaney Irlam left the meeting at 10.58am

**2508/019     ASSESSMENT OF COMMITTEE PERFORMANCE****Recommendation:**

That the Audit, Risk and Improvement Committee note the report on the Assessment of Committee Performance.

There being no further business, the meeting concluded at 10.58am

**Risk/Policy/Legislation Considerations:**

The Audit, Risk and Improvement Committee (the Committee) has been established to promote good corporate governance in Council. Good corporate governance of the Council ensures that the people of Blayney Shire receive the services that they need in an effective and efficient manner, delivered with honesty and integrity.

The objective of the Committee is to provide independent assurance and assistance to Council with respect to the following key areas as per Section 428A of the Local Government Act 1993. Such areas include compliance; risk management; fraud control; internal control; financial management; governance; service reviews; other matters prescribed by the regulations, and execution of Council functions.

The Committee is an independent advisory committee that assists the Council to fulfil its oversight responsibilities.

**Budget Implications:**

Costs associated with holding of Committee meetings, sitting fees for independent members and associated service reviews / audits are provided for in Council's 2025/26 Operational Plan for this purpose.

**Enclosures (following report)**

- |   |   |          |
|---|---|----------|
| 1 | 2024/25 Audit, Risk and Improvement Committee Annual Report | 6 Pages  |
| 2 | Draft Internal Audit Charter                                | 10 Pages |
| 3 | Blayney Library Service Review                              | 9 Pages  |

**Attachments (separate document)**

Nil



## Blayney Shire Council – Audit, Risk and Improvement Committee Annual Report 2024-25

### Executive Summary

On behalf of the Audit, Risk and Improvement Committee ('Committee' or 'ARIC'), I present the ARIC report for Blayney Shire Council (BSC) covering the 1 July 2024 – 30 June 2025 year.

The ARIC is an independent forum that provides oversight and assistance to improve the risk management, governance and compliance, internal control and external accountability of BSC.

Blayney's ARIC operates in accordance with relevant legislation, the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW (Guidelines)* and its Charter which sets out the roles and responsibilities of the Committee, its authority, membership and the tenure of its members, the operation of its meetings, how decisions are made and its reporting responsibilities. The Charter is reviewed regularly, is amended as necessary to reflect evolving regulatory guidance issued by the Office of Local Government, and is referred to Council for adoption.

This report covers the role of the ARIC, the report's purpose, ARIC membership and attendance, key activities over the year, and focus issues going forward.

### Role of the Committee

As noted in the *Guidelines*, the Local Government Act requires each council to 'establish an audit, risk and improvement committee to continuously review and provide independent advice to the General Manager and the governing body of the council on:

- whether the council is complying with all necessary legislation, regulations and other legal requirements
- the adequacy and effectiveness of the council's risk management framework, fraud and corruption prevention activities, financial management processes, and the council's financial position and performance
- the council's governance arrangements
- the achievement by the council of the goals set out in the council's community strategic plan, delivery program, operational plan and other strategies
- how the council delivers local services and how it could improve the performance of its functions more generally
- the collection of performance measurement data by the council, and
- any other matters prescribed by the Local Government Regulation (including internal audit).

## Purpose of Report

This report provides background to the Committee's membership, activities during the period and areas for development in the year to come.

Prior to its presentation to Council, the report was reviewed and endorsed by the Members of the ARIC.

## Committee Membership

Members of the ARIC now include one non-voting Councillor and three Independent Members appointed by Council. An alternate non-voting Councillor may also be nominated.

Over the course of 2024-25, the Committee had the following members:

### *Independent Members:*

- Donna Rygate (Chair)
- Ron Gillard
- Liz Jeremy
- Stephen Coates

### *Non-voting Councillor Members:*

- Councillor David Somervaille
- Councillor Michelle Pryse Jones
- Councillor John Newstead

### *Independent Member Profiles:*

Donna Rygate is an experienced independent chair/director, business leader and skilled problem solver who currently holds various board, panel and committee chair and/or member roles. She has worked in executive, policy, communications, governance, corporate and operational roles in and around the public sector for more than 35 years. From 2014 to 2018 Donna was Chief Executive of Local Government NSW. She has an Economics degree with Honours in Government and Public Administration, a Masters degree in Planning, a Diploma of Governance, a Juris Doctor degree (law masters), and a Graduate Diploma in Legal Practice. She is also an Australian Institute of Company Directors course graduate, a Fellow of the Institute of Public Administration and a Fellow of the Institute of Community Directors Australia. Donna is chair of six local government audit committees, a member of one Commonwealth Government audit committee, chair of two State Government audit committees, and a member of three State Government audit committees.

Ron Gillard has attained a broad range of commercial experience in the Australian manufacturing and investment sectors, as well as from participating in significant business ventures in Australia, the US and Europe. Since commencing his management consulting business in 2005, he has also held a number of honorary executive positions on boards and/or committees for not-for-profits, community organisations, and other institutions. At various times during this same period, Ron has been appointed as an Independent Member to ARICs of nineteen regional councils and two joint organisations. He is currently the Chair of six and member of a further ten. Ron holds a Master of Commerce Degree.

Liz Jeremy is an experienced professional with a career that spans several decades with significant roles in local and regional government and governance, including serving as General Manager at Bellingen Shire Council, Executive Officer at the Mid North Coast Joint Organisation, Chair of the General Managers Advisory Committee for the Mid North Coast Region of Councils and the Mid North Coast Joint Organisation, along with Board Director at Statewide Mutual. Academic achievements include a Bachelor of Business and Master of Business Administration. Liz is now Practice Lead at Concatenation and has membership of the Audit Risk and Improvement Committees for Nambucca Valley Council, Narromine Council, Brewarrina, Central Tablelands Weeds, Central Tablelands Water, and the Far West Joint Organisation and its member councils of Bourke, Cobar, Walgett and Castlereagh Macquarie County Council.

Stephen Coates has over 20 years' experience leading assurance and advisory teams in both a private and public-sector context. He was previously a partner in a large international advisory firm and has held senior roles in advisory and consulting services, technology risk consulting, and assurance services. He also has strong commercial operational experience and has held several non-Executive Director roles. His focus is on helping Boards, Committees, and executive leadership make good decisions. He is an experienced internal audit and technology risk professional and works with governments, leading companies, and not-for-profit organisations as a Board Advisor, non-Executive Director and Company Secretary. He is a Past-President of IIA-Australia and the Asian Confederation of Institutes of Internal Auditors, and a past member of the global International Internal Audit Standards Board (IIASB). As an experienced independent member and Chair of several public sector Audit and Risk Committees Stephen brings insight and oversight to governance mechanisms. His participation benefits Audit and Risk Committees through significant experience, the ability to ask probing questions to elicit necessary answers and considering the organisation's needs as it executes governance requirements. Stephen also presents global training and coaching workshops on related competencies, with recent presentations in Malaysia, Singapore, Thailand, UAE, Fiji, Vietnam, and Australia. He also regularly volunteers to grow the profession. He uses his skills to transform organisations' governance, risk, assurance, and compliance processes to deliver value at reasonable cost.

During the year, the ARIC was supported and informed through reports to each meeting by Council officers including:

- Mark Dicker, General Manager
- Anton Franze, Director Corporate Services
- Tiffaney Irlam, Chief Financial Officer
- Vicki Walker, WHS and Risk Coordinator



## Meetings of the Committee

The ARIC met on 21 August 2024, 14 November 2024, 14 February 2025 and 22 May 2025. The table below sets out the attendance of Committee Members at these meetings.

Member	Role	Term Ends	Meetings Attended			
			Aug.	Nov.	Feb.	May
Donna Rygate	Independent Chair	16 January 2026	✓	✓	✓	✓
Ron Gillard	Independent member	Resigned 14 Feb 2025	✓	✓	✓	
Liz Jeremy <sup>1</sup>	Independent member	4 July 2028*	✓	✓	✓	✓
Stephen Coates <sup>1</sup>	Independent member	21 May 2029**				✓
David Somervaille	Councillor member (non-voting)	September 2024	✓			
Michelle Pryse Jones <sup>2</sup>	Councillor member (non-voting)	Resigned 1 Jan 2025		✓		
John Newstead <sup>3</sup>	Councillor member (non-voting)	September 2028				✓

\* Term endorsed by Council at its Council meeting held 23 July 2024 .

\*\* Term endorsed by Council at its Council meeting held 25 February 2025 .

1 Eligible to seek reappointment.

2 Appointed following Council election at October 2024 Council meeting.

3 Appointed at February 2025 Council meeting.

## Committee Activities in the Reporting Period

The ARIC's key during the year include those noted below.

### New Risk Management and Internal Audit Framework

- Endorsement of Annual and Strategic Workplan

### Internal Audit

- Review and endorsement of the Internal Audit Plan for 2024-25 and monitoring its progress
- Review of internal audit reports, the practicality of any recommendations and the adequacy of management responses.
- Monitoring the implementation by management of recommendations arising from audit reports.
- Internal Audit Reports
  - Cyber Security Review: Pen Re-testing of External Firewalls and Networks
  - Internet Facing Vulnerability Assessment

### External Audit

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- Review of Management Letter on Interim Phase of 2023-24 External Audit
- Consideration of the audited 2023-24 Financial Statements and 2024 Audit Engagement Closing Report
- Management Letter on the Final Phase of the Audit for the Year ended 30 June 2024
- Audit Engagement Plan – 2024-25 Audit

### Risk Management

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- Receiving and reviewing reports on risk management and strategic risks
- Consideration of strategic risks facing Council and monitoring risk treatment plans established to reduce or mitigate those risks
- Consideration of significant emerging risks or legislative changes impacting Council
- Feedback on Review of Enterprise Risk Management Policy and Plan following Councillor Workshop on review of Council risk appetite
- Consideration of reports re WHS and Risk Management Activities including:
  - Statistics on incident reports
  - State Cover WHS Self Audit and WHS Quality Improvement Plan
  - Outline on Insurance renewals and deductibles for Council insurance policies

### Internal Controls

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- Review of Creditors Masterfile verification process undertaken
- Update on Review of IT User Access Rights internal control and improvements made
- Update on the review of Notification of Leave / Leave Attendance process and improved internal controls effected

### Compliance

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- Consideration of reports to each meeting on Prescribed Function Activities encompassing responsibilities under the Local Government Act re Legislative Compliance
- Audit, Risk and Improvement Committee 2023-24 Annual Report
- Report and recommendations for action from the Compliance Review of Richards Lane Culvert Project
- Compliance Reviews undertaken by staff:
  - Corporate Card Compliance Review: January – June 2024
  - Corporate Card Compliance Review: July 2024 – December 2024
  - Purchase Card Compliance Review: July 2024 – December 2024
- Update on review by EPA of Blayney Waste Facility

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**Fraud and Corruption**

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- Fraud and Corruption Prevention updates and activities via report on Prescribed Function Activities report
- Updates on fraud incidents and tabling of Fraud Incident Register
- Cyber Information Security Officer presentations and updates

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**Financial Management**

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- Chief Financial Officer reports on Finance Activities
  - Updates on Quarterly Budget Review Statements for 2024-25 year
  - Long Term Financial Plan 2025-26 – 2034-35 as part of Council's Resourcing Strategy
  - 2025-26 – 2028-29 Delivery Program and 2025-26 Operational Plan.
- Review of Financial Statements, Key Performance Indicators and associated audit reports including CFO outline of contributing factors to results
- Updates on Council lodgement of grant acquittals
- Report on Transportation Asset Class Revaluation

**2025-26: The Year Ahead**

2024-25 was the first full year of ARIC's operation under the Office of Local Government's long delayed reforms. Significant work was undertaken to ensure BSC's smooth transition to the new framework, including reviewing ARIC's Terms of Reference and the recruitment of a third Independent Member.

Areas of focus for the Committee in 2025-26 will include:

- Financial sustainability
- Cybersecurity
- Internal audit
- Risk management
- Continuing the implementation of OLG's new ARIC arrangements as we progress through their first four year cycle.

Donna Rygate

**Independent Chair**

**Blayney Shire Council Audit, Risk and Improvement Committee**

10 August 2025



# INTERNAL AUDIT CHARTER

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## 1. Introduction

Blayney Shire Council has established an internal audit function as a key component of the Council's governance and assurance framework, in compliance with the Local Government (General) Regulation 2021 and the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW. This charter provides the framework for the conduct of the internal audit function and has been approved by the governing body taking into account the advice of the Blayney Shire Council Audit, Risk and Improvement Committee.

## 2. Purpose

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes<sup>1</sup>.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and Audit, Risk and Improvement Committee about the Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists the Council to improve its business performance.

## 3. Independence

Council's internal audit function is to be independent of the Council so it can provide an unbiased assessment of the Council's operations and risk and control activities.

Internal Audit reports:

- functionally to Council's Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes, and
- administratively to the General Manager to facilitate day-to-day operations.

Internal audit activities are not subject to direction by the Council and the Council's management has no role in the exercise of its internal audit activities.

The Audit, Risk and Improvement Committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the Chairperson by resolution.

The Chairperson is only required to provide the information requested by the governing body where the Chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

The General Manager has delegated their day-to-day administrative reporting arrangements of Internal Audit to the Director Corporate Services of the Council. The Director Corporate Services acts as liaison between Council and the ARIC and the Internal Audit Coordinator and leads the secretariat support provided to the ARIC. The Internal Audit Coordinator retains access to the General Manager as needed.

The General Manager must consult with the chairperson of the Council's Audit, Risk and Improvement Committee before appointing or making decisions affecting the employment of the Internal Audit Coordinator.

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<sup>1</sup> As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

Where the Chairperson of the Council's Audit, Risk and Improvement Committee has any concerns about the treatment of the Internal Audit Coordinator, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The Internal Audit Coordinator is to confirm at least annually to the Audit, Risk and Improvement Committee the independence of internal audit activities from the Council.

## **4. Authority**

Council authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Internal Audit Coordinator considers necessary for the internal audit function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Internal Audit Coordinator and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the internal audit function are not to be made publicly available. The internal audit function may only release Council information to external parties that are assisting the internal audit function to undertake responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

## **5. Role**

The internal audit function is to support the Council's Audit, Risk and Improvement Committee to review and provide independent advice to the Council in accordance with section 428A of the Local Government Act 1993. This includes conducting internal audits of council and monitoring the implementation of corrective actions.

The internal audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Council functions or activities (except in carrying out its own functions).

## **6. Internal Audit Coordinator**

Council's internal audit function is to be led by a member of Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to Council and the Audit, Risk and Improvement Committee. The Internal Audit Coordinator must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the Internal Audit Coordinator include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the Audit, Risk and Improvement Committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the Audit, Risk and Improvement Committee
- acting as a liaison between the external provider and the Audit, Risk and Improvement Committee
- monitoring the implementation of corrective actions that arise from the findings of audits and reporting progress to the Audit, Risk and Improvement Committee, and
- assisting the Audit, Risk and Improvement Committee to ensure Council's internal audit activities comply with the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW.

## 7. Internal Audit Function

Council is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the Internal Audit Coordinator is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have worked on within the last two years;
- is not the same provider conducting Council's external audit;
- is not the auditor of any contractors of the Council that may be subject to the internal audit, and
- can satisfy the requirements of the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW.

The Internal Audit Coordinator must consult with the Audit, Risk and Improvement Committee and General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by the Council.

## 8. Performing internal audit activities

The work of the internal audit function is to be thoroughly planned and executed. The Council's Audit, Risk and Improvement Committee must develop a Strategic Work Plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Committee and considered by the Internal Audit Function when developing their risk-based program of internal audits. The Strategic Work Plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an Annual Work Plan to guide the work of the Internal Audit Function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and AS ISO 31000:2018.

The Internal Audit Coordinator is to provide the findings and recommendations of internal audits to the Audit, Risk and Improvement Committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The Internal Audit Coordinator is to establish an ongoing monitoring system to follow up Council's progress in implementing corrective actions.

The General Manager, in consultation with the Audit, Risk and Improvement Committee, is to develop and maintain policies and procedures to guide the operation of the Council's internal audit function.



The internal audit coordinator is to ensure that the Audit, Risk and Improvement Committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

## **9. Conduct**

Internal audit personnel must comply with the Council's Code of Conduct. Complaints about breaches of the code of conduct by internal audit personnel are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The General Manager must consult with the Council's Audit, Risk and Improvement Committee before any disciplinary action is taken against the Internal Audit Coordinator in response to a breach of the Code of Conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

## **10. Administrative arrangements**

### **Audit, Risk and Improvement Committee meetings**

The Internal Audit Coordinator will attend Audit, Risk and Improvement Committee meetings as an independent non-voting observer. The Internal Audit Coordinator can be excluded from meetings by the committee at any time.

The Internal Audit Coordinator must meet separately with the Audit, Risk and Improvement Committee at least once per year.

The Internal Audit Coordinator can meet with the Chairperson of the Audit, Risk and Improvement Committee at any time, as necessary, between committee meetings.

### **External audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort. Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

### **Dispute resolution**

The internal audit function should maintain an effective working relationship with the Council and the Audit, Risk and Improvement Committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the internal audit function and the Council, the dispute is to be resolved by the Audit, Risk and Improvement Committee. Disputes between the internal audit function and the Audit, Risk and Improvement Committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

**Review arrangements**

The Council's Audit, Risk and Improvement Committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

## 11. Schedule 1 – Internal Audit Function Responsibilities

### Audit

#### Internal audit

- Conduct internal audits as directed by the Council's Audit, Risk and Improvement Committee.
- Implement Council's annual and four-year Strategic Internal Audit Work Plans.
- Monitor the implementation by Council of corrective actions.
- Assist the Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

#### External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor the Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

### Risk

#### Risk management

Review and advise:

- if the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard.
- whether the Council's risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated with individual projects, programs and other activities.
- if risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting.
- of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Council's risk management approach impacts on the Council's insurance arrangements
- of the effectiveness of the Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

## Internal controls

Review and advise:

- whether the Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective.
- whether the Council has in place relevant policies and procedures and that these are periodically reviewed and updated.
- whether appropriate policies and procedures are in place for the management and exercise of delegations.
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with.
- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

## Compliance

Review and advise of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Council has appropriately considered legal and compliance risks as part of the Council's risk management framework
- how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

## Fraud and corruption

Review and advise of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

## Financial management

Review and advise:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for the Council of the findings of external audits and performance audits and the Council's responses and implementation of recommendations
- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
  - management compliance/representations
  - significant accounting and reporting issues
  - the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
  - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions
  - adequate segregation of duties
  - timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate
- if the Council's grants and tied funding policies and procedures are sound.

## Governance

Review and advise of the adequacy of the Council governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

## Improvement

### Strategic planning

Review and advise:

- of the adequacy and effectiveness of the Council's Integrated, Planning and Reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the council is successfully implementing and achieving its IP&R objectives and strategies.

### Service reviews and business improvement

Review and advise:

- if the Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the Council can improve its service delivery and the Council's performance of its business and functions generally

### Performance data and measurement

Review and advise:

- if the Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Council uses are effective, and
- of the adequacy of performance data collection and reporting.

<b>Adopted:</b>	<b>Date:</b> XX/XX/XXXX	<b>Minute:</b> XXXX/XXX
<b>Lasted Reviewed:</b>	<b>Date:</b> XX/XX/XXXX	<b>Minute:</b> XXXX/XXX
	xx/xx/xxxx	
<b>Next Reviewed:</b>	<b>Date:</b> xx/xx/xxxx	

## BLAYNEY LIBRARY SERVICE REVIEW

### Introduction

Local governments (and especially elected members) generally view libraries as an important and valued community service but are also keen to ensure libraries are well-managed and run efficiently and effectively, as with any other service.

The community sees libraries as providing<sup>1</sup>:

- > Free and equal access to books and materials
- > Access to computers, Internet and Wi-Fi services
- > Activities and programs, support services and resources
- > Safe, neutral and social meeting places
- > Spaces that reduce social isolation and improve literacy
- > Community hubs.

1. *Regional Library Management Models: Summary Paper*. Available at:  
[http://www.sl.nsw.gov.au/services/public\\_libraries/committees/network\\_research/plnrp\\_current\\_projects.htm](http://www.sl.nsw.gov.au/services/public_libraries/committees/network_research/plnrp_current_projects.htm)

### Strategic Alignment

#### Vision

Part of Council's Vision in the Community Strategic Plan 2022 -2032 outlines:

*As a picturesque, centrally located shire in the beautiful central west of NSW, we will be a significant contributor to the regional visitor economy; with a creative and artistic culture, food and wine and historic villages.*

#### CSP Future Directions

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

#### Strategic Objectives

4.4 The shire is a centre for cultural interest, arts, performance and entertainment

#### Strategies (2023/24 – 2026/27 Delivery Program and 2023/24 Operational Plan)

4.4.3 Provide effective and consumer friendly library services in the Blayney Shire

### Purpose

Libraries have always been at the heart of the communities they serve and are an essential part of creating and maintaining an educated and literate population; but public libraries have been evolving for some time and the way society access and consume information has changed dramatically in the 21st century, presenting major challenges and opportunities for public library services. The advent of new technologies

has not only changed reading habits, but the need for shared, community-centred spaces to find information and connect with others. To survive in the digital age and stay relevant, public libraries need to be flexible and innovative, embracing both the physical and virtual worlds.

Public libraries are community hubs providing a central access point to a range of programs and services designed to meet the needs of the community. Public libraries play a significant role in meeting the educational, informational, cultural, recreational, health and social-care needs of older adults.

## Rationale

The rationale for this service review of Blayney Library is to explore the following:

- Opportunities for efficiencies
- Options for improvement
- Possible future directions

## Nett Cost of Service

Library service nett expenditure is shown below:

	<b>Actual 2023/24</b>	<b>Original Budget 2024/25</b>
	<b>\$</b>	<b>\$</b>
<b>Expenditure</b>		
CWL Contribution	190,995	218,793
Other expenditure (incl. depreciation)	46,794	64,109
<b>Total operating expenses:</b>	<b>237,789</b>	<b>282,902</b>
<b>Income</b>		
Library Subsidy	63,923	64,694
Library Priority Grant	18,128	19,408
Other income	724	1,026
<b>Total operating income:</b>	<b>82,775</b>	<b>85,128</b>
<b>Nett cost of service:</b>	<b>155,014</b>	<b>197,774</b>
Capital expenditure	10,466	19,408

Location and Hours of Operation

Blayney Library is located at 48 Adelaide Street, Blayney.

Current hours of operation are:

Monday	11am – 1pm & 2pm – 5 pm
Tuesday	11am – 1pm & 2pm – 5 pm
Wednesday	Closed
Thursday	11am – 1pm & 2pm – 5 pm
Friday	11am – 1pm & 2pm – 5 pm
Saturday	10am – 12 noon
Sunday and Public Holidays	Closed

Operations

The library service at Blayney is delivered through a Service Level Agreement (SLA) with Central West Libraries (CWL). The SLA entails provision of staffing, service delivery, activities and events, marketing, and development and management of library resources. Blayney Shire Council is responsible for provision, maintenance, furnishing, lighting, equipping, cleaning and security of the branch.

Central West Libraries (CWL) is a regional public library service in New South Wales, Australia, serving the local government areas of Blayney, Cabonne, Cowra, Forbes, and Orange. Established in 1958, CWL operates multiple branches across the Central Tablelands and Western Slopes regions, including Blayney, Canowindra, Cowra, Forbes, Manildra, Molong, and Orange.

Statistics

Physical space	185.5m <sup>2</sup>
Physical collection size	(31/03/2024) 9,943
Annual visitation	(2023/24) 4,702
Active members	(2023/24) 1,885

Library usage statistics for the 2023/24 year can be found at Appendix 1.

Programs and Events

Blayney Library provides a wide range of services to meet the needs of its diverse community

- Free PC Usage
- Free Wi Fi
- Activities for all ages including storytelling, LEGO club and author talks
- Virtual Library
- Holiday programs
- Digital / Technology Assistance



## Local History and Heritage

The Blayney Shire Local & Family History Group Inc. hold resources and collection within the Blayney Library that is managed separately from Library Operations.

## Comparison to Standards and Guidelines for NSW Public Libraries

The following is a comparison of Blayney Library to the Library Council of NSW Standards and guidelines for NSW public libraries (Living learning libraries - a population approach: standards and guidelines for NSW public libraries 7<sup>th</sup> ed. 2024 update).

	Standard	Blayney Library	Measure	Comment
S1	Library expenditure per capita	\$36.97	\$75.72	Cohort median. (2023/24 exp.)
S2	Library members as percentage of population (2023/24)	25.1%	32.67%	Cohort median
S3	Tier One library - opening hours	22 hours per week	30 hours per week	Cohort median
S5	Visits to library per capita (2023/24)	0.63	2.33	Cohort median
S6	Staff members (1 per 3,000)	1.5	2.5	
S7	Qualified staff members	0.52	1	Min. 1 Per 7,500
S9	Expenditure on library material per capita	\$5.47	\$4.29	(CWL 2022/23)
S10	Items per capita	1.31	3.18	(CWL as at 10/03/2024)
S11	Acquisitions per capita	0.29	0.23	2022/23 acquisitions
S12	Age of collection <ul style="list-style-type: none"> <li>o purchased in last 5 years</li> <li>o purchased in last 10 years</li> </ul>	36.96% 55.48%	41.80% 67.78%	CWL overall
S13	Turnover of stock	1.75	0.87	Cohort median
S14	Circulation per capita	2.29	2.78	Cohort median
S15	Provision of multiple use public internet workstations (2024): <ul style="list-style-type: none"> <li>o staff pc's and software &lt; 3yrs old</li> <li>o 1 printer</li> <li>o Wi-Fi</li> <li>o power outlets and</li> <li>o printing available from wireless devices</li> </ul>	3 Yes Yes Yes Yes	2 Yes Yes Yes Yes	Minimum standards.
S16	Measuring e-usage	Yes	Yes	
S17	Library programs (Pre-school story time 1 per week)	1p.w	1p.w.	Min. < 10k population
S18	% of library users who view library as 'good' or 'very good' (2024 survey)	99%	95%	Suggested survey sample
	Other measures:			
	Library size (m <sup>2</sup> )	185.5	535	Population benchmark

## Outcomes for Community / benefits / Indirect Benefits

Blayney library offers a variety of outcome, benefits and indirect benefits to the community:

Outcome:

- Literacy and lifelong learning
- Informed and connected citizenship
- Digital inclusion
- Personal development and wellbeing
- Social connection
- Stronger and more creative communities
- Economic and workforce development.
- Equity

Benefits:

Direct benefits to library users:

- Access to services and programs
- Access to information technology
- Access to safe public space
- Social interaction

Indirect benefits to library users:

- Contribution to language and digital literacy
- Complement to education services
- Facilitation of career development
- Contribution to community health

## Emerging Trends with Libraries

While books and reading will always be a core library service, more and more programs and events are taking place in libraries.

Modern public libraries are much more than lending institutions. They are learning and study venues; they provide programs, events and activities that support both the informational, recreational and social needs of their communities; they are the forefront of providing equitable access to technology and the internet; and they are considered safe, neutral and democratic spaces.

Trends include:

- Innovative service delivery models
- Bigger, better buildings
- Growth in programs and events
- Growth in electronic resources and services
- Strong, meaningful and supportive partnerships
- Lifelong learning
- Technology exploration and access
- Increased usage / visitation
- Promotion and marketing

## What People Say about Blayney Library

UniSA undertook a survey of the community targeting current and non-users, and two focus groups (users and non-users) to also explore the views of current and particularly non-current users in greater depth. The following section are excerpts of the 2024 Customer Service Quality report conducted by UniSA:

### On customer satisfaction and relation:

- **99%** of all of respondents indicated they were somewhat to very satisfied with the library overall
- The mean satisfaction for Blayney Library is 6.4 (“Satisfied”) out of a 7-point scale.
- 98% of all respondents indicated either “Maybe”, “Likely” or “Very Likely” to recommend Blayney Library to others.
- **71%** (n = 118) of respondents are current users of the library (n = 48 are non-users).

### On performance:

- Respondents rated “always have clean amenities”, “always be clean”, and “be well maintained” **highest on expectations**.
- Respondents rated “always be clean”, “staff are friendly”, and “staff are eager to help” **highest on performance**.
- Blayney Library’s **highest performing attributes** compared to the CERM-PI CSQ Benchmarks were “have suitable parking” and staff are “friendly”, “eager to help”, “well presented”, and “competent with the physical collection”.

### On awareness and usage of Library Services:

- The main reason for visiting the library was to **“Borrow books” (61%)**.
- **91%** of respondents were aware of **“Hard copy books”**, while **60%** used this service.
- **77%** respondents said they were aware of the **“Free Wi-Fi/computers”** with **36%** using that.
- Of the 48 non-users who responded, **31%** (each) said they don’t use the library because **“Limited opening hours”** and **“Prefer to use other resources”**.
- **“In the Library”**, **“Facebook”**, and **“Friends/Family”** were cited as the top three common information sources for the libraries.

On what would entice users to the library:



Note: Total for encouragements can be ±100% representing more than 1 encouragement being selected by individual respondents, or no encouragement selected by some respondents. The stated percentage reflects frequency of response on each selected encouragement.

\*Other encouragements included (in order of prevalence): "Introduce a key fob entry, like gyms have to allow for afterhours visitors!", "If I felt more comfortable and knowing my children were welcome", "Distance from where I live", "Kids activities", "If it was as big as Orange and Bathurst for my spur of the moment decisions to borrow books of choice. Unrealistic for Blayney. I like our library but as I go to Bathurst often I have more choice overall", "If it was open every day between 10 and 7", "If they provide home deliveries and online borrowing facilities with brochures distributed to homes to explain how to follow the steps", "Not applicable", "Better study/working facilities", "Relevant events", "Increase the amount of Large Print books available for low vision attendees", "Research material. Old books libraries usually throws away", "While I'm happy with the library - there is always a way to improve", "More to offer".

On what is Most Liked at the library:

- Staff i.e. expertise, welcoming and friendly nature (40 mentions)
- Books i.e. collections (40 mentions)
- Access i.e. resourcing, parking (20 mentions)

On what is Liked Least at the library:

The majority of respondents indicated Nothing, Nil or N/A. Upon deeper review the survey found that the following issues were identified:

- Small, space and size (15 mentions)
- Opening hours i.e. short, Wednesday closure
- Books i.e. delivery / processing, availability or outdated (10 mentions)

### Recommendations for future consideration:

The following recommendations are proposed for consideration, noting no provision exists in Council's current Long Term Financial Plan:

1. Review operating hours of Blayney Library.
2. Investigate options for better study / work facilities and outdoor area.
3. Develop a Library Information and Communications Technology (ICT) Plan including options to increase digital technology opportunities that meet the community's interests
4. Engage with CWL on delivery of service-related outcomes from survey undertaken.
5. Engage with CWL on options to increase promotion and awareness of programs and activities.
6. Engage with CWL on investigation of home delivery services.
7. Engage with CWL on investigation of after-hours access.
8. Engage with CWL on options and opportunities to assist users to access online resources to increase access.
9. Work with CWL to develop an engagement strategy to encourage the community to utilise the library to meet, share, learn, work and study.

#### Appendices:

Appendix 1: Blayney Library Usage Statistics 2023/24

<b>Prepared by:</b>	<b>Date:</b>
Director Corporate Service	30/05/2025

## Blayney Library Statistics 2023/24

Loans	Physical	eLoans	Total
2017/18	9580	1120	10700
2018/19	7231	263	7494
2019/20	7233	1441	8674
2020/21	8266	6998	15264
2021/22	6330	8716	15046
2022/23	11735	5671	17406
2023/24	8214	13238	21452

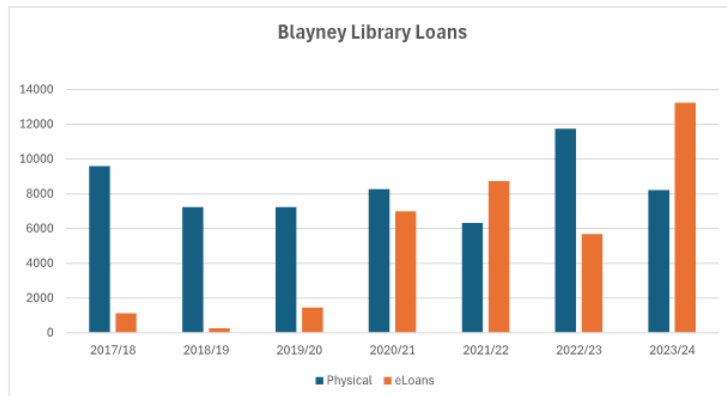
Stock @ 30 June 2024 10170

PC Bookings 477

Wifi Connections 102

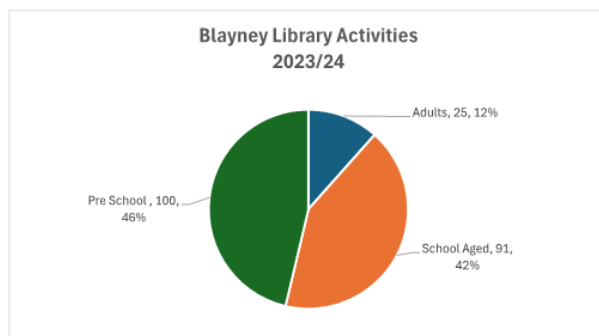
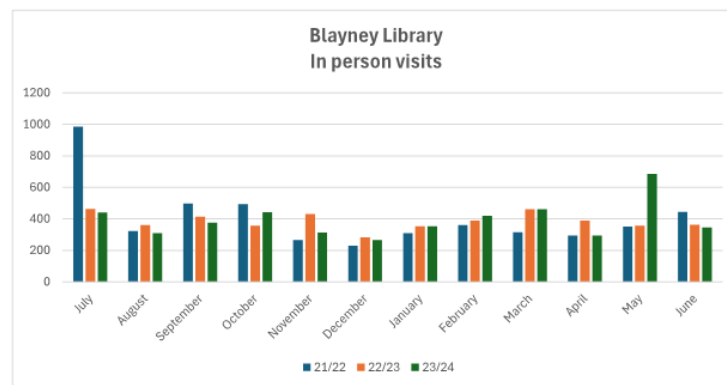
Members 1885

Hours per week 22



### In Person Visits

	21/22	22/23	23/24
July	985	463	440
August	322	360	309
September	497	414	375
October	493	356	442
November	264	431	313
December	229	283	266
January	310	352	352
February	361	390	419
March	314	460	461
April	295	390	294
May	350	357	685
June	443	362	346
<b>Total</b>	<b>4863</b>	<b>4618</b>	<b>4702</b>



**Library Activities** 33 events  
216 people attended

**18) ADOPTION OF COMMUNITY FINANCIAL ASSISTANCE POLICY**

**Department:** Corporate Services

**Author:** Director Corporate Services

**CSP Link:** 2. A connected, healthy and inclusive community

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

---

**Recommendation:**

That Council;

1. Note the submission on the Community Financial Assistance Policy; and
2. Adopt the Community Financial Assistance Policy, as amended, and it be updated to Council's Policy Register.

**Reason for Report:**

To seek Council adoption of the Community Financial Assistance Policy.

**Report:**

Council at its meeting held 23 June 2025, approved amendment to the Community Financial Assistance policy, subject to public exhibition, following a number of recommendations from the Community Financial Assistance Program Committee and Council in the last 18-month period and a review of the Community Financial Assistance policy by the Community Financial Assistance Program Working Group.

The primary objective of the Blayney Shire Council's Community Financial Assistance Policy is, through the provision of financial assistance to community organisations, to:

- (a) encourage local participation in the development and maintenance of community projects, infrastructure and facilities for current and future generations;
- (b) foster the social, educational, economic and/or environmental wellbeing of the community;
- (c) support local schools and individuals to recognise academic and sporting achievements of local young citizens and to develop leadership skills; and
- (d) develop and promote the sporting, cultural and tourism potential of the shire through events and activities that support social inclusion, and accessibility

The closing date for submissions was 24 July 2025 and at the close of business one submission was received.



A summary of comments in the submission is shown below:

Document reference	Submission (precis)	Council response
p.2: 2. Eligible Recipients	<i>It doesn't appear that events or functions are eligible, apart from that supported under clause 3(a)</i>	This is correct. Policy only covers assistance for Council charges, traffic management, portable conveniences. No change proposed.
p.5: 6. Assessment Criteria	<i>Re clause c. Does this refer to applicant or activity?</i>	Clause refers to recipient. Amendment made to policy to reflect "to a recipient".
p.6: 7. What is not funded	<i>....It is hard to see how any event with operating expenses, such as band hire, would figure in an application.</i>	This is the intent of policy. No change proposed.
p.9: Sch.1 Guidelines for Annual donations	<i>Suggested in title that "donations" be amended to "contributions".</i>	Noted. This is a valid correction and the reference to "donation" has been amended to "contribution" throughout policy.
p.9: Sch.2 Guidelines for One-off Assistance	<i>Clause 3 (c ) should be stated.</i>	This is already reflected. No change proposed.

There was also a minor amendment made with renaming of Public Liability Insurance assistance to Administration. This was implemented to reduce the risk of misunderstanding that the Council sells insurance and had been previously recommended by Council's insurer.

A copy of the submission and policy with further changes tracked is provided as an attachment to this report.

#### **Risk/Policy/Legislation Considerations:**

There are no issues foreseen by the endorsement of this policy amendment. If adopted, invitations will be sought for applications under the first round of the 2025/26 Community Financial Assistance Program.

#### **Budget Implications:**

Council has an amount of \$125,000 allocated in its 2025/26 Operational Plan for the Community Financial Assistance Program.

#### **Enclosures (following report)**

- |   |  |          |
|---|--|----------|
| 1 | Community Financial Assistance policy                        | 10 Pages |
| 2 | Submission on proposed Community Financial Assistance Policy | 13 Pages |

#### **Attachments (separate document)**

Nil





**Community Financial Assistance  
Policy**

<b>Policy</b>	31
<b>Officer Responsible</b>	Director Corporate Services
<b>Last Review Date</b>	XX/XX/XXXX

**Strategic Policy**

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## Objectives

The primary objective of the Blayney Shire Council's Community Financial Assistance Policy is, through the provision of financial assistance to community organisations, to:

- (a) encourage local participation in the development and maintenance of community projects, infrastructure and facilities for current and future generations;
- (b) foster the social, educational, economic and/or environmental wellbeing of the community;
- (c) support local schools and individuals to recognise academic and sporting achievements of local young citizens and to develop leadership skills; and
- (d) develop and promote the sporting, cultural and tourism potential of the shire through events and activities that support social inclusion, and accessibility.

### 1. LEGISLATION

The Community Financial Assistance Policy has been approved by resolution of Council. It is authorised under section 356 of the Local Government Act 1993 which permits a Council to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

### 2. ELIGIBLE RECIPIENTS

To receive financial assistance under this policy an applicant must be an eligible community organisation. For the purposes of this policy, an eligible community organisation is a separately constituted legal entity:

- (a) which operates on a "not-for-profit" basis (meaning that any proceeds of its activities are used for the benefit of the organisation and are not available for distribution to its members); and
- (b) the members of which are predominately members of the Blayney Shire community or, if not, which organises an event or function of regional significance which is supported by Council and benefits the Blayney Shire community.

Community groups representative of Aboriginal Australians, Torres Strait Island communities, communities from disadvantaged backgrounds, diverse gender identities, LGBTQIA+, people with disability, from culturally and linguistically diverse backgrounds are encouraged to apply.

Financial assistance is provided across a broad range of activities and projects conducted by charities, not for profits and incorporated organisations that fit the policy criteria.

### 3. CATEGORIES

Financial assistance to community organisations is provided in two categories:

- (a) **Recurrent Annual Contributions.** These are contributions made to community organisations on an annual basis to assist financially with specified outgoings (such as public liability insurance), the waiver of Council rates and charges, waiver of Council rental charges, a school activity, the holding of a regular community event, cultural activity, other recurring activity or programs as approved by Council resolution.

Schedule 1 sets out the guidelines for determining the amount of such [donations-contributions](#) in each case.

The amount of these contributions for each organisation or event or program is approved by Council in its annual schedule contained in the Operational Plan or by Council resolution. The General Manager may approve other [donations-contributions](#) for an organisation or event under delegated authority, provided the [donation-contribution](#) is consistent with the guidelines, within budget and reported to Council via the next available Financial Assistance Program Committee meeting.

- (b) **One-off financial assistance.** This assistance is provided for projects involving the construction, maintenance or repair of community facilities, the purchase of equipment, or for the organising and conducting of local events and functions or for youth programs that foster leadership or access to tertiary education. In each case, having demonstrated broad community benefit and support. Projects must be in accordance with the Community Strategic Plan.

Under this category community organisations are eligible to receive Council funding via a competitive submission process. There are two (2) funding rounds each year. As a guide, applications are called in June and December via a public notice.

Applications received after the close of business on the due dates will not be considered unless the Financial Assistance Program Committee in its discretion agrees otherwise. Financial assistance will be made available following determination at an ordinary meeting by Council and subsequent claim by the applicant.

Schedule 2 sets out guidelines for determining the amount of such [donations-contributions](#) in each case. Applications are assessed in accordance with the criteria in clause 7 below.

- (c) **Flagship project financial assistance.** Each year an amount of up to \$25,000 will be set aside from the Iberdrola VPA Moneys to provide financial assistance for a major project(s) to be undertaken by a community group(s). Partial matching funding (in cash or kind) is desirable for major project(s). This will usually entail capital works such as groundworks, building construction, building repairs, refurbishment or renovation, and/or major equipment purchases. Funding for such a project is non-recurrent and is subject to the applicant entering into a management agreement for the facility with Blayney Shire Council or the Crown with Council's support.

Council assistance may include support for applications for grants made to a government or other public funding organisation. Success in such applications may result in a reduction of Council financial assistance.

[If a suitable major community project is not identified in any year, the funding will be set aside and be available in a subsequent year, when it will be in addition to any project in that year or pooled with that year's allocation to provide additional assistance for a suitable project.]

#### **4. AMOUNTS**

An annual budget allocation for the Community Financial Assistance Policy is made each year in Council's Operational Plan.

#### **5. APPROVAL PROCESS**

All applications for one-off financial assistance and for the annual flagship community project are decided by Council upon the recommendation of Council's Financial Assistance Program Committee, which is a section 355 committee of Council.

The Financial Assistance Program Committee is chaired by a Councillor nominated by Council and comprises 2 Councillors including the Chairman, the General Manager of Newmont or their delegate; a representative nominated by Iberdrola; and a minimum of 4 community representatives, appointed by Council. The secretariat is Council's Director Corporate Services.

Assessment of applications will remain confidential and no appeal is permitted as to any funding allocation decision.

#### **6. ASSESSMENT CRITERIA**

Council will use the following general criteria when considering requests for financial assistance:

- (a) activities which address gaps in service or community development;
- (b) activities which promote community development in a multicultural context and seek to address issues of access, equity and inclusion;
- (c) involvement from volunteers and self-help initiatives which build upon Council's contribution;
- (d) consumer / user participation in management of services / activities
- (e) innovative and creative approaches to identified needs; and
- (f) activities which use Council funding to attract further resources.

Council will give low priority to following types of requests for financial assistance:

- (a) activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities;
- (b) activities of a purely social nature, which do not provide a wider community benefit;
- (c) where more than one successful application has been awarded [to a recipient](#) in the Council term;
- (d) activities which are eligible for support from statewide or regional parent bodies; and
- (e) organisations, which have failed accountability requirements, e.g. acquittal of funding, for past Council assistance.

**WHAT IS FUNDED**

The following outline is not exhaustive, however is a guideline for assessing applications:

**7. WHAT IS NOT FUNDED?**

One-off financial assistance is not available for:

- (a) projects or organisations wholly outside the shire of Blayney;
- (b) operating or administrative overheads, such as rent, wages, office equipment or utility costs or travel, accommodation and conference costs;
- (c) operating expenses for events e.g. band hire. This does not include Council charges; traffic management; or hire of portable public conveniences.
- (d) projects by individuals or that benefit personal business interests;
- (e) projects that duplicate an existing project or service;
- (f) projects for funding of sporting equipment ordinarily funded by club member registrations, contributions or sponsorship e.g. renewal of equipment or clothing;
- (g) projects for funding of heritage buildings including churches not available for use by the broader community e.g. used solely for the benefit of a particular group; or
- (h) completed projects.

**8. GENERAL CONDITIONS/PAYMENT**

Funds approved under the community financial assistance policy are to be claimed by 30 June of the following financial year of approval. In the event that funds are not claimed the applicant shall re-apply, if required, and funds will be returned to the community financial assistance program budget for reallocation.

**8.1 Recurrent Annual DonationsContributions**

- (a) Where Council is providing a contribution for Rates and Annual charges, this funding will be processed after the Rates Instalment notice has been issued in July. A table is shown below on eligibility of groups:

Group	Rates	Non-residential Sewer	Sewer Future Infrastructure Subsidy Charge	Waste Levy	Waste Availability Charge	Waste Service <sup>1</sup>
Community Halls, School of Arts	•	•	•	•	•	•
CWA Halls, RSL	•	•	•	•	•	•
Community facilities with NFP status				•	•	•
Historical Societies and similar	•	•	•	•	•	•
Churches <sup>2</sup>		•	•	•	•	•
Other groups <sup>3</sup>	•			•		

1. Maximum of 1 waste service only

2. Eligible for 50% subsidy of sewer charges

3. As determined by Council

- (b) For those categorised as Public Liability Insurance or Rental, Council requires a tax invoice prior to payment of financial assistance to be accompanied by the relevant Insurance Policy and Premium notice or proof of payment. GST will be added to all financial assistance where applicable. Applicants should provide their ABN. Applicants without an ABN must submit a "Statement by a Supplier" form available from the Australian Tax Office or from Council. Financial assistance with Public Liability Insurance will only be available for village committees, progress associations, hall committees and schools of arts or groups, where agreed by Council through a Memorandum of Understanding. All recipients will be required to outline usage statistics for the facility, demonstrating appropriateness for expenditure of ratepayer funds and other information as required by Council. Such information includes building conditions and maintenance requirements to assist in informing Village Plans and Council Asset Management Plans (for Council owned facilities).

## **8.2 One-off Financial Assistance and Flagship Annual Community Projects**

- (c) Projects must be clearly described, illustrate the community benefit that the financial assistance will provide and identify which of Council's vision statements in the Community Strategic Plan will be addressed.
- (d) Council does not offer any guarantee of funding as funding is subject to funds being available and not previously allocated. Also, as not all projects will receive funding, available funds will be allocated for projects that best meet the required community based criteria.
- (e) Applications that match \$ for \$ will be considered favourably. Any matching funding from the applicant or other sources are to be identified on the application.
- (f) All applications >\$3,000 must furnish 2 quotations to demonstrate best value for money.
- (g) Applicants must ensure that necessary approvals such as development applications or licences are considered prior to application lodgement. Evidence to this end in the form of a pre-development application consultation letter or correspondence from the relevant licence authority should accompany the application.
- (h) For projects involving construction / installation of new assets or renewal of existing assets on any Council controlled land, park, oval or recreational facility, consultation with Council including landowner consent, i.e. Crown or Council, will be required prior to application lodgement.
- (i) For projects involving major sporting equipment / infrastructure on any Council controlled land, oval or recreational facility, consultation with Council including landowner consent, i.e. Crown or Council, will be required prior to application lodgement.
- (j) Council reserves the right to manage any project approved on Council controlled land, park, oval or recreational facility as it deems required in consultation with the community organisation.



- (k) All applicants must provide certificates of currency for public liability insurance and the constitution or rules of their organisation where requested.
- (l) Council must be acknowledged in all promotional activities and must be provided with copies of advertising or promotional materials featuring Council for Council's approval prior to use in any promotional activity.
- (m) Any funds unspent at the completion of the project must be returned to Council.
- (n) Council requires a tax invoice prior to payment of financial assistance. GST will be added to all financial assistance where applicable. Applicants should provide their ABN. Applicants without an ABN must submit a "Statement by a Supplier" form available from the Australian Tax Office or from Council.
- (o) Applicants who are not registered for GST should consider the applicability of Council's Community Infrastructure Projects Policy (No. 3h) which is intended to assist such groups with projects on Council land by enabling them to recover the GST paid on taxable supplies associated with of the project.
- (p) For financial assistance of \$10,000 and above, a performance agreement must be completed between Council and the organisation following approval.
- (q) Approved applicants for Flagship funding approved will be restricted to 1 per Council term however in special circumstances more than 1 application may be made.

In submitting an application, the applicant accepts and acknowledges the general conditions set out in this Policy and in the Guidelines and in particular acknowledges that if unsuccessful it cannot appeal, contest or petition any councillor, staff member or community representative acting on behalf of or for the Council or its funding partners.

## **9. APPLICATION FORM**

An application on the approved Council form must be submitted for those applicants seeking Council support under this Policy. Letters of request or verbal applications will not be accepted as funding applications.

An application form and Guidelines for applicants is available on Council's website and from Council's office. These guidelines describe the information that must be included in the application and set out the acquittal and reporting requirements which must be complied with.



**SCHEDULE 1: Guidelines for Annual  
DonationsContributions**

Type of assistance	Amount
<a href="#">Administration</a> (based on value of Public liability insurance)	(i) reimbursement of 100% of the premium up to \$1,000 p.a.; and (ii) reimbursement of 50% of the premium exceeding \$1,000 up to a maximum grant of \$2,000 p.a.
Property rates and charges	as per cl. 9.1(a) of policy based on the Notice of Assessment for year claimed
Rental	as per Council invoice
Schools	for school prizes, \$100 per school per annum
Community Events/Cultural Activities	Not exceeding \$2,000 except with the approval of Council

**SCHEDULE 2: Guidelines for One-off Financial Assistance**

Type of assistance	Amount
Financial Assistance for community facilities	(a) Up to \$5,000 in funding, with matching funding (in cash or kind) being desirable at all levels, but mandatory between \$3,000 and \$5,000; or (b) up to \$10,000 in exceptional cases for special projects approved by Council
Flagship annual community project (see clause 3(c))	Up to \$25,000
Development Applications	The total amount of development application costs levied on works to be undertaken on Council owned facilities.

The End

<b>Adopted:</b>	<b>15/06/2015</b>	<b>Minute: 1506/010</b>
<b>Last Reviewed:</b>	<b>15/06/2015</b>	<b>1506/010</b>
	<b>16/05/2016</b>	<b>1605/010</b>
	<b>17/12/2018</b>	<b>1812/010</b>
	<b>21/12/2020</b>	<b>2012/010</b>
	<b>27/06/2022</b>	<b>2206/016</b>
<b>Next Review:</b>	<b>25/09/2029</b>	

**Anton Franze**

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**From:** [REDACTED]

**Sent:** Thursday, 3 July 2025 9:45 AM

**To:** Tiffany Irlam [REDACTED]

**Cc:** Mark Dicker [REDACTED]; Anton Franze [REDACTED]

**Subject:** Re: Policy reviews

Many thanks Tiffany

- I have attached the CFAP with some questions and comments.
- I have no questions regarding the Statement of Business Ethics.
- The version of the Enterprise Risk Management Policy and Plan that I was reviewing had only a few edits, all in black text, but it was the wrong doc. My mistake. No questions or comments on that one, thanks.

Kind regards

[REDACTED]

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**From:** Tiffany Irlam [REDACTED]

**Sent:** Wednesday, July 02, 2025 4:19 PM

**To:** [REDACTED]

**Cc:** Mark Dicker [REDACTED] Anton Franze [REDACTED]

**Subject:** FW: Policy reviews

Good afternoon [REDACTED]

Thank you for your enquiry regarding Council's policies on exhibition.

I have provided some commentary below for each request.

- **Statement of Business Ethics** – No changes proposed as noted in the May business paper report page 69, please see link attached.  
<https://www.blayne.nsw.gov.au/ArticleDocuments/653/Business%20Paper%2027.05.2025.pdf.aspx>
- **Community Financial Assistance Policy** – A word copy of the policy showing track changes is attached, I believe these were lost when the report was converted to PDF. The General Manager has approved me to forward it to you, however as it is in word if you could please not redistribute it.
- **Enterprise Risk Management Policy and Plan** - The policy listed on Council's website does include track changes. The changes are subtle but depicted with different colour text. In addition, the tables have been updated (not shown in track changes) from Figure 6: Summary Risk Appetite Positions.

Please let me know if you require any additional information.

Kind regards,

**Tiffaney Irlam**  
**Chief Financial Officer**  
Blayne Shire Council

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**From:** [REDACTED]  
**Sent:** Wednesday, 2 July 2025 9:28 AM  
**To:** Blayne Shire Council <[council@blayne.nsw.gov.au](mailto:council@blayne.nsw.gov.au)>  
**Subject:** Policy reviews

Hi there

Could you provide a marked-up version of these policy documents, indicating what changes have been made to the previous version:

- Statement of Business
- Community Financial Assistance Policy
- Enterprise Risk Management Policy and Plan



**Community Financial Assistance  
Policy**

Policy	31
Officer Responsible	Director Corporate Services
Last Review Date	

Strategic Policy

## Objectives

The primary objective of the Blayney Shire Council's Community Financial Assistance Policy is, through the provision of financial assistance to community organisations, to:

- (a) encourage local participation in the development and maintenance of community projects, infrastructure and facilities for current and future generations;
- (b) foster the social, educational, economic and/or environmental wellbeing of the community;
- (c) support local schools and individuals to recognise academic and sporting achievements of local young citizens and to develop leadership skills; and
- (d) develop and promote the sporting, cultural and tourism potential of the shire through events and activities that support social inclusion, ~~and accessibility and attracts regional attention.~~

### 1. LEGISLATION

The Community Financial Assistance Policy has been approved by resolution of Council. It is authorised under section 356 of the Local Government Act 1993 which permits a Council to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

### ~~2. SOURCE OF FUNDING~~

~~Funding of the financial assistance provided under this policy is sourced from:~~

- ~~(a) The Cadia Special Rate Variation approved by IPART on 26 June 2012 (Cadia Moneys); and~~
- ~~(b) The Flyers Creek Wind Farm Voluntary Planning Agreement (Iberdrola Moneys).~~

~~In each case moneys are payable annually to Council, held in appropriate reserves and then provided by way of financial assistance to community organisations under this policy.~~

### ~~3.2. ELIGIBLE RECIPIENTS~~

To receive financial assistance under this policy an applicant must be an eligible community organisation. For the purposes of this policy, an eligible community organisation is a separately constituted legal entity:

- (a) which operates on a "not-for-profit" basis (meaning that any proceeds of its activities ~~and are~~ used for the benefit of the organisation and are not available for distribution to its members); and
- (b) the members of which are predominately members of the Blayney Shire community or, if not, which organises an event or function of regional significance which is supported by Council and benefits the Blayney Shire community.

~~Examples include Village Progress Associations; Town Committees; Trustees of Public Halls; Schools of Arts; Showground and other Reserves; Historical~~

**Commented [SH1]:** It doesn't appear that events or functions are eligible, apart from those which may be supported under Category 3(a) to a maximum of \$2K

~~Societies; Show Societies; Community Service Organisations; Educational establishments; Charity Groups; Churches and Religious establishments; Sporting Clubs; Cultural Groups and Societies; Youth Groups and Senior Citizens; CWA branches; RSL Clubs and other groups assisting Council to carry out service functions (as determined by Council).~~

Community groups representative of Aboriginal Australians, Torres Strait Island communities, communities from disadvantaged backgrounds, diverse gender identities, LGBTQIA+, people with disability, from culturally and linguistically diverse backgrounds are encouraged to apply.

Financial assistance is provided across a broad range of activities and projects conducted by such charities, not for profits and incorporated organisations that fit the policy criteria.

#### **4.3. CATEGORIES**

Financial assistance to community organisations is provided in two categories:

- (a) **Recurrent Annual ~~Donations~~Contributions.** These are ~~donations-~~contributions made to community organisations on an annual basis to assist financially with specified outgoings (such as public liability insurance), the waiver of Council rates and charges, waiver of Council rental charges, a school activity, the holding of a regular community event, cultural activity, other recurring activity or programs as approved by Council resolution.

Schedule 1 sets out the guidelines for determining the amount of such donations in each case.

The amount of these ~~donations-~~contributions for each organisation or event or program is approved by Council in its annual budget-schedule contained in the Operational Plan or by Council resolution. The General Manager may approve other donations ~~to~~for an organisation or event under delegated authority, provided the donation is consistent with the guidelines, within budget and reported to Council via the next available Financial Assistance Program Committee meeting.

~~The source of funding for recurrent annual donations category is the Cadia Monies.~~

- (b) **One-off financial assistance.** This assistance is provided for projects involving the construction, maintenance or repair of community facilities, the purchase of equipment, or for the organising and conducting of local events and functions or for youth programs that foster leadership or access to tertiary education. In each case, having demonstrated broad community benefit and support. Projects must be in accordance with the Community Strategic Plan ~~and the four year Delivery Program.~~

Under this category community organisations are eligible to receive Council funding via a competitive submission process. There are two (2) funding rounds each year. As a guide, applications are called in May-June and November-December via a public notice, published in the local newspaper and on Council's website.

Applications received after the close of business on the due dates will not

be considered unless the Financial Assistance Program Committee in its discretion agrees otherwise. Financial assistance will be made available following determination at an ordinary meeting by Council and subsequent claim by the applicant.

Schedule 2 ~~to~~ sets out guidelines for determining the amount of such donations in each case. Applications are assessed in accordance with the criteria in clause 7 below.

- (c) **Flagship ~~annual community project~~ financial assistance.** Each year an amount of up to \$25,000 will be set aside from the Iberdrola VPA Moneys to provide financial assistance for a major project(s) to be undertaken by a community group(s). Partial matching funding (in cash or kind) is desirable for major project(s). This will usually entail capital works such as ground-works, building construction, building repairs, refurbishment or renovation, and/or major equipment purchases. Funding for such a project is non-recurrent and is subject to the applicant entering into a management agreement for the facility with Blayney Shire Council or the Crown with Council's support.
- Council assistance may include support for applications for grants made to a government or other public funding organisation. Success in such applications may result in a reduction of Council financial assistance.
- [If a suitable major community project is not identified in any year, the funding will be set aside and be available in a subsequent year, when it will be in addition to any project in that year or pooled with that year's allocation to provide additional assistance for a suitable project.]

#### **5.4. AMOUNTS**

An annual budget allocation for the Community Financial Assistance Policy is made each year in Council's Operational Plan.

~~This budget allocation covers all three categories described above and is sourced from both the Cadia Moneys and the Iberdrola Moneys.~~

~~The amount available for the one-off financial assistance category will be calculated for each round after deducting an estimate for the cost of the recurrent annual donations category, and any prior allocation from the off-financial assistance category in that financial year.~~

~~The source of funding for the one-off financial assistance category is, firstly, the Iberdrola Moneys and then, once exhausted, the Cadia Moneys.~~

#### **6.5. APPROVAL PROCESS**

All applications for one-off financial assistance and for the annual flagship community project are decided by Council upon the recommendation of Council's Financial Assistance Program Committee, which is a section 355 committee of Council.

The Financial Assistance Program Committee is chaired by a Councillor nominated by Council and comprises 2 Councillors including the Chairman, the General Manager of Newcrest Mining-Newmont or their delegate; a representative nominated by Iberdrola; and a minimum of 4 community



representatives, ~~including a member from the Flyers Creek area,~~ appointed by Council. The ~~executive officer~~secretariat is Council's Director Corporate Services.

Assessment of applications will remain confidential and no appeal is permitted as to any funding allocation decision.

#### **7.6. ASSESSMENT CRITERIA**

Council will use the following general criteria when considering requests for financial assistance:

- (a) activities which address gaps in service or community development;
- (b) activities which promote community development in a multicultural context and seek to address issues of access, ~~and~~ equity and inclusion;
- (c) involvement from volunteers and self-help initiatives which build upon Council's contribution;
- (d) consumer / use participation in management of services / activities
- (e) innovative and creative approaches to identified needs; and
- (f) activities which use Council funding to attract further resources.

Council will give low priority to following types of requests for financial assistance:

- (a) activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities;
- (b) activities of a purely social nature, which do not ~~address the needs of disadvantaged groups~~provide a wider community benefit;
- ~~(b)(c)~~ where more than one successful application has been awarded in the Council term;
- ~~(e)(d)~~ activities which are eligible for support from statewide or regional parent bodies; and
- ~~(d)(e)~~ organisations, which have ~~not observed~~failed accountability requirements, e.g. acquittal of funding, for past Council assistance.

**Commented [SH2]:** Does this refer to the applicant or the activity? For example 3(a) specifies recurrence and 6(c) renders recurrence a low priority within a whole Council term.

### WHAT IS FUNDED

The following outline is not exhaustive, however is a guideline for assessing applications:

#### 8.7. WHAT IS NOT FUNDED?

One-off financial assistance is not available for:

- (a) projects or organisations wholly outside the shire of Blayney;
- (b) operating or administrative overheads, such as rent, wages, office equipment or utility costs or travel, accommodation and conference costs;
- (b)(c) operating expenses for events e.g. band hire. This does not include Council charges, traffic management, or hire of portable public conveniences;
- (e)(d) projects by individuals or that benefit personal business interests;
- (e) projects that duplicate an existing project or service;
- (f) projects for funding of sporting equipment ordinarily funded by club member registrations, contributions or sponsorship e.g. renewal of equipment or clothing;
- (e)(g) projects for funding of heritage buildings including churches not available for use by the broader community e.g. used solely for the benefit of a particular group; or
- (e)(h) completed projects.

**Commented [SH3]:** Categories 3(b) and (c) appear to be restricted to infrastructure and capital works, while 3(a) is rates/sewer/waste so it is hard to see how any event with operating expenses such as band hire would figure in an application.

#### 9.8. GENERAL CONDITIONS/PAYMENT

Funds approved under the community financial assistance policy are to be claimed by 30 June of the following financial year of approval. In the event that funds are not claimed the applicant shall re-apply, if required, and funds will be returned to the community financial assistance program budget for reallocation.

#### 9.1 Recurrent Annual Donations

- (a) Where Council is providing a contribution for Rates and ~~Sewer-Annual~~ charges, this funding will be processed after the Rates Instalment notice has been issued in July. A table is shown below on eligibility of groups:

Group	Rates	Non-residential Sewer	Sewer Future Infrastructure Subsidy Charge	Waste Levy	Waste Availability Charge	Waste Service <sup>1</sup>
Community Halls, School of Arts	•	•	•	•	•	•
CWA Halls, RSL	•	•	•	•	•	•
Community facilities with NFP status				•	•	•
Historical Societies and similar	•	•	•	•	•	•
Churches <sup>2</sup>		•	•	•	•	•
Other groups <sup>3</sup>	•			•		

1. Maximum of 1 waste service only

2. Eligible for 50% subsidy of sewer charges

3. As determined by Council

- ~~(a)~~ For grants for sporting achievement:
  - ~~(i)~~ only the highest level of achievement will be recognised;
  - ~~(ii)~~ participation must be based on merit (not self-selection); and
  - ~~(iii)~~ evidence of participation and a letter of support from the relevant sporting association should be provided.
- (b) For those categorised as Public Liability Insurance or Rental, Council requires a tax invoice prior to payment of financial assistance to be accompanied by the relevant Insurance Policy and Premium notice or proof of payment. GST will be added to all financial assistance where applicable. Applicants should provide their ABN. Applicants without an ABN must submit a "Statement by a Supplier" form available from the Australian Tax Office or from Council. Financial assistance with Public Liability Insurance will only be available for village committees, progress associations, hall committees and schools of arts or groups, where agreed by Council through a Memorandum of Understanding. All recipients will be required to outline usage statistics for the facility, demonstrating appropriateness for expenditure of ratepayer funds and other information as required by Council. Such information includes building conditions and maintenance requirements to assist informing Village Plans and Council Asset Management Plans (for Council owned facilities).

## 9.2 One-off Financial Assistance and Flagship Annual Community Projects

- (a) Projects must be clearly described, illustrate the community benefit that the financial assistance will provide and identify which of Council's vision statements in the Community Strategic Plan will be addressed.
- (b) Council does not offer any guarantee of funding as funding is subject to funds being available and not previously allocated. Also, as not all projects will receive funding, available funds will be allocated for projects that best meet the required community based criteria.
- ~~(c)~~ Applications that match \$ for \$ will be considered favourably. Any matching funding from the applicant or other sources are to be identified on the application.
- ~~(e)(d)~~ All applications >\$3,000 must furnish 2 quotations to demonstrate best value for money.
- ~~(d)(e)~~ Applicants must ensure that necessary approvals such as development applications or licences are considered prior to application lodgement. Evidence to this end in the form of a pre-development application consultation letter or correspondence from the relevant licence authority should accompany the application.
- ~~(f)~~ For projects involving construction / installation of new assets or renewal of existing assets on any Council controlled land, park, oval or recreational facility, consultation with ~~the responsible~~ Council including landowner consent, i.e. Crown or Council department will be required prior to application lodgement.
- ~~(e)(g)~~ For projects involving major sporting equipment / infrastructure on any Council controlled land, oval or recreational facility.

consultation with Council including landowner consent, i.e. Crown or Council, will be required prior to application lodgement.

- ~~(f)~~(h) Council reserves the right to manage any project approved on Council controlled land, park, oval or recreational facility as it deems required in consultation with the community organisation.
- ~~(g)~~(i) All applicants must provide certificates of currency for public liability insurance and the constitution or rules of their organisation where requested.
- ~~(h)~~(j) Council must be acknowledged in all promotional activities and must be provided with copies of advertising or promotional materials featuring Council for Council's approval prior to use in any promotional activity.
- ~~(i)~~(k) Any funds unspent at the completion of the project must be returned to Council.
- ~~(j)~~(l) Council requires a tax invoice prior to payment of financial assistance. GST will be added to all financial assistance where applicable. Applicants should provide their ABN. Applicants without an ABN must submit a "Statement by a Supplier" form available from the Australian Tax Office or from Council.
- ~~(k)~~(m) Applicants who are not registered for GST should consider the applicability of Council's Community Infrastructure Projects Policy (No. 3h) which is intended to assist such groups with projects on Council land by enabling them to recover the GST paid on taxable supplies associated with of the project.
- (n) For financial assistance of \$10,000 and above, a performance agreement must be completed between Council and the organisation following approval.
- ~~(l)~~(o) Approved applicants for Flagship funding approved will be restricted to 1 per Council term however in special circumstances more than 1 application may be made.

In submitting an application, the applicant accepts and acknowledges the general conditions set out in this Policy and in the Guidelines and in particular acknowledges that if unsuccessful it cannot appeal, contest or petition any councillor, staff member or community representative acting on behalf of or for the Council or its funding partners.

#### **10.9. APPLICATION FORM**

An application on the approved Council form must be submitted for those applicants seeking Council support under this Policy. Letters of request or verbal applications will not be accepted as funding applications.

An application form and Guidelines for applicants is available on Council's website and from Council's office. These guidelines describe the information that must be included in the application and set out the acquittal and reporting requirements which must be complied with.

**SCHEDULE 1**  
**Guidelines for Annual Donations**

Commented [SH4]: Contributions?

Type of assistance	Amount
Public liability insurance	(i) reimbursement of 100% of the premium up to \$1,000 p.a.; and (ii) reimbursement of 50% of the premium exceeding \$1,000 up to a maximum grant of \$2,000 p.a.
Property rates and charges	as per <u>cl. 9.1(a) of policy based on the Notice of Assessment for year claimed</u>
Rental	as per Council invoice
Schools <del>and sporting-related</del> donations	for school prizes, \$100 per school per annum <del>(i) — for sporting achievements:</del> <del>(A) \$100 for regional selection;</del> <del>(B) \$300 for state selection; and</del> <del>(C) \$500 for national selection</del>
Community Events/Cultural Activities	Not exceeding \$2,000 except with the approval of Council

**SCHEDULE 2**  
**Guidelines for One-off Financial Assistance**

Type of assistance	Amount
Financial Assistance for community facilities	(a) Up to \$5,000 in funding, with matching funding (in cash or kind) being desirable at all levels, but mandatory between \$3,000 and \$5,000; or (b) up to \$10,000 in exceptional cases for special projects approved by Council
Flagship annual community project (see clause <u>34(c)</u> )	Up to \$25,000
Development Applications	The total amount development application costs levied on works to be undertaken on Council owned facilities.

Commented [SH5]: 3(c )

<b>Adopted:</b>	<b>15/06/2015</b>	<b>Minute: 1506/010</b>
<b>Last Reviewed:</b>	<b>15/06/2015</b>	<b>1506/010</b>
	<b>16/05/2016</b>	<b>1605/010</b>
	<b>17/12/2018</b>	<b>1812/010</b>
	<b>21/12/2020</b>	<b>2012/010</b>
	<b>27/06/2022</b>	<b>2206/016</b>
<b>Next Review:</b>	<b>XX/XX/XXXX</b>	

**19) LEASE OF INDUSTRIAL LAND FOR AGISTMENT PURPOSES****Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 4. A diverse, vibrant and sustainable economy**File No:** PM.TN.10**Recommendation:**

That Council;

1. Approve lease of Tender Lot 6 (Part Lot 26, DP 1288588) of industrial land paddocks to Abigail Palmer, for the period ending 29 February 2028 (with a 1-year option), for \$600 p.a. (indexed by CPI):
2. Continue promotion of the EOI for the remaining unallocated parcel of Industrial Land for Agistment Purposes.

**Reason for Report:**

For Council to consider an expression of interest received for vacant industrial land previously offered in an Expression of Interest for Lease of Industrial Land for Agistment Purposes and not allocated.

**Report:**

In February 2025 Council advertised Expressions of Interest (EOI) for Lease of Industrial Land for Agistment Purposes in the Blayney Industrial Estate. There were 2 lots (Lot 6 and Lot 7) that Council leased that have since been surrendered following the lessee relocating out of the Council area in July. Details of the land are shown below:

<b>Tender Lot</b>	<b>Approx. size</b>	<b>Water Available</b>	<b>Property Description</b>
6	1.880 ha	Yes	Saleyards Paddocks (Marshalls Lane) Part Lot 26, DP 1288588
7	1.670 ha	Yes	Saleyards Paddocks (Marshalls Lane) Part Lot 26, DP 1288588

An Expression of Interest for these lots was promoted and at the closing date of 18 August 2025, Council received 1 offer as follows:

<b>Tender Lot</b>	<b>Title particulars</b>	<b>Name</b>	<b>Amount p.a.</b>
6	Part Lot 26, DP 1288588	Abigail Palmer	\$600

The above offer is below that approved by Council in February 2025, of \$1,100 p.a. however is above the secondary offer received at that time of \$400. Accordingly, the offer is recommended for Council approval.

A condition of leasing is that 4 weeks' notice can be given to the lessee to vacate if Council has an interested party to purchase or lease land for a commercial purpose.

The lease period, if approved, would be for the period to 29 February 2028 with an option of a further year. Lease amounts are indexed annually by CPI on 1 March.

The leasing of land assists Council with management of land for fire and weeds while affording the opportunity for interested parties to obtain access to land for animal grazing.

In the meantime, Council will continue promoting an EOI for the remaining vacant land parcel (Tender Lot 7).

**Risk/Policy/Legislation Considerations:**

Should Council choose not to allocate this lease a program of maintenance of land will be required to manage weeds and fire hazards.

**Budget Implications:**

Income generated will help to offset expenditure associated with land held including insurance and land rates.

**Enclosures (following report)**

- |   |   |         |
|---|---|---------|
| 1 | Offer to Lease Industrial Land - A.Palmer | 1 Page  |
| 2 | Lease document                            | 4 Pages |

**Attachments (separate document)**

Nil





## EOI No. 12/2025

### Expression of Interest: Application Form for Lease of Industrial Land for Agistment purposes

Name of applicant:	Abigail Palmer
Address of applicant:	[REDACTED]
Phone number:	[REDACTED]
Email:	[REDACTED]
Lot applied for (list lot number and offer separately):	Lot 6
Quotation offer for lot/s (GST inclusive p.a.):	\$ 600.00
Insurance Company:	NRMA Public liability for agistment purposes policy no [REDACTED]
Date stock proof fencing to be installed:	Electric fencing to be installed around boundary asap if application successful
Track record of maintaining property to a standard acceptable. (Attach information and references as required.)	J.T Ovington Contracting [REDACTED] Maintain fencing, yearly slashing and weed control

The term of the lease will be until 29 February 2028 with a 1 year option or as determined by Council.

As the applicant I understand the terms and conditions as presented in this document.

Signature: [REDACTED]

Witnessed: [REDACTED]

Date: 23/7/2025

File ref.: PM.TN.65

**Lease of Land between Blayney Shire Council and Abigail Palmer for the period of 10 September 2025 to 29 February 2028.**

Land offered for lease is shown on the attached map being Lot 6 (Part Lot 26, DP 1288588) with the lease fee commencing at \$600 per annum, for the period of 10 September 2025 to 29 February 2028.

The lessee agrees to the following conditions:

**Conditions by Council:**

1. Lease fee will apply as set out in this agreement and paid to Council.
2. The Council hereby leases and authorises the Lessee to enter upon and use for the purpose of grazing use only that piece of land described in the Lease Agreement.
3. The Lease remains in force for the period specified within the agreement.
4. The Lessee shall comply with the terms and conditions specified in this document.
5. Council does not make or give any warranty, promise or covenant to the Lessee for quiet enjoyment of the lease area.
6. Purpose - The Lessee shall have the use of the area for the purpose of grazing, other activities shall not be conducted without the written consent of Council.
7. Control of Rubbish - The Lessee shall keep the said area and buildings, where in existence, clean and tidy and all papers and other rubbish shall be collected and removed.
8. Lessee not to Permit Nuisance - The Lessee shall not do or permit or suffer anything in or upon the land which may be or become a nuisance or annoyance or cause of damage to the owner or to the owners or occupiers of other property in the neighbourhood. The Trust reserves the right to remove from or refuse entry to the reserve/land any person regardless of any arrangements or contract with the lessee.
9. Protection of Trees - During the continuance of this Lease the Lessee will not cut down, fall, injure or destroy any growing or living timber standing or being upon the land. No removal of dead timber for firewood is permitted.
10. Burn Off - The Lessee shall not carry out any burning off on the land leased except with the consent of the Council in writing first obtained and after compliance with the requirements of the Rural Fires Act, 1997, as amended by subsequent Acts. Any consent granted in accordance with this condition shall be subject to such conditions as the Council may impose.
11. Fire Hazard - The lot cannot become a fire hazard. Should the lot, in Council's opinion become a fire hazard, Council will arrange for the lot to be slashed at the expense of the lessee.
12. Control of Noxious Weeds and Animals - The Lessee will during the continuance of this Lease use all proper means for keeping down and exterminating upon the land all rabbits and other vermin and noxious animals and insects and all noxious weeds and plants and comply with all laws and regulations now or hereafter in force with relation to the keeping down or extermination of same.

13. Fencing - The Lessee shall provide and maintain stock proof fencing where necessary around the perimeter of the land so as to prevent stock from straying and a swing gate installed to allow access for vehicles up to 4 metres wide. When installing or replacing fences the Lessee should consult with adjoining landowners prior to erection.  
  
The Lessee must regularly inspect the stock proof fencing that encloses the stock on the land to satisfy themselves that the fencing is stock proof. The Lessee must be aware that they hold absolute legal liability for any damage or loss to any party caused by the escape of grazing animals from the subject land. Council cannot accept liability for damage or loss to any party caused by animals escaping the subject land due to a failure of the Lessee to inspect and maintain stock proof fencing.
14. Insurance Council requires the applicant to hold a current Public Liability Insurance Cover policy to the value of \$20 million, which nominates Blayney Shire Council as a principal. The lessee shall furnish a copy of insurance cover to Council every year following renewal.
15. The Lessee shall indemnify and keep indemnified the Council against all actions, suits, claims, debts, obligations and other liabilities during the continuation of the Lease and further.
16. The Lessee shall maintain all other insurances as may be required by the Workers' Compensation Act or any other Act or Acts of Parliament in regard to the conduct of activities of the lessee on the demise premises. Copy of such is to be forwarded to the Council.
17. Water - For those lots that have water supplied the costs of water usage and maintenance will be the responsibility of the lessee.
18. Rates & Charges - Council Rates will remain the responsibility of Blayney Shire Council unless lease agreement stipulates otherwise.
19. Access - In the case of land with access road / right of way, for access to other properties which are leased for grazing purposes, gates shall be provided at both ends for access by adjoining lessee.
20. Council Access - The Council may by its Agents, Servants or Workman enter upon the land described in the Schedule hereto or any part thereof during the continuance of this agreement. No relationship of the landlord and tenant is or is intended to be created between the parties hereto by virtue of this lease or in any way whatsoever.
21. Usage - Council limits the use of the lots to animal grazing. Under no circumstances are hazardous or toxic substances allowed on Council properties.
22. Sublet - The Lessee shall not assign, sub-let or otherwise deal with the demised premises without the consent of Council.
23. Fixtures – The ownership of existing fixtures will be decided prior to the establishment of a new lease. Any new fixtures erected after a new lease is granted will be owned by the Lessee and must be maintained during the period of the lease. The transfer of fixtures owned by an outgoing Lessee is their responsibility.
24. The Lessee shall not interfere with any other person authorised by the Council to use the reserve or any part thereof.
25. Termination of agreement - If, for any reason, these conditions are breached, Council reserves the right to terminate the lease. Termination of this agreement may be terminated by either part by four (4) weeks' notice in writing to the other and shall be sufficiently served if left at the last known address of the Lessee.

26. Council inspection – An inspection will take place annually to ensure the lessee is adhering to all conditions of the lease. Any failure to meet Council's criteria will terminate the lease immediately upon inspection, with one weeks' notice to be made available to transport stock/equipment from the lot. Should the applicant not remove all articles from the lot within the week, all articles will be impounded, with release of such articles being at the appropriate rate specified in Council's Fees & Charges listing for the current year.
27. The lot will be available for purchase or lease for a commercial purpose to any party during the term of the lease. Council can terminate the lease in writing, giving the applicant four weeks' notice to vacate the land.

Lease payments made in advance will be refunded on a pro-rata basis. The lessee will have the right to remove any internal fencing the lessee has erected.

28. The initial lease payment is payable upon signature of the lease and annually thereafter. A tax invoice will be issued and must be paid in full within 30 days of issue. The invoice period shall be 1 March to 29 February annually or pro-rata based on a lesser period where applicable.
29. The lease fee will be subject to an increase every year on the lease renewal date based on the annual All Australian Weighted Consumer Price Index published for the December quarter of the previous year.
30. For those lots that have water supplied, the costs of water usage and maintenance will be the responsibility of the applicant.
31. The lease shall be for a period of three years, unless terminated, with a one year option.
32. Lessee shall be nominated as the PIC (Property Identification Code) Manager, for legislative compliance purposes, with Local Lands Services (LLS) NSW and contact details shall be furnished and updated as required.
33. The Lessee / Licensee shall apply for a Property Identification Code (PIC) with Local Land Services (LLS) and furnish details to Council within 1 month of lease commencement. More information is available from the LLS website: <https://www.lls.nsw.gov.au/i-want-to/apply-for-a-property-identification-code>

The terms and conditions of this lease are accepted and understood.

\_\_\_\_\_  
Abigail Palmer (Lessee)

Date: \_\_\_\_\_

Received by Council: \_\_\_\_\_

Insurance Certificate Supplied: YES / NO

\_\_\_\_\_  
General Manager  
Blayney Shire Council (Lessor)

Date: \_\_\_\_\_



## **20) 2025/26 ROAD ALLOCATIONS AND CAPITAL WORKS PRIORITISATION**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 3. Infrastructure is resilient, fit for purpose and maintained to support our community

**File No:** RD.AD.1

### **Recommendation:**

That Council note the allocation of 2025/26 Transport Infrastructure renewal / capital programs.

### **Reason for Report:**

To provide Councillors with information on the allocation of funding across Council's infrastructure, and inform the priority of which projects will be completed.

### **Report:**

Capital maintenance/renewal allocations from Council's Capital Expenditure Program are tabulated for information in Table 1, below:

<b>Program</b>	<b>Allocation \$</b>	<b>Notes</b>
Resealing	728,070	Funded annually. Resealing of prime seals from previous year may be undertaken out of this budget.
Heavy Patching Local Roads	767,946	Funded annually. No tied allocations, programmed by condition inspections.
Gravel Resheeting	668,112	Funded annually. Works programmed by condition inspections.
Footpath Renewals	171,507	Renewal only works this year, funded out of general footpaths/shared pathways capital allocation which is traditionally disproportionately split between new works and renewals.
Urban Stormwater Renewals	201,000	\$71,000 from General, \$130,000 from SV funds. Allocation by condition.  These projects are still being scoped and Council will be informed of their allocation in the future.

Table 1 – 2025/26 Capital Allocations.

The locations of appropriate renewal works have been determined for the 2025/26 financial year within these current funding allocations.

### Resealing

Council's resealing program has been informed by recent condition assessments conducted by NTRO (previously ARRB) in 2024. This network inspection provided specific information related to the condition of road seals, allowing for road reseals to be prioritised based on a combination of condition and road criticality. Additionally, customer requests and internal visual inspections have been used to inform if roads have significantly deteriorated since the inspection and require inclusion in the reseal program.

It should be noted, resealing is a preventative maintenance measure that prolongs the life of the pavement and seal however is only suited to sections of roads which do not already have a failed pavement.

The heavy patches completed last year will take priority for reseal once the temperatures warm up. Note that these can be identified with the abbreviation '(HP)' in Table 2.

Road	From	To	Area (m <sup>2</sup> )	Allocation \$ (including contingency)
Forest Reefs Road (HP)*	Various	Note, this reseal is proposed under different funding allocation, please refer to Table 4		
Browns Creek Road (HP)	Various	2 Lots	11,176	124,124
Brooklea Lane (HP)	CH0	CH323	2,299	22,000
Belubula Way (HP)	Various	5 Lots	11,840	112,527
Ivory Street	Mid Western Hwy	Danvers Street	1,694	18,112
Danvers Street	Sealed Section		336	3,593
Hill Street	Mount McDonald Street	Terminus Street	534	5,075
Stoke Lane	East of Naylor Street		381	3,621
Collins Street	Belubula Street	Coombing Street	1,027	9,761
Gordon Street	CH182	CH246	531	5,047
Main Street	Mount McDonald Road	Terminus Street	900	8,554
Short Street	Mount McDonald Road	Terminus Street	527	5,009

Pilcher Street	Hawke Street	Montgomery Street	1,635	15,539
Fleet Street	CH0	CH117	495	4,704
Collins Street	East of Coombing Street		1,536	14,598
Radburn Street	Ambler Street	Marshalls Lane	5,206	49,478
Ambler Street	South of Radburn Street		920	8,744
Newbridge Road	CH6071	CH6862	6,020	57,213
Neville Road	CH6358	CH6908	4,125	39,204
Garland Road	CH1180	CH2080	5,400	51,322
Adelaide Lane	Charles Street	Stillingfleet Street	1,610	15,301
Hunt Place	Johnstone Crescent		923	8,772
Queen Street	CH320	CH418	560	5,322
Millpost Creek Road	CH0	CH64	980	9,314
Mandurama Road	CH2327	CH3411	4,650	44,194
Burns Street	CH0	CH366	4,758	45,220
<b>NOT ALLOCATED</b>				41,722
<b>TOTAL ALLOCATION</b>			70,063m <sup>2</sup>	686,348
Note: <ul style="list-style-type: none"> <li>- All allocations include 14% contingency. Works are expected to be completed November 2025 pending Contractor availability.</li> <li>- The remaining unallocated amount will continue to be allocate progressively with any unspent contingencies.</li> </ul>				

Table 2 – Resealing Allocations



Heavy Patching

The NTRO road network condition inspection as part of the Transport Asset Revaluation provided detailed information relating to road pavement condition. This data was used to identify and prioritise roads in need of heavy patching to address pavement concerns. Customer requests and internal staff inspections have also been used to inform any significant changes in condition. Heavy patching allocations are shown in Table 3.

Road	From	To	Area (m <sup>2</sup> )	Allocation \$ (including contingency)
Browns Creek Road	West of Carcoar Road		5,700	260,832
Newbridge Road	East of Moorilda Road		7,700	334,735
Forest Reefs Road *	CH3253	CH3473	1,760	150,672
<b>NOT ALLOCATED</b>				21,707
<b>TOTAL ALLOCATION</b>			15,160 m <sup>2</sup>	746,239
Note: <ul style="list-style-type: none"> <li>- All allocations include a 14% contingency.</li> <li>- Works are expected to be completed in one tendered package for in-situ stabilising works (Browns Creek Road, Newbridge Road, Forest Reefs Road) Draft tender documents for the in-situ stabilising works are currently underway.</li> <li>- The remaining \$22k will continue to be allocated progressively where required with ample contingencies.</li> <li>- * \$43K of this amount is a variation invoiced this financial year for works completed in 2024/25</li> <li>- *Significant defects were identified last year during the heavy patching on this section of Forest Reefs Road near Buesnel Lane.</li> </ul>				

Table 3 – Heavy Patching Allocations

Forest Reefs Road

It is noted that Council's Operational Plan has allocated \$781,042 against Forest Reefs Road. These funds are currently being scoped for the following allocation as smaller projects, as shown in Table 4.

Location	Description	Allocation \$ (including contingency)
Forest Reefs Road at Cowriga Creek Bridge	Repair and renew bridge approaches to approx. 3 metres either side of bridge with asphalt.	20,000
Forest Reefs Road from Cowriga Creek Bridge to Carcoar Road	Reseal over area to incorporate heavy patches completed 2024/25 with a prime seal and worn wearing course in between. Proposed with a S45R (polymer modified binder) which will provide structural benefit.	122,100
Forests Reefs Road from Carcoar road to Eucalyptus close.	Reseal over area for renewal of worn wearing course and repair environmental cracking identified during the NTRO sealed road condition assessment. Proposed with a S45R (polymer modified binder) which will provide structural benefit.	137,700
Forest Reefs Road	Design and investigation work for reconstruction (potential realignment) or renewal (heavy patching). Likely in segment 130.05 which starts approximately 700m west of Carcoar Road.	80,000
TBD - Unallocated	This funding is currently unallocated.  The allocation of these funds are dependent on the scoping and design work as well as a contingency reserve for other Capital projects committed under grant funding this year.	421,242

Table 4 – Forest Reefs Road Allocation Breakdown

Gravel Resheeting

Resheeting project nominations and allocations have been progressively identified since July 2025 based on both in-house condition inspections undertaken by Operations staff and by related customer requests regarding unsealed road conditions.

Spring Hill Road identified as a priority for gravel resheeting. The existing gravel is heavily worn and becomes potholed rapidly after maintenance grading. The below estimate has been made based on resheeting the full 1.7km length at 7m wide, with a 150mm thick gravel layer from Wills Quarry.

Road	Gravel (Tonnes)	Area (m <sup>2</sup> )	Allocation \$ (including contingency)
Spring Hill Road	4,522	11,900	171,495
Wombiana Lane	990	5,000	39,446
Lawsons Road	800	4,000	33,333
Nyes Gates Road	990	5,000	39,446
Eves Lane	495	2,500	19,723
Glenelg Road	990	5,000	39,446
Wattersons Lane	800	4,000	33,333
Ovington Lane	400	2,000	16,667
Nixons Lane	500	2,500	18,347
Village Road	990	5,000	39,446
Old Lachlan Road	495	2,500	19,723
Kings Plains Road	792	4,000	35,535
Hilltop Lane	798	4,000	27,338
Mount Macquarie Road	798	4,000	27,338
Sherlocks Lane	578	2,500	31,299
<b>TO BE ALLOCATED</b>			<b>76,197</b>
<b>TOTAL ALLOCATION</b>		<b>63,900</b>	<b>591,915</b>
Note:			
<ul style="list-style-type: none"> <li>- <b>The remaining \$76k will continue to be allocated progressively where required with ample contingencies. Allocations will continue until final projected costs arise at 95% of the program with contingency to ensure no overruns of the program occur.</b></li> </ul>			

Table 5 – Gravel Resheeting

Footpath Network Renewals

Project nomination and scope of network renewals has been undertaken with consideration for number of defects, defect severity, footpath class and potential hazards to pedestrians.

The amounts below are a combination of both concrete grinding and renewal/replacement works.

Road	From	To	Area (m <sup>2</sup> )	Allocation \$ (including contingency)
Rosebery Place	15 Rosebery Pl	11 Rosebery Pl	28	11,724 <sup>[1]</sup>
Water Street <sup>[2]</sup>	33 Water St	59 Adelaide St	-	4,805 <sup>[1]</sup>
Medway Street	Martha St	End	14.4	17,580
Polona Street	14 Polona St	27 Polona St	25.2	12,861
Water Street	Carcoar St	Osman St	255	53,123
Elliott Street <sup>[3]</sup>	Scoping		7.5	2,330
Terragong Street <sup>[3]</sup>	Scoping		6	9,005
Mount Errol Street <sup>[3]</sup>	Scoping		60	18,272
Tumulla Place <sup>[3]</sup>	Scoping		21	6,477
Napier Street <sup>[3]</sup>	Scoping		27	8,313
Hanover Crescent <sup>[3]</sup>	Scoping		4.5	6,063
Naylor Street <sup>[3]</sup>	Scoping		15	9,468
Belubula Street <sup>[3]</sup>	Scoping		3.75	6,034
<b>NOT ALLOCATED</b>				5,452
<b>TOTAL ALLOCATION</b>				166,055

## Note:

- <sup>[1]</sup> These works are completed and represent actual cost of completion.
- <sup>[2]</sup> Project resolves trip defects, no sections of renewal.
- <sup>[3]</sup> Project scope to be finalised
- Projects will be progressively re-estimated as scopes are finalised to ensure no budget overrun.

Table 6 – Footpath Renewals

Capital Works Prioritisation

Prioritisation lists for the larger project items have been developed and is presented below for Council information. These lists were determined through analysis of available resources, project constraints and requirements of the relevant funding deeds.

Roads Projects (in order of prioritisation)			
Project	Funding Body	Delivery Method	Projected Completion
Richards Lane	R4R9, Council	Full Service Contract	December 2025
Hobbys Yards Road	R4R9, Council	Part-service delivery with Council	November 2025
Garland Road	RERRF	Part-service delivery with Council	February 2026
Tallwood Road	RERRF, Council	Part-service delivery with Council	May 2026
Heavy Patching Projects	Council	Full Service Contract	March 2026

Table 7 – Roads Projects Prioritisation at August 2025

Investigation and Design Projects

While not intended to report all design projects, a priority on the more significant design projects is provided for information.

It should be noted that design resources have been constrained, with most of the projects listed previously in this report requiring design in order to enable works to commence.

The projects in the table below are listed in current order of prioritisation.

Investigation/Design Projects (in order of prioritisation)		
Project	Status	Anticipated completion
Millthorpe CBD Detail Design (2024/25 carry over)	This design is contracted externally. Civil design concepts are being finalised with the remainder of the R4R9 project for future consultation. Anticipated to be complete at the end of August 2025.  Further detail design would be scheduled as internal design resources permit.	2025/26
Blayney CBD Detail Design (2024/25 carry over)	This design is contracted externally. Civil design is at 70%. Design is currently being finalised with the remainder of the R4R9 project for future consultation. Anticipated to be complete at the end of September 2025.	2025/26

Coombing Street Bridge Detail Design (2024/25 carry over)	This design is contracted externally. Civil design is at 90%. Anticipated to be complete at the end of September 2025.	2025/26
Hobbys Yards Road	Design finalisation is currently underway for the section of road proposed for construction this financial year.	2025/26
Tallwood Road	Survey complete. Geotechnical sampling complete – waiting on report.  Concept design is currently being prepared for a construction estimate to confirm the section of road proposed for construction this financial year.	2025/26
Pram Ramp investigation – Queen St	Survey programmed.	2025/26
Mandurama – Gold Street Culvert	Survey programmed.	2025/26
Pram Ramp investigation – Church/Lindsay Street	Survey programmed.	2025/26
Brady Road Culvert Investigation.	Survey programmed.  Currently in discussions with Structural Engineer, no engagement as yet.	2025/26
Garland Road	Survey programmed.  Digital design file will be produced for the portion of work programmed to be delivered this financial year.	2025/26
Accessible Car Parking projects.	The following projects will need design reviews and designs issued for construction this financial year; <ul style="list-style-type: none"> <li>- Carcoar Carpark (RFS)</li> <li>- Mandurama Carpark (Rec Ground)</li> <li>- Lyndhurst Capital Park (accessible park, kerb works and bus stop area)</li> </ul>	2025/26

	<p>The following projects are programmed for investigation:</p> <ul style="list-style-type: none"> <li>- Mandurama Hall accessible carpark investigation</li> <li>- Millthorpe School accessible carpark investigation</li> </ul>	
Spring Hill Road – Preliminary Design work.	<p>Further survey is programmed for capture.</p> <p>Geotechnical sampling has been undertaken and waiting on report.</p> <p>Civil concept alignment and drainage analysis will then be produced with internal resources.</p>	2025/26
Forest Reefs Road	<p>Funding allocated this financial year.</p> <p>Design and investigation work for reconstruction (potential realignment) or renewal (heavy patching). Likely in segment 130.05 which starts approximately 700m west of Carcoar Road.</p>	2025/26

Table 8 – Design Prioritisation at August 2025

**Risk/Policy/Legislation Considerations:**

Projections for completion of allocated works have been made as of August 2025. However priorities or scopes may be subject to change if projects have any unforeseen circumstances. All programmed works are currently anticipated to be completed within the financial year.

All tendered works have and will be tendered in accordance with S55 of the Local Government Act and its corresponding regulation.

Allocation of heavy patching and reseal locations has been undertaken with consideration Council's "Road Hierarchy, Renewal and Maintenance Policy 25G" and the "Blayney Shire Roads Strategy 2023", with particular emphasis on delivery of works on higher-priority roads within these documents.

**Budget Implications:**

All works programmed are within Council's budget allocation for 2025/26. It is recognised that project delays present a risk to project budgets, however it is essential that projects complete their design phase in full, prior to commencement of construction.

Contingency amounts have been included in each allocation such that budget risks arising from inclement weather, unforeseen rises in material costs, and changing market rates are mitigated.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil



**21) INFRASTRUCTURE SERVICES MONTHLY REPORT****Department:** Infrastructure Services**Author:** Director Infrastructure Services**CSP Link:** 3. Infrastructure is resilient, fit for purpose and maintained to support our community**File No:** RD.AD.1

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**Recommendation:**

That Council:

1. Note the Infrastructure Services Monthly Report for August 2025.
2. Approve the capital expenditure supplementary vote of \$15,000 for Church Hill Lookout works in the 2025/26 Operational Plan from the Village Enhancement Plan internal allocation to complete delivery of Stage 1 works.
3. Approve the capital expenditure supplementary vote of \$40,000 for culvert renewal on Greghamstown Road in the 2025/26 Operational Plan from Council's heavy patching funds to complete the delivery of works.

**Reason for Report:**

This report presents an update to Council on current projects, construction and maintenance activities within the Blayney Shire being managed or undertaken by Council's Infrastructure Services Department.

The report outlines work that has been carried out over the past month as well as status of major projects.

**Report:**Maintenance works

Since the previous report, patching has been completed on Burnt Yards Road, Belubula Way, Panuara Road, Garland Road, Mandurama Road, Hobbys Yards Road, Neville Road, Barry Road, Moorilda Road, Newbridge Road, Three Brothers Road, Wimbleton Road, Guyong Road, Vittoria Road, Cadia Road, and Forest Reefs Road. Patching has also been completed in Millthorpe, Blayney, Neville, and Barry.

Maintenance grading works have been undertaken on the following roads: Fairford Road, Spring Hill Road, Sherlocks Lane, Lawson Road, Nyes Gates Road, Dicksons Lane, Four Mile Creek Road, Ashleigh Park Road, Wallaces Road, and Beneree Road.

No roadside mowing has been undertaken since the previous report, with this program anticipated to recommence towards the end of September.

**Open Spaces and Facilities**

Parks and Gardens have been preparing for changeover works as the winter season is drawing to a close. Restorative works at Carrington Park include new plantings in the rose garden, and general maintenance across the park. Three mature London Plane trees were planted along Park Rd in Millthorpe where one was recently damaged, as well as 2 locations with long-standing gaps.

Blayney Lookout Stage 1 works have been completed save arch and memorial restoration, which is pending information from Blayney Rotary. Currently the lookout has site fencing in place to prevent vehicular access, however a more permanent option is required until stage 2 funding is resolved. An additional supplementary vote of \$15,000 expenditure is requested for works detailed below:

Item	Amount (\$)
Meet Project overrun on works completed to-date	8,000
Complete the stage 1 works	4,000
Install semi-permanent barriers along Lowe St to prevent vehicular vandalism	3,000
Total:	15,000

**Sewer Treatment Plant (STP)**

The Sewer Treatment Plant continues to operate business as usual. Recent sampling shows effluent is of very high quality well within EPA limits.

The Sewer Strategic Business Plan Workshop was held in August with good input from Public Works, DCCEEW and Council staff. The main outcomes were to confirm modelling (Public Works) and the accuracy of inflow data being relied upon (Council staff.) Council is also reviewing desired service levels for inclusion in the Business Plan.

**Major Projects**

*Note: costs/budgets are reported for the current financial year only.*

<b>Rodd Street Culvert Repairs – Natural Disaster AGRN1034</b>					
<b>Due Date</b>	<b>Revised Budget YTD</b>	<b>Expenditure this Month</b>	<b>Total Expenditure YTD</b>	<b>Committed Expenditure YTD</b>	<b>Estimated Total Project Costs</b>
June 2026	408,270	7,143	7,143	278,995	330,420
<b>Commentary</b>					
<ul style="list-style-type: none"> <li>• Council resolved to enter into contract at the February 2025 meeting.</li> <li>• Contract finalisation and execution was completed on 26 May 2025. Project completion required within 52 weeks of this date.</li> <li>• Management plans and construction program have been approved with construction commencing on 14 July 2025.</li> <li>• Works are currently on-track to be completed by the end of September 2025.</li> </ul>					
<b>Forecast (1-3 months)</b>					
<ul style="list-style-type: none"> <li>• Installation of the new culvert with in-situ pour headwalls.</li> <li>• Reinstatement of mass block wall system.</li> <li>• Reinstatement of road pavement.</li> </ul>					

<b>Richards Lane – R4R9</b>					
<b>Due Date</b>	<b>Revised Budget YTD</b>	<b>Expenditure this Month</b>	<b>Total Expenditure YTD</b>	<b>Committed Expenditure YTD</b>	<b>Estimated Total Project Costs</b>
Dec. 2025	1,125,130	2,580	2,809	128,349	TBD
<b>Commentary ,</b>					
<ul style="list-style-type: none"> <li>• Grant funding completion is to be before 31 December 2025.</li> <li>• TfNSW has accepted Council's detail design, with formal approval forthcoming.</li> <li>• Council has undertaken the public tender process for this project. A further report is tabled at this meeting for Council to consider contract 40/2025 and resulting budget implications.</li> </ul>					
<b>Forecast (1-3 months)</b>					
<ul style="list-style-type: none"> <li>• Pre-construction approvals.</li> <li>• Construction commencement.</li> </ul>					

<b>Hobbys Yards Road</b>					
<b>Due Date</b>	<b>Revised Budget YTD</b>	<b>Expenditure this Month</b>	<b>Total Expenditure YTD</b>	<b>Committed Expenditure YTD</b>	<b>Estimated Total Project Costs</b>
June 2026	1,009,755	2,676	2,676	0	957,616
<b><i>Commentary</i></b>					
<ul style="list-style-type: none"> <li>• Council installed pipes and conducted drainage works last financial year.</li> <li>• Council is anticipating commencement late September/ early October pending weather conditions, with completion toward the end of November.</li> </ul>					
<b><i>Forecast (1-3 months)</i></b>					
<ul style="list-style-type: none"> <li>• Establish machine guidance and survey controls.</li> <li>• Source quotes via LGP Contract and engage a Contractor for Part-Service stabilisation.</li> <li>• Commence road pavement construction.</li> </ul>					

<b>Garland Road - RERRF</b>					
<b>Due Date</b>	<b>Revised Budget YTD</b>	<b>Expenditure this Month</b>	<b>Total Expenditure YTD</b>	<b>Committed Expenditure YTD</b>	<b>Estimated Total Project Costs</b>
June 2026	761,197	0	0	0	755,934
<b><i>Commentary</i></b>					
<ul style="list-style-type: none"> <li>• Priority areas have been scoped for heavy patching on Garland Road.</li> <li>• Final areas will be dependent on rates received for contracted stabilisation works.</li> <li>• Council is anticipating commencement late November pending weather conditions, with completion forecast in February 2026.</li> </ul>					
<b><i>Forecast (1-3 months)</i></b>					
<ul style="list-style-type: none"> <li>• Finalise scoping documents.</li> <li>• Source quotes and engage a Contractor for Part-Service stabilisation.</li> </ul>					

Tallwood Road – RERRF*					
Due Date	Revised Budget YTD	Expenditure this Month	Total Expenditure YTD	Committed Expenditure YTD	Estimated Total Project Costs
June 2026	1,574,097	1,415	1,415	20,974	1,529,423
*RERRF funding accounts for only \$761,197 of the total budget, the remaining budget is funded from Council's general revenue.					
<b>Commentary</b>					
<ul style="list-style-type: none"> <li>Council is currently scoping and designing the section of Tallwood Road from the most recent heavy patch to Warburtons Lane.</li> <li>The heavy patch area completed this year will be a portion of this segment.</li> <li>Council officers are currently designing a 2.5km section of road (CH1825 to CH4315). It is anticipated that the current budget will enable construction of approximately 60% of this length.</li> </ul>					
<b>Forecast (1-3 months)</b>					
<ul style="list-style-type: none"> <li>Finalise scoping and design documents.</li> </ul>					

**Risk/Policy/Legislation Considerations:**

Council's infrastructure activities are undertaken in accordance with the Local Government Act 1993 and other relevant regulatory frameworks.

Delivery is guided by Council's adopted policies, including procurement and risk management. This report provides ongoing updates on key projects and associated risks such as cost variations and delivery timeframes.

**Budget Implications:**

A supplementary vote of \$15k is recommended as part of this report for completion of stage 1 works at Church Hill Lookout funded from the Village Enhancement Plan (VEP) internal allocation.

A supplementary vote of \$40k is recommended from Heavy Patching to fund replacement of a significantly damaged culvert on Greghamstown Road. This was identified when Council Operators attempted to repair a sinkhole as part of routine maintenance. The existing culvert is unrepairable and requires replacement.

**Enclosures (following report)**

Nil

**Attachments (separate document)**

Nil

**22) LOCAL TRAFFIC COMMITTEE - NEW DELEGATION INSTRUMENT**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 3. Infrastructure is resilient, fit for purpose and maintained to support our community

**File No:** RD.AD.1

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**Recommendation:**

That Council:

1. Note the 2025 Authorisation and Delegation Instrument by Transport for NSW, which replaces the former Local Traffic Committee (LTC) with the Local Transport Forum (LTF).
2. Update meeting practices, procedures and documentation to align the new prescribed naming conventions and functions of the LTF.
3. Convene meetings of the Local Transport Forum on a regular cycle, consistent with the former Local Traffic Committee.
4. Endorse the continuation of the current Councillor appointments: Cr John Newstead (Chairperson) and Cr Karl Hutchings (Alternate Chairperson) of the Local Transport Forum for the balance of their nominated term.

**Reason for Report:**

To advise Council of changes introduced by Transport for NSW under the 2025 Authorisation and Delegation Instrument, which replace the Local Traffic Committee (LTC) with the Local Transport Forum (LTF), and to confirm Council's ongoing meeting and governance arrangements.

**Report:**

The Local Traffic Committee (LTC) was historically constituted under delegation from the Roads and Maritime Services (now Transport for NSW) to provide technical review and recommendations on traffic control matters within local government areas.

From 1 August 2025, the revised 2025 Authorisation and Delegation Instrument by Transport for NSW (TfNSW), came into effect. This implements the following changes:

- Abolishes the former LTC structure, replacing it with the Local Transport Forum (LTF)
- Clarifies that the LTF functions only as an advisory body.
- Delegates full decision-making responsibility to councils regarding prescribed traffic control devices and management of their road network except in prescribed circumstances (e.g. road closures >6 months, disruptions to public transport >24 hours).
- Requires councils to adopt updated naming conventions and make referrals.
- Requires councils to only meet on an "as needed" basis.

While the delegation update provides councils with greater autonomy in the regulation of traffic matters, Transport for NSW requires councils to maintain an advisory forum (the LTF) with membership comprising Council, NSW Police, Transport for NSW, and the Local State Member(s) of Parliament.

To maintain consistency, transparency and alignment with Council's existing governance arrangements, it is proposed that:

- Council formally note the change from LTC to LTF.
- Adopt the new naming conventions, adjust procedures and documentation accordingly.
- Meetings of the LTF continue to be convened on a quarterly basis, mirroring the established LTC practice, rather than adopting the ad-hoc model.
- The current Councillor appointments as Chairperson and Alternate Chairperson be confirmed for the balance of their nominated terms.

This approach balances compliance with Transport for NSW requirements, with continuity of Council governance practices.

**Risk/Policy/Legislation Considerations:**

The delegation is made under the Road Transport Act 2013 and the Roads Act 1993. Councils are required to comply with the 2025 Authorisation and Delegation Instrument issued by Transport for NSW, which revokes all prior delegation instruments.

It is acknowledged that Local Traffic Committee has operated effectively in the past. Retaining a structured meeting cycle (currently quarterly) mitigates governance risk by ensuring regular oversight, transparency and stakeholder engagement.

**Budget Implications:**

The transition to the LTF is administrative in nature and can be managed within existing staff resources. There are no direct financial implications arising from this change.

**Enclosures (following report)**

1	2025 Authorisation - Delegation Instrument	6 Pages
3	Fact Sheet - Implementing the 2025 Instrument	1 Page

**Attachments (separate document)**

2	Council Guide to Delegation Instrument	20 Pages
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**AUTHORISATION AND DELEGATION**  
**PRESCRIBED TRAFFIC CONTROL DEVICES AND**  
**REGULATION OF TRAFFIC**

*Roads Act 1993*  
*Road Transport Act 2013*

On behalf of Transport for NSW, I, Josh Murray, Secretary of the Department of Transport:

- a) **REVOKE** the instrument of 31 October 2011 titled "*Roads and Maritime Services – Delegation to Councils*"; and
- b) **REVOKE** the instrument of 12 December 2023 titled "*Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works – Temporary Delegation to Councils No.2*"; and
- c) **DELEGATE** under section 31(1) of the *Transport Administration Act 1988* and all other enabling powers, the functions set out in **Schedule 1** to the delegates set out in **Schedule 2**, subject to the conditions and limitations set out in **Schedule 4**; and
- d) **AUTHORISE** those delegates, 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) **AUTHORISE** the delegates set out in **Schedule 2**, 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 4**; and
- f) **CONSENT**, under s.87(4) of the *Roads Act 1993*, to the construction, installation, maintenance, repair, removal, or replacement of a portable traffic control light used temporarily by a delegate in the context of carrying out road work or traffic control work, subject to the conditions and limitations set out in **Schedule 4**; and



Authorisation and Delegation Instrument

- g) **DIRECT** that failure to comply with the conditions and limitations set out in **Schedule 4** renders the prescribed traffic control device authorisation and delegation inoperative with respect to the functions exercised.

*Note: the authorisation at (e) above is referred to in this Instrument as “the prescribed traffic control device authorisation”.*

This Instrument commences on 1 August 2025 and continues in force until revoked.



Josh Murray  
Secretary  
Department of Transport

Date: 21/07/2025

Authorisation and Delegation Instrument

**SCHEDULE 1 – FUNCTIONS**

- (a) The functions and powers of Transport for NSW under section 115(2) of the *Roads Act 1993* to regulate traffic on a public road for purposes other than those set out in that section.
- (b) The power to establish and operate a special event parking scheme for a road under Part 8, Division 3 of the *Road Transport (General) Regulation 2021*.

**SCHEDULE 2 – DELEGATES**

A council constituted under the *Local Government Act 1993*.

**SCHEDULE 3 – SUB-DELEGATES**

The general manager of a council, or an employee of the council.

**SCHEDULE 4 – CONDITIONS AND LIMITATIONS**

*Note: Reference to a delegate in this Schedule includes reference to a sub-delegate.*

**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 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 written consent of Transport for NSW

*Note: The prescribed traffic control device 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 this Instrument.*

**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:

Authorisation and Delegation Instrument

- (i) the delegate
  - (ii) Transport for NSW
  - (iii) NSW Police Force
  - (iv) The local Member(s) of NSW 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.

**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.

## Authorisation and Delegation Instrument

- (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 setting out the delegate's reasons for proceeding to exercise the function.

### 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.

### 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 Force 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.

### 6. References

- (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).

### 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

Authorisation and Delegation Instrument

- (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 under 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.

# Implementing the 2025 Instrument

## *What do councils need to do?*

transport.nsw.gov.au | July 2025

- The new 2025 Authorisation and Delegation Instrument **replaces previous delegations**
- The Instrument gives councils **streamlined options** for the management of unclassified roads
- It is **up to councils** whether to **choose** to use the new streamlined options

### Key changes from the 2011 Delegation to Councils

- Local Traffic Committee (LTC) is renamed Local Transport Forum (LTF)
- Councils may sub-delegate functions to staff
- Fewer matters now need to be referred to the LTF
- Greater scope for councils to use roadwork speed limit signs

### What choices does Council now have?

- Council can decide which proposals to send to the LTF, noting referral is only mandatory where:
  - regulating traffic for >6 months
  - public transport is negatively affected for >24 hours
- Council can determine the frequency of LTF meetings, and invite any additional participants

### First steps

- Officers should familiarise themselves with the 2025 Instrument, Guide, and supporting materials
- Advise LTF members and any other interested parties of the changes
- Update LTF meeting materials (e.g. templates, meeting agenda, etc.) as needed
- Update Council meeting materials and procedures (e.g. templates, meeting agendas, etc.) as needed
- Develop procedures (e.g. checklists) to ensure compliance with conditions of the 2025 instrument

### Making it work

- Focus the LTF on advice and collaboration, not voting
- Ensure proposals not sent to the LTF in advance are:
  - where relevant, sent to bus operators for consultation
  - where prescribed traffic control devices are used, subsequently recorded at the LTF
- Give NSW Police and Transport 7 days' notice of on-road public events

### Managing disagreement

- Where LTF discussion is unable to resolve concerns, the Statement of Concern process documents issues and makes time for further discussion. Council should:
  - wait 7 days if Transport informs the LTF meeting of its intent to file a Statement of Concern
  - respond in writing (to all LTF members) to any Transport-issued Statement of Concern
  - wait a further 7 days after responding before proceeding

### Additional related references for practitioners

[NSW Design of Roads and Streets Manual \(DORAS\)](#)   [Guides](#)   [More resources](#)   [Cycleway Design Toolbox](#)  
[Bus Route Map](#)   [Road classifications](#)   [Transport Standards Portal](#)   [Traffic Signs Register](#)



*This note is intended to aid practitioners using the Authorisation and Delegation Instrument. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).*

**23) PROPOSED (PART) ROAD CLOSURE - COLLINS STREET, CARCOAR**

**Department:** Infrastructure Services

**Author:** Director Infrastructure Services

**CSP Link:** 3. Infrastructure is resilient, fit for purpose and maintained to support our community

**File No:** RD.RC.27

---

**Recommendation:**

That Council;

1. Approve the sale price of this land as \$30,000 plus GST (if applicable), plus all costs associated with the road closure.
2. Note a further report will be presented to a future Council meeting to consider any submissions lodged during the notification period and to decide whether to approve this road closure and sale of this land.

**Reason for Report:**

Council approval is required to set the sale price of land.

**Report:**

At the February 2025 Council meeting, Council resolved the following:

*That Council:*

1. *Endorse the closure of the portion of Collins St, Carcoar that adjoin Lot 1 Sec 15 DP758225, in accordance with s.38 Roads Act 1993, subject to the applicant funding Council's road closure application fee, all costs associated with the closure and compensation for the market value of the land.*
2. *Delegate to the General Manager authority to negotiate and execute the terms of the road closure.*
3. *Delegate to the General Manager authority to negotiate the sale price of the land, subject to Council approval; and*
4. *Have a further report presented to a future Council meeting to consider any submissions lodged during the notification period and to make a decision on approval for the proposal.*

**(Resolution 2502/029)**

Since this resolution, negotiations have been underway for the terms of the road closure, however the final deed has not been executed as the applicant wishes for the sale price to be expressly inserted into the deed.

The road closure process has not progressed, as the deed must first be executed by both parties.

The applicant sought certainty regarding the sale price and funded an independent market valuation of the land. The valuation was undertaken by Acumentis Regional under instruction of Council officers and is provided as an attachment to this report.

It is recommended that Council adopt the market valuation contained within this valuation report, as the sale price of this land.

**Risk/Policy/Legislation Considerations:**

Section 38A of the Roads Act 1993 stipulates when Council may close council public roads.

The road closure process as per the Act and Regulation requires a public notification period to all relevant authorities and neighbouring properties. Following this being undertaken a further report will be provided to Council to make a decision on the road closure.

**Budget Implications:**

The applicant is to fund Council's road closure fee and all costs associated with the road closure.

Subject to future sale of the land, sale proceeds would be allocated to the Property Account internal allocation (reserve). Additional rates, following sale of the land, will be generated.

**Enclosures (following report)**

- |          |   |        |
|----------|---|--------|
| <b>1</b> | Map - Proposed Part Road Closure, Collins Street<br>Carcoar | 1 Page |
|----------|---|--------|

**Attachments (separate document)**

- |          |   |          |
|----------|---|----------|
| <b>2</b> | Valuation Report - Part Road Closure, Collins Street<br>Carcoar | 22 Pages |
|----------|---|----------|





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**Created By:** Jacob Hogan

## Collins St, Carcoar Road Closure Request

**24) VEGETATION POLICY****Department:** Infrastructure Services**Author:** Manager Waste Water and Urban Services**CSP Link:** 3. Infrastructure is resilient, fit for purpose and maintained to support our community**File No:** RD.PO.4

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**Recommendation:**

That Council;

1. Endorse the Vegetation Policy (25P) and place it on public exhibition for a period of not less than 28 days.
2. Provided no submissions are received, adopt the Vegetation Policy (25P) and rescind the existing 2 policies being Street Tree Policy (25L) and Verge Garden Guidelines (25N), and update Council's Policy Register.

**Reason for Report:**

For the Council to review and endorse the Vegetation Policy for adoption and rescind existing policies being replaced, subject to public exhibition.

**Report:**

During review of existing strategic policies, it was determined that the Street Tree Policy was overly operational, and the strategic intent for both the Street Tree and Verge Garden policies were very similar and could therefore be combined into a single policy.

The Vegetation Policy has been written to replace the 2 existing policies. It includes trees, bushes, and garden beds in urban public areas, as well as removal of private trees in urban areas, which was not previously included in any policy. It specifically excludes weeds management.

The main positions of the Vegetation Policy are:

- Council encourages and seeks to deliver increased tree cover throughout the shire.
- Council is the responsible party for all vegetation in public spaces and will deliver programs to manage vegetation life cycles.
- Council has the facility to negotiate transfer of responsibilities to/from community groups.
- Aligning the creation of Verge Gardens by the public to the same as other plantings i.e. requiring Council approval.
- Private trees now linked to conditions for when Council need to assess / approve these tree removals.

This policy is consistent with feedback received during the CSP related to specific tree / plant additions, pruning and removals, i.e. maintenance activities. The Vegetation Policy addresses these requests by providing avenues to undertake the community requests.

**Risk/Policy/Legislation Considerations:**

Nil

**Budget Implications:**

Nil

**Enclosures (following report)**

1	25P Vegetation Policy	6 Pages
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**Attachments (separate document)**

2	25L Street Tree Policy	10 Pages
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3	25N Verge Gardens Guidelines	16 Pages
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**Vegetation Policy**

<b>Policy</b>	25P
<b>Officer Responsible</b>	Director Infrastructure Services
<b>Last Review Date</b>	12/08/2025

**Strategic Policy**

## INTRODUCTION

Trees, shrubs and gardens perform many functions that support a healthy community. Apart from being a natural air purifier, absorbing carbon dioxide and providing oxygen, 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. Culturally, they contribute to the character of an area and add a sense of life and place.

Blayney Shire Council recognises the importance of vegetation and its role as a key contributor to a high quality environment. We are committed to maintaining the formal and informal vegetation that 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
- increasing the number of Council Trees in our shire
- protecting trees potentially affected by development through regulated conditions and controls
- educating the community in the benefits of trees and gardens
- encouraging more planting through community awareness and special projects
- Managing trees and vegetation sustainably and systematically in line with Council policies and strategies

## POLICY STATEMENT

Blayney Shire Council:

- recognises the significance of trees in terms of creating functional and aesthetic streetscapes and reserves
- will plan for urban enhancement through the retention of suitable trees and the creation of gardens within proposed road reservations and public reserves
- has the responsibility for the planning, establishment, care, control, and maintenance of all Council trees and gardens

## SCOPE

The Policy applies to:

- All trees and bushes that are owned or managed by Council (that is a tree with 50% or more of its trunk growing from Council managed land) Such trees shall be referred to as the Council Trees
- Gardens located on Council owned or managed land.
- The removal of trees on private property (that is a tree with less than 50% of its trunk growing from Council managed land)
- Weeds management is specifically excluded from this policy

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 context for the development of high quality streetscapes and public spaces that require efficient resource input, thereby maximising outcomes. The Policy will assist the Council in moving toward greener, more liveable communities.

## **Objectives**

To establish a policy that drives the development of a tree management program that enhances the aesthetics, the public amenity and enjoyment of public open spaces.

## **Strategic Direction**

The Council Vegetation Policy is presented in the following key areas:

- Consultation
- General Objectives
  - Plantings
  - Tree Management
  - Powerlines
  - Tree Protection
  - Tree Removal
  - Garden Beds
  - Private Trees
- Resourcing and Implementation
- Performance
- Legislative Context

## **Consultation with Stakeholders**

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 Council and
- Ensuring relevant information is readily available and that is accurate, comprehensive, and easy to understand.

Council will apply the following practices:

- Internal consultation with the Council's relevant service units
- Increase resident interest in the ongoing care of its streets and reserves
- Encourage community consultation in programmed plantings and removals by providing opportunities to comment
- Raise community knowledge about the benefits of trees and the place they have in our streetscapes

## **General Objectives**

### **Plantings**

Blayney Shire Council's objective is to plant a Council Tree outside each residential property zoned R1, RU5, E1 or E3 within the Blayney Shire Council Local Government Area (LGA). Council may consider planting Street Trees outside residential properties in R5 zoning. When considering plantings, Council shall assess all site considerations. Preference will be given to planting native trees where possible.

The planting of any tree or other plant by any person on public open space is prohibited without the written approval of Council.

### **Tree Management**

Council will maintain existing trees and garden beds in a sound and healthy condition. Council staff shall inspect all trees planted within road shoulders, nature strips and developed open space in residential and rural-residential areas on a regular basis. Actions required will then be programmed into an ongoing maintenance schedule.

### **Powerlines**

Council recognises that statutory bodies (and their agents) have legislated authority to prune, lop, or remove trees encroaching on utilities without Council approval. This can typically include power lines and roads. Council shall endeavour to engage with these organisations to collaboratively manage pruning works and achieve outcomes consistent with the objectives of this policy.

### **Tree Protection**

Council Trees and gardens will be protected from construction works and other activities that threaten their health and stability. Council will ensure all construction, works, events and development activities do not adversely impact Council Trees or gardens.

### **Tree Removal**

The removal of Council Trees is contrary to the intent of this policy, however in some circumstances tree removal is required. Causes for removal may include ill health of the tree, hazard to the public or other infrastructure, or as part of construction or development works. Removal of a Council Tree will generally not be accepted due to personal preferences, nuisance due to leaf litter or other dropped material, or allergies. Council will assess the justification according to operational procedures. Removal of a Council Tree may not occur without Council approval. Heritage and conservation requirements supersede council policy.

### **Garden Beds**

Council may plant garden beds in public spaces, and in limited circumstances, verge areas. Where installed, this will be done according to village masterplans and in a coordinated fashion. Garden beds will be inspected by Council on a schedule and maintained, modified or removed as required. Council may, through negotiation and agreement, transfer specific responsibilities to community groups. Legacy verge

garden beds will be inspected periodically to ensure they continue to meet their approval criteria.

**Private Trees**

The removal of trees in private urban areas is regulated by NSW Planning legislation. Approval from council is required before removing trees on private property in R1, R5, RU5, E1, E2 and E3 zoning, unless there is immediate threat to life or property. Tree removal applications as part of a Development Application will be considered in the entirety of the application. Heritage and conservation requirements supersede council policy.

**Resourcing and Implementation**

Funding and physical resources shall be considered each year as part of Council's Operational Plan.

Identification of resources and implementation of this policy will be the responsibility of Director Infrastructure Services.

**Performance**

Performance will be measured against criteria detailed in Council's Asset Management Plan – Parks and Gardens.

**Legislative Context**

Acts, Regulations, Standards and Environmental Planning Instruments relevant to this policy:

- *Environmental Planning and Assessment Act (1979)*
- *State Environmental Planning Policy (Transport and Infrastructure) 2017*
- *State Environmental Planning Policy (Biodiversity and Conservation) 2021*
- *Blayney Development Control Plan (2018)*
- *Blayney Local Environmental Plan (2012)*
- *Roads Act (1993)*
- *Heritage Act (1997)*
- *Electricity Supply Act (1995)*

**End of Policy**



	Date	Minute
Adopted:		
Last Reviewed:		
Next Review:		

**25) DEVELOPMENT APPLICATION 2025/0047 - ERECTION OF A DETACHED SHED (OUTBUILDING) ON LOT 5 DP 1090642, 8 BLUETT CLOSE, FOREST REEFS**

**Department:** Planning and Environmental Services

**Author:** Manager Development Assessment

**CSP Link:** 2. A connected, healthy and inclusive community

**File No:** DB.AB.2200

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**Recommendation:**

1. That Council support the variation to the Blayney Development Control Plan 2018, C3.4 Garages, Carports, Outbuildings & Sheds in Large Lot Residential Areas requiring outbuildings to not exceed a 6m ridge height from existing ground level and cumulative floor area greater than 300m<sup>2</sup>; and
2. Consent to Development Application 2025/0047 for the Erection of a Detached Shed/Carport (Outbuilding) on Lot 5 DP 1090642, 8 Bluett Close, Forest Reefs subject to the draft conditions of consent.

**REPORT**

<b>Applicant:</b>	Jason & Kate Kershaw
<b>Owner:</b>	J & KE Kershaw
<b>Application No:</b>	DA 2025/0047
<b>Zone:</b>	R5 Large Lot Residential
<b>Date Received:</b>	25/06/2025
<b>Assessment No:</b>	A302004
<b>Property:</b>	Lot 5 DP 1090642, * Bluett Close, Forest Reefs
<b>Proposed Development:</b>	Development Application 2025/0047 - Erection of a Detached Shed (Outbuilding) on Lot 5 DP 1090642, 8 Bluett Close, Forest Reefs

**Reason for Report**

A development application has been lodged seeking Council's consent for the Erection of a Shed/Carport (Outbuilding) on lot 5 DP 1090642, legally known as 8 Bluett Cl, Forest Reefs NSW 2798.

The proposed shed exceeds the maximum Cumulative Floor Area and maximum ridge height for detached outbuildings (DCP2018 C3.4). The requested variation is outside council staff delegation and therefore is required to be determined by Council with consideration by Council of the justification for an A1.11 Variation to Controls (DCP2018).

The Justification is required to demonstrate to Council that:

- a) Compliance with the particular control within this DCP is unreasonable or unnecessary in the circumstance of the case; and
- b) The objectives of the particular control are met or sufficiently addressed; and
- c) There are sufficient environmental planning grounds to justify the departure from the particular control within this DCP; and
- d) The impacts of the non-compliant proposal will not be significantly greater than a compliant proposal or may enhance the outcome.

### **Proposed Development**

The structure is 24m x 12m, comprising 18m x 12m 3-bay enclosed shed and 6m x 12m attached 'carport'. The gable-end roof is pitched 15° and runs the length of the shed, having an eave height of 5m and pitch height of 6.6m. A 2.75m x 1.5m bathroom furnished with a toilet, handbasin and shower is proposed in the SW corner of the shed.

The enclosed shed is accessed by three roller doors to the North, and one to the South. A glass sliding door joins the carport to the West and a PA door is installed to the East.

The external materiality of the shed is proposed corrugated Colourbond metal sheeting for the shed roof and walls. Walls, roller doors and PA doors are to be coloured 'Merino' and the roof 'Mountain Blue'.

Minor excavation works expected. The large site area accommodates the required fill; therefore, no import/export of soil is anticipated. Access to the shed will remain from the existing point of entry at Bluett Close.

### **Background**

The subject land was created via a 9 lot subdivision DA 73/2004 for residential use. The land also has a further approved 2 lot subdivision that is valid until 7/3/2029. The subdivision approved Lot 100 containing the existing dwelling and detached shed with a site area of 3.23ha; and Lot 101 being a vacant lot fronting Forest Reefs Road and having a site area of 2.4ha.

The proposed development does not impact or have effect to the approved subdivision lot layout.

### **Site Location**

8 Bluett Cl is approximately 6ha of R5- Large Lot Residential zoned land. The site gently slopes to the South and is clear of native vegetation. The character of the area is mock rural serving to transition from Millthorpe village to the RU1 Primary production land approximately 200m to the east of the property. Most of the surrounding land comprises 2ha allotments with single story residential development and outbuildings.

The subject site features existing improvements including a 4-bedroom dwelling house, a detached garage/carport and shipping container(s) and dam, with access provided by Bluett Close. The subject site maintains an active development consent for subdivision into two (2) lots; the development resides within the appropriate building envelope post-division.

The proposed structure is located entirely within the current registered building envelope, being set back 20.5m from the Northern Boundary, over 100m from Bluett Close and 130m from Forest Reefs Road. Approximately 40m separate it from the residence and 35m from the neighbouring dwelling. No views are permitted from South of the neighbouring dwelling, and a length of moderately tall, established perimeter landscaping separates the properties.

**Site inspection**

Date: 28/07/2025

Owner/Applicant Present: no

Photos:



Site of Development from Forest Reefs Rd, forward of red shipping container (left of centre)

Development opposite Forest Reefs Road





Site Access (via Bluett Close) and existing improvements.



Southern Side of neighbouring dwelling, existing hedge and electrical easement.

## **ASSESSMENT - ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

### **Section 1.7 – Application of Part 7 of the Biodiversity Conservation Act 2016 and Part 7A of the Fisheries Management act 1994**

Section 1.7 of the EP&A Act 1979 identifies that Part 7 of the *Biodiversity Conservation Act 2016* and Part 7A of the *Fisheries Management Act 1994* have effect in connection with terrestrial and aquatic environments.

Having regard to the relevant provisions and based on an inspection of the subject property, it is considered that the proposed development is not likely to have a significant effect on any threatened species, population or ecological communities or their habitats.

### **Section 4.15 - Evaluation**

#### **Section 4.15(1)(a)(i) The Provisions of any Environmental Planning Instrument**

#### **Blayney Local Environmental Plan 2012**

#### **Part 1 – Preliminary**

#### **Clause 1.2 Aims of Plan**

The proposed development is considered to be consistent with the broad aims of the *Blayney Local Environmental Plan 2012*. Relevant issues are addressed in the body of this report.

#### **Clause 1.7 Maps**

Land zoning:	R5 Large lot residential
Lot size:	N/A
Heritage:	N/A
Terrestrial biodiversity:	N/A
Groundwater vulnerability:	Yes
Drinking water catchment:	N/A
Watercourse:	N/A
Flood:	N/A

#### **Clause 1.9A – Suspension of Covenants, Agreements and Instruments**

Clause 1.9A provides that covenants, agreements and other instruments which seek to restrict the carrying out of development do not apply with the following exceptions:

- a covenant imposed by the Council or that the Council requires to be imposed, or
- any prescribed instrument within the meaning of section 183A of the [Crown Lands Act 1989](#), or
- any conservation agreement within the meaning of the [National Parks and Wildlife Act 1974](#), or
- any Trust agreement within the meaning of the [Nature Conservation Trust Act 2001](#), or
- any property vegetation plan within the meaning of the [Native Vegetation Act 2003](#), or



- any biobanking agreement within the meaning of Part 7A of the [Threatened Species Conservation Act 1995](#), or
- any planning agreement within the meaning of Division 6 of Part 4 of the Act.

This clause does not affect the rights or interest of any public authority under any registered instruments.

There are no registered easements or restrictions on the land that will affect the development.

## **Part 2 – Permitted or prohibited development**

### **Clause 2.3 – Zone objectives and Land Use Table**

The subject property is zoned R5 Large lot residential.

The objectives of the R5 Large Lot Residential Zone seek to:

- To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.
- To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.
- To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.

The proposal does not seek to alter the current land use for residential type uses. The ancillary works for a detached shed are considered compatible with the provision of residential housing that would not significantly impact the environment, ordered development, demand for services and conflicting land use. The development is considered to be consistent with the foregoing objectives.

## **Part 4 - Principal development standards**

No principal development standards apply to the proposal.

## **Part 5 – Miscellaneous provisions**

No miscellaneous provisions apply to the proposal.

## **Part 6 – Additional local provisions**

### **Clause 6.2 Stormwater management**

Clause 6.2 requires that development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development is designed to maximise the use of water permeable surfaces on the land having regard to the soil characteristics affecting on-site infiltration of water, and includes, if practicable, on-site stormwater retention for use as an alternative supply to mains water, groundwater or river water, and avoids any significant adverse impacts of stormwater runoff on adjoining properties, native bushland and receiving waters, or if that impact cannot be reasonably avoided, minimises and mitigates the impact.

The development application was referred to Council's Infrastructure Services department for review and comment. Subject to the recommended conditions, the proposal is considered satisfactory in relation to stormwater management and the LEP requirement is satisfied.

#### **Clause 6.8 Essential services**

Clause 6.8 requires that development consent must not be granted to development unless the consent authority is satisfied that any of the services that are essential for the development are available or that adequate arrangements have been made to make them available when required. Essential services are identified as the supply of water, the supply of electricity, the disposal and management of sewage, stormwater drainage / conservation and suitable vehicle access.

Subject site has connections available to electricity and has safe and legal (vehicular) access from Bluett St and is serviced by solid waste collection. The site is serviced with an alternative water supply, and on-site sewerage management. All essential services are available to the subject property.

#### **State Environmental Planning Policy (Resilience and Hazards) 2021**

State Environmental Planning Policy (Resilience and Hazards) 2021 (replaces State Environmental Planning Policy 55 Remediation of Land (SEPP55)) requires that a consent authority must not consent to the carrying out of development of land unless it has considered whether the land is contaminated; is satisfied that the land is suitable in its contaminated state for the development that is proposed, and if the land requires remediation to be made suitable for the proposed development it is satisfied that the land will be remediated before the land is used for that purpose. Furthermore, the SEPP requires before determining an application to carry out development that would involve a change of use of land, the consent authority must consider a preliminary investigation of the land concerned. A change of use refers to:

- a) land that is within an investigation area,
- b) land on which development for a purpose referred to in Table 1 to the contaminated land planning guidelines is being or is known to have been carried out,
- c) to the extent to which it is proposed to carry out development on it for residential, educational, recreational or childcare purposes, or for the purposes of a hospital - land:
  - i. in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in Table 1 to the contaminated land planning guidelines has been carried out, and
  - ii. on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).

The land is not within an Investigation Area. The land has been historically cleared land, and this application does not seek a change in land use or a change land zone. As part of the development application, consideration was given to potential contamination issues. Inspection of the site does not indicate any areas or sources of potential contamination.



There are no buildings, structures or other evidence within the site that indicate potentially contaminating activities associated with previous land use.

The subject land does not appear to have been used for a purpose listed in Table 1 of Managing Land Contamination Planning Guidelines SEPP 55 – Remediation of Land.

Based on this information, further investigation is not warranted. The subject land is therefore considered suitable for the proposed development.

**Section 4.15(1)(a)(ii) Any proposed instrument that is or has been the subject of public consultation under the Act and has been notified to the consent authority**

Not applicable.

**Section 4.15(1)(a)(iii) Any Development Control Plan  
Blayney Shire Development Control Plan 2018**

Part A: Preliminary & Introduction
A1.11 Variation to Controls
<p>Applicant justification:</p> <p><b>a) Compliance with the particular control within this DCP is unreasonable or unnecessary in the circumstance of the case</b></p> <p>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 300m<sup>2</sup> 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.</p> <p>Comment – The provided justification represents a reasonable departure from the DCP, given it allows the property to manage other parts of the DCP and social and economic ends.</p> <p><b>b) The objectives of the particular control are met or sufficiently addressed</b></p> <p><b>The objectives of Section C3.4 of the DCP aim to:</b></p> <ul style="list-style-type: none"> <li>• Ensure outbuildings are compatible with the scale and character of surrounding development;</li> <li>• Avoid adverse visual impacts;</li> <li>• Maintain amenity and privacy;</li> <li>• Prevent the overdevelopment of sites.</li> </ul> <p>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.</p>

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.

Comment – While ‘single story’, the scale of the proposed development contends with the surrounding residential and ancillary development. The setback from the road(s) seeks to manage the impact on character however other reasonable considerations can be made to further address the objectives. The character of the proposed development is typical with the area with regard to materiality, construction, and design. The proposed wall colour, merino, is consistent with the character however Mountain Blue for the roof is not typical.

The proposed development presents to the north, leaving the largely unarticulated length of the shed presenting to forest reefs road, with no concealment offered from the terrain or the indicated ‘existing landscaping’, in effect doing little to manage the impact outside of distancing.

The developed could improve its compatibility with character and manage adverse visual impact by implementing the following.

- Tall-to-medium height landscaping, in the vacant area between the shed and Forest Reefs Rd.
- Design; the potential for a stepped roof would reduce visual bulk, permit the storage of tall vehicles, and be consistent with surrounding development (character).
- Orientating the building so that the short length presents to the neighbouring property and Forest Reefs Rd. (this represents an excavation compromise).

Development on the opposite Forest Reefs Road has a similar impact and not concealed by terrain/landscaping. The proposed development is consistent with the character in this regard.

Amenity and privacy can be reasonably maintained. The South (nearest) side of the neighbouring property does not contain openings. The existing hedge works to protect some privacy and may dampen sounds.

The site is at minimal risk of over development, the allowable cumulative floor area is 300sqm for sites greater than or equal to 1ha, in effect the maximum allowable is assumed 3% site coverage. The cumulative floor area of the proposed development is approximately 576sqm including the containers, representing an estimated site coverage of 1% of the 5.644ha property. If the approved subdivision is acted on, this becomes around 1.8% of a 3.23ha property. The fact that development consent has been granted for subdivision indicates development potential rather than a risk of over-development.

**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.

Comment – The provided justification represents satisfactory grounds in this regard.

**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.

Comment – The provided justification is supported.

**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.

Comment – It is recommended council support the provided justification subject to the attached conditions.

**Part B: Notification & Public Exhibition of Development Applications**

B2 – Notified Development	27/06/2025 – 11/07/2025 Notified no Submissions received.
B3 – Advertised Development	Assessed. Not required.

Part C: Residential Development			
C3 – Garages, Carports, Sheds, Outbuildings & Pools/Spas			
Clause	Topic	Assessment	Consideration
C3.1	Use	The development is assessed to be consistent with the DCP controls.	Nothing to indicate uses other than shed/garage. Toilet and shower present but no kitchen, laundry or enclosed rooms.
C3.2	Visual Impact/ Amenity	The development is assessed to be consistent with the DCP controls.	Proposed development is behind the anticipated building line, no anticipated impact on surrounding amenity (noise dust, solar access, privacy, fire safety). Setback from the streetscape and complements surrounding character (colour, material). Development is not subsidiary in scale, this is managed by being distanced behind the dwelling house from Bluett Cl and Forest Reefs Rd.
C3.3	Garages, Carports, Sheds, Outbuildings & Sheds in Urban Areas		N/A
C3.4	Garages, Carports, Sheds, Outbuildings & Sheds in Large Lot Residential Areas	The development is assessed to be consistent with the DCP controls.	The proposal will be behind the building line and within the registered building envelope.  Non-compliance with the remaining objectives of this clause is addressed in the Variation.
C3.5	Rural Sheds	N/A	N/A
C3.6	Shipping Containers	N/A	N/A
C3.6	Water Tanks, Pools & Spas	N/A	N/A

Part G: Environmental Management & Hazards			
G2 – Buffers to Sensitive Land Uses			
Clause	Topic	Assessment	Consideration
G2.1	Application of this Section	The development is assessed to be consistent with the DCP controls.	<p>The proposal represents no impact to existing and future sensitive and higher impact land-uses, nor the reasonable possibility of proposed use (storage) generating noise, vibration, odour and dust. The size of the shed and land have the capacity for a variety of uses, unapproved uses generating noise, vibration, odour and dust and reducing the amenity of the neighbours are protected under the <i>Protection of the Environment Operations Act 1997 No 156</i>.</p> <p>The proposal is consistent with the surrounding residential land use and does not introduce a high impact or sensitive land use. Again, the reasonable possibility thereof is addressed by <i>Protection of the Environment Operations Act 1997 No 156</i>.</p>
G2.5	On-Site Effluent Disposal	Assessment not required.	Assessment not required. No modification to existing plumbing proposed. The site is serviced by sewer. The provision of an additional toilet and shower do not increase the loading on the septic and therefore will not require alteration to the existing onsite management system.

G3 – Stormwater & Drainage			
Clause	Topic	Assessment	Consideration
G3.3	Stormwater Management	The development is assessed to be <u>conditionally</u> consistent with the DCP controls.	<p>1) Soil and water management plan is not required.</p> <p>2) Conditions imposed through Development Engineer referral to prevent the concentration of flows to adjoining properties, sufficiently manage water-borne pollutants and sediment and enforce consistency with engineering guidelines were necessary.</p> <p>3) The development is not expected to significantly alter drainage patterns, all runoff resulting from the development can flow to a legal point of discharge. Stormwater retention/detention/re-use measures are not considered necessary for the proposal.</p>
G5 – Bushfire			
Clause	Topic	Assessment	Consideration
G5.1	Application of this Section	Assessment not required.	The subject site is not mapped as bushfire prone land and will not require further consideration regarding this section.
G6 – Land Contamination			
Clause	Topic	Assessment	Consideration
G6.2	Objectives	The development is assessed to be consistent with the DCP controls.	Council has considered the subject site and evidence of contaminated land use and found it appropriate for the proposed development, with minimal expected risk of future contaminating activity. Consideration has been given to the relevant BLEP2012 clauses (6.4-6.6).

G8 – Drinking Water Catchments & Groundwater Vulnerability			
Clause	Topic	Assessment	Consideration
G8.1	Application of this section	Assessment not required.	The subject site is not mapped as Drinking Water Catchment however is identified as being Ground Water Vulnerability. The proposal will not require additional supporting documentation as there is no further increase on the demand for water or effluent disposal.
G9 – Land & Soils			
Clause	Topic	Assessment	Consideration
G9.1	Application of this section	The development is assessed to be consistent with the DCP controls.	The development is considered appropriately sited and designed with respect site constraints. Neither the development nor the site is considered to mutually affected in any significant manner regarding geographical and soil-related issues. This extends to erosion and sedimentation.
G9.2	Objectives		
G9.3	Naturally Occurring Asbestos		
G9.4	Erosion & Sedimentation		
G9.5	Other Geological or Soil-related Issues.		The subject site is not mapped as having a risk of containing Naturally Occurring Asbestos.  Other geological or soil-related issues are not apparent.

## Developer Contributions

### Blayney Local Infrastructure Contributions Plan 2022

In accordance with Section 5.1 of the Blayney Local Infrastructure Contributions Plan 2022, the plan applies to any development application lodged on or after the date this plan commenced.

The Blayney Local Infrastructure Contributions Plan 2022 identifies that Section 7.12 levies apply to development that is not Type A (residential) or Type B (Heavy Haulage) development and which also has a proposed cost of development in excess of \$100,000. The monetary contribution rates for new development types are shown in Table 6 below:

**Table 6 – Contribution Rates**

<b>Contribution Type / Development Type</b>	<b>Levy Rate</b>
<b>Section 7.11 Contributions</b>	
Residential accommodation on development resulting in additional dwellings or lots	\$9,296 per dwelling or lot.
Heavy Haulage Development	\$0.52 per ESA per km of regional sealed road \$0.66 per ESA per km of local sealed road \$0.52 per ESA per km of local gravel road
<b>Section 7.12 Levies</b>	
Where the proposed cost of carrying out the development:	
Is more than \$100,000, and up to and including \$200,000.	0.5% of that cost.
Is more than \$200,000	1% of that cost.

Having regard to Table 6, the proposed development will be liable for 7.11 contributions as there is no further nett increase in dwellings or allotments created.

**Section 4.15(1)(a)(iia) Any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4**

Not applicable.

**Section 4.15(1)(a)(iv) The Regulations**

- **In the case of a development application for the demolition of a building, the provisions of AS 2601 (Clause 61(1))**  
Not applicable.
- **In the case of a development application for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act, the provisions of that order and of any development plan prepared for the land by a relevant authority under that Schedule (Clause 61)**  
Not applicable.
- **Fire safety and other considerations (Clause 62)**  
Not applicable.
- **Buildings to be Upgraded (Clause 64)**  
Not applicable.

**Section 4.15(1)(b) The likely impacts of the development, including environmental impacts both the natural and built environments, and social and economic impacts in the locality**



**Context and Setting**

Comment – The immediate surrounding land use is residential housing in a semi-rural setting. The site is situated at the periphery of R5 zoning, though substantially distanced from RU1 land. No unacceptable land uses are proposed. The development is compatible with the amenity and character of the surrounding area, deviation from scale has been addressed in the report.

**Land Use Conflict**

Comment – The proposed development will not create land use conflict within the surrounding area as it is a residential use and considered to be consistent with the character of the area.

**Access, Transport & Traffic**

Comment – No new access proposed for the development; access will remain from existing point from Bluett Close. No significant change in traffic generation anticipated from the development.

A condition of consent will be included restricting any further access creation from Bluett Close. Only one access point for the subject land will be permitted (which is existing).

The proposal has been referred to Infrastructure Services and is deemed acceptable subject to conditions. No adverse impacts are assessed.

**Public Domain**

Comment – The proposed development will have minimal impact on the public domain within the surrounding area, as it is considered to be consistent with the character of the area.

**Utilities**

Comment – The development is serviced with the appropriate utilities, being alternate water, onsite sewerage management and electricity. The capacity of existing utilities is not significantly impacted. The new development will require to be connected to the existing septic and electricity.

**Heritage**

Comment – The proposed development is not located in a Heritage Conservation Area, nor does it contain a Heritage Item or exist in proximity a Heritage Item. No potential loss of conservation value identified resulting from the proposed development. Consistency with surrounding character addressed.

**Other Land Resources**

Comment – The proposed development will not have a detrimental effect on productive agricultural land, mineral and extractive resources or water supply catchments. No adverse impacts are assessed

**Water, Soil, Air and Microclimate**

Comment – The proposal will not affect existing water provisions; consideration has been given to the threat to ground water and existing hydrology. The proposal requires minor earthworks, the management of impacts during construction are enforced by conditions of consent. The proposed development does not pose any substantial risk of altering soil, air or microclimatic conditions.

**Noise and Vibration**

Comment – The construction impacts are anticipated to be short-lived and manageable in compliance with the imposed conditions. A condition has been imposed regarding construction hours have been limited to the hours of construction. The future operation of machinery where unreasonable will be managed by the *Protection of the Environment Operations Act 1997 No 156*

**Flora and Fauna**

Comment – The proposed development has been designed and sited within an area of the site which has been historically cleared land. The development is not likely to have a significant impact on flora and fauna.

**Waste**

Comment – Waste generated during construction will be managed in compliance with the imposed conditions. Ongoing, the site will be serviced by a private waste collection service contractor or Councils waste collection contractor, pursuant to Council's Waste Collection Services Policy 18C.

**Natural Hazards**

Comment – The proposal is not mapped as bushfire or flood prone land. Therefore, further investigation is not required.

**Technological Hazards**

Comment – There are no known previous land uses that would indicate the subject land is affected by land contamination. No adverse impacts assessed.

**Safety, Security and Crime Prevention**

Comment – The four key principles of the guidelines include surveillance, access control, territorial reinforcement, and space management. The proposal is considered to align with these principles. The proposed ancillary development is believed to encourage ownership and conceal crime attractors, increasing the perception/reality of capable guardianship

**Social and Economic Impact on the locality**

Comment – The proposed development is not anticipated to negatively impact people's way of life, culture or community but will allow for equitable use of existing infrastructure and the potential increase to community cohesion and character from comparable residential development in the locality. Due to the type and scale of the proposed development, the economic impacts of the development are not significant. The proposal does however have the potential to continue to support the local economy. No adverse impacts are assessed.

**Site Design and Internal Design**

Comment – The proposal is consistent with the Blayney Local Environmental Plan 2012 and Blayney Development Control Plan 2018 as discussed above (with the exception of the request to vary the DCP control C3.4. The development is situated within the registered building envelope and behind the building line and does not adversely impact upon adjoining land, the approved subdivision or road safety.

A request to vary the DCP provision has been provided by the Applicant and is supported by Council staff in this instance. The development on the site will not detrimentally affect adjoining land and has been designed with regard to the existing site conditions.

### **Cumulative Impacts**

Comment – The proposal is consistent with the Blayney Local Environmental Plan 2012 and Council's Development Control Plan 2018, insofar as that any variation from the latter has been supported. It is assessed that the cumulative impacts of the proposed development are not such that the application should be refused, including:

- individual impacts so close in time that the effects of one are not dissipated before the next (time crowded effects)
- individual impacts so close in space that the effects overlap (space crowded effects)
- repetitive, often minor impacts eroding environmental conditions (nibbling effects)
- different types of disturbances interacting to produce an effect which is greater or different than the sum of the separate effects (synergistic effects)

Based on this assessment, it is considered that the proposed development is unlikely to have a significant or detrimental impact.

### **Section 4.15(1)(c) The suitability of the site for the development**

The foregoing assessment demonstrates that the subject property is suitable for the proposed development on the following basis:

- The proposed development is consistent with the objectives of the R% Large Lot Residential zone
- The proposed development is consistent with the matters prescribed in the LEP and DCP
- The proposed development will be suitably serviced
- The proposed development has minimal environmental impact
- The site is suitable for the proposed use

### **Section 4.15(1)(d) Any submissions made in accordance with this Act or the regulations**

In accordance with Part B of the DCP the proposed development was neighbour notified for a period of 14 days between 27/06/2025 to 11/07/2025. No submission were received during the notification period.

### **Referral/Concurrence**

No comments or objections. No IS conditions required.

No concurrences required.

**Section 4.15(1)(e) The public interest**

The proposed development is considered to be of minor interest to the wider public due to the localised nature of potential impacts. The proposal is not inconsistent with any relevant policy statements, planning studies, guidelines etc that have not been directly considered in this assessment with the exception of the variation that has been sought for exceedance in cumulative floor area and ridge height.

**Summary / Conclusion**

The proposal is permissible with consent of Council. The proposed development complies with the relevant aims, objectives and provisions of BLEP 2012. A Section 4.15 assessment of the development indicates that the development is acceptable in this instance.

The Applicants request to vary the DCP provisions provide sufficient justification for Council to support the variation for increased ridge height and exceedance of cumulative floor area.

The proposed ridge height is 6.6m and therefore does not comply with the DCP requirement of 6m. However, based on the shed design, siting and lot size, the proposed variation will not adversely impact adjoining landowners and will not be visually obtrusive.

The site is at minimal risk of over development, the allowable cumulative floor area is 300m<sup>2</sup> for sites greater than or equal to 1ha, in effect the maximum allowable is assumed 3% site coverage. The cumulative floor area of the proposed development is approximately 576sqm including the containers, representing an estimated site coverage of 1% of the 5.644ha property. If the approved subdivision is acted on, this becomes around 1.8% of a 3.23ha property. The fact that development consent has been granted for subdivision indicates development potential rather than a risk of over-development. In conclusion, it is recommended that the request to vary the Blayney Development Control Plan 2018, C3.4 Garages, Carports, Outbuildings & Sheds in Large Lot Residential Areas requiring garages, carports, outbuildings or sheds are not to exceed:

- A ridge height of 6m from the existing ground level;
- A cumulative floor area greater than 300m<sup>2</sup>; and be supported in this instance.

Attached is a draft Notice of Decision outlining conditions considered appropriate to ensure that the development proceeds in an acceptable manner.

**BUDGET IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**SCHEDULE “A”**

**CONDITIONS ISSUED WITH  
DEVELOPMENT APPLICATION 2025/0047 - ERECTION OF A DETACHED  
SHED (OUTBUILDING) ON LOT 5 DP 1090642, 8 BLUETT CLOSE,  
FOREST REEFS**

**Enclosures (following report)**

Nil

**Attachments (separate document)**

- |   |   |          |
|---|---|----------|
| 1 | Draft Conditions DA 2025 - 0047 - 8 Bluett  | 6 Pages  |
| 2 | DA 2025-0047 - 8 Bluett Close, Forest Reefs | 10 Pages |

**Matters to be dealt with in closed committee**

In accordance with the Local Government Act (1993) and the Local Government (General) Regulation 2021, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

**26) CONTRACT 11/2025 TRAFFIC MANAGEMENT SERVICES 2025-2028**

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

**27) CONTRACT 40/2025 CONSTRUCTION OF RICHARDS LANE UPGRADE**

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