



22 May 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, 27 May 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) Confirmation of Minutes - Ordinary Council Meeting held on 22.04.25
- (10) Matters arising from Minutes
- (11) Reports of Staff
 - (a) Executive Services
 - (b) Corporate Services
 - (c) Infrastructure Services
- (12) Closed Meeting

Mark Dicker
General Manager

Meeting Calendar 2025

May

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
6.00pm	27 May 2025	Council Meeting	Community Centre
10.00am	29 May 2025	Central NSW Joint Organisation Meeting	Orange

June

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
12.00pm	4 June 2025	Mining and Energy Related Councils Meeting	Sydney (or online)
4.00pm	11 June 2025	NSW Rural Fire Service Canobolas Zone Liaison Committee	Canobolas
10.00am	13 June 2025	Traffic Committee Meeting	Community Centre
10.00am	18 June 2025	Central Tablelands Water Meeting	Canowindra
2.00pm	20 June 2025	Central Tablelands Weeds Authority Meeting	Bathurst
6.00pm	23 June 2025	Council Meeting	Community Centre
8.30am	25 June 2025	Orange 360 Board Meeting	Orange

July

<u>Time</u>	<u>Date</u>	<u>Meeting</u>	<u>Location</u>
6.00pm	22 July 2025	Council Meeting	Community Centre

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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.

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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) MAYORAL MINUTE - LOCAL GOVERNMENT NSW 2025 RURAL & REGIONAL SUMMIT

Author: Councillor Reynolds Bruce Reynolds

File No: GO.CF.1

Recommendation:

That the report from the Mayor on the 2025 Local Government NSW Rural and Regional Summit be noted.

Item:

The 2025 conference, held in Sydney on Thursday 8 May 2025 focused on three areas;

1. Sustainability of Local Government.
2. Building reforms,
3. Biosecurity review and water reforms.

The conference then focused on dealing with Natural Disasters, from a Council and agency point of view.

Local Government Sustainability

Minister for Local Government Comments

The NSW Local Government Minister, Ron Hoenig, addressed the gathering. He focused on the NSW Government response into the review of Local Government.

The Minister said they would support 15 of the 17 recommendations under the review, to ensure NSW councils are efficient and financially sustainable.

The NSW Parliament's Upper House undertook an inquiry into the ability of local governments to fund infrastructure and services.

The Minister discussed the review findings, concentrating on how Councils could increase rates above the pegging rates.

He highlighted he is still pushing ahead with new rate categories.

He also indicated that any future mergers should be on a voluntary basis, and he had enabled a mechanism to allow Councils to demerge.

He also discussed the issue of grant funding, but suggested the Commonwealth should increase the level of support.

Office of Local Government Comments

Brett Whitworth – Deputy Secretary, Local Government then addressed the forum.

He said he OLG has engagement managers in the field. His aim is to build collaboration.

The office is concentrating on financial sustainability of all Councils and acknowledged this was a major challenge for many Councils across the state.

Mr Whitworth focused on the benefits of the Renewable Energy Zone and how Councils in these zones were being compensated.

He highlighted how the community benefits from Councils using the example of sporting facilities. He highlighted the direct impact of what we do to maintain them and the visible tangible benefit of these to each community, particularly kids sports.

He outlined the NSW government response to financial sustainability. He will implement the 15 recommendations the government is supporting.

Mr Whitworth discussed rate exemptions and the review into how rates may be more broadly applied to other areas. He said a number of areas would not have the exemptions removed, but other areas may have them removed.

Councils must understand and be willing to implement changes proposed by the NSW Government, with timeframes still to be worked out.

He also discussed Council depreciation techniques.

Councils also need to see how to better use the money they have got. They also need to be able to grow the pie.

He did support that 1% of GDP Financial assistance grants should be provided to local government. He highlighted the sector needed to highlight to the Commonwealth the benefits to the community and to the Commonwealth if the grants were increase from just over half of one percent to one percent. If the Commonwealth can't see the benefits, then they will not increase.

Grants commission facts sheets are outdated and need changes. Look at better ways to operate financial assistance grants. They are looking at the roads component, but any changes are restricted by the National principles. There will however be no significant change this year.

Mr Whitworth highlighted Financial Assistance Grant advance payments may not come before 30 June.

He also discussed Joint Organisations and the need to collaborate. Where do you want your Council to sit?

Councillor conduct. Looking at system. Bad behaviour should be judged by peers but should have good advice. Misconduct should be investigated independently. What he is seeing is the weaponisation of complaints.

He also touched on the Special Rate Variations. Said SRV's will be projects only. All other rate increase applications will come through the new review process proposed by the NSW Government. This review process will examine a Council's cost structure and where savings can be made, including a reduction in non-core services. It will also encompass a fees review. Fees on things like swimming pools.

Building Reforms in NSW

James Sheppard- NSW Building Commissioner

The key issues in the regions were identified as

- Shortage of trades- can result in unlicensed work
- Lack of Skills Updates – work not to current standards
- Certifiers. Lack of certifiers with the onus on Councils and resourcing constraints for Councils

Key priorities for working with Councils

- Education and engagement- Industry, Council and consumer
- Information sharing with Data and Intel as well as trends and insights
- Collaboration- working towards common goals and outcomes.

NSW Biosecurity Reforms

Dr Marion Healy PSM, NSW Independent Biosecurity Commissioner

Ms Healy focused on her review into Biosecurity Governance, compliance and enforcement.

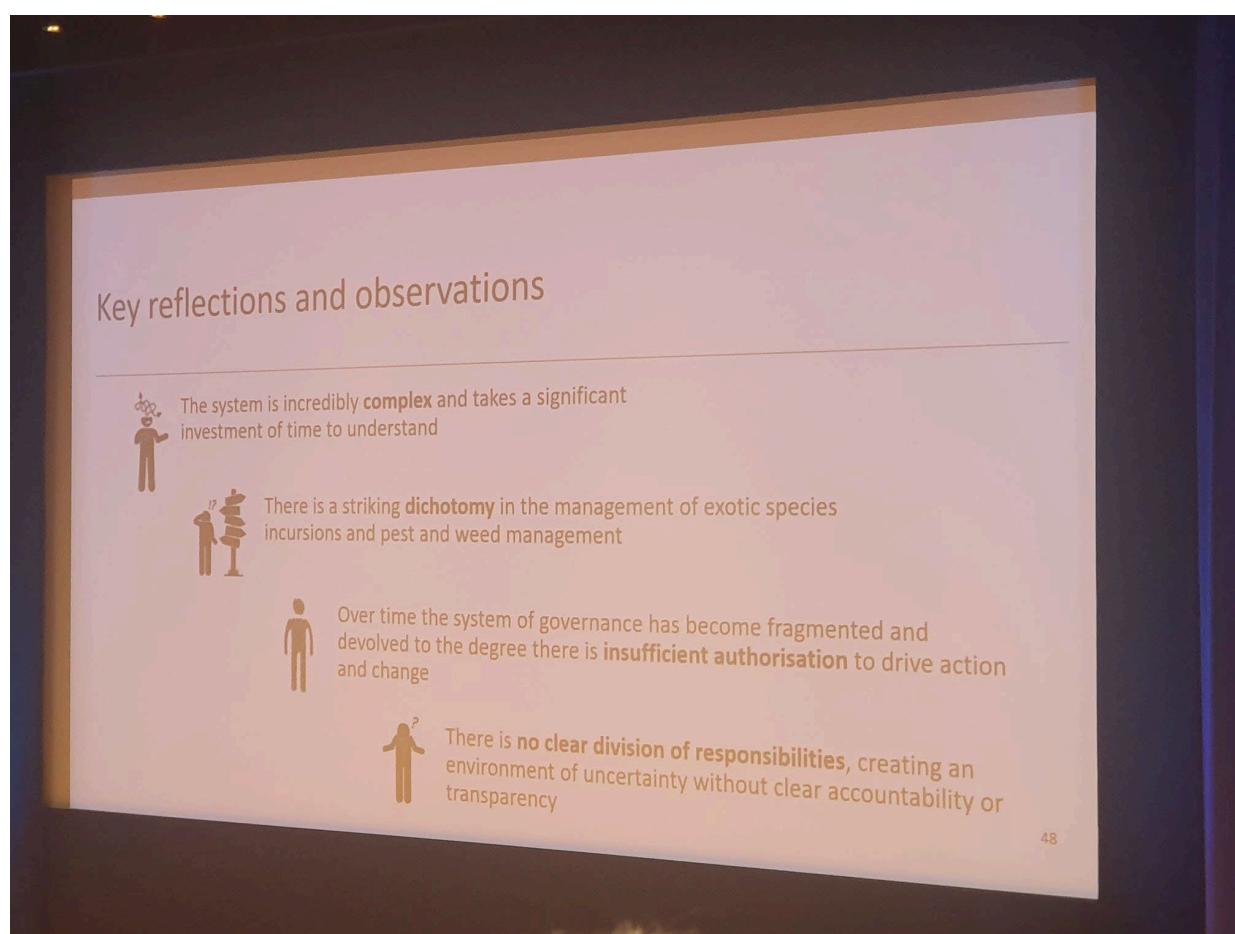
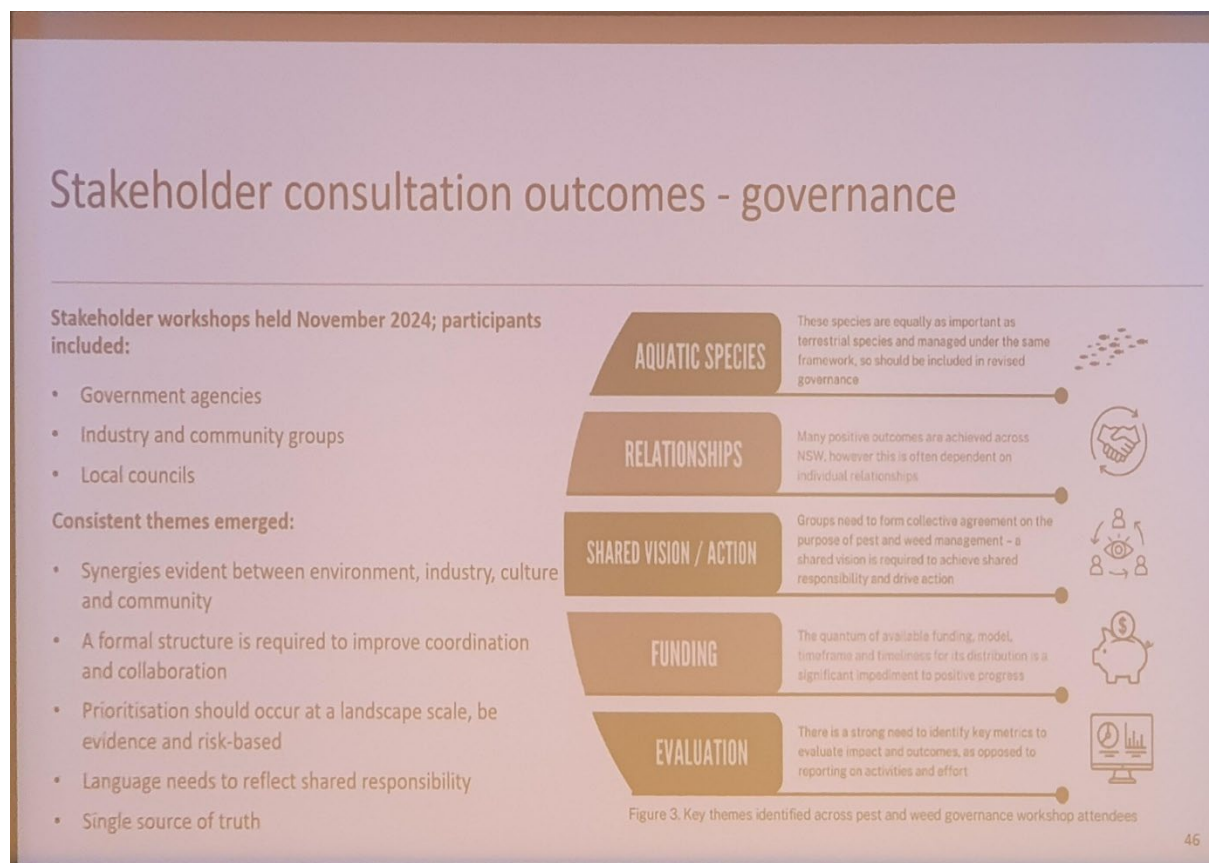
Governance – review governance structures and arrangements for pest and weed management in NSW with a focus on developing a revised governance model.

Compliance and enforcement. To review delivery and operations of pest and weed biosecurity compliance and enforcement.

The commissioner outlined the review process which included consultation with stakeholders, including the Central Tablelands Weeds Authority.

She does agree there needs to be reforms. Her report is expected to go to the commissioner in June or July.

The following two slides outline the commissioners' findings.



I also had the opportunity to address the commissioner on some of the local issues. She had high praise for the Central Tablelands Weeds Authority.



Water Minister Address

Hon Rose Jackson, MLC the minister for water addressed the conference.

key points were:

- Recognise how difficult it is for local water authority.
- New guidelines from first July. Be tougher.
- Too small a rate base.
- Ability to pay.
- No commitment on future funding of water and sewerage.
- Bigger problem in Western NSW

On the response to PFAS.

- More ground water testing.
- Support needs to come from the Commonwealth.
- Finding more water sources or bores in non-contaminated areas.

Natural Disasters

The afternoon session focused on Natural Disasters

Four Mayors outlined their challenges with floods and fires.

This was followed by a discussion with the NSW Reconstruction Authority and the National Emergency Management agency. This discussion focused on the learnings from recent disasters and how improvements are being made, in conjunction with Local Government.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

02) MAYORAL MINUTE - MINISTER RESPONSE TO NSW LOCAL GOVERNMENT ANNUAL CONFERENCE RESOLUTION

Author: Councillor Reynolds Bruce Reynolds

File No: GS.LI.1

Recommendation:

That Council note the response from the Minister for Regional New South Wales to the resolution at the 2024 LGNSW Annual Conference regarding grant funding for Mining Impacted Councils.

Item:

Blayney Shire Council submitted a motion to the 2024 Local Government NSW Annual Conference. Parkes Shire Council also submitted a motion along a similar line.

The two motions were subsequently combined by LGNSW, with the Parkes Shire Council motion the lead motion.

The two motions are shown below. The motion was passed by the conference and then submitted to Minister Tara Moriarty as Minister for Regional New South Wales.

Motions to Conference**22 Parkes Shire Council Grant funding Program to support mining-affected communities**

That Local Government NSW advocates for a grant funding program to support mining affected communities, similar to the previous Resources for Regions Fund.

Note from Council

Shortly after the last NSW State election, the NSW Government cancelled the Resources for Regions (R4R) grant funding. These grants were designed to return a very small portion of the royalties collected by the State Government back to the impacted regions.

In 2022-23, \$4.64 billion in royalties were collected from the NSW mining industry. Mining is an important industry for the NSW economy with an estimated 29,600 people directly and 118,000 people indirectly employed, contributing over \$31 billion annually to the NSW Gross State Product. Similarly, mining is important to the economies of the host local Government areas in which they are located and the surrounding regions.

While mining contributes to the local economy there are also local impacts, such as;

- *Massive voids and mounds left in the countryside, leaving that land unproductive.*
- *Passenger vehicles coming and going to/from the mine from a wide region.*
- *Freight of all descriptions coming and going from the mine.*
- *Economic boom and bust with the fortunes of the mine.*
- *Accommodation boom and bust with projects at the mine.*
- *Workers expect the town to have good amenities.*
- *Significant economic downturn as the mines close (so-called Dutch disease).*

Very substantial royalties are paid to government from the local mines but now there is no return to the hosting region.

In October 2023, the Minister for Energy, Penny Sharpe announced communities in the Central-West Orana Renewable Energy Zone (REZ) would receive \$128 million over the next four years as an initial contribution to deliver community projects and employment opportunities. The impact of mining on regional communities is no less than that of the REZ; therefore, a similar funding recognition for mining affected communities should be implemented.

The vast majority of royalties collected is shared across the State to all constituents, however, it is our contention that a small amount should once again be returned to the mining-affected communities. R4R was one small but incredibly important remedy for these very real issues.

Blayney Shire Council Royalty return to mining impacted communities
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 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 the 26 Councils and communities that host mining operations in NSW.*

Note from Council

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

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).

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 hosting mining operations. This is a significant inequity which must be addressed.

Whilst the money returned to the 26 Councils is noted as being very small in terms of percentage (compared to the overall yield 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.

The Minister responded to LGNSW on 22 April 2025, as follows;

Resolution 22: Parkes Shire Council - Grant funding Program to support mining-affected communities

The NSW Government has pledged an initial \$400 million investment into the Regional Development Trust to ensure sustainable and strategic investments that significantly benefit regional communities, including those affected by mining.

This initiative includes \$50 million for the initial round of the Regional Economic Development and Community Investment Program. This program aims to foster regional economic growth and support job creation and retention in regional NSW. Applications to the program closed at 5pm on 20 February 2025 and successful applicants are expected to be notified from 26 May 2025.

Furthermore, the NSW Government is committed to supporting coal-reliant regions in securing their long-term economic future as the global demand for coal declines over time. This will be achieved through the establishment of Future Jobs and Investment Authorities in the Hunter, Illawarra, Central West, and North West. The Government is currently reviewing public feedback to finalise the model for these authorities.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

03) MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 22 APRIL 2025**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GO.ME.3**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 22 April 2025, being minute numbers 2504/001 to 2504/020 be confirmed.

MINUTES OF THE BLAYNEY SHIRE COUNCIL ORDINARY MEETING HELD IN THE CHAMBERS, BLAYNEY SHIRE COUNCIL COMMUNITY CENTRE, ON 22 APRIL 2025, COMMENCING AT 6.02PM

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), Executive Assistant to the General Manager (Mrs L Ferson) and Administration Assistant (Mrs K Palmer)

RECORDING OF MEETING STATEMENT**ACKNOWLEDGEMENT OF COUNTRY****DISCLOSURES OF INTEREST**

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

Councillor /Staff	Interest	Item	Pg	Report	Reason
Cr Gosewisch	Pecuniary	15	121	DA 2025/0009 – Geotechnical Investigations, Cadia Valley Operations	Employee of Newmont

Cr Gosewisch, having declared an interest, left the Chambers

PUBLIC FORUM

Rodney Williams – Item 15 – DA2025/0009 – Geotechnical Investigations, Cadia Valley Operations

Cr Gosewisch returned to the Chambers.

MAYORAL MINUTE

2504/001 2025 FEDERAL ELECTION MATTERS

RESOLVED:

That Council note the identified priorities for the upcoming 2025 Federal Election which will be distributed to candidates in the seat of Calare.

(Reynolds)

CARRIED

CONFIRMATION OF MINUTES

2504/002 MINUTES OF THE PREVIOUS COUNCIL MEETING HELD 25 MARCH 2025

RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 25 March 2025, being minute numbers 2503/001 to 2503/014 be confirmed.

(Newstead/Johnston)

CARRIED

MATTERS ARISING FROM THE MINUTES

Nil

The Mayor asked if there was any objection to bringing item 15 forward for consideration, being the topic of the public forum. There was no objection.

Cr Gosewisch, having declared an interest, left the Chambers.

2504/003 DA 2025/0009 - GEOTECHNICAL INVESTIGATIONS, CADIA VALLEY OPERATIONS

RESOLVED:

That Council approve Development Application 2025/0009 submitted by Cadia Holdings Pty Ltd subject to the proposed conditions of development consent attached to enclosure 5 of the business paper, and including the additional conditions:

Condition 17

The applicant shall ensure dust suppression is available and implemented for drilling operations and test pit excavation by watering, water sprays or other means approved by the Director of Planning and Environmental Services.

Condition 18

All drilling of boreholes and excavation of test pits shall be carried out in accordance with the Interim Construction Noise Guidelines (ICNG) (DECCW, 2009). Prior to the commencement of works the applicant shall provide a report for the approval of the Director of Planning and Environmental Services on how activities will comply with the Guidelines in relation to residential

receptors not associated with Cadia Valley Operations and any measures to be taken to ensure compliance.

(Reynolds/Dorsett)

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

FOR	AGAINST	
Councillor Reynolds		
Councillor Newstead		
Councillor Dorsett		
Councillor Hutchings		
Councillor Scott		
Councillor Johnston		
Total (6)	Total (0)	CARRIED

Cr Gosewisch returned to the Chambers.

EXECUTIVE SERVICES REPORTS

- 2504/004** **QUARTERLY OUTSTANDING RESOLUTION REPORT**
RESOLVED:
 That Council note the Outstanding Resolution Report to March 2025.
 (Scott/Gosewisch)
CARRIED

- 2504/005** **REGIONAL DEVELOPMENT AUSTRALIA - FARM SUCCESSION WORKSHOP**
RESOLVED:
 That Council:
 1. Note Regional Development Australia hosted a Farm Succession Workshop in Blayney on 27 March 2025.
 2. Note the post event report provided.
 3. Approve \$1,500 from the Blayney Shire Community Financial Assistance Program was provided to Regional Development Australia to assist delivering the workshop in Blayney.
 (Newstead/Gosewisch)
CARRIED

- 2504/006** **COMMUNITY ENERGY UPGRADE FUNDING APPLICATION**
RESOLVED:
 That Council:
 1. Note the report.
 2. Endorse the 2025 Blayney Shire Renewable Energy Project which has an estimated project cost of \$1 million and proceeds to prepare and submit the following grant funding applications:
 a. Australian Government (Community Energy Upgrade

- Funding) seeking \$500,000
- b. Newmont (Cadia Legacy Fund) seeking \$500,000 as the matching 50% co contribution.
3. Approve a supplementary vote of \$15,000 in the 2024/25 Operational Plan to engage a specialist energy consultant to assist with the grant documentation and grant application to be funded from the Property Internal Allocation.
4. Be provided a further report which considers whole of life costs and ongoing budget implications, upon finalisation of the estimated project scope and cost and lodgement of the grant applications.

(Gosewisch/Scott)

CARRIED

CORPORATE SERVICES REPORTS

MINUTES OF THE DISABILITY INCLUSION WORKING GROUP MEETING HELD 3 APRIL 2025

2504/007

RESOLVED:

That Council:

1. Receive the minutes of the Disability Inclusion Working Group meeting held 3 April 2025.
2. Adopt the Blayney Shire 2022 – 2026 Disability Inclusion Action Plan Status Report for period ending 31 December 2024.
3. Adopt the Disability Inclusion Working Group Charter.
4. Note the 2024 review of the 2018 accessible car parking audit.
5. Consider funding in the 2025/26 Operational Plan line marking works to the audited car spaces of locations ID 2, 5, 6, and 9.
6. Examine whether Millthorpe School (Victoria Street) accessible parking is required in light of new car parking installed with recent school development
7. Consider funding in the 2025/26 Operational Plan construction of accessible parking locations in Carcoar, Mandurama and Lyndhurst
8. Note the preferred location for construction of a new accessible car park at Mandurama Memorial Park is accessible parking option 2 (adjacent to the amenities).
9. Note the recommendation to investigate locating the new accessible carpark at Lyndhurst to adjoin Capital Park.
10. Explore a further on-street accessible carparking option near the Mandurama Hall.

(Reynolds/Gosewisch)

CARRIED

LGA BOUNDARY ALTERATION - 87B KELLYS ROAD**2504/008****RESOLVED:**

1. That Council inform Bathurst Regional Council that it has no objections to the transfer of Part Lot 145 DP42906 (87B Kellys Road, Kings Plains) from the Blayney Shire Council LGA to the Bathurst Regional Council LGA.
2. That the adjustment for rates and annual charges take effect from the next year following proclamation.

(Scott/Newstead)

CARRIED**ADOPTION OF PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS POLICY****2504/009****RESOLVED:**

That the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors policy be adopted and included in Council's policy register.

(Newstead/Hutchings)

CARRIED**DRAFT 2025/26 - 2028/29 DELIVERY PROGRAM AND 2025/26 OPERATIONAL PLAN****2504/010****RESOLVED:**

That Council:

1. Endorse the draft 2025/26 – 2028/29 Delivery Program and 2025/26 Operational Plan.
2. Place the draft 2025/26 - 2028/29 Delivery Program and 2025/26 Operational Plan on public exhibition for a period of 28 days.
3. Endorse the draft 2025/26 – 2034/35 Long Term Financial Plan.
4. Place the draft 2025/26 – 2034/35 Long Term Financial Plan on public exhibition for a period of 28 days.
5. Note that the 2025/26 Draft Operational Plan forecasts:
 - a) A Net Operating Result before Capital Items of (\$978k) deficit,
 - b) (\$1.21m) deficit for General Fund,
 - c) \$233k surplus for Sewer Fund,
 - d) Operational deficits in 2026/27 improving thereafter.
6. Note that should the planned assumptions around income forecasts in the Base Case of the 2025/26 – 2034/35 Long Term Financial Plan, mainly new mine rate income, not eventuate then without the presence of an alternate income source Council will be required to undertake remedial action to address funding shortfalls shown in the Reduced Mining & Grant Funding Scenario.

(Gosewisch/Newstead)

CARRIED

REPORT OF COUNCIL INVESTMENTS AS AT 31 MARCH 2025

2504/011

RESOLVED:

That Council:

1. Note the report indicating Council's investment position as of 31 March 2025.
2. Note the certification of the Responsible Accounting Officer.
(Scott/Hutchings)

CARRIED

INFRASTRUCTURE SERVICES REPORTS

INFRASTRUCTURE SERVICES MONTHLY REPORT

2504/012

RESOLVED:

That Council:

1. Note the Infrastructure Services Monthly Report for April 2025.
2. Approve a supplementary vote of \$60,000 in the 2024/25 Operational Plan funded from Developer Contributions for the Millthorpe CBD Project.

(Dorsett/Gosewisch)

CARRIED

GRANT APPLICATION - DISASTER READY FUND (ROUND 3)

2504/013

RESOLVED:

That Council note the grant application submitted under the Disaster Ready Fund (Round 3) for reconstruction of the Coombing Street Bridge over Belubula River, Carcoar.

(Scott/Dorsett)

CARRIED

PLANNING AND ENVIRONMENTAL SERVICES REPORTS

WASTE MANAGEMENT SERVICES - JOINT PROCUREMENT PROJECT

2504/014

RESOLVED:

That Council:

1. Note the Waste Management Services Procurement Planning Summary Report.
2. Endorse the extension of the current waste collection and recycling processing services contracts with J R & E G Richards Pty Ltd until midnight 19 March 2028, in accordance with the contract.
3. Delegate authority to the General Manager to execute the Netwaste Procurement Group Agreement with the 'Orange Group of Councils' including any required alterations to the final agreement. In regard to this agreement:
 - a. agrees to establish the Project Control Group to facilitate the achievement of the objectives contemplated by the draft Agreement;

- b. to give the Project Control Group the decision-making powers contemplated by clause 4.1 of the draft Agreement and the authority to conduct the tender processes contemplated by the draft Agreement (in both cases subject to any minor amendments negotiated by the Councils);
 - c. make any required application to the Office of Local Government for approval under section 358 of the Local Government Act 1993 (NSW) in relation to the Joint Procurement Group; and
 - d. finalise and submit the application to the Australian Competition & Consumer Commission (ACCC) in relation to the Joint Procurement Group.
4. Undertake community consultation regarding the proposed waste management services and a report of such consultation be provided to Council at the earliest opportunity.
 5. Determine the suite of services to be procured in the new waste collection contract after receiving a report on the community consultation.

(Gosewisch/Newstead)

CARRIED

DEVELOPMENT ASSESSMENT REPORT

2504/015

RESOLVED:

That the Development Assessment Report be received and noted.

(Newstead/Gosewisch)

CARRIED

DELEGATES REPORTS

COUNTRY MAYORS ASSOCIATION MEETING

2504/016

RESOLVED:

That Council receive and note the delegates report for the Country Mayors Association Meeting held 28 March 2025.

(Reynolds/Scott)

CARRIED

MCPHILLAMYS GOLD PROJECT COMMUNITY CONSULTATIVE COMMITTEE

2504/017

RESOLVED:

That Council note the delegates report on the McPhillamys Gold Project Community Consultative Committee meeting held 24 March 2025.

(Reynolds/Newstead)

CARRIED

CLOSED MEETING

2504/018 RESOLVED:

That the meeting now be closed to the public in accordance with Section 10A of the Local Government Act, 1993 for consideration of the following matter:

LEGAL MATTER

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

(Scott/Dorsett)

CARRIED

CONFIDENTIAL MEETING REPORTS

2504/019

LEGAL MATTER

RESOLVED:

That Council:

1. Receive and note the update report regarding legal proceedings in relation to the Millthorpe CBD beautification project.
2. Note in relation to expenditure and budget: \$7k has already been expended and a further \$13k remains on an open purchase order.
3. Approve a supplementary vote of \$150k in the 2024/25 Operational Plan to fund additional legal costs.

(Scott/Gosewisch)

CARRIED

2504/020 RESOLVED:

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

(Gosewisch/Hutchings)

CARRIED

**AT THE RE-OPENING OF THE MEETING TO THE PUBLIC, THE MAYOR
ANNOUNCED THE OUTCOME OF RESOLUTION NUMBER 2504/020.**

There being no further business, the meeting concluded at 7.15pm.

The Minute Numbers 2504/001 to 2405/020 were confirmed on 27 May 2025 and are a full and accurate record of proceedings of the Ordinary Meeting held on 22 April 2025.

Cr B Reynolds

CHAIR

04) QUESTION TAKEN ON NOTICE AT THE PREVIOUS COUNCIL MEETING HELD 22 APRIL 2025

Department: Executive Services

Author: General Manager

CSP Link: 2. Build the Capacity and Capability of Local Governance and Finance

File No: GO.ME.3

Recommendation:

That the question taken on notice at the Ordinary Council Meeting held on 22 April 2025 and subsequent response be received and noted.

Reason for Report:

To formally record questions taken on notice at the previous Council meeting and subsequent responses.

Report:

Item 11

Question 1

Cr Reynolds asked about the artificial turf on Dakers Oval, noting the report mentions work at Redmond Oval.

Is Council investigating Dakers Oval and the large lump in the middle of the cricket pitch?

Response:

Dakers Oval was damaged by flooding in 2022 and was subsequently deemed by Cricket NSW to be unsuitable for play.

Local cricket teams were relocated to Napier oval and have been playing games from there, whilst training at the nets adjacent to Daker's Oval.

There is currently no funding allocation to renew the pitch, noting complete renewal is required.

Council has liaised with the cricket clubs who are seeking to scope the costs of a full renewal, so in partnership we can be ready for grant opportunities as they arise.

Risk/Policy/Legislation Considerations:

Nil.

Budget Implications:

Council currently has no funds allocated to renew the cricket pitch at Dakers Oval. This means that any renewal work will require a new funding, either through reallocation of existing resources, external grants or future budget planning.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

05) BLAYNEY SHIRE COMMUNITY STRATEGIC PLAN 2025-2035**Department:** Executive Services**Author:** General Manager**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** CR.PL.1

Recommendation:

That Council;

1. Note the community engagement undertaken for the Blayney Shire Community Strategic Plan 2025-2035.
2. Note one submission was received.
3. Endorse the Blayney Shire Community Strategic Plan 2025-2035.
4. Place a copy of the plan on Council's website and provide a copy to the Chief Executive of the Office of Local Government.

Reason for Report:

For Council to endorse the Blayney Shire Community Strategic Plan (CSP) 2025-2035 following extensive community consultation and public exhibition.

Report:

At the March 2025 meeting, Council endorsed the draft Blayney Shire CSP 2022-2032 and resolved it be placed on public exhibition (for a minimum period of 28 days) inviting public comment and feedback (**Resolution No. 2503/003**)

The CSP has been developed from: Councillor feedback seeking to refine and modernise the content and structure of the current CSP, the Special Rate Variation process (including significant Community Engagement), community surveys, and pop-up community engagement sessions (Blayney High School and Twilight shopping).

The CSP is developed by the community, endorsed by the Council and must address civic leadership, social, environmental and economic issues. The CSP essentially addresses four key questions for the community,

- Where are we now?
- Where do we want to be in ten years' time?
- How will we get there?
- How will we know when we have arrived?

The five key themes, are;

1. **Leadership:** *Prioritise transparency, financial sustainability and strong partnerships with and for our community*
2. **Community:** *A connected, healthy and inclusive community*
3. **Infrastructure:** *Infrastructure is resilient, fit for purpose and maintained to support our community*
4. **Economy:** *A diverse, vibrant and sustainable economy*
5. **Natural and Built Environment:** *Protecting our assets for future generations*

The draft CSP was placed on the Council website for a period of 28 days and public comment was invited to be received by Monday 28 April 2025. Other notable publication of the draft CSP included:

- Featured Topic on the website
- E-Newsletter – Specific Email and April E-Newsletter
- Facebook: Snapshot and individual themes posted as images with links to website
- Fortnightly Feature in the Central West Village Voice
- Invitation to complete a survey on the draft CSP.
- Download statistics: 108 for the Snapshot and 130 for the full plan

In addition, Council invited the community to eight (8) ‘drop-in sessions’ across Blayney Shire in April 2025.

Ninety-two (92) people attended and engaged with Council during the drop in session, and 184 line items were taken as SWOT feedback during the community engagement.

After removing general comments and approximately 60 customer requests, the feedback received during the ‘drop in sessions’ has been considered in preparing the 2025/26 to 2028/29 Delivery Program and 2025/26 Operational Plan, which will be reported to the June Council meeting for endorsement.

Council must consider any submissions received before the Draft Community Strategic Plan is endorsed by Council.

During the consultation period one survey response was received and no other written submissions were received. The submission is provided on the next page.



Feedback Form

What do you want to tell us? I think something is missing from the plan

Provide your feedback or suggestions here

While I appreciate that the issue of housing availability is referred to in this document, I believe that it is under prioritised in the proposed plan. In regard to recent developments in this area, it appears that the modest growth of new subdivisions in and adjacent to Blayney, has been sympathetic to the existing town and the ecosystem. The same can not be said for growth around Millthorpe where new homes are being permitted in low lying areas with little consideration for the aesthetics and functionality of those developments. Traditional farming land is being taken over by poorly considered developments scattered from the western perimeter of Millthorpe to Forest Reefs. I believe that a much more suitable option is to look towards developing that land adjacent to the unformed position of Graham Lane to the south east of the village.

This submission is not considered a CSP submission, more a Delivery Program submission, noting the Millthorpe Settlement Strategy Addendum review is included in the Delivery Program for 2027/28.

A significant review and update of the current Blayney Shire CSP has been undertaken, modernising the CSP in alignment with the new IPR guidelines and handbook prepared by the NSW Office of Local Government.

Figure 1 shows the Local Government Integrated Planning & Reporting structure with the CSP in the orange square.

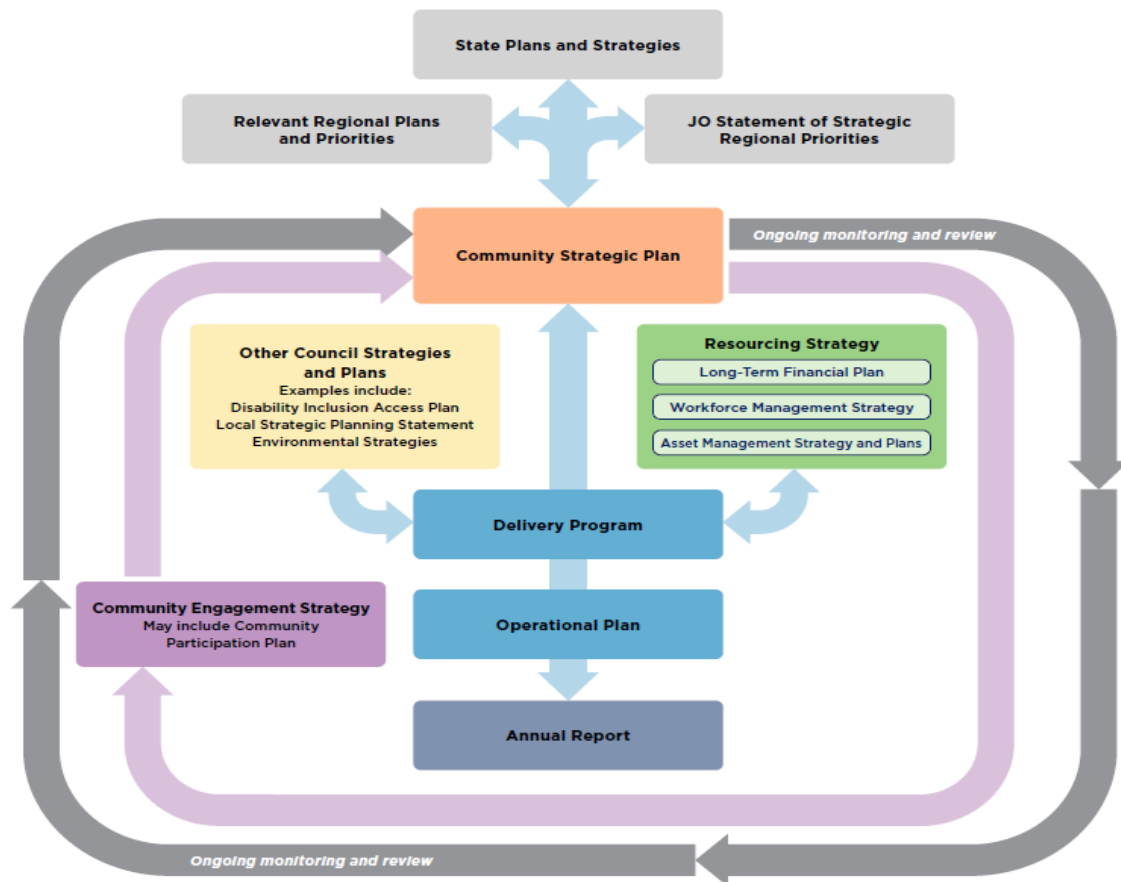


Figure 1

Figure 2 shows the interaction, between the CSP, DP and OP.

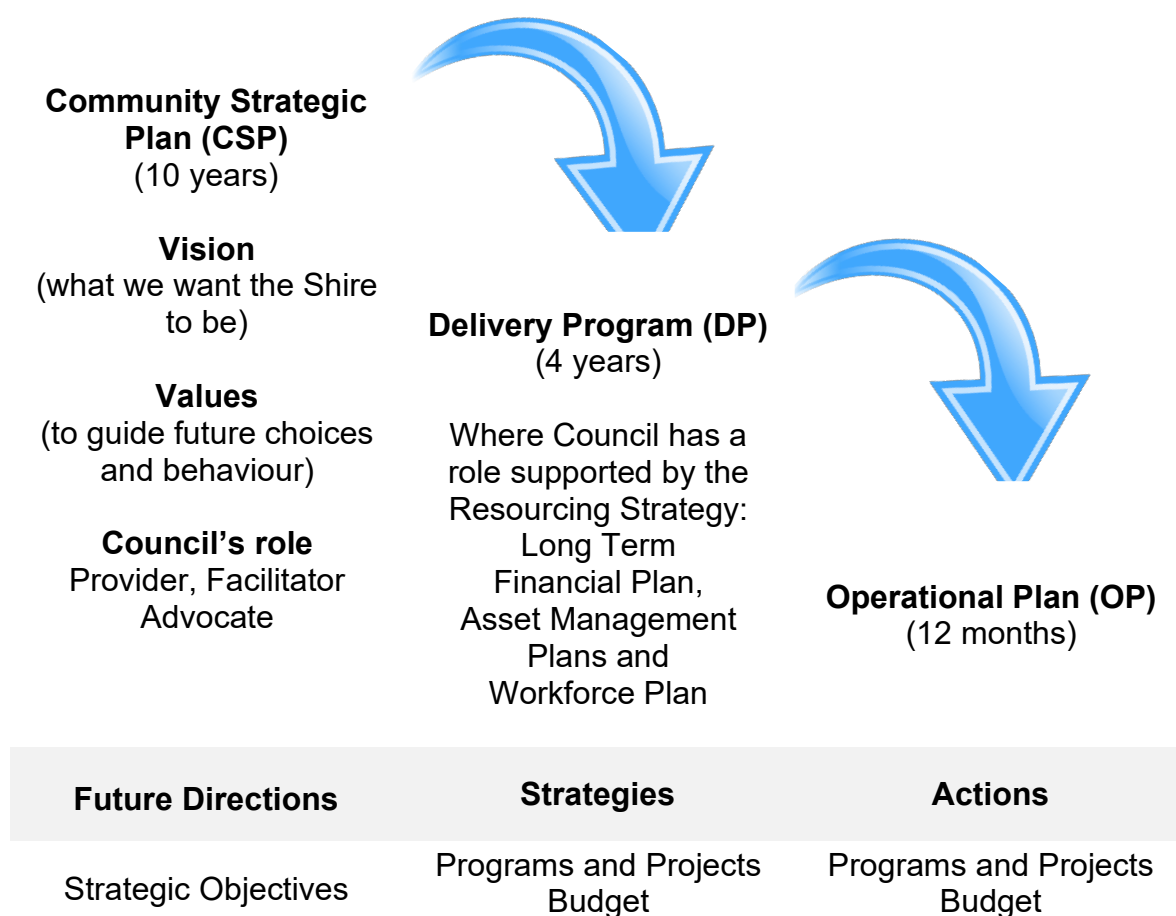


Figure 2

Risk/Policy/Legislation Considerations:

Following the ordinary election of Councillors, Council is required, as per Part 2 Strategic Planning (s.402) of the Local Government Act (1993), to develop or review and endorse a new CSP.

The CSP needs to take into consideration other federal, state, regional and Council plans which demonstrate the alignment of the Strategic Objectives with other agencies and levels of governments.

The draft CSP document must be placed on public exhibition for a minimum period of 28 days and submissions received by Council must be considered before the final plan is endorsed by Council.

The CSP is a community document outlining priorities and aspirations for the future of the shire covering a period of at least 10 years.

There may be many issues/priorities that are not the responsibility of local government in general and Council may be limited to an Collaborate or Advocate role.

Projects which Council has a role in delivering are found in the Delivery Program with specific timeframes, and responsibilities which are actioned by specific projects and delivered services/programs/activities in the Operational Plan.

At the end of each Council term a report is prepared by Council to the community which examines what progress has been made towards the achievement of outcomes identified in the Community Strategic Plan.

Budget Implications:

The development of the CSP has had minor budgetary implications with it predominantly being prepared internally by staff, with some external graphic design costs being required.

Councillors and the General Manager led and undertook the community engagement by facilitating the drop-in sessions throughout the Shire.

Enclosures (following report)

Nil

Attachments (separate document)

1 Community Strategic Plan 2025-2035

36 Pages

06) CABONNE AFTER SCHOOL CARE PROGRAM**Department:** Executive Services**Author:** General Manager**CSP Link:** 4. Enhance facilities and networks that support Health and Wellbeing of the Community, Sport, Heritage and Cultural interests**File No:** CS.AG.1

Recommendation:

That Council;

1. Receive the report on the Cabonne After School Care program;
2. Approve an additional contribution of \$3,500 in 2025/26, indexed by CPI annually thereafter, for the Blayney OOSH.
3. Note that Cabonne Council will also provide an update by the end of the financial year regarding the quarantine of reserve funds, specifically for Blayney OOSH.

Reason for Report:

For Council to consider a request from Cabonne Council to increase the contribution for After School Care in Blayney from \$5,000 to \$8,500 commencing from the 2025/26 year.

Report:

Council is in receipt of correspondence from Cabonne Council requesting an increase to funding for the Blayney Service from \$5,000 to \$8,500 p.a. to assist the defraying of costs associated with delivery of this service.

This matter has been the subject of a number of reports considered by Council. The most recent Council meeting being 25 June 2024 where it was resolved that:

That Council;

- 1. Receive the report on the Cabonne After School Care program and acknowledge its importance to assist families within the Blayney township;*
- 2. Continue with its commitment of a contribution of \$5,000 towards the After School Care in Blayney operated by Cabonne Council for a further 3 years; and*
- 3. Would consider any future request from Cabonne Council for an increase to the contribution upon demonstration of business need.*

Resolution 2406/009

The correspondence provided follows a presentation by Cabonne Council to the Councillor Workshop on 10 March 2025 that detailed the financial challenges of the Cabonne After School Care Program.

Cabonne Council has provided After School Care services in the Blayney Shire since 2013 and was formed through the then WBC (Wellington, Blayney Cabonne Councils) Alliance.

The service, existent in Blayney, is delivered weekdays during school terms with sessions 6am – 9am and 3pm – 6pm. They operate from the Blayney Public School and have 15 approved places for before school and 20 approved places for after school care.

Cabonne have a licence agreement with the Department of Education (DoE) until 2029 and are committed to the Blayney service and staff.

Risk/Policy/Legislation Considerations:

The Cabonne After School Care program is considered an important service to families in need of the service and has supported the Cabonne After School Care program for 11 years with no indexation to contributions.

Decline of this request may jeopardise continuation by Cabonne Council beyond the current licence period (2029) and any service beyond this point in the event of market failure.

Budget Implications:

If approved, Council will need to increase its allocation in the 2025/26 Operational Plan to an amount of \$8,500 from \$5,000 and index contributions by CPI in the Long Term Financial Plan.

Enclosures (following report)

1 Blayney Out of Hours School Care

1 Page

Attachments (separate document)

Nil



Phone: 02 6392 3200

Fax: 02 6392 3260

Contact: Stacy Whiley

THE GENERAL MANAGER
POST OFFICE BOX 17
MOLONG 2866

Website: www.cabonne.nsw.gov.au

Email: council@cabonne.nsw.gov.au

Doc ID: 1830229

Your Ref:

ABN: 41992 919 200

3 April 2025

Mr Mark Dicker
General Manger
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

Dear Mark

BLAYNEY OUT OF HOURS SCHOOL CARE (OOSH)

Thank you for the opportunity to present to your council on Cabonne Blayney OOSH service, Cabonne appreciates your ongoing support of this valuable service to your community.

As proposed, the annual contribution with increase from \$5000 to \$8500 from 25/26 financial year and then annually in line with CPI.

Cabonne will also provide an update by the end of the financial regarding the quarantine of reserve funds, specifically for Blayney OOSH. This will be based on the proportion of income in relation to your annual contribution.

If you wish to discuss this matter further, please don't hesitate to contact me on [REDACTED]

Yours faithfully

[REDACTED]

B J Byrnes
GENERAL MANAGER

07) REPORT OF COUNCIL INVESTMENTS AS AT 30 APRIL 2025**Department:** Corporate Services**Author:** Chief Financial Officer**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** FM.AU.1

Recommendation:

That Council:

1. Note the report indicating Council's investment position as of 30 April 2025.
2. Note the certification of the Responsible Accounting Officer.

Reason for Report:

For Council to endorse the Report of Council Investments as of 30 April 2025.

Report:

This report provides details of Council's Investment Portfolio as of 30 April 2025.

Council's total investment and cash position as of 30 April 2025 is
\$33,387,258

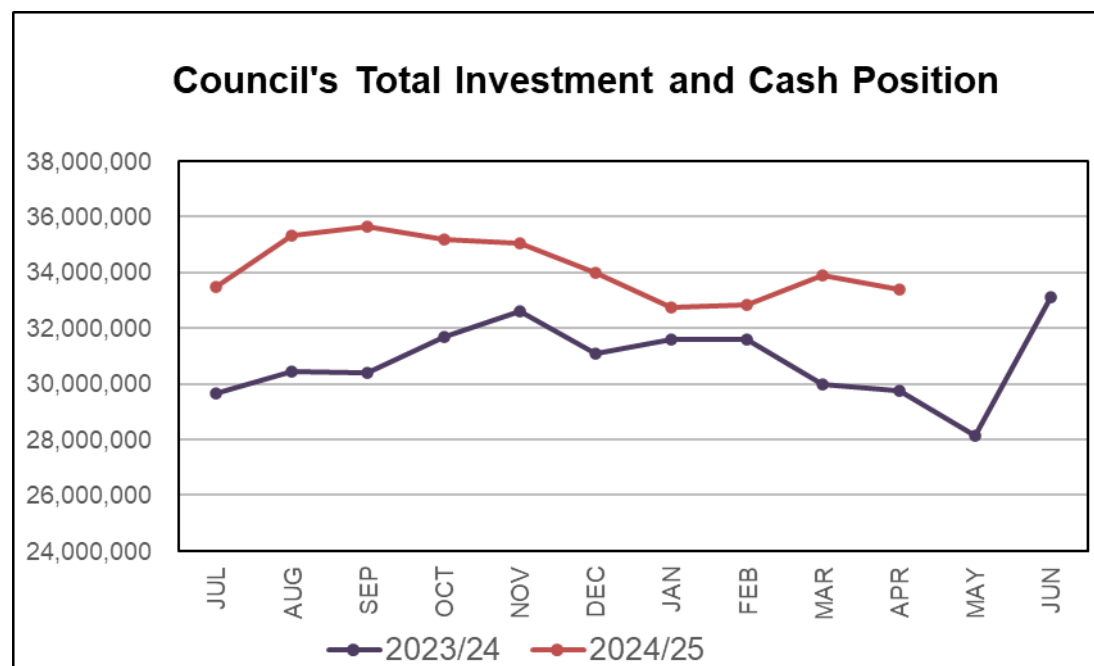
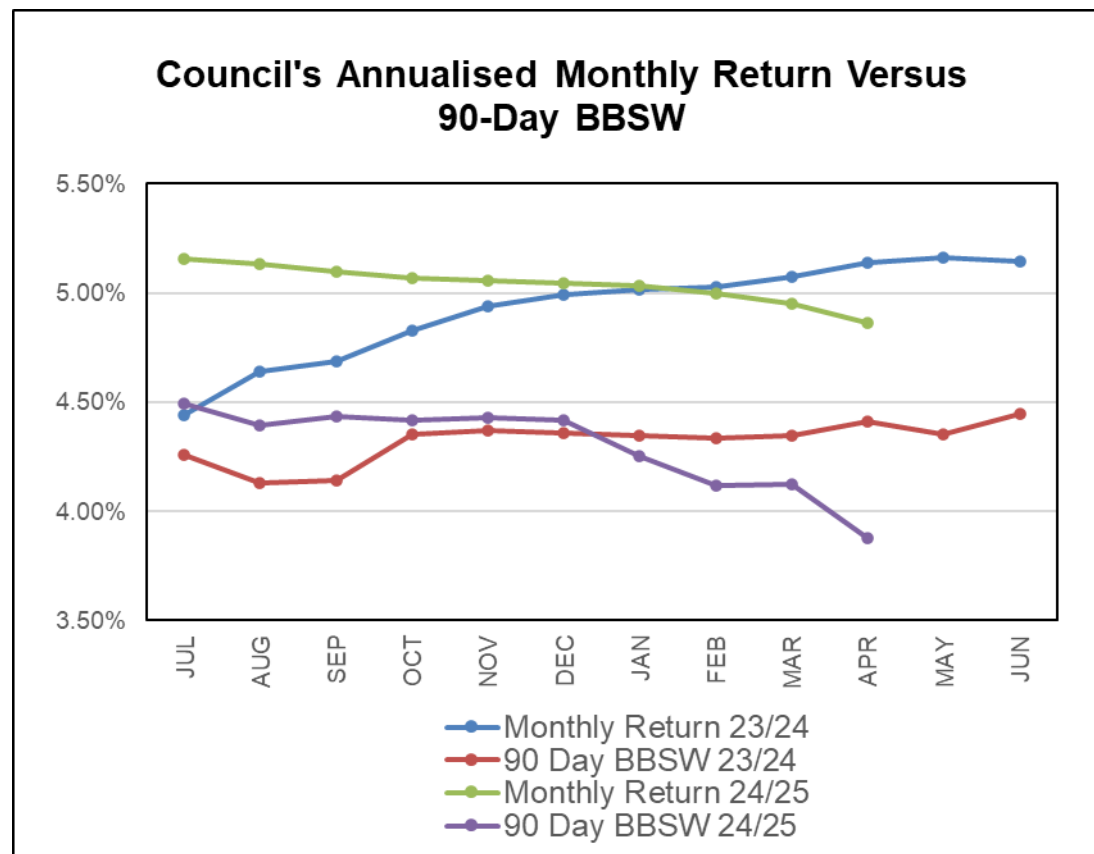
Interest on cash and investments accrued for the month of April was
\$134,027. YTD interest accrued on cash and investments is \$1,389,167.

Council's monthly net return on Term Deposits (annualised) for April was
4.87% which outperformed the 90-day Bank Bill Swap Rate of 3.875%.

Significant cash inflows from grant funded programs for the month of April
included:

Funding Program	\$
FLB Four Mile Creek Road, Swallow Creek	102,048

Cash inflows occurred towards the end of the month of April including some early final rate instalment receipts and an investment withdrawn as the financial institution was not accepting rollovers.



Register Of Investments and Cash as of 30 April 2025					
Institution	Method	Rating	Maturity	Amount \$	Interest Rate
NAB	Direct	A1+/AA-	06/05/2025	500,000	5.000%
NAB	Direct	A1+/AA-	06/05/2025	500,000	5.300%
NAB	Direct	A1+/AA-	13/05/2025	500,000	5.300%
CBA	Direct	A1+/AA-	20/05/2025	500,000	4.810%
NAB	Direct	A1+/AA-	20/05/2025	500,000	5.300%
Bank of Queensland	Curve	A2/BBB+	27/05/2025	500,000	4.900%
NAB	Direct	A1+/AA-	27/05/2025	500,000	5.300%
NAB	Direct	A1+/AA-	03/06/2025	500,000	5.300%
ING Bank	IAM	A1/A	10/06/2025	500,000	4.900%
Auswide Bank Ltd	IAM	A2/BBB+	10/06/2025	500,000	5.300%
NAB	Direct	A1+/AA-	17/06/2025	500,000	5.310%
Westpac	Direct	A1+/AA-	24/06/2025	500,000	4.840%
NAB	Direct	A1+/AA-	24/06/2025	500,000	5.310%
CBA	Direct	A1+/AA-	01/07/2025	500,000	4.800%
CBA	Direct	A1+/AA-	01/07/2025	500,000	4.660%
Westpac	Direct	A1+/AA-	08/07/2025	500,000	4.740%
NAB	Direct	A1+/AA-	08/07/2025	500,000	5.000%
IMB Bank Ltd	Direct	A2/BBB+	15/07/2025	500,000	4.850%
ING Bank	Curve	A1/A	15/07/2025	500,000	5.290%
B & A Bank	Curve	A2/BBB+	22/07/2025	500,000	4.950%
ING Bank	Curve	A1/A	22/07/2025	500,000	5.220%
Westpac	Direct	A1+/AA-	29/07/2025	500,000	5.270%
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/BBB+	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%
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%
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	5.110%
Bank of Queensland	Curve	A2/BBB+	16/12/2025	500,000	4.650%
Westpac	Direct	A1+/AA-	06/01/2026	500,000	4.580%
NAB	Direct	A1+/AA-	27/01/2026	500,000	4.900%
Westpac	Direct	A1+/AA-	17/02/2026	500,000	4.770%
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%
Westpac	Direct	A1+/AA-	31/03/2026	500,000	4.570%
Westpac	Direct	A1+/AA-	28/04/2026	500,000	4.170%
Total Investments				30,000,000	4.864%
Commonwealth Bank - At Call Account ⁽¹⁾				1,089,057	4.000%
Commonwealth Bank Balance - General ⁽¹⁾				2,192,276	3.950%
Reliance Bank ⁽¹⁾				105,925	0.000%
Total Cash and Investments				33,387,258	
Benchmarks:		BBSW 90 Day Index ⁽¹⁾			3.875%
		RBA Cash Rate ⁽¹⁾			4.100%

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

Summary of Investment (Cash) Movements - April 2025		
Financial Institution	Amount \$	Commentary
Westpac	(519,815)	Term deposit matured 01/04/2025
Westpac	500,000	Term deposit reinvested 01/04/2025
IMB Bank Ltd	(512,686)	Term deposit matured 01/04/2025
IMB Bank Ltd	500,000	Term deposit reinvested 01/04/2025
Westpac	(519,950)	Term deposit matured 08/04/2025
Westpac	500,000	Term deposit reinvested 08/04/2025
Westpac	(522,364)	Term deposit matured 15/04/2025
Westpac	500,000	Term deposit reinvested 15/04/2025
CBA	(512,067)	Term deposit matured 15/04/2025
CBA	500,000	Term deposit reinvested 15/04/2025
Westpac	(525,708)	Term deposit matured 22/04/2025
Westpac	500,000	Term deposit reinvested 22/04/2025
CBA	(511,627)	Term deposit matured 22/04/2025
CBA	500,000	Term deposit reinvested 22/04/2025
Westpac	(526,454)	Term deposit matured 29/04/2025
Westpac	500,000	Term deposit reinvested 29/04/2025
MyState Bank Ltd	(511,866)	Term deposit withdrawn 29/04/2025

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%	70%	21,000,000
A- Category	40%	10%	3,000,000
BBB+ Category	25%	15%	4,500,000
BBB Category	5%	2%	500,000
BBB- Category and below: Local ⁽¹⁾ ADI's	10%	3%	1,000,000
BBB+ / BBB / BBB- & below categories combined	25%	20%	
1. ADI's located within the Local Government Area			30,000,000

Individual Institution Limit	Rating	Policy Maximum \$	Current Holding \$
Auswide Bank	A2/BBB+	1,000,000	1,000,000
Bank of Queensland	A2/BBB+	1,000,000	1,000,000
Bendigo & Adelaide Bank	A2/BBB+	1,000,000	1,000,000
CBA	A1+/AA-	8,000,000	5,000,000
Defence Bank Ltd	A2/BBB	500,000	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	500,000
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
Total Investments			30,000,000

Summary of Restricted, Allocated and Unrestricted Cash & Investments			
	Actual 30/06/2024 \$ 000's	Actual 30/04/2025 \$ 000's	Forecast ⁽¹⁾ 30/06/2025 \$ 000's
External Cash Restrictions	18,340	15,494	10,602
Internal Cash Allocations	10,608	7,615	6,361
Total Restricted, Allocated Cash & Investments	28,948	23,109	16,963
Unrestricted Cash	4,094	10,278	5,914
Total Restricted, Allocated and Unrestricted Cash & Investments	33,042	33,387	22,877

⁽¹⁾ Balances forecasted are informed by the Long-Term Financial Plan and based on the best available information at time of preparation.

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

08) QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2025**Department:** Corporate Services**Author:** Chief Financial Officer**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** FM.BU.1

Recommendation:

1. That the Quarterly Budget Review Statement for the quarter ending 31 March 2025 be received.
2. That the supplementary votes of (\$297k) nett proposed in the Quarterly Budget Review Statement be adopted, resulting in an increase to capital expenditure of \$386k, a decrease to operating expenditure of (\$158k) and a decrease in income of (\$69k).
3. Note that the supplementary votes resolved at the 22 April Council meeting of \$165k increase to operating expenditure and \$60k increase to capital expenditure which will increase the forecast operating deficit from (\$1.86m) at 31 March 2025 to (\$2.03m) at 22 April 2025. The total capital expenditure budget will increase from \$16.48m at 31 March 2025 to \$16.54m at 22 April 2025.

Reason for Report:

For Council to endorse the Quarterly Budget Review Statement (QBRS) for the quarter ending 31 March 2025.

Report:

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

A set of minimum requirements have been set for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The report as tabled satisfies this minimum disclosure.

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

- A statement by the Responsible Accounting Officer on Council's financial position at the end of the year based on the information in the QBRS;

- Summary of Operational, Capital, Net and Restricted cash positions **(QBRs: Part 1)**
- Income and Expenses (Operational) Budget Review Statement in the following formats:
 - by income and expense type by fund including capital grants and contributions **(QBRs: Part 2)**
 - by function / activity to align with the operational plan including capital grants and contributions **(QBRs: Part 4)** and further detailed, excluding capital grants and contributions **(QBRs: Part 4A)**
- Capital Expenditure and Funding Budget Review **(QBRs: Part 3)** and further detailed **(QBRs: Part 5)**
- Recommended changes to revised budget with commentary for Operational Income and Expenditure **(QBRs: Part 6)** and Capital **(QBRs: Part 7)**
- Budget Review Cash and Investments position **(QBRs: Part 8)** and narrative **(QBRs: Part 9)**
- Budget Review Key Performance Indicators **(QBRs: Part 10)**
- Contracts Budget Review Statement **(QBRs: Part 11)** and narrative **(QBRs: Part 12)**
- Consultancy & Legal Expenses Overview **(QBRs: Part 13)**
- Loans summary **(QBRs: Part 14)**.

The attached report provides a detailed review of Council's 2024/25 Budget Review covering the March 2025 quarter.

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

The attached QBRs report includes a certification by the Responsible Accounting Officer that outlines that the projected financial position as at 30 June 2025 is satisfactory having regard to the projected estimates of income, expenditure and targeted levels of restricted and unrestricted cash.

Action undertaken to date to address Council's ongoing financial sustainability is detailed on page 3 of the attached QBRs. Whilst Council is in receipt of the Special Variation approved in 2024/25 – 2026/27, Council's financial sustainability is dependent on materialisation of the assumptions made in the Long Term Financial Plan. To this end Council has modelled scenarios demonstrating the impact of these assumptions in its draft 2025/26 – 2034/35 Long Term Financial Plan which is currently on public exhibition.

[Documents On Public Exhibition - Blayney Council](#)

Risk/Policy/Legislation Considerations:

Clause 203 of the Local Government (General) Regulation 2021 requires that the Responsible Accounting Officer of a council prepare and submit to Council a budget review statement. The format as presented reports on an income and expense type, in a similar format to that included in the annual financial reports, as well as by Council activity and helps to inform Council on the anticipated Income Statement operating result for the financial year. Other information is also disclosed including budgeted capital income and expenditure, restricted cash movements and key performance indicators.

Budget Implications:

Overall, the net variation in Continuing Operations for the quarter of \$129k will decrease the projected Net Operating Result before Capital Items to (\$1.86m) forecast deficit. For General Fund, net variations of \$132k will decrease the projected Net Operating Result before Capital Items to (\$1.96m) deficit. For Sewer Fund, net variations of (\$3k) will increase the projected Net Operating Result before Capital Items to \$96k surplus.

Operational income variations of (\$69k) include the following significant variations:

- Decrease in capital grants of (\$40k) following acquittal of funding provided under Fixing Local Bridges for replacement of the Swallow Creek Bridge.
- Increase of \$25k in operating grants following receipt of funding for the Emergency Services Levy Land Classification project.
- Reduction in forecast water sales from the Recycled Water Treatment Plant due to delays in commissioning of the infrastructure.

Operational expenditure variations of \$158k include the following significant variations:

- Additional \$82k for compliance reporting and works directed by the EPA at the Blayney Waste Facility in addition to September QBRS variation of \$50k and a further 10k (\$142k in total).
- Reallocation of \$170k from Council's block grant allocation for regional roads from maintenance works to heavy patching (capex) works.
- Reduction in operational costs associated with running of the Recycled Water Treatment Plant offset by a reduction in forecast recycled water sales.

Other minor budget variations to operational income and expenditure are detailed on page 11 of the attached QBRS.

Capital expenditure variations of \$386k include the following significant variations:

- Additional \$50k for leachate collection works at the Blayney Waste Facility.
- Allocate additional \$170k towards heavy patching from the regional roads block grant maintenance allocation.

- Allocate \$172k for land acquisition for outstanding land matters relating to historical road projects which are nearing finalisation.

Other budget variations to capital expenditure are detailed on page 19 of the attached QBRS.

It should also be noted that the revised budget as at reporting date of 31 March 2025 does not include any supplementary votes resolved by Council subsequent to this date. The following budget variations as detailed in the report were resolved at the 22 April 2025 meeting:

Table 1. Operational budget variations approved other than by QBRS by resolution of Council post reporting date.

Date	Resolution	Item	Income \$000	Expenditure \$000
22/04/2025	2504/006	Consultation engagement costs relating to the Blayney Shire Renewable Energy Project		15
			-	15
22/04/2025	2504/019	Legal fees relating to the Millthorpe CBD project		150
			-	150
TOTAL			-	165

The operational budget variations above will increase the operating deficit projected in the March QBRS to (\$2.03m) up from (\$1.86m).

Table 2. Capital budget variations approved other than by QBRS by resolution of Council post reporting date.

Date	Resolution	Item	Expenditure \$000
22/04/2025	2504/012	Additional funding required for the Millthorpe CBD Project capital works	60
			60
TOTAL			60

The capital budget variations above will increase the total capital expenditure budget forecast in the March QBRS to \$16.54m up from \$16.48m.

Enclosures (following report)

Nil

Attachments (separate document)

1 March 2025 Quarterly Budget Review Statement 26 Pages

**09) DEFERRED FINANCIAL ASSISTANCE APPLICATION -
SUNNYRIDGE GOLF CLUB**

Department: Corporate Services

Author: Director Corporate Services

CSP Link: 2. Build the Capacity and Capability of Local Governance and Finance

File No: CR.SD.2

Recommendation:

That Council approve the request for Flagship Funding financial assistance of \$15,000 from Sunnyridge Golf Club under the Community Financial Assistance Program.

Reason for Report:

For Council to consider the request from Sunnyridge Golf Club following deferral of consideration, in the Round 2 2024/25 recommendations from the Community Financial Assistance Program Committee, at the March 2025 Council meeting.

Report:

Council at its meeting held 25 March 2025 resolved the following:

Adopt recommendations for 2024/25 Round 2 of the Community Financial Assistance Program, with the following exclusion:

(b)defer a decision on the Flagship Funding under the Community Financial Assistance Program, in the amount of \$15,000 until a business case is put forward by the Sunnyridge (Mandurama) Golf Club on the future continuing operation of the kitchen/dining room and a report brought back to Council.

(Minute 2503/005)

Sunnyridge Golf Club are seeking an amount of \$15,000 in Flagship Funding under the Community Financial Assistance Program towards a \$21,716 Kitchen Upgrade Project, with \$6,716 of own source funds proposed to be contributed.

Council is in receipt of correspondence and a business plan from the applicant that outlines the current status and plan for continuing operations. Council also received a phone call from the Club Treasurer to outline their intent to undertake works proposed prior to appointment of a new Cook.

The Financial Assistance Program Committee at their meeting held 13 March 2025 supported the application and recommended \$15,000 in funding. In its assessment of the application, the committee expressed:

“Worthwhile application. Club volunteers and committee should be commended for their work to date.”

Copies of the application, correspondence and a business plan is provided for Council information.

Risk/Policy/Legislation Considerations:

Pursuant to the Local Government Act s.356:

A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Budget Implications:

Council has an amount of \$145,000, encompassing \$25,000 Flagship project funding, allocated in the 2024/25 Operational Plan for this purpose. This also includes an amount of \$70,000 approved in advance for financial assistance to groups, schools and organisations.

As reported to Council in March 2025, an amount of \$25,000 was available for Flagship project funding for the 2024/25 year.

Enclosures (following report)

- | | | |
|---|--------------------------------------|---------|
| 1 | Sunnyridge Golf Club Letter | 1 Page |
| 2 | Application for Financial Assistance | 9 Pages |

Attachments (separate document)

- | | | |
|---|---|---------|
| 3 | Sunnyridge Golf Club Business Plan - confidential | 3 Pages |
|---|---|---------|
- This matter is considered to be confidential under Section 10A(2) (dii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.*



Sunny Ridge (Mandurama) Golf Club

136 Burnt Yards Rd Mandurama NSW 2792

(02) 63674412

sunnyridgegc@gmail.com

ABN 52 001 041 167



14 April 2025

Anton Franze

Director Corporate Services

Blayney Shire Council

Re: Request for Financial Assistance – Flagship Funding – Kitchen Upgrade

Dear Anton and Councilors,

Thank you for considering our grant application for the upgrade of the Sunny Ridge Golf Club kitchen.

The ability to provide a good quality dining experience for local families has long been an important priority for the Club. Obviously, good quality kitchen facilities are essential for creating good quality dining. Unfortunately, the current Club kitchen facilities do not meet that standard and are in need of a major upgrade.

Since re-opening in May 2024, the Club has had a lot of positive feedback, and whilst most of that feedback has been in support of the volunteers that enabled the re-opening, there has also been an appreciation of the dining options, albeit limited, that the club has been able to provide. This has been evidenced with the manyfold increase in club patronage when the kitchen has been operating.

The Club suffered a setback three weeks ago when our Cook left to take on a full-time position elsewhere, but the Board is committed to keeping the kitchen running and we've already had discussions with an experienced local professional Cook who is keen to take over its operation once our upgrade is complete.

It has been shown over the past few months that a successful kitchen is as important to the Club as it is to the community. Without an upgrade the Club will struggle to attract and keep kitchen staff, and a closed kitchen will negatively impact the future viability of the club. As a not-for-profit community organization, run predominantly by volunteers, the club has limited funds to undertake the major improvements needed, but is committed to continuing the operation of the kitchen the best way we can.

Please contact me if you have any further questions or would like clarification on any aspects of the above.

Thanks and Regards

Rodney Loader

Director (Treasurer)

Sunny Ridge Golf Club





COMMUNITY FINANCIAL ASSISTANCE PROGRAM

Community Facilities or Community Events

Application Form

PART A	Must be completed by all applicants
PART B	To be completed by community groups applying for assistance for the construction, enhancement or maintenance of a community facility
PART C	To be completed by community groups applying for assistance with a community event or cultural activity

PART A THE APPLICANT

Name of Community Organisation:	
Legal status <i>(e.g. Incorporated Association. Council may request a copy of the constitution)</i>	Not-for-profit Company Limited
Applicant ABN:	52 001 041 167
Postal Address:	136 Burnt Yards Road Mandurama NSW 2792
Contact Person:	Name: Rodney Loader
	Position: Director (Treasurer)
	[REDACTED]

I the undersigned **HEREBY DECLARE** that the information provided in this application is complete and accurate.

[REDACTED]	
Print name:	
Date:	27/02/2025

PART B PROJECTS INVOLVING THE CONSTRUCTION, ENHANCEMENT OR MAINTENANCE OF A COMMUNITY FACILITY

Community Facility:	Sunny Ridge (Mandurama) Golf Club	
Who owns this facility?	Club members/community	
Description of the project: <i>Attach a letter with more information if required.</i>	To upgrade the kitchen of Sunny Ridge Golf Club to better provide dining facilities to the community by replacing cookers, food storage areas and sinks. (Background letter attached)	
What are the aims of the project? <i>Attach a letter with more information if required.</i>	The current cooking, preparing and washing facilities are decades old and, sometime in the near future, they'll be in a condition that won't comply with Council health and safety standards.	
Total budget for the project: <i>Full details to be shown in schedule 1. Include in-kind voluntary labour. Attach quotes for external costs</i>	\$ 21,716	
Amount of financial assistance requested: <i>Must agree with amount stated in this application's budget in schedule 1. *** GST exclusive figures to be shown only if you are registered for GST.</i>	\$ 15,000	
Other organisations involved in the project (if any), including details of other funding sources: <i>Attach more information if required.</i>	No other organisations are involved. Sunny Ridge Golf Club will co-fund the project as well as provide volunteer labour.	
Describe the broad community benefit expected from the project: <i>Attach a letter with more information if required</i>	Since re-opening, the Sunny Ridge Golf Club has become a popular meeting place for community members and their families and friends. The closing of the Mandurama Hotel last year has made the success of the Club even more important. A major kitchen upgrade is needed to cater for community's needs.	
Project timetable:	Start date: 31/03/2025	Finish date: 31/05/2025

PART C COMMUNITY EVENTS OR CULTURAL ACTIVITIES

Community event or activity:	
Other sources of funding: <i>eg ticket sales, sponsorships, stallholders or product sales. Indicate name of other funders and amounts</i>	
Is this a one-off or a recurrent event?	
Total receipts and expenses expected for the event: <i>Full details to be shown in the schedule 2. Include in-kind voluntary labour.</i>	\$
Amount of financial assistance requested: <i>Must agree with amount shown in schedule 2. *** GST exclusive figures to be shown only if you are registered for GST.</i>	\$
What will the financial assistance be spent on? <i>eg purchasing of equipment, waiver of council fees etc. Please note: Operating costs and overheads are not funded under this program</i>	
How will the event enhance social, environmental and/or economic aspects and development in the community? <i>May include benefits for the visitor economy in the Shire</i>	
Event date:	

SCHEDULE 1(to be provided if **Part B** of this application is completed)**BUDGET FOR PROJECTS INVOLVING THE CONSTRUCTION, ENHANCEMENT OR MAINTENANCE OF A COMMUNITY FACILITY**

*You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. **Please use GST exclusive figures if you are registered for GST.** You may submit your budget as a separate attachment if you prefer.*

Budgeted costs of the project List cost items below. Attach separate page if necessary:	
Detailed Quotation Attached	\$
Oven, friers, sinks, benches, fridge	\$ 20,966.00
	\$
Volunteer labour (approx 30 hours)	\$ 750.00
Total:	\$ 21,716.00

These amount
must agree

Confirmed funding sources include cost of voluntary labour in kind	
Sunny Ridge Golf Club	\$ 5966.00
Volunteer Labour (30 hours)	\$ 750.00
	\$
	\$
	\$
	\$
	\$
Funding sought under this program:	\$ 15,000.00
Total Funding:	\$ 21,716.00

*Preference is given to projects seeking funding on a \$ for \$ basis. If you are purchasing equipment or are planning a capital improvement to your asset, **2 quotations** for the goods/ services must be attached to your application.*

SCHEDULE 2(to be provided if **Part C** of this application is completed)**TOTAL ANTICIPATED RECEIPTS AND EXPENSES FOR COMMUNITY EVENT
OR CULTURAL ACTIVITY**

*You should include estimates of the cash and in-kind contributions you are making to the event and any other income you are applying for/expecting to receive from other sources. **Please use GST exclusive figures if you are registered for GST.** You may submit your budget as a separate attachment if you prefer.*

Anticipated receipts from the event:

exclude assistance sought from Council

	\$
	\$
	\$
	\$
	\$
	\$
Total Receipts:	\$

Budgeted expenses for the event:

	\$
	\$
	\$
	\$
	\$
Total expenses:	\$
Surplus or deficit before financial assistance	\$

TOTAL FUNDING SOUGHT UNDER THIS PROGRAM	\$
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CHECKLIST (This checklist will assist you with the application)

To ensure the application is complete, please check that all the attachments are included as follows:

For all applications

- ☐ A completed application form
- ☐ Part A – Applicants details
- ☐ Part B or Part C – Select one category only.
- ☐ Part B – Project details
- ☐ Schedule 1 (if part B of application is completed or Schedule 2 (if part C of the application is completed) – Budget
- ☐ For projects seeking funding greater than \$3,000 matching contribution(s) disclosed.
- ☐ The organisation's constitution showing its not-for-profit status. (If requested.)

For Capital Assistance Projects

- ☐ **2 quotations** must be included.

LODGEMENT OF APPLICATIONS

Applications should be lodged by either email to council@blayney.nsw.gov.au or via post to PO Box 62, Blayney NSW 2799.

To reduce the chance of your application being lost or missed, please ensure you send your application to the above addressing.

SUNNY RIDGE (MANDURAMA) GOLF CLUB LTD

Background notes to the successful reopening of an
iconic volunteer run local community facility

Sunny Ridge Golf Club has a proud history

The golf course was formed in the 1950s on land donated by the Fagan family, then owners of the “Sunny Ridge” grazing property. It was formed into a company in 1972, and a club house was built. This is the same company and clubhouse that exists today.

The golf course and club house were the centre of social activity in Mandurama and surrounding districts for decades. After the death of the long-standing Secretary/Manager, the Club closed its doors in 2018 due to lack of volunteers. Its licence as a Registered Club, including gaming machine and liquor licences, were cancelled due to non-payment of annual fees. The clubhouse fell into disrepair and the golf course became overgrown.

The process towards reopening

In 2020 Council sensed a growing local interest in seeing if the Club could be reopened. To kick-start the process, Council convened a community meeting in November 2020, which was attended by over 50 residents. A working group of local enthusiastic volunteers was formed for the purpose of investigating the financial position of the Club and what would be necessary for it to be reopened. The committee worked steadily for over 3 years in planning for its re-opening.

The Club held an annual meeting and elected the working group as its new board. They obtained finance to repay several debts and fund the repairs and improvements necessary to reopen. They obtained a new “on premises” liquor licence in connection with a sporting facility. Extensive renovations have been made to the Clubhouse, including repairs to the refrigeration facilities and beer lines, cool room, repainting, repairs to the damaged floor (partly funded through Council’s financial assistance program), new carpet and curtains and installation of new POS facilities. The golf course and club gardens were cleared of debris and mown and the greens repaired.

The reopening

After more than 3 years planning, the Club reopened in May 2024. It is trading profitably and has either repaid all its debts or is meeting agreed repayment plans (including Council rates). All 9 holes of the golf course are now in regular use.

Shortly after reopening, the Royal Hotel in Mandurama closed, so the Club became the only social gathering place in the district. The Club provides an attractive, spacious and family friendly environment for social gatherings and events. The chef from the hotel then moved to Sunny Ridge, after basic repairs were made to the kitchen to enable it to be used. Meals were offered on Thursday to Sundays which further increased patronage. There is now a new chef operating from less-than-ideal kitchen facilities. The Club’s most critical task is now to secure funding for the kitchen to be renovated with new cooking and washing equipment and bench tops to the highest level of Council’s food safety standards.




Sunny Ridge is fast becoming, once again, the social centre of Mandurama and surrounding areas.

February 2025



To: Sunny Ridge
Date: 17/02/2025
Sales Rep: Brett
Valid For: 60 days
Delivery Address: Sunny Ridge

[illegible]

Notes:

free delivery to site
4 years warranty when registered



Ex GST
GST

TOTAL:

20,966.00

10) ADOPTION OF PROCUREMENT POLICY**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GO.PO.1

Recommendation:

That Council;

1. Receive the report on Adoption of the Procurement Policy;
2. Note the one submission on the Procurement Policy received during the public exhibition period;
3. Adopt the Procurement Policy and it be included in Council's policy register.

Reason for Report:

For Council to consider the submission received during the period of public exhibition and adopt the Procurement Policy.

Report:

Council at its meeting held 25 March 2025 resolved to endorse the Procurement Policy and place it on public exhibition.

The objectives of this Policy are as follows:

- To ensure Council at all times complies with the NSW Local Government Act 1993, the NSW Local Government (General) Regulations 2021 and the Tendering Guidelines for NSW Local Government in relation to the procurement of goods and services;
- To clearly define a procurement framework, responsibilities and procedures for guidance to Council;
- To assist Council in achieving the most advantageous price and purchasing conditions;
- To ensure that Council's procurement policies, practices and procedures are best practice and meet the highest level of public accountability.

The closing date for submissions was 28 April 2025 and at the conclusion of this period 1 submission, from Animal Liberation, had been received.

The submission is a detailed document regarding the use of hazardous chemicals, such as Second-Generation Anticoagulant Rodenticides and seeks to embed specific controls for procurement and use of hazardous chemical and mandate Integrated Pest Management principles into the policy. The submission is considered to be outside the scope of this strategic policy and no amendment to the policy has been made.

A copy of the Procurement of Goods & Services Policy and submission are provided as an attachment to this business paper.

Risk/Policy/Legislation Considerations:

The policy is a significant statement by Council on its procurement principles and the standard by which Council will conduct its procurement activities.

Budget Implications:

Nil

Enclosures (following report)

1	Procurement Policy	11 Pages
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Attachments (separate document)

2	Submission on policy from Animal Liberation	31 Pages
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**Procurement of Goods
& Services Policy**

Policy	3G
Officer Responsible	Director Corporate Services
Last Review Date	XX/XX/2025

Strategic Policy

Scope

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

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

Objective

The objectives of the Procurement Policy are as follows:

- To ensure Council at all times complies with the NSW Local Government Act 1993, the NSW Local Government (General) Regulations 2021 and the Tendering Guidelines for NSW Local Government in relation to the procurement of goods and services;
- To clearly define a procurement framework, responsibilities and procedures for guidance to Council;
- To assist Council in achieving the most advantageous price and purchasing conditions;
- To ensure that Council's procurement policies, practices and procedures are best practice and meet the highest level of public accountability.

Compliance

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

Procurement Procedures and Supporting Documents

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

Fundamental Procurement Principles

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

1. Ethical behaviour, Integrity, Probity and Fair Dealings

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

Council must not engage in any practices that aim to give a potential tenderer, service provider or business an advantage over others, nor

engage in any form of collusive practice. A Councillor or Council employee with an actual or perceived conflict of interest must address that interest without delay in accordance with Council's Code of Conduct.

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

- Disclose to the General Manager any possible conflict of interest; where a potential conflict relates to the General Manager, it will be disclosed to the Council in accordance with the Local Government Act 1993
- Deal with all suppliers in an honest, fair and equitable manner
- Respect all in-confidence information received and not use it for personal gain, or to prejudice fair and open competition
- Not accept money, goods, loans, credits, purchasing incentives, services or prejudiced discounts
- Not use Council's name or purchasing power to make purchases other than for Council use during the procurement of services. In this regard, Staff will ensure that their close associates also do not receive an advantage in relation to a Council procurement.

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

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

2. Value for Money

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

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

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

3. Open and Effective Competition

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

4. Cooperation

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

5. Sustainable and Social Procurement

Council is committed to sustainable procurement. Council will support the use of sustainable products, materials, processes and services.

Council will, when evaluating quotations or tenders, take into consideration the anticipated impact on the environment and show such consideration in their evaluation documentation. To achieve this, Council officers will endeavour to adhere to the following objectives wherever reasonably possible:

- Minimise unnecessary purchasing – only purchase when a product or service is necessary.
- Minimise waste – purchase in accordance with avoid, reduce, reuse and recycle strategies.
- Save water and energy – purchase products that save energy and/or water.
- Minimise pollution – avoid purchasing products that pollute soils, air or waterways.
- Non-Toxic – avoid purchasing hazardous chemicals that may be harmful to human health or ecosystems.
- Greenhouse benefits – purchase products that reduce greenhouse gas emissions.
- Biodiversity & habitat protection – purchase in accordance with biodiversity and conservation objectives.

Council understands the importance of social procurement. Where suitable and practicable, Council will investigate and procure goods and/or services from suppliers such as the following:

- Indigenous Contractors & Suppliers; and
- Australian Disability Enterprises (ADEs).

6. Risk Management

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

7. Support for Local Industry

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

8. Modern Slavery

“Modern slavery” is defined in the Modern Slavery Act 2018 (NSW) as any conduct constituting a modern slavery offence within the meaning of that Act and any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chains of organisations.

Council will not engage with any vendors that engage in Modern Slavery practices.

RESPONSIBILITIES

Responsibilities for this Policy is as follows:

Councillors and Administrators

The role of Councillors or the Administrator(s) is to provide the strategic direction for this policy and ensure it complies with legislative requirements. When determining a tender, a Council decision should be made in accordance with the objectives of this policy. The Council will also determine the General Manager's delegations which will influence how this policy is executed.

General Manager

The General Manager is responsible for determining the appropriate delegations to Council staff to enable them to administer and perform procurement activities in a way that promotes integrity and value for money.

Chief Financial Officer

The Chief Financial Officer is responsible for the implementation of this policy. The Chief Financial Officer will establish internal controls to ensure the execution of this policy is in accordance with its intended outcomes. The Chief Financial Officer is responsible for regularly reviewing this policy and the Procurement Guidelines to ensure they are congruent and ensuring the reporting requirements of this policy are completed. The Chief Financial Officer will provide sound, reliable advice to the Council and General Manager on procurement matters.

Council staff

Council staff must adhere to this policy and the Procurement Guidelines whilst conducting or participating in a procurement activity. Council staff are also to act in accordance with Council's Code of Conduct and are required to only procure goods and services applicable to their delegated authority for the use of Council. Council staff must ensure that engagement of a supplier is conducted through issuing a formal commitment from Council (or other third parties) by using a Purchase Order or other form of agreement (excluding Credit Card purchases).

Contractors and Suppliers

Suppliers must act in good faith and ethically in accordance with Council's Code of Conduct when participating in a Council led procurement activity. Code of Conduct and Work Health and Safety provisions extended to when a contractor or supplier is engaged and delivering a service or providing a good on or behalf of Council.

POLICY DIRECTIVES

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

1. Statutory Requirements

The Local Government (General) Regulation 2021 is particularly relevant to the tendering process; however, various Acts and Regulations apply to Council's diverse range of procurement activities. The Procurement of Goods and Services Policy is intended to supplement these instruments. Any inconsistency that may arise between the Procurement of Goods and Services Policy and a relevant Act or Regulation, shall be resolved in favour of the Act or Regulation.

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

2. Conduct of Officers

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

3. Delegations

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

General Application of Delegation Limits to Procurement

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

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

4. Determining the 'Delegations Value' of the Procurement

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

5. Delegations and Contract Variations

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

In some instances, a contract price can alter due to the application of pre-agreed terms (for example, a price adjustment formula, a measured quantity clause, a latent condition clause, schedule of rates or an expense reimbursement clause). Such alterations are often referred to as variations however, they are non-discretionary in nature. do not need to be approved by Council but must be approved by the General Manager.

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

6. Budget Allocations

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

Purchase orders should not be raised without an approved budget. Discretionary increases to required budget of a project (e.g. through increased scope) should be reported to and approved by Council in the month in which they occur, rather than awaiting approval via the quarterly budget review process.

7. Number of Firms to be invited

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

8. Intention to Proceed

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

9. Public Invitations to Tender

All public invitation processes shall be managed in accordance with the relevant elements of the Local Government (General) Regulation 2021, regardless of whether or not the Regulation applies to the contract.

10. Offers

All offers made in response to a public invitation or for a contract greater than \$250,000 in value must be received via a formal tender process, be it electronic or physical, regardless of whether or not the Local Government (General) Regulation 2021 applies.

11. Late Offers

Late offers received via a formal tender process shall be handled in accordance with the relevant elements of the Local Government (General) Regulation 2021, regardless of whether or not the Regulation applies to the contract.

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

12. General Communications

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

13. Unsuccessful Offers

Council shall generally provide feedback to unsuccessful tenderers if requested. Written records shall be made and recorded in an appropriate system.

14. Successful Offers

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

15. References

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

16. Common-Use Government Procurement Arrangements

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

17. Emergency Situations

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

An emergency procurement exercise should comply, to the maximum extent possible, with the policies and procedures that would normally apply.

All emergency procurement exercises (and the circumstances leading to them) shall be documented and reported to the relevant Director.

18. Reporting ObligationsReporting of Tenders to Council

In accordance with the General Manager's instrument of delegation, any tenders that were not engaged through a prescribed agency and have a value greater than \$250,000 (inclusive of GST) are to be reported to Council.

Statutory Reporting

Council will fulfil its reporting obligations of any procurement activities in accordance with legislative requirements. This includes:

- Reporting of contracts entered above \$50,000 (inclusive of GST) as a part of the Quarterly Budget Review Statement for the corresponding quarter.
- Register of contracts entered above \$150,000 (inclusive of GST) as a part of the Government Information (Public Access) Review Statement 2009.
- Modern Slavery reporting obligations as outlined by the Anti-Slavery commission within Council's Annual report.

Any additional statutory reporting requirements that eventuate after the adoption of this policy will be reported upon as required.

19. Integrity, Dignity and Respect

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

20. Breaches of this policy

A breach of this policy by a Council Officer will be dealt with in accordance with Council's Code of Conduct Policy. The Code of Conduct Policy articulates the standards of ethical behaviour expected of Council officials and external service providers in their dealings with Council.

Evidence of corrupt and/or unethical conduct by a Council official could lead to (but not limited to):

- Disciplinary action;
- Dismissal;
- Investigation for corruption, inappropriate or unethical conduct; and
- Referral of the matter for criminal investigation.

Evidence of corrupt and/or unethical conduct by a contractor or supplier participating in a procurement activity or engaged to conduct works on behalf of Council could lead to (but not limited to):

- Tender disqualification;
- Contract termination;
- Loss of future work with Council;
- Investigation for corruption, inappropriate or unethical conduct; and
- Referral of the matter for criminal investigation.

21. Complaints Management

Any complaints or grievances about this Policy from internal or external sources need to be submitted in writing and addressed to the General Manager. The complaint/grievance will be reviewed and responded to in line with Council's Complaint Handling Policy and Procedure.

When a possible breach of this policy has been identified, the matter may be dealt with in accordance with Council's Public Interest Disclosures Policy. This includes cases of maladministration, corrupt conduct, serious and substantial waste, violation of government information or criminal activity.

22. Exemptions from Purchase Orders

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

23. Related Information

Legislation, Regulations and Guidelines

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Tendering Guidelines for NSW Local Government
- Government Information (Public Access) Act
- Work Health and Safety Act 2011, NSW
- The Modern Slavery Act 2018
- Quarterly Budget Review Guidelines issued by the Office of Local Government
- Government Information (Public Access) Act 2009.
- Relevant ICAC guidelines.

Council Policies and Procedures

- Council Delegations
- Disposal of Assets Policy
- Procurement Procedure
- Code of Conduct policies
- Statement of Business Ethics
- Work Health and Safety Policy
- Gifts and Benefits Policy
- Corporate Credit Card Policy
- Purchase Card Procedure

End of Policy

Adopted:	20/09/1999	664
Last Reviewed:	14/05/2007	07/094
	12/11/2012	1211/014
	09/12/2013	1312/003
	21/05/2018	1805/014
	20/04/2020	2004/007
	14/02/2023	2302/012
	xx/xx/2025	
Next Review:	27/03/2029	

11) REVIEW OF COUNCIL POLICIES**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 2. Build the Capacity and Capability of Local Governance and Finance**File No:** GO.PO.1**Recommendation:**

That Council;

1. Rescind the following policies, noting that policies named will be endorsed as Operational policies (internal) to mitigate risk of exposure of Council protection measures to external cyber threat actors:

Policy Name
Information Technology Security and Usage Policy
Information Security Policy

2. Endorse the following policies and place them on public exhibition for a period of not less than 28 days.
3. Provided no submissions are received during the period of public exhibition, adopt the policies and update Council's Policy Register.

Policy Name
Asset Management Policy
Disposal of Assets Policy
Gifts and Benefits Policy
Incentives for Medical Professionals Policy
Notification Plan for Pesticide Use
Related Party Disclosures Policy
Statement of Business Ethics

Reason for Report:

For the Council to review and endorse Council's strategic policies for adoption, subject to public exhibition, or recission.

Report:

Council has undertaken a review of policies as shown below as part of the policy review program following election of the new council.

The following policies are proposed for recission as Strategic Policies and will be proposed for endorsement as Operational Policies. This action is proposed to reduce the risk to Council by not exposing internal protection measures to external cyber threat actors.

Policy Name
Information Technology Security and Usage Policy
Information Security Policy

In the interest of public transparency, the following policies are proposed for public exhibition for a period of not less than 28 days. Amongst these there are policies proposed with minimal or no changes since last adopted.

POLICY	OBJECTIVE	COMMENT
Asset Management Policy	To ensure effective long-term asset management through measures outlined in the policy.	Changes proposed are to refine document wording and correct some asset terminology.
Disposal of Assets Policy	To ensure when Council has determined an asset will be disposed of that there is adequate consideration of the method of disposal.	No changes proposed.
Gifts and Benefits Policy	To provide clear guidelines for Councillors, staff members and other representatives of Council to enable them to deal with any offer of a gift or benefit.	Minor changes proposed.
Incentives for Medical Professionals Policy	To secure and enhance the range and availability of locally accessible medical services for ratepayers and residents and their families in the Blayney Shire.	No changes proposed.
Notification Plan for Pesticide Use	To meet the community's general right to know about pesticide applications made to outdoor public places that are owned or controlled by Blayney Shire Council.	Changes made following engagement with Councillors at the March 2025 Council meeting and subsequent Workshops.
Related Party Disclosures Policy	To define the parameters for Related Party Relationships and the level of disclosure and reporting required Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.	Minor changes proposed.
Statement of Business Ethics	To outline Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in their dealings with Council.	No changes proposed.

Risk/Policy/Legislation Considerations:

Nil

Budget Implications:

Nil

Enclosures (following report)

1	Asset Management Policy	4 Pages
2	Disposal of Assets Policy	9 Pages
3	Gifts and Benefits Policy	11 Pages
4	Incentives for Medical Professionals Policy	3 Pages
5	Notification Plan for Pesticide Use	16 Pages
6	Related Party Disclosures Policy	13 Pages
7	Statement of Business Ethics	7 Pages

Attachments (separate document)

Nil



Asset Management Policy

Policy	22B
Officer Responsible	Director Infrastructure Services
Review Date	XX/XX/XX

Strategic Policy

OBJECTIVES

~~The purpose of this policy is to ensure effective long-term asset management by: To ensure adequate provision is made for the long-term replacement of major assets by:~~

- ~~Ensuring that~~Maintaining Council's infrastructure ~~is maintained~~ in a sustainable manner, ~~with the to deliver~~ appropriate levels of service to residents, visitors and the environment.
- Implementing appropriate strategic asset management ~~strategies practices~~ and ~~providing securing necessary~~ financial resources ~~required~~ to safeguard Council assets.
- Promoting organisational awareness of ~~Creating and sustaining an~~ asset management ~~awareness throughout the organisation by way of~~ training and development.
- Complying with all ~~Meeting~~ legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibilities for asset management are allocated.
- ~~Demonstrating~~ Ensure transparent and responsible asset management processes that align with ~~demonstrated~~ best practice principles.

SCOPE

This policy applies to all physical infrastructure assets owned, controlled or managed by Council.

GENERAL

Background

1. Council is committed to adopting a structured ~~implementing a systematic~~ asset management methodology approach ~~in order to apply appropriate asset management best practices across all areas of the organisation. This includes to ensure ensuring~~ that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
2. ~~Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to~~ Effective asset management is essential to ~~achieving~~ Council's ~~our~~ strategic service delivery ~~objectivesgoals~~.
3. ~~Adopting~~ Applying asset management principles ~~will assist supports~~ Council's in achieving its Strategic Longer-Term Plan and Long Term Financial Plan. ~~objectives.~~
4. A strategic asset management approach ~~enhances: to asset management will ensure that the Council delivers the required levels of service through its assets. This will provide positive impact on:~~
 - ~~Members of the p~~Public and staff experience,
 - Council's financial sustainability over the medium to long term,

- The ability to ~~meet provide expected levels of~~ service delivery and ~~required~~ infrastructure expectations,
- The political environment in which Council operates, and
- ~~The legal liabilities of~~ Council's legal obligations.

Principles

1. A consistent Asset Management Strategy (The Strategic Asset Management Plan) must ~~exist for implementing systematic and appropriate~~ guide best practice asset management ~~best practice throughout~~ across all departments of Council.
2. Council must comply with A ~~all~~ relevant legislative requirements, ~~and~~
- 2.3. ~~The~~ Office of Local Government Long Term Financial Indicators are considered in asset management.
- 3.4. ~~Asset management principles will be integrated within existing planning and operational processes.~~
- 4.5. ~~Asset Management Plans will be developed for major asset categories. The plans will be informed by community consultation and financial planning and reporting.~~
- 5.6. ~~An inspection regime~~ Regular inspections will ensure ~~agreed~~ service levels are maintained and ~~to identify~~ asset renewal priorities are identified.
- 6.7. ~~Identified A~~ asset renewals requirements required to meet agreed service levels are identified in adopted will be incorporated into the asset management plans and funded in Council's Long Term Financial Plan.
- 7.8. ~~Asset renewal plans priorities will be prioritised and implemented progressively based on agreed service levels, operational impacts caused maintenance and the effectiveness of the current assets to provide that level of service existing assets.~~
- 8.9. ~~Renewal works will incorporate modern engineering standards use current engineering and construction technology (Modern engineering equivalent), and consider intergenerational equity, current and future population growth and social amenity.~~
- 9.10. ~~All asset classes will undergo S~~ systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued, and depreciated in accordance with appropriate best practice and applicable Australian Standards, including Australian Accounting Standards (AASB).
- 10.11. ~~Future life cycle costs will be reported and considered in all decisions relating to regarding new or upgraded services and assets, or upgrading of existing assets and services.~~
- 11.12. ~~Future service levels will be established based on Council's financial capacity, available resources and determined in consultation with the community.~~
- 12.13. ~~Training in asset and financial management will be provided for Councillors and relevant staff. relevant personnel.~~

RESPONSIBILITY

- **Councillors** are responsible for adopting the policy and ensuring that ~~sufficient~~ adequate resources are applied to manage the assets.
- The **General Manager** ~~has overall is responsibility~~ responsible for developing ~~an~~ asset management strategyies, plans and procedures and reporting on the status and effectiveness of asset management within Council.

End of Policy

	Date	Minute
Adopted:	14/11/2011	1111/018
Last Reviewed:	14/11/2011	1111/018
	12/11/2012	1211/014
	21/05/2018	1805/019
	27/06/2022	2206/008
	XX/XX/XX	
Next Review:	8/06/2026	



Disposal of Assets

Policy	3J
Officer Responsible	Director Corporate Services
Last Review Date	XX/XX/2025

Strategic Policy

Objectives

To ensure when Council has determined an asset will be disposed of that there is adequate consideration of the method of disposal.

1. POLICY:

This policy and its procedures apply to all Blayney Shire Council operations and are designed to achieve advantageous disposal outcomes through:

- implementing Council's Asset Management Policy and asset management plans
- ensuring the disposal or rationalisation of Council's assets is carried out in a transparent, fair, and independent manner
- enhancing value for the community by using competitive disposal processes
- promoting the use of resources in an efficient, effective and ethical manner
- ensuring decision making is consistent, fair and equitable
- making decisions with probity, accountability and transparency
- satisfying Council's economic, social and environmental policies
- appropriately managing risk
- compliance with all relevant legislation.

2. APPLICATION OF THIS POLICY

This policy and its procedures apply to any person or body responsible for the identification of assets that require disposal or rationalisation. Councillors, Council employees, volunteers and contractors must comply with the following principles in all disposal of asset activities:

- a) Consistency with Council's Asset Management Policy and asset management plans.

A decision to dispose of an asset must be consistent with Council's Asset Management Policy and any relevant asset management plan that applies to the category or type of asset.

- b) Open and effective competition

Disposal of assets should be undertaken in an open manner, resulting in effective competition and in a way that stands up to public scrutiny. Fair and equitable consideration must be given to all prospective purchasers.

- c) Independence in the method of disposal

Assets must be disposed of in a way that avoids the disposal of any asset to a Councillor, staff member or contractor without an independent, public and competitive process being undertaken.

d) Maximising community value

Council must aim to achieve best value for the community when disposing of assets, which is not limited to monetary value alone. The assessment of community value must include consideration, as applicable, of:

- a. Whether the asset being disposed of requires replacement and if so, what new assets will be acquired
- b. consistency with the Council Plan and other strategic priorities
- c. financial considerations including all relevant direct and indirect benefits
- d. efficiency and effectiveness
- e. the costs of various disposal methods
- f. internal administration costs
- g. risk exposure
- h. any associated environmental benefits.

e) Ethical behaviour and fair dealing

Council is to behave with impartiality, fairness, independence, openness and integrity in all decisions, discussions, and negotiations.

f) Sound record keeping

Officers are responsible for completing the necessary forms and documentation outlined in this policy and its procedures to ensure the disposal of assets can be tracked and independently audited.

g) Sustainability objectives

In undertaking any disposal activities Council will act in a sustainable manner.

3. FACTORS TO BE CONSIDERED WHEN ASSESSING IF AN ASSET IS DUE FOR DISPOSAL

The following factors must be considered when identifying an asset that is due for disposal:

- how the disposal of the asset implements the Council Community Strategic Plan, Delivery Program, Operational Plan and long-term financial plan objectives
- the relevant Asset Management Plan's provisions for asset renewal and disposal
- whether the asset is underutilised and future demand / need of the asset including assessment of future capital expenditure and works programs
- useability of the asset
- the remaining useful life of the asset
- current market value
- any duplication of the asset that supports its disposal

- annual maintenance costs
- cost of repair or replacement for a similar asset
- appropriate timing for the disposal to maximise community benefit
- any impacts, positive or negative, of the disposal of the asset on the community
- the service provided by the asset, whether it requires replacement to meet service needs and how its replacement will be funded
- potential risk of ownership (e.g. contains hazardous materials), including health and safety risks for operators or the community
- cultural or historical significance of the asset
- the outcome of any community consultation processes
- any restrictions on the proposed asset disposal
- any other relevant Council policies
- where or for what purpose the proceeds of the asset's sale will be allocated or spent.
- obligation under Local Government Act s.8B - Principles of sound financial management

4. ASSETS WITH AN APPARENT VALUE OF LESS THAN \$1,000

- a) Assets with an apparent value of less than \$1,000 each will be disposed of using a method that maximises the return to Council;
- h) Assets with an apparent value of less than \$1,000 shall be disposed of by a method determined by the relevant Manager who must document the process of determining the asset disposal methodology and ensure full documentation is placed on Council's records management system detailing the decision making process and actions taken;
- i) The Manager shall ensure the Chief Financial Officer is aware of the disposal of the asset;
- j) The Manager must be aware and have control of the process of disposal of these assets and be aware and conduct the disposal in light of risk assessment considerations and must ensure no conflict of interest issues are present in the means of disposal chosen.

5. ASSETS WITH AN APPARENT VALUE OF MORE THAN \$1,000

- a) Assets disposal will be assessed on a case by case basis for assets with an apparent value of more than \$1,000 by the relevant Manager and the attached memo will be completed to be considered by the General Manager;
- b) Managers will consider the following in their assessment and formulation of recommendations to dispose of an asset provided in the memo: Market forces and impact on return from the sale of the asset should be considered and commented upon;
- c) Community need for the asset and alternative resources which could be considered to be substitutes should be assessed;
- d) The strategic worth of the asset and its long term benefit to the community should be assessed;

- e) The purchase price and maintenance costs incurred over the lifespan of the asset should be assessed to determine, where possible, a return on investment of a particular asset;
- f) The funds raised from the sale of an asset should be considered as to their use and this must be reflected in the Council's Operational Plan and Delivery Program and include in the recommendation how this will be achieved.

6. METHODS OF DISPOSAL

- a) Assets of significant apparent value (being more than \$150,000) are to be disposed of either by auction or tender;
- b) Real property (land and buildings) disposal methodology will always be determined by Council, via a resolution;
- c) All motor vehicles and plant, except those on novated leases, shall be disposed of via public auction, trade-in or tender processes. Motor vehicles will not be made available to council staff or councillors in private sale arrangements.
- d) For other assets, the Manager who has carriage of the assets will provide to the General Manager a recommended method of disposal which shall be made after assessing the means to maximise the return to Council;
- e) The General Manager will determine the manner of disposal for information technology (IT) assets, office furniture, stores items and scrap materials (including scrap metal) on each occasion disposal is recommended by a Manager;
- f) Where a recommendation for destruction of an asset is made, the Manager will provide the General Manager with the assessment criteria used to determine that the asset has no potential to realise a return for Council and will detail the method of destruction and name of the officer who will be charged with the responsibility of ensuring the asset is destroyed.
- g) If after offering an asset for sale, if no interest in purchasing the asset is shown, the Manager may recommend to the General Manager the asset be scrapped and provide the recommended best means for managing the process to ensure environmental management conditions are observed
- h) Destruction of assets shall be undertaken after consideration of the environmental issues so that any hazardous substances shall be assessed to ensure safe disposal
- i) Assets can only be donated to other organisations if the organisation can:
 - affirm in writing their status as a non-profit organisation;
 - provide written acknowledgement of receipt of the asset;

- acknowledge Council will not be responsible for any repair or maintenance of the asset;
- acknowledge that all copyright or licensed content has been removed (for example, software on computers);
- take responsibility for the timely removal of the asset and any associated costs that arise from the assets removal;
- acknowledge Council's donation to the organisation via a media release that Council approves.

7. PROCEEDS FROM ASSET DISPOSAL

- a) Where not applied to the purchase of replacement vehicles or plant, proceeds of all motor vehicle and plant sales will be restricted for the purpose of Plant Replacement or as approved by Council in approval of such a transfer.
- b) The funds generated from the sale of land and/or buildings will be internally restricted for the purpose of Property Development or as determined by Council in approval of such a transfer.

8. ASSETS CARRIAGE FOR PURPOSES OF DISPOSAL

The following staff are determined to have carriage of assets and are responsible for the assessment and recommendations to dispose of assets:

Motor vehicles and plant items	Director Infrastructure Services
Information technology assets	Manager Information Technology
Real property (land and buildings)	General Manager
Office furniture	Chief Financial Officer
Stores items	Director Infrastructure Services
Scrap metal	Manager Operations

9. SALE TO COUNCILLORS, COUNCIL OFFICERS OR CONTRACTORS

The disposal of any surplus or end of life Council assets should not be limited to employees or to elected members or contractors.

At the General Manager discretion disposal of any surplus or end of life assets may be sold to employees / Elected Members in a transparent market tested process, where these have been a tool of trade. All items will be incorporated into a sale register.

10. BUYER'S RISK

Regardless of the disposal method used all prospective buyers must be advised in writing that the asset is disposed of, without any faults, at the buyer's risk ('as is where is'). Buyers are to rely on their own investigations regarding the condition and function of the asset and Council will not be responsible for any repairs or maintenance of the asset.

11. EXEMPTIONS IN EXCEPTIONAL CIRCUMSTANCES

From time to time there may be exceptional circumstances that arise where the processes and guidance outlined in this Policy will not deliver the best outcome for Council or the community.

Should this be the case, the waiver of the requirements of this policy must be subject to a resolution of Council to ensure maximum transparency and accountability to the community.

12. DOCUMENTATION OF ASSET DISPOSAL PROCESSES

- a) Documentation detailing decisions made on asset disposal is to be archived in Council's records management system by the relevant Manager;
- b) Receipt of the disposal of materials to a licensed scrap dealer or contracted engineer are to be included in the documentation;
- c) The Finance Department is to be informed, by completion of the attached notification, by the relevant Manager of the disposal of all assets in order that the assets register can be updated and accounting treatments for disposed assets initiated. Where the sale of the asset is identified in Council's Operational Plan (e.g. plant) a copy of the replacement schedule detailing the method of disposal approved by the Director is to be furnished to the Chief Financial Officer.
- d) Where a councillor or member of Council's staff or members of the immediate family of a councillor or member of staff purchase an asset, the General Manager is to authorise countersign the documentation that specifies the price.

13. RELATED POLICIES AND LEGISLATION**EXTERNAL REFERENCES**

Local Government Act

RELATED COUNCIL DOCUMENTS

Councillor Code of Conduct
Asset Management Strategy
Fraud and Corruption Policy and Plan
Procurement Policy
Staff Code of Conduct
Various Asset Management Plans
Council Delegations Register

Memorandum

To: General Manager

From: [Click here and type name]

Date: [Click here and type date]

Subject: Disposal of Assets – Recommended Actions

Asset number(s): (where applicable)	
Asset(s) description:	
Asset type	<input type="checkbox"/> IT asset <input type="checkbox"/> Plant or motor vehicle <input type="checkbox"/> Scrap metal <input type="checkbox"/> Other – specify _____
Reason requesting approval to dispose of asset(s):	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Technically Obsolete or Inefficient <input type="checkbox"/> Unserviceable – Beyond economic repair <input type="checkbox"/> Other – specify _____ _____ </div> <div> <input type="checkbox"/> Identified as part of asset replacement in Operational Plan <input type="checkbox"/> Surplus to current and foreseeable future needs </div> </div>
If failing, cost of repair – attach quotation(s)	
Cost of replacement if required – indicate new vs second hand options assessed – also purchase vs lease options etc. attach quotation(s):	

Recommended method of disposal:	<input type="checkbox"/> Tender – Council resolution will be required and Manager to determine Open or Selective Tendering processes <input type="checkbox"/> Expression of interest <input type="checkbox"/> Public auction <input type="checkbox"/> Destruction - include details of reasons for recommending destruction, method of destruction and officer who will be responsible for the destruction as per policy requirements in an attachment to this memo <input type="checkbox"/> Other – specify _____
General Manager / Director comments - required for assets where the Manager has determined an apparent value >\$1,000	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected Signed: _____ Date: _____
Advice to Finance and Asset sections sent – required for all assets regardless of apparent value – attach advice to Finance and Asset sections to this memo when archiving.	Relevant Manager: _____ Date: _____

NB: A completed memo is to be archived on Council's records management system by the author of this memo along with all quotations and associated documentation relating to the disposal of the asset(s).

End of Policy

Adopted:	15/02/2016	1602/015
Lastest Reviewed:	15/02/2016	1602/015
	19/03/2018	1803/014
	21/11/2022	2211/010
	20/02/2024	2402/011
	XX/XX/2025	
Next Review:	25/09/2029	



Gifts & Benefits Policy

Policy	2E
Officer Responsible	Director Corporate Services
Last Review Date	XX/XX/2025

Strategic Policy

Purpose of the Gifts and Benefits Policy

- To provide clear guidelines for Councillors, staff members and other representatives of Council to enable them to deal with any offer of a gift or benefit;
- To protect Councillors, staff members and other representatives of Council from being compromised or to avoid the public perception of bias;
- To provide a safe working environment by reducing situations which can cause undue stress and anxiety; and
- To demonstrate to suppliers, citizens and other agencies that Council will deal with all matters in an impartial, transparent and accountable manner.

Background

In carrying out their role as Councillor, staff member and other representative of Council of a local government body, individuals and/or groups may from time to time, be offered gifts to establish an amicable initial business relationship, to display appreciation or demonstrate good faith in an ongoing business relationship.

The acceptance of gifts and other benefits has the potential to compromise a Councillor's and Council employee's position by creating a sense of obligation in the receiver and so undermining their impartiality. The acceptance of a gift can also affect the public's perception of the integrity and independence of the Council and its employees.

To ensure propriety in all such dealings, it is essential that Council adopt a policy and procedure for the acceptance of gifts and benefits, so that all gifts and benefits are declared and recorded in a Gifts and Benefits Register.

This policy has been produced to guide to assist in guiding Councillors, staff members and other representatives of Council during the course of their official duties upon being offered a gift or benefit. The acceptance of gifts and benefits is a potential problem for many public officials. Deciding where to draw the line between the proper and improper acceptance of gifts or benefits can be difficult.

For the purposes of this policy, reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Blayney Shire Council has a zero tolerance rule with respect to compliance with this policy.

Policy Statement

Council officials will act with integrity at all times. Acceptance of gifts and benefits has real and perceived opportunities for undermining integrity.

This Policy sets out the basis on which Blayney Shire Council will manage offers of gifts or benefits in accordance with the obligations set out in Council's Code of Conduct.

You must not:

- seek or accept a bribe or other improper inducement
- by virtue of your position acquire a personal profit or advantage, real or perceived, which has a monetary value.

You must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence you to:

- act in a particular way (including making a particular decision);
- fail to act in a particular circumstance;
- otherwise deviate from the proper exercise of your official duties.

You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members include parents, spouses or de facto partners, children and siblings.

Responsibilities***Councillors, Staff Members and Other representatives of Council***

The obligation to disclose instances relating to this policy rests with Councillors, members of staff and other representatives of Council and should be in accordance with the gifts and benefits procedures.

Councillors, staff members and other representatives of Blayney Shire Council must comply at all times with this policy and Council's Code of Conduct.

Council staff members and other representatives of Council must complete, the electronic declaration form or the hardcopy declaration form (for those staff members who do not have computer access), for all offers of a gift or benefit and submit the declaration form to their Supervisor, or General Manager (in the case of a Councillor or Director), within two (2) weeks of receiving the offer.

Councillors, members of staff and other representatives of Council, who have prior notice of the receipt of a benefit or hospitality, such as attendance at a sporting event, should receive prior written approval to attend. The recipient is to ensure their declaration is submitted and authorised by the Supervisor or General Manager.

Management

The General Manager, or their delegate, will establish and maintain a Gifts and Benefits Register.

The Supervisor, or General Manager (in case of a Councillor and Directors), must authorise electronically, or sign/date paper copy declaration forms, scan and register the completed document in-to [Data-worksthe Records Management System](#), and task to the Director of Corporate Services (as the General Manager's delegate), who will process the information into the Gifts and Benefits Register.

Procurement, Contracts and Tendering

All procurement activities are to be conducted in an ethical manner and in accordance with:-

- Policy 1B Code of Conduct for Councillors
- Policy 1C Code of Conduct for Staff
- Policy 1B Code of Conduct for Council Committee Members,
Delegates of Council and Council Advisers Councillors
- Policy 3G [Purchases-Procurement](#) of Goods and Services
- Policy 13A Tender Procedures

Council representatives involved in corporate purchasing or procurement must not accept any form of gift, benefit or from suppliers or potential suppliers.

Council representatives involved in evaluating contracts, expressions of interest, tenders or other proposals must not accept any form of gift, benefit or hospitality from contractors, potential contractors, tenderers or associated parties. Any offer of gifts must be declared in writing as part of the evaluation process.

The recipient of any gift, benefit or hospitality offered and/or received must complete the electronic gift register form and submit it to the Director (or General Manager) for authorisation.

Circumstances where gifts or benefits may be acceptable

Gifts or other benefits not essentially token or inconsequential in kind (including moderate acts of hospitality) should only be accepted:

- where they are not obtained by virtue of a public official's office or position

- where a gift is given to a public official in a public forum in appreciation for the work, assistance or involvement of the public official or an agency, and refusal to accept the gift would cause embarrassment or affront
- if there is no possibility that the recipient might be, or might appear to be, compromised in the process, or
- in circumstances generally approved by the principal officer of the agency, or on any other occasion with the formal written approval of the General Manager, preferably obtained beforehand.

Approval of the General Manager should only be given where the acceptance of the gift is unlikely to be seen by a reasonable 'impartial observer' to create a conflict of interest, or influence the performance of duties or functions.

Gifts Benefits and Bribes

Gifts

For the purpose of this policy, "gifts" made to individuals in the course of a business relationship are usually given for commercial purposes, such as to create a feeling of obligation in the receiver.

Such examples of gifts may include (but are not limited to):-

- | | |
|-----------|------------|
| - Money | - Products |
| - Alcohol | - Tickets |
| - Clothes | |

A councillor or employee should not accept an offer of cash or a cash-like gift, regardless of the amount. "Cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

Benefits

For the purpose of this policy, the term "benefit" is used to refer to something which is believed to be of value to the receiver, such as a service. Some examples may include:-

- a. Tickets to major sporting events or other entertainment.
- b. Corporate hospitality at a corporate facility or sporting venue.
- c. A new job or promotion.
- d. Preferential treatment, such as queue jumping.
- e. Access to confidential or sensitive information.
- f. Discounted products for personal use.
- g. Frequent use of facilities such as a gymnasium or holiday home.
- h. Free or discounted travel, Frequent Flyer points and free training sessions.
- i. Free or subsidised lavish meals or hospitality etc.

Bribes

“Bribery” is defined as an inducement by offering any undue reward by, or to any person in public office in order to influence his or her behaviour in that office, and incline that person to act contrary to the known rules of honesty and integrity.

Councillors, members of staff and other representatives of Council must not offer or seek a bribe. Receiving or offering a bribe is an offence under both Common law and NSW legislation.

A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor, or the General Manager. Council will take steps to report the matter to ICAC and the police immediately.

Token Gifts

Token gifts and benefits of a nominal value usually do not create a sense of obligation on the receiver and are unlikely to influence, or appear to influence, in the exercise of his or her official duties.

Compliance and Exemptions

This policy applies to all staff and Councillors of Blayney Shire Council. Failure to comply with this policy could be considered a breach of the Code of Conduct and may lead to disciplinary action and/or other sanctions, including dismissal.

Blayney Shire Council has a zero tolerance rule with respect to compliance with this policy. Any applications for exemptions from the requirements of this policy are to be in writing to the General Manager. Exemptions are entirely at the General Manager's discretion and will be determined in writing with reasons given for any specific exemptions. In determining an exemption, the General Manager will also determine whether the gift in question is able to be kept by a particular staff member or whether it should be shared at the workplace.

The following are considered exempt:

1. Invitations to appropriate out of hours social functions organised by groups, such as, Council committees and community organisations
2. Free meals, of a modest nature, and/or beverages provided to Council officials who formally represent their Council at work related events such as training, education sessions, workshops
3. Free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business
4. Ceremonial gifts – from visiting delegations
5. Ceremonial gifts – from sister cities

6. Industry networking functions hosted by Industry Group at a major event e.g. NSW Tourism group function at Bathurst race event.

Examples of the circumstances where exemptions MAY be approved by the General Manager, include:

- ~~Learn-to-swim staff of the CentrePoint Sport & Leisure Centre – Staff -~~ for gifts of token value ~~children who attend learn-to-swim classes~~ as a Christmas gift or gift of thanks associated with their role.
- Ceremonial gifts – presented to staff members as thanks for presenting at conferences/seminars
- Ties, scarves, coasters, tie pins, diaries, chocolates, flowers and small amounts of beverages

Any gifts approved through the General Manager exemption process will still be subject to the following requirements:

For the purpose of this policy token value is defined as one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50.

Any gifts with an estimated value of more than token value should be rejected or returned.

The following gifts and benefits would normally fall below the token value:

- inexpensive pens or stationery
- chocolates
- flowers
- modest bottle of wine
- cup of coffee.

By contrast, the following gifts and benefits would be likely to be more than the token value:

- tickets to sporting events
- jewellery
- works of art
- discounted products for personal use
- use of facilities such as gyms.

Ceremonial gifts – an official gift from one agency to another agency. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation or country. Although these gifts may sometimes be offered to express gratitude, the gratitude usually extends to the work of several people in the organisation, and therefore the gift is considered to be for the organisation, not a particular individual.

Where you have accepted a token gift or benefit from a person, you must not accept a further gift or benefit from the same person or another person associated with that person within a single 12-month period where the value

of the gift, added to the value of earlier gifts received from the same person or a person associated with that person, during the same 12-month period would exceed \$50 in value.

Gifts and Benefits Register

All gifts, benefits and hospitality must be declared and recorded in Council's publicly available Gifts and Benefits Register against the name of the recipient. The name of the person who offered the gift and their agency or organisation must also be included.

There must also be a record of the decision that was taken in relation to the gift or benefit, and by the authorising Supervisor, or General Manager (in the case of a Councillor or Director), so that it can be shown that the Council was open and transparent in dealing with the gift or benefit.

Councillors and Designated Persons lodging pecuniary interest returns under Section 449 of the local Government Act, 1993 (NSW) are not required under Schedule 3 of the Act to disclose gifts and benefits under the value of \$500, unless they are among gifts totalling more than \$500 made by the same person over a twelve (12) month period. In the interests of openness and transparency, Designated Persons are also required to declare and record the offer and/or receipt of all gifts or benefits of more than token/nominal value in the Gifts and Benefits Register.

Procedures

- 1 Should you receive a gift or benefit, you must note immediately after the incident has occurred, detailing the date, time, location, discussion and any other comments that could assist you with your later recollections of the incident.
- 2 Obtain a copy of the Declaration Form, which is available through the Councillor Portal or Council Intranet.
- 3 With regards to the paper copy,
 - They are to be scanned into Council's Corporate Records System.
 - The authorising Supervisor (If they have access) is to record the entry into Council's electronic register.
 - In the event that the Supervisor does not have access, then the authorising director is required to electronically record.
- 4 All gifts and benefits that become the property of Council should be delivered to the General Manager's Office (or his delegate) for appropriate storage or disposal.
- 5 If you have been offered a bribe, you must inform your Director or the General Manager immediately and the General Manager must inform ICAC and the Police.

Related Legislation, Policies and Guidelines

Crimes Act 1900 (NSW) Section 249 of the Crimes Act 1900 (NSW) creates an offence if a Councillor or employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. This also pertains to receiving benefits for showing favour or disfavour to any person in relation to their official duties.

Local Government Act 1993 – Section 440 of the Act requires that Councils adopt a Code of Conduct. The section states that serious corrupt, of which bribery is an example, may lead to the dismissal or temporary suspension from office of a Councillor or of a staff member.

| Local Government (General) Regulation 20052021, clauses 184 & 185 – relating to gifts and contributions to travel pecuniary interests to be disclosed in Section 449 returns.

Blayney Shire Council Codes of Conduct

Gifts and Benefits – Public Agencies Fact Sheet (NSW Ombudsman's Office), March 2012.

GIFTS AND BENEFITS DECLARATION FORM



DEPARTMENT

(Please tick)

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

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YOUR DETAILS

Name: _____

Title: _____

Office
Location: _____

Phone No (w): _____

DETAILS OF GIFT OR BENEFIT

Person who offered gift or benefit: _____

Company/Organisation: _____

Date gift or benefit offered: ____ / ____ / ____

Description of gift or benefit: _____

Estimated value of the gift or benefit: \$ _____

What did you do with the Gift or Benefit?

Signed: _____ Date: ____ / ____ / ____

Signed: _____ Date: ____ / ____ / ____
(General Manager / Director)

PLEASE FORWARD COMPLETED FORM TO YOUR SUPERVISOR FOR RECORDING INTO COUNCIL'S ELECTRONIC GIFTS REGISTER.

This form is to be only used when the staff member does not have access to the electronic gift register.

Adopted:	12/03/2008	08/048
Lasted Reviewed:	12/03/2008	08/048
	11/04/2011	1104/005
	12/11/2012	1211/014
	16/04/2018	1804/010
	19/08/2019	1908/011
	19/09/2022	2209/010
	XX/XX/2025	
Next Review:	25/09/2029	



Attraction and Retention of Medical Professionals

Policy	6C
Officer Responsible	Director Corporate Services
Last Review Date	XX/XX/2025

Strategic Policy

Objectives

To secure and enhance the range and availability of locally accessible medical services for ratepayers and residents and their families in the Blayney Shire.

Policy

Council recognises the importance to our community of having sustainable general medical services readily available within the Shire.

For the purpose of assisting medical professionals to establish and enhance their medical practice within the Shire, Council may, on the recommendation of the General Manager, provide a financial incentive in the following form:

Eligibility:	Medical professionals (with applicable qualifications in the relevant practice area) or the practice entity from which they will be providing services. This will generally apply to general practitioners, but may include any medical service providers where in Council's opinion there is a demand for and recognised skills shortage in the Shire. Applicants must be resident within the Shire
Form of incentive:	Unsecured loan
Amount:	Up to \$50,000, with a policy cap of 2 loans outstanding at any one time
Interest:	Interest free, unless default
Term:	Up to 2 years
Repayments:	Progressively during the term (monthly, quarterly or annually depending on the purpose for which the loan is requested) or at the end of the term Repayable earlier if and when the applicant ceases to practice in the Shire or if the purpose for which the loan was granted is no longer being carried out.
Purpose:	To be agreed in each case, subject to the applicant's specific business plan, for example: a) as an incentive to defray initial costs of relocating to the Blayney Shire to carry on medical practice; b) to establish practice or to enhance the ability to offer modern medical facilities within the Shire; and c) to maintain and grow medical services in the Shire.
Conditions	The Applicant must commence and continue to provide the services or carry out the activities outlined in the business plan, during the term of the loan.

Documentation:	Loan agreement setting out terms
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Application Procedure

A medical professional wishing to access a financial incentive under this policy must apply in writing to the General Manager. The application must set out the applicant's qualifications, the amount and term of the loan sought and proposed repayment schedule, as well as a business plan which demonstrates the purpose of the loan, the source of repayment and how it meets the objectives of this policy.

End of Policy

Adopted:	12/03/2007	07/031
Last Reviewed:	12/11/2012	1211/014
	19/02/2018	1802/015
	19/12/2022	2212/007
	XX/XX/2025	
Next Review:	25/09/2029	



Notification Plan for Pesticide Use

Policy	25O
Officer Responsible	Director Infrastructure Services
Last Review Date	XX/XX/2025

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Definitions

Pesticide – any substance or mixture of substances used to destroy, suppress or alter the life cycle of any pest. These include herbicides, insecticides, fungicides & rodenticides.

Sensitive Places – in accordance with the Pesticides Regulation 2017 a sensitive place is defined to be any of the following:-

- A school, pre-school, kindergarten, or childcare centre,
- A hospital, community health centre, or nursing home,
- Or any place declared to be a sensitive place by the NSW Environmental Protection Authority.

Introduction

This pesticide use notification plan has been prepared in accordance with the requirements of the Pesticides Regulation (2017) (the Regulation).

The aim of this Plan is to meet the community's general right to know about pesticide applications made to outdoor public places that are owned or controlled by Blayney Shire Council. The plan allows members of the community to take action to avoid contact with pesticides, if they wish.

The term 'pesticide' is applied to chemicals used to kill pests and minimise their impact on agriculture, health and other human interests. Pesticides are often classified according to the organisms which they are used to control, eg as fungicides, herbicides, insecticides, molluscicides, nematicides, rodenticides, algaecides etc.

Council aims to ensure that staff and contractors adopt best management practices in the application of pesticides to public places minimising harm to the community or the environment. Examples of best management practices involve using pesticides only for the purpose described on the product label and all the instructions on the label are followed, observing the weather conditions at the control site, continual observance of the general public at the control site, taking care to protect their own health and the health of others while using a pesticide (wearing the appropriate personal protective equipment etc), making every reasonable attempt to prevent damage occurring from the use of a pesticide and keeping records of application.

The majority of pesticides used by Council staff and contractors consists of the application of herbicides for weed control (noxious weeds and grass on town streets etc) and application of insecticides to manage insect pests (Spiders etc). The seasonal conditions and prevailing weather conditions have a major influence on any control work carried out.

Council seeks to minimise the number of products used, to increase familiarity of staff with using various products and their particular requirements. Ecologically friendly and sustainable products are selected where possible. Council takes a variety of measures to reduce the need for pesticides as much as practicable.

The plan sets out how Council will notify members of the community when required of pesticide applications it makes or allows to be made to public places that it owns or controls.

The plan describes;

- what public places are covered by the plan,
- who regularly uses these public places and an estimated level of use,
- how and when Council will provide the community with information about its pesticide applications in public places,
- how the community can access this plan and get more information about Council’s notification arrangements,
- how future reviews of the plan will be conducted,
- contact details for anyone wishing to discuss this plan with Council staff.

Public Places Covered By This Plan

Council proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns or controls in the Blayney Shire Council Local Government Area:

- public parks, gardens areas and playgrounds,
- sporting fields and ovals,
- playgrounds,
- road and laneway verges,
- laneways and pathways,
- bush/regeneration reserves,
- drains, wetlands and waterways
- camping areas,
- showgrounds,
- swimming pool buildings and grounds,
- cemeteries,
- waste water treatment plant and other facilities,
- Council buildings.

Blayney Shire Council’s estimate of the level of community use, regular user groups and types of pesticide use in each of these categories of public places is summarised in the following table.

Public places owned or controlled by Council	Regular user groups	Level of use of public place	Type of pesticide use
Public parks, garden areas and playgrounds	<ul style="list-style-type: none"> Council maintenance staff Young families with children Elderly people General recreational users (joggers, dog walkers, picnickers) 	Medium to High (frequent use by multiple users with short to medium stays)	<ul style="list-style-type: none"> spot spray ecofriendly Glyphosate herbicide spot spray insecticide spot spray fungicide broadscale selective herbicides broadscale spraying insecticides
Sporting fields and ovals	<ul style="list-style-type: none"> Council maintenance staff Sporting clubs & associations School groups General recreational users (joggers, dog walkers) Spectators 	Low to Medium	<ul style="list-style-type: none"> spot spray ecofriendly Glyphosate herbicide spot spray fungicide broadscale herbicides broadscale insecticides
Road & laneway verges	<ul style="list-style-type: none"> Council maintenance staff Adjoining landholders & residents General users (dog walkers, cyclists & joggers) 	Low to Medium	<ul style="list-style-type: none"> spot spray ecofriendly Glyphosate herbicide broadscale herbicides broadscale insecticides
Pathways	<ul style="list-style-type: none"> Council maintenance staff General users (joggers, dog walkers, & cyclists) 	Medium to High	<ul style="list-style-type: none"> spot spray ecofriendly Glyphosate herbicide
Bush/regeneration reserves	<ul style="list-style-type: none"> Landcare/Bushcare Groups Council maintenance staff General recreational users (joggers, dog walkers) School groups Animals 	Low to Medium	<ul style="list-style-type: none"> spot spray ecofriendly Glyphosate herbicide

Public places owned or controlled by Council	Regular user groups	Level of use of public place	Type of pesticide use
Drains, wetlands and waterways	<ul style="list-style-type: none"> • Council maintenance staff • Local residents living adjacent to a drain or waterway • School groups • General users (joggers and dog walkers) 	Low to High	<ul style="list-style-type: none"> • spot spray ecofriendly Glyphosate herbicide
Camping areas	<ul style="list-style-type: none"> • Council maintenance staff • Young families and children • Elderly people • General recreational users (joggers, dog walkers) • Holiday makers • Animals 	High to Very High (frequent use by multiple users)	<ul style="list-style-type: none"> • spot spray ecofriendly Glyphosate herbicide
Showgrounds	<ul style="list-style-type: none"> • Council maintenance staff • sporting and equestrian clubs • show societies • families • Animals 	Low to Medium	<ul style="list-style-type: none"> • spot spray ecofriendly Glyphosate herbicide
Swimming pool buildings and grounds	<ul style="list-style-type: none"> • Council maintenance staff • Young families and children • School groups • Holiday makers 	Low to High	<ul style="list-style-type: none"> • spot spray ecofriendly Glyphosate herbicide
Cemeteries	<ul style="list-style-type: none"> • Council maintenance staff • Elderly people • Young families and children • Animals 	Low to Medium	<ul style="list-style-type: none"> • spot spray ecofriendly Glyphosate herbicide • broadscale herbicides • vermin control (baiting rabbits etc)

Public places owned or controlled by Council	Regular user groups	Level of use of public place	Type of pesticide use
Waste water treatment plant & other facilities Pump stations and deodorising beds	<ul style="list-style-type: none"> • Council maintenance staff • Couriers • School groups • Maintenance contractors 	Low to Medium	<ul style="list-style-type: none"> • spot spray ecofriendly Glyphosate herbicide • woody and brush weed herbicide • broadscale selective herbicides
Exteriors and interiors of Council buildings	<ul style="list-style-type: none"> • Council Staff • Couriers • Customers • Elderly people • Young families and children • General members of the public • School groups 	Low to High	<ul style="list-style-type: none"> • spot spray insecticide
Blayney Waste Management Facility	<ul style="list-style-type: none"> • Council Staff • maintenance staff • General Public • Contractors 	Low to Med	<ul style="list-style-type: none"> • spot spray ecofriendly Glyphosate herbicide • spot spray insecticide • feral animal control

Notification Arrangements

This section of the plan describes how and when Blayney Shire Council will provide notice of pesticide use in public places, including special measures for sensitive places that are adjacent to public places, arrangements for emergency pesticide applications and circumstances where notice will not be given.

These notification requirements are based on Blayney Shire Council's, assessment of:

- The level of usage of public places where pesticides may be used.
- The extent to which members of the public who are most likely to be sensitive to pesticides and are likely to use these areas regularly.
- The extent to which activities generally undertaken in these areas could lead to some contact with pesticides (such as picnic areas, sporting or other recreational activities that result in contact with the ground).
- Type of pesticides used.

How and When Information Will Be Provided

Notification will be as follows;

Public parks, garden areas and playgrounds

For public parks & garden areas, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until spray has dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (garden beds, gravel paths, broadleaf weeds etc).
- Spot spray insecticide (Spiders etc).
- Spot spray fungicide (applied to plants and tubers etc).
- Broadscale herbicide (broadleaf weeds etc).
- Broadscale insecticide (turf eating insects like African Black Beetle etc).

Sporting fields and ovals

For sports fields and ovals, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until ~~spray-has-dried~~works are completed. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (garden beds, gravel paths, broadleaf weeds etc).
- Spot spray insecticide (Spiders etc).
- Spot spray fungicide (applied to turf areas etc).
- Broadscale herbicide (broadleaf weeds etc).
- Broadscale insecticide (turf eating insects like African Black Beetle etc).

Road and laneway verges

For road verges and reserves, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed. ~~spray-has-dried~~. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide. Areas adjacent to sensitive areas such as outside schools, preschools, hospitals etc will be treated early in the morning and outside school hours. Herbicide treatment adjacent to vineyards and orchards will be carried out prior to bud swell or after the fruit has finished avoiding non-target spray drift damage.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (noxious weeds, tree sites & nuisance weeds etc).
- Spot spray insecticide (Spiders etc).
- Boom spraying (vegetation growth on road shoulders).
- Specific pesticides as required to deal with priority weeds.

Pathways

In pathways, no notice will be provided unless specifically requested. Pathways adjacent sensitive area such as schools, preschools, hospitals etc will be treated early in the morning and outside school hours. Staff or contractors are not to allow public to enter treated areas until works are completed. spray-has-dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (noxious weeds & nuisance weeds etc).
- Spot spray insecticide (European Wasps etc).

Bush/regeneration Reserves

In reserves, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed. spray-has-dried. Herbicide treatment adjacent to vineyards and orchards will be carried out prior to bud swell or after the fruit has finished avoiding non-target spray drift damage. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (noxious weeds, tree sites & nuisance weeds etc)
- Spot spray insecticide (European Wasps etc).
- Specific pesticides as required to deal with priority weeds.

Drains, wetlands and waterways

In drains and other easements, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed. spray-has-dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

At the Blayney Wetlands, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed spray-has-dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

When baiting of vermin such as rabbits, staff and contractors will adhere to all conditions (including signage) for that particular pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (noxious weeds, tree sites & nuisance weeds etc)
- Spot spray insecticide (European Wasps etc)
- Boom spraying (broadleaf weeds).
- Baiting vermin.

Camping areas

At camping areas, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed. spray has dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (fence lines, tree sites & nuisance weeds etc)
- Spot spray insecticide (European Wasps etc)

Showgrounds

In the showgrounds, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed. spray has dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (noxious weeds, paths, tree sites & nuisance weeds etc)
- Broadscale herbicide (broadleaf weeds etc)
- Spot spray insecticide (European Wasps etc)

Swimming pool buildings and grounds

At the swimming pool, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed. spray has dried (spray during hours of closure). Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (fence lines, tree sites & nuisance weeds etc).
- Spot spray insecticide (Spiders etc).

Cemeteries

At the cemeteries, no notice will be provided unless specifically requested. Staff or contractors are not to allow public to enter treated areas until works are completed. spray has dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide. When baiting of vermin such as rabbits, staff and contractors will adhere to all conditions (including signage) for that particular pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (noxious weeds, tree sites & nuisance weeds etc).
- Spot spray insecticide (European Wasps etc).
- Baiting vermin.

Wastewater treatment plant and other facilities

At the sewerage treatment plant, due to its remote location and restricted access to the public, no notice will be provided unless specifically requested.

Other wastewater facilities shall be considered in the context of their surrounding environment, and those provisions as outlined above shall be used.

Staff or contractors are not to allow public to enter treated areas until works are completed. spray has dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each spray site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (nuisance weeds etc).
- Woody and brush weed herbicide (bracken, blackberry etc).
- Spot spray insecticide (European wasps etc).

Council buildings

At all Council buildings, no notice will be provided unless specifically requested. Staff or Contractors are not to allow staff or the public to enter treated areas until works are completed. spray has dried. Staff and contractors will adopt best management practices taking into account the particular conditions of each spray site requiring the application of pesticide.

Application of pesticides include;

- Ecofriendly glyphosate herbicide (nuisance weeds etc).
- Spot spray insecticide.

Note:-

Where certain pesticide applications occur outside or next door to an adjoining Sensitive Place, notice is to be provided with at least 5 working days' notification prior to targeted application.

Sensitive Places

No notification will be provided unless specifically requested, or the pesticide requires special notification measures to be taken. Kerb and gutters adjacent to a Sensitive Place such as schools, preschools, hospitals and nursing homes will be notified one week prior to work being carried out, and will be treated when the least amount of foot traffic occurs, where possible. Staff and contractors will adopt best management practices taking into account the particular conditions of each site requiring the application of pesticide.

Sensitive places in the Blayney Shire Council Local Government Area are listed in **Annexure A**.

Notification of emergency pesticide applications

In cases where emergency pesticide applications in public places are required to deal with biting or dangerous pests such as wasps, bees, venomous spiders, fleas, bird mites or rodents (that pose an immediate health hazard), Blayney Shire Council or its contractor will, where possible, provide notice by posting signs nearby or other notification as stated by the pesticide product label, at the time of application. Signs (where erected) will remain in place until the application has been completed or as per product label requirements.

If no such notice exists on the product label, Blayney Shire Council will door-knock in that sensitive place and advise people of Council's actions.

Pesticide contractors and lessees of public places

Where Blayney Shire Council uses contractors to apply pesticides on its behalf, Council will ensure that notification is made in accordance with the notification requirements of this plan.

Where persons or organisations hold an existing lease on Blayney Shire Council land that remains a public place and if they use pesticides in this area, Council will still require notification in accordance with the requirements of this plan.

What Information Will Be Provided

In accordance with clause 41 (h) of the Pesticides Regulation 2017, notice of pesticides use will include the following information:

- the full product name of the pesticide to be used, and
- the purpose of the use, clearly setting out what pest or pests are being treated, and
- the proposed date/s or date range of the pesticide use, and
- the places where the pesticide is to be used, and
- contact telephone number and email address of the Council officer who people can contact to discuss the notice.

A Notification shall be provided utilising the form at **Annexure B**.

How The Community Will Be Informed Of This Plan

Blayney Shire Council will advise residents of this plan and its contents by:

- making a copy of the plan available for viewing, free of charge, at its main office at, Blayney Shire Council, 91 Adelaide St, Blayney.
- placing a copy of the plan on the Blayney Shire Council web site www.blayney.nsw.gov.au.

Future Reviews Of The Plan

The notification plan will be reviewed every 5 years or when circumstances require a review of the plan. The review will include:

- a report on progress of implementing the plan,
- placing the plan on public exhibition, with any proposed changes and calling for public submissions,
- in the light of public submissions, make recommendations for alterations (if applicable) to the plan.

Record Keeping

Record details will be kept of pesticide applications within 24 hours of using it and an electronic copy will be kept of this record for 3 years.

The specific circumstances of an emergency pesticide application will be kept in records.

Contact Details

Anyone wishing to contact Blayney Shire Council to discuss the notification plan or to obtain details of pesticide applications in public places should contact:

Blayney Shire Council
 91 Adelaide Street
 BLAYNEY NSW 2799
 Phone (02) 63682104
www.blayney.nsw.gov.au

End

	Date	Resp. Officer
Created:	14/12/2021	
Lasted Reviewed:	14/12/2021	MANEX
	14/12/2023	2302/015
	XX/XX/2025	
Next Reviewed:	25/06/2030	

Annexure A – Sensitive Places List

Name	Type	Address	Telephone
Blayney Public School	Primary School	Lindsay Street, Blayney	6368 2154
Blayney High School	High School	Water Street, Blayney	6368 2100
St Josephs Primary School	Primary School	Adelaide Street, Blayney	6368 2243
Blayney Pre School	Pre School	17 Lindsay Street, Blayney	6368 2601
Blayney Early Learners	Pre School	84 Adelaide Street, Blayney	6368 2401
Millthorpe Little Learning Centre	Pre School	2 George Street, Millthorpe	5301 3117
Carcoar Public School	Primary School	13 Icely Street, Carcoar	6367 3032
Lyndhurst Public School	Primary School	8 Russart Street, Lyndhurst	6367 5016
Mandurama Public School	Primary School	48 Loquat Street, Mandurama	6367 5103
Millthorpe Public School	Primary School	32 Park Street, Millthorpe	6366 3104
Neville Public School	Primary School	8 Crouch Street, Neville	6368 8488
Uralba Retirement Village	Aged Care Facility	5 Eulamore Street, Carcoar	6367 3000
Christ Church Retirement Village	Aged Care Facility	Cnr Church & Henry Streets, Blayney	6368 2065
Lee Hostel Retirement Village	Aged Care Facility	1 Queen Street, Blayney	6368 3388
Blayney District Hospital	Hospital (Public)	Osman Street, Blayney	6368 9000

Annexure B – Notification



Notice of intended pesticide application

To be used when giving prior notice

Date or dates of pesticide use:*

(*A range of dates may be used to cover short-term postponements)

Full name of pesticide product(s):

The pest(s) to be treated are:

Where the pesticide(s) will be applied:

Re-entry period restrictions (if any):

The pesticide will be applied by:

Pest controller contact number(s):

About this notice:

Under the Pesticides Regulation 2017, at least five working days' notice must be provided before a licensed pest management technician (pest controller) uses:

- pesticides to treat any common areas of a multiple-occupancy property
- spray or liquid pesticides adjacent to a sensitive place. See the NSW Environment Protection Authority (EPA) website for more information.

You may request a copy of a safety data sheet for the pesticide(s) from the pest controller.

Date of this notice:



Related Parties Disclosures

Policy	4D
Officer Responsible	Chief Financial Officer
Last Review Date	XX/XX2025

Strategic Policy

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1. Purpose of the Related Parties Disclosures Policy

From 1 July 2016, Council is required to disclose Related Party Relationships and Key Management Personnel (KMP) compensation in its Annual Financial Statements.

The purpose of this policy is to define the parameters for Related Party Relationships and the level of disclosure and reporting required Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

2. Definitions

AASB 124 - means the Australian Accounting Standards Board, Related Party Disclosures Standard.

Act - means the Local Government Act 1993.

Close members of the family of a person - are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependants of that person or that person's spouse or domestic partner.

Entity can include companies, trusts, joint ventures, partnerships, incorporated association or unincorporated group or body and non-profit associations such as sporting clubs.

Key Management Personnel (KMP) - as defined under section 5 of this policy.

KMP Compensation - means all forms of consideration paid, payable, or provided in exchange for services provided, and may include:

- *Short-term employee benefits*, such as wages, salaries and social security contributions, paid annual leave and paid sick leave,
- profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
- *Post-employment benefits* such as pensions, other retirement benefits, post employment life insurance and post-employment medical care;
- *Other long-term employee benefits*, including long-service leave or sabbatical leave, jubilee or other long-service benefits,
- long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation; and
- *Termination benefits*.

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. Materiality does not refer to a dollar sum solely and the nature of the transaction may result in disclosure even if a small dollar value. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Possible (Possibly) Close members of the family of a person - are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- a. that person's brothers' and sisters';
- b. aunts', uncles', and cousins' of that person's spouse or domestic partner;
- c. dependants of those persons' or that person's spouse or domestic partner as stated in (b); and
- d. that person's or that person's spouse or domestic partners', parents' and grandparents'.

Related Parties - as defined under section 6 of this policy.

Related Party Transaction - is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.

Regulation - means the Local Government (General) Regulation [20052021](#).

Significant (significance) - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

Remuneration means remuneration package and includes any money, consideration, benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a related party transaction.

3. Background

The Australian Accounting Standards Board (AASB) determined in AASB 124 that from 1 July 2016 related party disclosures will apply to government entities, including local governments (Councils).

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

- disclosure of any related party relationship;
 - must disclose in its Annual Financial Statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period;
- Key Management Personnel (KMP) Compensation Disclosures;
 - must disclose in its Annual Financial Statements details for each of the categories of KMP compensation, as stated in the definitions of this Policy, in total.

4. Policy Statement

Council is committed to responsible corporate governance, including compliance with laws and regulations governing related party transactions.

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A Related Party relationship could influence the normal business operations of Council even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another—for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations.

AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances; including commitments, in its Annual Financial Statements. Generally, disclosure shall only be made where a transaction has occurred between council and a related party of council. In addition, the transaction must be material in nature or size, when considered individually or collectively.

When assessing whether such transactions are significant the following factors shall be taken into consideration:

- significance in terms of size;
- was it carried out on non-market terms;
- is it outside normal day-to-day council operations;
- was it subject to council approval;
- did it provide a financial benefit not available to the general public;
- was the transaction likely to influence decisions of users of the Annual Financial Statements.

Regard must also be given for transactions that are collectively, but not individually significant.

To enable Council to comply with AASB 124 Council's KMP, as defined within this Policy, are required to declare full details of any Related Parties and Related Party Transactions. Such information shall be retained and reported, where necessary, in Council's Annual Financial Statements.

5. Key Management Personnel

AASB 124 defines KMP's as "those persons having authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the entity."

For Council purposes KMP include:

- the Mayor,
- Councillors,
- Administrators,
- the General Manager, and
- Directors.

6. Related Parties

For the purposes of this policy, related parties of Council are:

- entities related to Council;
- KMP of Council;
- close family members of KMP;
- possible close family members of KMP's; and entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

In addition, a person or entity is a related party of Council if any of the following apply:

- they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- they are an associate or belong to a joint venture of which Council is part of;
- they and Council are joint ventures of the same third party;
- they are part of a joint venture of a third party and council is an associate of the third party;
- they are part of a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;

- they are controlled or jointly controlled by close members of the family of a person;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or
- possibly close member of the family of a person who is a KMP of Council; or
- they or any member of a group of which they are a part, provide KMP services to Council.

The following shall be considered as close family members of KMP:

- a) Children and dependents of the Mayor, Councillors, General Manager and Directors;
- b) Spouse/domestic partner of the Mayor, Councillors, General Manager and Directors;
- c) Children and dependents of a spouse/domestic partner of the Mayor, Councillors, General Manager and Directors;
- d) Other Family Members of a KMP that may be expected to influence, or be influenced by, that person in their dealings with Council.

Close family members shall be identified in the Related Party Declaration made by a KMP.

7. Related Party Transactions

Related Party Transactions are required to be disclosed regardless of whether a price is charged. Such transactions may include:

- compensation paid to KMP;
- purchase or sale of goods (finished or unfinished);
- purchase or sale of property and other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or in kind);
- provision of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised);
- quotations and/or tenders;
- commitments; and
- settlements of liabilities on behalf of Council or by Council on behalf of the related party.

8. Disclosure

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its Annual financial statements by aggregate or general description and include the following detail:

- the nature of the related party relationship; and

- relevant information about the transactions including:
 - the amount of the transaction;
 - the amount of outstanding balances, including commitments, and
 - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - details of any guarantee given or received;
 - provision for doubtful debts related to the amount of outstanding balances; and
 - the expense recognised during the period in respect of bad or doubtful debts due from related parties.

All transactions involving Related Parties shall be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions, and to determine the significance of each of the transactions.

Generally, transactions with amounts receivable from and payable to KMP or their related parties that occur within normal employee, customer or supplier relationships and at arm's length that are immaterial or insignificant shall be excluded from detailed disclosures. Such activity shall be disclosed in the financial statements by general description.

Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

AASB requirements in this regard are available at Attachment A

9. Procedures

The method for identifying the close family members and associated entities of KMP shall be by KMP self-assessment. KMP have an ongoing responsibility to advise Council immediately of any Related Party Transactions.

It is not the responsibility of the KMP is to make an assessment as to whether they have any related party transactions or not. It is their responsibility to identify all their related parties. The determination of and assessment of transactions will be undertaken by relevant Council staff.

The preferred method of reporting is for KMP to provide details of Related Parties and Related Party Transactions, utilising the Reporting Templates (Attachment B), to the General Manager.

Information provided will be held on a centralised register. Access to the register shall be available to only those who may lawfully be granted access after consideration of matters of privacy and other legislative requirements.

The register shall be used as a basis for information for inclusion into Council's Annual Financial Statements to satisfy Related Party reporting requirements.

10. Related Parties Disclosure timetable

Disclosures of Related Parties and Transactions shall be required of Key Management Personnel at least annually.

The due dates for Disclosures will be 30 June annually.

Key Management Personnel should provide updates on Related Parties and Transactions as issues arise or material changes occur by submitting an updated Related Parties Disclosure Form at times other than the collection date listed above if their situation changes.

11. Privacy

Information provided by KMP and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.

12. Review

This policy shall be reviewed at specified review intervals and may be reviewed if any of the following events occur:

- corporate restructure that impacts of the KMP's;
- the related legislation/documents or OLG Local Government Code of Accounting Practice that impact on application of the policy are amended or replaced; and
- other circumstances that may arise as determined by resolution of Council.

13. Related Legislation, Policies and Guidelines

Local Government Act 1993

Australian Accounting Board Standard – AASB124 Related Parties Disclosures

Local Government Act 1993

Local Government (General) Regulation ~~2005~~2021

Local Government Code of Accounting Practice

Blayney Shire Council Code of Conduct

Attachment A – AASB References

Reference	Reporting Requirements
AASB124.17	<p>The entity discloses key management personnel compensation in total and for each of the following categories:</p> <ul style="list-style-type: none"> a. short-term employee benefits; b. post-employment benefits; c. other long-term benefits; and d. termination benefits; <p>Key management personnel (KMP) are not named – disclosure on an aggregate basis only.</p> <p>Short-term employee benefits include non-monetary benefits.</p>
AASB124.18	<p>If there have been transactions between related parties, the entity discloses the nature of the relationship with the related party, as well as sufficient information about the transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements.</p> <p>Types of Transactions:</p> <ul style="list-style-type: none"> a. purchases or sales of goods (finished or unfinished); b. purchases or sales of property and other assets; c. rendering or receiving of services; d. leases; e. transfers of research and development; f. transfers under licence agreements; g. transfers under finance arrangements (including loans and equity contributions in cash or in kind); h. provision of guarantees or collateral; i. commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and j. settlement of liabilities on behalf of the related party. <p>The following information, at a minimum, is disclosed:</p> <ul style="list-style-type: none"> i. the amount of the transactions; ii. the amount of outstanding balances, including commitments, and terms and iii. conditions (i.e. secured or unsecured) and the nature of consideration to be provided in settlement; and details of guarantees given or received; iv. provisions for doubtful debts related to the amount of outstanding balances; and v. the expense recognised during the period relating to bad or doubtful debts due from related parties.

Reference	Reporting Requirements
AASB124.19	The entity separately discloses all the information required by Paragraph 18 at the following levels: <ul style="list-style-type: none">a. subsidiaries;b. associates;c. joint ventures in which the entity is a joint venturer;d. key management personnel of the entity or its parent; ande. other related parties.
AASB124.24	The entity discloses items of a similar nature in aggregate, except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity.

Attachment B – Related Party Disclosure Form**Related Parties - Disclosure Form**

Name of Key Management Personnel (KMP):

Related person <i>and /</i> or entity	Relationship of KMP with the person or entity

Notification

I _____,
(Full name)

_____ notify that,
(Position)

to the best of my knowledge, information and belief that as at the date of this notification, the above list includes all existing and potential related parties that may transact with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the above period.

I permit authorised Council Officers and other permitted recipients specified in Council's Related Parties Disclosure Policy to access the register of interests of me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named KMP: _____

Dated: _____

Adopted:	18/04/2017	1704/010
Lasted Reviewed:	16/04/2018	1804/010
	19/09/2022	2209/010
	XX/XX/2025	
Next Review:	25/09/2029	



Statement of Business Ethics

Policy	2H
Officer Responsible	General Manager
Last Review Date	XX/XX/2025

Strategic Policy

Introduction

This statement provides guidance for the private sector when doing business with Blayney Shire Council.

It outlines Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in their dealings with Council. This Statement also outlines what goods and services external providers and contractors can expect of the Council.

Council aims to promote integrity and ethical conduct, consistent with the positions of trust they hold, and we expect no less of the service providers and contractors that undertake work for us.

This statement is designed to ensure that business relationships between this Council and external private sector service providers and contractors are fair and productive for all.

Our Key Business Principles

The principle of best value for money is at the core of Council's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability, and timeliness in determining true value for money.

Part of obtaining best value for money also includes ensuring all of our business relationships are honest, ethical, fair and consistent.

Our business dealings will be transparent and open to public scrutiny wherever possible. Given the nature of some of Council's work, there will be times when the details of some business relationships will not be made publicly available.

We are committed to the purchase of all goods, equipment and services through established NSW Government contracts systems, where possible and reasonably practical. Where Council does not use this established system, Council will define the reasons for this action.

What you can expect of us

Blayney Shire Council will ensure that all its policies, procedures and practices relating to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct.

Our staff are bound by Council's Code of Conduct. When doing business with the private sector, Blayney Shire Council staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations and act in the public interest.
- Abide by the law and all relevant Council policies and procedures.
- Avoid any conflicts of interest (whether real or perceived).
- Always act with due care and diligence.
- Not use their position to obtain opportunities for future employment and not allow themselves or their work to be influenced by plans for, or offers of, employment outside Council.

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids
- All procurement activities and decisions will be fully and clearly documented to provide an audit trail and to allow for an efficient performance review of contracts
- Energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible.
- Tenders will not be called unless Council has firm intention to proceed to contract
- This Council will not disclose confidential or proprietary information.

What we ask of you

We require all private sector providers of goods and services to observe the following principles when doing business with Council:

- Respect for obligation of public officials to act with the statement
- Deliver value for money
- Help Council prevent unethical practices in our business relationships
- Comply with Council's procurement policies and procedures
- Provide accurate and reliable advice and information when required
- Declare actual or perceived conflicts of interests as soon as you become aware of the conflict
- Act ethically, fairly and honestly in all dealings with Council
- Take all reasonable measures to prevent the disclosure of confidential Council information
- Refrain from engaging in any form of collusive practice including offering Council employees inducements or incentives designed to improperly influence the conduct of their duties and not act secretly or fraudulently
- Refrain from discussing Council business or information with the media
- Assist Council to prevent unethical practices in our business relationships
- Commit to not offer staff or officials inducements or incentives such as money, gifts, benefits, entertainment
- Commitment to not exert pressure on Council staff or officials to act in ways that contravene Council's Statement of Business Ethics or Code of Conduct

- To ensure the integrity and confidentiality of Council information and commercial in confidence information received from other contractors and suppliers, as a general rule, you should not offer to employ or engage in any capacity Council staff while they are employed by Council or within 12 months of ceasing employment, if there is a risk of breach of confidentiality.

Why is compliance important?

By complying with our statement of business ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Blayney Shire Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with this, Council's stated principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

The ICAC Act defines those engaged as consultants and contractors by public authorities as 'public officials'. Therefore, contracted consultants and contractors are subject to the ICAC Act and are considered public officials for the purposes of the ICAC Act.

Further, any individual can be found corrupt by the ICAC (even if they are not a public official) if they try to improperly influence a public official or Council's honest or impartial exercise of official functions.

You should also be aware of the consequences of not complying with the Council's ethical requirements when doing business with Council. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Loss of future work
- Investigation for corruption and other offences
- Loss of reputation
- Loss of rights (*such as loss of operating or trading licences or loss of development approval*)
- Matters being referred for criminal investigation.

Consequences for Council staff or officials may include:

- Investigation
- Dismissal or loss of civic office
- Disciplinary action
- Potential criminal charges

Guidance Notes**Incentives, gifts, benefits**

In general, this Council expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their work. You should refrain from offering any such 'Incentives' to Council staff.

Council awards contracts and determines applications solely on the basis of merit. Gifts (including token gifts) must **not** be offered in connection with any business dealings and Council officials are not permitted to ask for any reward or incentive for doing their job.

Offering gifts and benefits may be seen as an attempt to unfairly influence us in our roles.

If a gift is accepted, Council requires the staff member to record the gift in the Gifts and Benefits register. (See Gifts and Benefits Policy for procedures).

Tendering

Council's tendering process does not permit applicants to canvass, lobby or contact Council staff or officials other than the advertised contact person. Applicants will be disqualified from tendering if they do anything that may be considered as an attempt to influence Council's decision.

Supplier Interaction

Suppliers, consultants and contractors must deliver value for money and not engage in relational selling techniques. Business relationships should always be conducted professionally, with attendance at Council sites by appointment only.

Businesses wanting to tell Council about new products or services should email: council@blayney.nsw.gov.au

Conflict of Interest

Council staff are required to disclose any potential conflicts of interest. Council extends this requirement to all of our business partners, contractors and suppliers.

Secondary Employment and Post –separation employment

Council will not authorise officials to undertake secondary employment if it could create a real or perceived conflict of interest between the official's public role and private interests.

Council officials have a duty to maintain public trust and not use any commercially sensitive information to help get future employment in the private sector or for personal financial gain.

You must not offer employment to Council officials because it may be publicly seen as obtaining an unfair advantage or trying to unfairly influence us in carrying out our public duty.

The following post-separation employment conditions are imposed on staff:

- Staff must not disclose confidential information obtained in the course of their employment.

- Staff must not convert any property of the Council to their own use unless properly authorised.

Confidentiality

All Council information should be treated as confidential unless otherwise indicated.

Communication between parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

Use of Blayney Shire Council equipment, resources and information

All Council equipment, resources and information should only be used for its proper official purpose.

Council maintains a lot of information about its customers and the community. Council has an obligation to protect this information and maintain its integrity. It is expected that you will treat all Council information appropriately and use it for the purpose it was provided.

Council resources are to be used ethically, effectively, efficiently and carefully in the course of official duties and must not be used for private purposes, except where private use has been authorised. It is expected that you will treat our resources in the same manner.

Should you have any questions regarding this statement or to provide information about suspect behaviour please contact us:

91 Adelaide Street
PO Box 62
Blayney NSW 2799
Phone: (02) 6368 2104
Email: council@blayney.nsw.gov.au

End of Policy

	Date	Minute
Adopted:	09/02/2009	0902/006
Review History:	09/02/2009	0902/006
Repealed:	12/11/2012	1211/014
Adopted:	13/07/2015	1507/009
Review History:	13/07/2015	1507/009
	19/03/2018	1803/014
	19/09/2022	2209/010
	XX/XX/2025	
Next Review:	25/09/2029	

12) COMMUNITY LAND PLAN OF MANAGEMENT - ADOPTION**Department:** Corporate Services**Author:** Director Corporate Services**CSP Link:** 4. Enhance facilities and networks that support Health and Wellbeing of the Community, Sport, Heritage and Cultural interests**File No:** GO.PO.1

Recommendation:

That Council;

1. Receive the Community Land Plan of Management – Adoption report;
2. Note that no submissions were received during the Plan of Management exhibition period and proposed amendments regarding references to electric vehicle stations;
3. Adopt the draft Plan of Management for Community Land (Crown Reserves) – Open Space, Parks, Sportsgrounds and Community Facilities.
4. Authorise the General Manager to make minor editorial modifications in the finalisation of the Community Land Plan of Management if necessary;
5. Forward the adopted Community Land Plan of Management for information to the NSW Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces.

Reason for Report:

For Council to adopt the Plan of Management for Community Land (Crown Reserves), following placement on public exhibition for 28 days, in accordance with *s40 of the Local Government Act and s3.23(6) of the Crown Land Management Act*.

Report:

At the Council meeting held 25 February 2025, Council was presented with the draft Plan of Management for Community Land (Crown Reserves) – Open Space, Parks, Sportsgrounds and Community Facilities. It was resolved at this meeting to place the document on public exhibition for a period of at least 42 days.

The closing date for submissions was 17 April 2025 and at the close there were no submissions. There were however amendments made to the document relating to EV stations on Crown Reserves. This was in response to a query to Crown Lands regarding permissibility of EV stations on Crown Reserves and follows an EOI sought from councils, businesses and landowners earlier this year. A copy of the response is provided for reference and recommends amendments to the document to enable consideration of EV stations on Crown Reserves.

This project responds to the CLM Act and regulations, which came into effect on 1 July 2018. The CLM Act requires all councils in NSW to act as ‘Crown land manager’ and manage appointed Crown land reserves as ‘Community land’ under the Local Government Act 1993 (LG Act).

Council has classified these reserves as ‘community land’ and categorised according to its current and intended use. Categories are described in the LG Act – sportsground, park, general community use, or natural area (with sub-category of bushland, escarpment, watercourse or wetland).

The Plan of Management must address the essential requirements of the Local Government Act. It describes the use of the site, permits or prohibits activities and manages use including utilising leases, licences or other estates. It also describes how the sites are currently managed according to each appropriate category.

The PoM is not proposing changes to the Crown Reserves in the Blayney LGA. It is intended to formalise existing use arrangements and assists seamless administration and operation going forward.

Having completed the consultation procedures required, and received further concurrence from the Crown, Council is now in a position to adopt the Plan of Management (PoM) in accordance with Section 40(1) of the Local Government Act. The adoption of this PoM by Council will provide a current comprehensive and coordinated plan for Council controlled Crown community land that will meet current legislative requirements and will be publicly available on Council’s website.

Upon adoption Council must forward a copy of the Council resolution and adopted Community Land Plan of Management for information to the NSW Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces

Risk/Policy/Legislation Considerations:

Adoption of the PoM will assist Council to comply with the legal obligations of the Crown Land Management Act 2016.

It will also assist with administration of this land in the future. Council is currently restricted on issuing leases and licences on Crown reserves to a timeframe of 12 months or less. Finalisation of this matter will empower council to issue leases and licences for lengthier terms where required.

The PoM will provide strategic direction for Community classified Crown and Council Land and is consistent with Council’s responsibilities under the LGA and the CLMA. The PoM identifies the permissible uses and potential development for the land parcel cited. Council may not undertake any activities, uses or developments which are not provided for in the PoM

Budget Implications:

The adoption of the PoM will not have an immediate financial impact. Any future works priorities identified as part of the PoM will be considered through the normal operational planning and budget processes.

Council received funding from the NSW Government through the *Plans of Management Funding Support Program* to develop compliant plans of management under the LGA for all Council managed Crown reserves. The cost of preparing the PoM has been funded from this resource.

Enclosures (following report)

- | | | |
|---|--|--------|
| 1 | Crown Lands email re EV Stations on Crown Reserves | 1 Page |
|---|--|--------|

Attachments (separate document)

- | | | |
|---|--|-----------|
| 2 | Plan of Management for Community Land (Crown Reserves) – Open Space, Parks, Sportsgrounds and Community Facilities | 105 Pages |
|---|--|-----------|

Anton Franze

From: Patricia Machin [REDACTED]
Sent: Monday, 24 February 2025 1:43 PM
To: Anton Franze
Subject: IC/91077 - EV stations

Good afternoon, Anton, apologies for the delay in responding to your enquiry regarding EV stations. Your enquiry was forwarded onto me for response.

From the information you have provided Crown Lands cannot see an issue with Council installing a number of EV stations. However the following will apply, the number of EV's is stated in the PoM, the EV stations should be listed under "Development and Use, as low intensity commercial activities" and any leases/licences associated to the EV stations.

I hope this information is of assistance.

Kind regards Trish

Patricia (Trish) Machin
Policy & Project Officer

Crown Lands | Department of Planning, Housing and Infrastructure

[REDACTED]
6 Stewart Avenue, Newcastle West NSW 2302

www.dpe.nsw.gov.au



The Department of Planning and Environment acknowledges that it stands on Country which always was and always will be Aboriginal land. We acknowledge the Traditional Custodians of the land and waters, and we show our respect for elders past, present and emerging. We are committed to providing places in which Aboriginal people are included socially, culturally and economically through thoughtful and collaborative approaches to our work.

13) INFRASTRUCTURE SERVICES MONTHLY REPORT**Department:** Infrastructure Services**Author:** Director Infrastructure Services**CSP Link:** 1. Maintain and Improve Public Infrastructure and Services**File No:** RD.AD.1

Recommendation:

That Council note the Infrastructure Services Monthly Report for May 2025.

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 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 Garland Road, Belubula Way, Hobbys Yards Road, Three Brothers Road, Barry Road, Moorilda Road, Newbridge Road, Wimbledon Road, and Walkom Road. Patching has also been completed in the towns of Blayney and Lyndhurst.

Maintenance grading works have been undertaken on the following roads: Spring Hill Road, Burtons Lane, Carcoar Road, Carcoar Dam Road, Richards Lane, Springvale Lane, McKellars Lane, Dowsetts Lane, Pitlochry Road, Tooheys Lane.

Roadside mowing has been undertaken on Four Mile Creek Road, Burnt Yards Road, Belubula Way, Junction Reefs Road, Carcoar Dam Road, as well as the villages of Mandurama and Carcoar.

Heavy patching works are underway, with Forest Reefs Road patching completed. Heavy patching on Browns Creek Road and Belubula Way are also underway and will be completed by the end of May.

Some opportunistic works for asphalt renewal of the carpark area of Heritage Park and Blayney Tennis court have been engaged with remaining resealing budget allocations. These works have been provided at a favourable price due to no mobilisation or establishment costs, coordinated with programmed works that will occur on the TfNSW network.

Open Spaces and Facilities

The team are managing regular maintenance works and customer requests, with a focus on tree trimming.

A London Plane tree in Park St Millthorpe was severely damaged. An arborist inspected the tree and subsequently deemed the tree beyond salvaging, and the tree was removed. A replacement will be sought to be planted in Spring.

The irrigation main line replacement at KGO was successfully completed. A new leak has been identified on a branch line. This line is isolated from the rest of the network meaning the whole system does not need to be shut off. The system is however operating at reduced pressure as one of the two pumps was recently rendered inoperable by vandalism. Measures have been taken to prevent further vandalism.

Carrington Park toilets have been reopened on the Smarthub system allowing for remote control of timed locks. Permanent power connection renewal works are to commence the end of May.

Upgrading (replacement) works at the showground are being discussed with Blayney A+P, who are investigating options. These works include electrical upgrades which are in line with the showground masterplan.

Council is working with Millthorpe Village Committee to facilitate works they are proposing at Redmond Oval. A major item is the investigation of a synthetic cricket pitch cover. Council has offered in principle support whilst particulars are investigated.

Sewer Treatment Plant (STP)

Aerator number 2 has not had any interruptions for three weeks, however the cause of the cut-outs has not been identified. Further testing is underway however this is hampered by the absence of the fault. Aerator drive equipment is currently being tested at specialist facilities in Sydney.

The sludge pump replacement has been completed. Weather has deteriorated so the drying beds are no longer viable for biosolids drying. The team are reverting to synthetic dewatering bags as per the winter sludge drying program.

Proposed updates to the EPA license were received. They include an update of a legislative reference and monitoring point descriptions (now referred to a map). There are no direct operational impacts caused by the proposed license variation.

Major Projects

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

Four Mile Creek Road Bridge Replacement – Fixing Country Bridges					
Due Date	Revised Budget YTD	Expenditure this month	Total Expenditure YTD	Committed Expenditure YTD	Estimated Total Project Costs
30/06/2025	1,578,481	0	1,530,944	591 ^[1]	1,531,535
Commentary					
<ul style="list-style-type: none"> Final progress payment received from funding body. 					
Forecast (1-3 months)					
<ul style="list-style-type: none"> ^[1] LRS fees still outstanding. 					

Browns Creek Road Heavy Patching – R4R9					
Due Date	Revised Budget YTD	Expenditure this Month	Total Expenditure YTD	Committed Expenditure YTD	Estimated Total Project Costs
30/06/2025	668,897	6,347	503,147	8,745	511,892
Commentary					
<ul style="list-style-type: none"> Draft concept design received for next stage of works, currently under review. A contractor has been engaged to undertake the drainage pit safety works. 					
Forecast (1-3 months)					
<ul style="list-style-type: none"> Review of concept design. Variation to be lodged seeking reallocation of any underspend funds to other R4R9 project(s). 					

Hobbys Yards Road Rehabilitation – R4R9					
Due Date	Revised Budget YTD	Expenditure this Month	Total Expenditure YTD	Committed Expenditure YTD	Estimated Total Project Costs
30/06/2025	2,277,761	313,949	1,446,741	311,964	1,748,542
Commentary					
<ul style="list-style-type: none"> All roadworks completed including sealing. Some opportunistic minor patch works north of Tooheys Lane were also completed whilst the crew was in the area. 					
Forecast (1-3 months)					
<ul style="list-style-type: none"> Linemarking to occur after the stone on the seal settles, likely June 2025. 					

Richards Lane – R4R9					
Due Date	Revised Budget YTD	Expenditure this Month	Total Expenditure YTD	Committed Expenditure YTD	Estimated Total Project Costs
Dec. 2025	1,258,521	4,695	98,892	35,481	TBD
Commentary ,					
<ul style="list-style-type: none"> Project completion will occur in 2025/26 financial year. Application for project extension, seeking an extension of time to 31 December 2025 has recently been approved by the funding body. Two further revisions have been submitted to the independent Project Verifier with issues relating to the road safety audit still needing to be resolved before the verifier can accept the design. Following acceptance of the detail design by the independent Project Verifier, the design will be sent to TfNSW for review and approval. Delivery of remaining stages 2 & 3 will be via open tender (noting concurrence from TfNSW is required endorsing Council's preferred tenderer). The total project cost will need to be re estimated once the design for stage 2 (intersection) is approved by TfNSW. Any underspend on other R4R9 projects, would be proposed to be reallocated to this project (needs agreement of funding body). 					
Forecast (1-3 months)					
<ul style="list-style-type: none"> Finalisation of detailed estimate for stage 2 (draft still underway) Finalisation of detailed estimate for stage 3. Project verifier review and subsequent approval. Detail design approval from TfNSW. Tender document preparation is in draft and requires completion of design before the specification can be finalised. 					

Rodd Street Culvert Repairs – Natural Disaster AGRN1034					
Due Date	Revised Budget YTD	Expenditure this Month	Total Expenditure YTD	Committed Expenditure YTD	Estimated Total Project Costs
June 2026	420,273	0	12,425	278,995 ^[1]	330,420
Commentary					
<ul style="list-style-type: none"> Contract documents have been received by the contractor and the instrument of agreement has been executed. Preparation of management documents still underway including final construction program. 					
Forecast (1-3 months)					
<ul style="list-style-type: none"> Construction program and other management documents to be issued prior to commencement. Temporary water-main works to be completed. 					

Millthorpe CBD – SCCF5, Council					
Due Date	Revised Budget YTD	Expenditure this Month	Total Expenditure YTD	Committed Expenditure YTD	Estimated Total Project Costs
30/06/2025	678,800	101,546	313,238	217,691	603,667
<i>Commentary</i>					
<ul style="list-style-type: none"> Construction works on the road, blisters, and footpaths excluding the GWL footpath are complete. Outstanding works include the installation of wheelstops on Pilcher Street, landscaping works, bench seat installation, linemarking, and additional signage installation including Give Way signage, Public Toilet information signage, and reverse angle parking signage. Council officers have lodged with the funding body a request to alter the scope of works of the funding deed. As the works have wrapped up, additional contingencies were not utilised. Combined with revised quotations for outstanding works, the estimated total cost to complete has reduced significantly. Any underspend from the allocated funds will return to the Developer Contributions fund. 					
<i>Forecast (1-3 months)</i>					
<ul style="list-style-type: none"> Signage – May/June Linemarking – June, to allow stone to settle into the seal and to allow time for sweeping of any additional/loose stone. Wheelstop installation will be completed during sign installations, likely completed end of May. Bench seat slab installation is outstanding pending receipt of the bench seat from the MVC. 					

Risk/Policy/Legislation Considerations:

Nil.

Budget Implications:

Nil noted in this report.

Enclosures (following report)

Nil

Attachments (separate document)

Nil

14) PROPOSED (PART) ROAD CLOSURE - RICHARDS LANE

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 1. Maintain and Improve Public Infrastructure and Services

File No: RD.AD.1

Recommendation:

That Council:

1. Note the submissions received during the notification period.
2. Approve the closure of part of Richards Lane, Millthorpe that is identified as Lot 1 DP 1314611 adjoining Lot 3 DP1232898, in accordance with s.38 Roads Act 1993
3. Approve the land to be given as compensation for other land acquired under the Roads Act 1993.
4. Give public notice for a period of 28 days of Council's intention to classify the land as Operational Land.
5. Delegate to the Mayor and General Manager authority to execute signature and fixing of the Council Seal to facilitate the road closure and land transfer.

Reason for Report:

Council approval is required as part of the road closure process.

Report:

At the 25 February 2025 Ordinary Council Meeting, Council resolved the following:

That Council

- 1. Endorse the closure of part of Richards Lane, Millthorpe being ~425m² adjacent to Lot 3 DP1232898 in accordance with s.38 Roads Act 1993.*
- 2. That a further report be presented to Council to consider any submissions lodged during the notification period and formally resolve a decision on the road closure.*
- 3. Approve the acquisition of land for the purpose of road widening being ~140m² part of Lot 3 DP1232898 as required and the land be classified as Public Road.*
- 4. Delegate Authority to the General Manager to negotiate the terms of the acquisition with the landowner of Lot 3 DP1232898 and execute any document necessary to facilitate the acquisition.*

(Resolution 2503/031)

Following this resolution, Council provided notification to relevant authorities in accordance with s.38B of the Roads Act 1993. The following authorities and adjoining landowners were notified on 8 April 2025 and were to provide response to the notification within 28 days:

<u>Authority</u>	<u>Adjoining Landowners</u>
<ul style="list-style-type: none">• Essential Energy• Transgrid• APA Group• Jemena Asset Management Pty Ltd• NSW Department of Planning and Environment• NSW Department of Planning and Environment: Resources & Energy• NSW Department of Industry: Crown Lands• NSW Department of Industry: Fisheries• Transport for NSW – Land Use Planning and Development• Transport for NSW – Western Region• Fire and Rescue NSW• NSW Rural Fire Service• Central Tablelands Water• Forestry Corporation• Local Land Services• UGL Regional Linx	<ul style="list-style-type: none">• 75 Richards Lane, Millthorpe• 56 Richards Lane, Millthorpe

Additionally, notification was placed in the Village Voice on 10 April 2025.

During the notification period, Council received eleven (11) submissions. All submissions received detailed no objection to the proposed closure and were from:

- Central Tablelands Water
- Essential Energy
- Department of Primary Industries and Regional Development
- Department of Primary Industries – Fisheries
- Forestry Corporation of NSW
- Transport for NSW
- APA Group x 2
- NSW National Parks & Wildlife Service
- Transgrid
- Jemena

It is recommended that Council approve the closure of the section of road.

Risk/Policy/Legislation Considerations:

This road closure is being undertaken in accordance with Division 3, s.38 of the Roads Act 1993.

Budget Implications:

Cost associated with the road closure are undertaken within existing budget allocations.

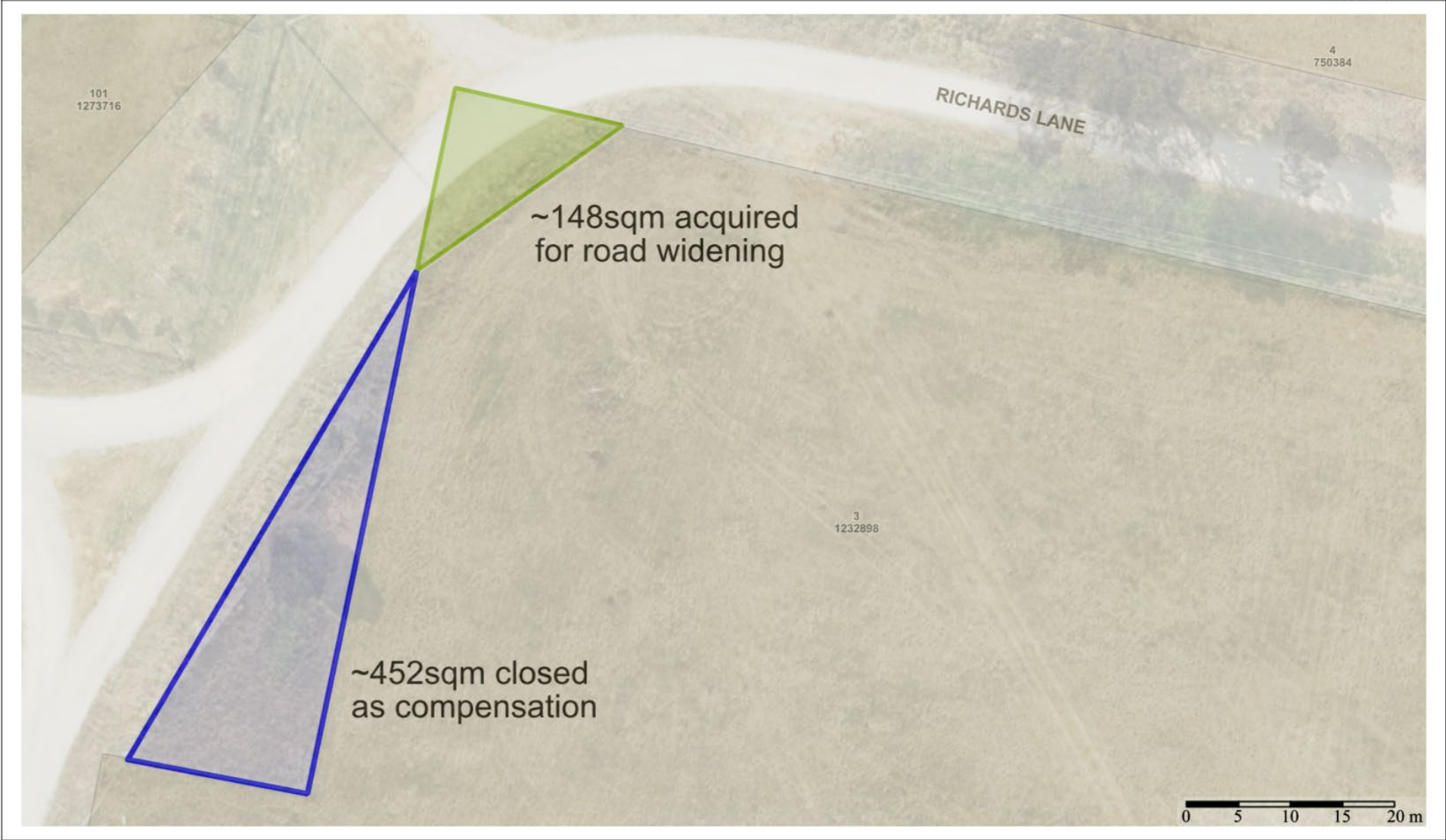
Enclosures (following report)

- | | | |
|----------|----------------------------|--------|
| 1 | Richards Lane Road Closure | 1 Page |
| 2 | Copy of plan: DP1314611 | 1 Page |

Attachments (separate document)

Nil

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Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799
Ph: (02) 6368 2104
Web: www.blayney.nsw.gov.au

The Imagery and Basemap are sourced from Spatial Services, Department of Customer Service 2021



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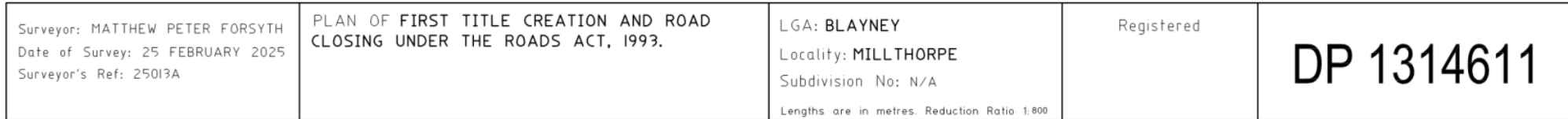
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Projection: # GDA2020 / MGA zone 55

Date: 17/01/2025

Created By: Jacob Hogan



15) MINUTES OF THE FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING HELD 6 MAY 2025

Department: Infrastructure Services

Author: Director Infrastructure Services

CSP Link: 1. Public Infrastructure and Services

File No: EM.PL.2

Recommendation:

That Council;

1. Receive the Minutes of the Floodplain Risk Management Committee Meeting held on Tuesday 6 May 2025.
2. Adopt the revised Terms of Reference of the Blayney Shire Floodplain Risk Management Committee.

MINUTES OF THE BLAYNEY SHIRE COUNCIL FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING HELD 6 MAY 2025 BLAYNEY COMMUNITY CENTRE AT 11:03AM

PRESENT

Members: Cr Craig Gosewisch (BSC-Chair), Cr Iris Dorsett (BSC), Tom Rooney (Lyall & Associates), Kate Browing (Environmental Water and Floodplains North West), David Somerville (Community Representative).

Present: Jacob Hogan (Director Infrastructure Services), Andrew Muir (Director Planning & Environmental Services), Nikki Smith (Administration Officer).

APOLOGIES

Craig Ronan (NSW SES), Reg Rendall (NSW SES), Deborah Mutton (NSW SES), Mark Dicker (General Manager).

DISCLOSURES OF INTEREST

David Somerville (Community Representative) advised that he owns a property that is susceptible to flooding.

Confirmation of Minutes

RESOLVED: That the Minutes of the Floodplain Risk Management Committee (FRMC) Meeting held on 24 March 2022, be confirmed as a true and accurate record of that meeting.

(David Somerville / Cr Gosewisch)

MATTERS ARISING FROM THE MINUTES

The Chair advised we have not had a meeting since March 2022 and that this Committee is now commencing a fresh.

It was noted that Tom Williams (Community Representative) on the previous Committee has passed away and that the Committee acknowledge his commitment and dedication to the Committee.

CORRESPONDENCE

2025-26 Floodplain Management Program Grants – Extension of the Closing Date

The Floodplain Risk Management Committee plan to lodge an application for the next study being the Floodplain Risk Management Study, closing date for applications 5:00pm on 28 May 2025.

Reports

20250501:01 Terms of Reference

RESOLVED:

That Council adopt the revised Terms of Reference as amended by the Blayney Shire Floodplain Risk Management Committee.

- 5 Meetings
 - 5.2.1 A quorum will be 3.
- 6 Interaction with the Public
 - Members of the Community can forward their submission and/or recommendations to the Committee via any member of the Committee or by contacting the Secretary.

(Cr Gosewisch / David Somerville)

20250501:02 Background and Context of Flood Studies in Blayney

RESOLVED:

That the Committee note the background and context of the Blayney Flood Study currently in progress.

(Cr Gosewisch / David Somerville)

20250501:03 Lyall & Associates – BFS Progress Report No 1

RESOLVED:

That the Committee note progress report and presentation for the Blayney Flood Study.

(Cr Gosewisch / David Somerville)

General Business

Lyall & Associates recommended that Blayney Shire Council investigate sourcing a Blayney rain gauge.

20250501:04 Future Meeting Dates

Tom from Lyall & Associates advised that the Draft Blayney Flood Study will be completed in July.

Once received a meeting date for the next FRMC will be confirmed.

There being no further business, the meeting concluded at 12:20pm.

NEXT MEETING:

To be confirmed.

Enclosures (following report)

1 Terms of Reference

4 Pages

Attachments (separate document)

Nil

Floodplain Risk Management Committee**Terms of Reference**

~~Adopted by Council 20/07/2020~~

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To be adopted by Council 27/05/2025

Name

The name shall be the Blayney Shire Council Floodplain Risk Management Committee hereafter called "the Committee".

Purpose

The purpose of the Committee, established under Section 355 of the Local Government Act 1993 is to assist Council in the review, development and implementation of one or more floodplain risk management plans for the Blayney Shire Local Government Area, in accordance with the NSW Government's Flood Prone Land Policy and Floodplain Development Manual, 2005 hereafter called "the manual".

1. Roles

1.1 To provide assistance with the following matters:

- 1.1.1 Formulating objectives (in accordance with Ecologically Sustainable Development principles), strategies and outcomes sought from the process;
- 1.1.2 Providing a link between the local community and Council;
- 1.1.3 Considering and making recommendations to council on appropriate development controls for use until the management plan is completed, approved and implemented;
- 1.1.4 Providing input into known flood behaviour as part of the flood study;
- 1.1.5 Identifying management options and providing input into their consideration as part of the management study;
- 1.1.6 Identifying implementation strategies for the management plan;
- 1.1.7 Monitoring and assessing the effectiveness of the management plan during and after its implementation;
- 1.1.8 Coordinating and monitoring the public education programs essential to the long term viability of the management plan; and
- 1.1.9 Coordination with catchment management authority plans, emergency management planning and other advisory bodies.

1.2 The Committee will support and participate in community engagement, education and awareness activities in respect to the Study and the plan.

2. Roles

2.1 Elected members of Council should assess the community, political and policy implications of any actions contemplated with the objective of producing an equitable result for the local government area served.

- 2.2 Council staff should provide local specialist advice and coordinate:
- 2.2.1 Input from council, the local community and other committee members;
 - 2.2.2 The production and presentation of agendas and reports;
 - 2.2.3 The management of consultants;
 - 2.2.4 The management of financial assistance for the project; and
 - 2.2.5 Formulation of draft recommendations to the Committee.
- 2.3 **Community representatives**
- 2.3.1 Form a link between the committee and residents in the Study area; inform the community of the deliberations of the committee and foster a wider understanding of the process;
 - 2.3.2 Provide historical advice on local problems and perceived solutions;
 - 2.3.3 Consider in detail implications of matters which may impact on the local community; and
 - 2.3.4 Facilitate formal representations to the committee on behalf of the public.
- 2.4 **Other agency officers and representatives**
- 2.4.1 Provide technical advice in respect to their areas of expertise;
 - 2.4.2 Ensure alignment and consistency with State plans and policies, for example, the NSW Flood Prone Land Policy, Water Management Act;
 - 2.4.3 Provide advice and ensure alignment with plans in place to deal with flooding.
- 2.5 The NSW State Emergency Service representative should:
- 2.5.1 Consider the implications of any actions in regard to risk assessment, flood warning and response plans for the management and evacuation of flood-prone areas, and with regard to the State Emergency Services Act 1989.
- 2.6 The Committee will not request that the NSW State Emergency Service:
- 2.6.1 Approve private or site specific flood plans or flood emergency response plans prepared for proposed developments; or
 - 2.6.2 Approve incorporation of private or site specific flood plans prepared for proposed developments into the local flood plan

3. **Committee Membership**

- 3.1 Officers/staff/representatives or members of the following groups will be invited to sit on the Committee:
- One Councillor nominated by Blayney Shire Council.
 - NSW State Emergency Service
 - NSW Department of Planning, Industry and Environment.
 - 1 (minimum) Community representative
 - Invited officers or staff of other relevant government or academic agencies.

3.2 Appointments

- Blayney Shire Council – Director Infrastructure Services
- Blayney Shire Council – Director Planning and Environmental Services

3.3 Alternates

- The Councillor Delegate may nominate an alternative.

4. The Committee

4.1 Chairperson

The chairperson shall be the Blayney Shire Council nominated Councillor or their nominated alternate.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

4.2 Secretary

The Blayney Shire Council, Director Infrastructure Services or their delegate. Notwithstanding, the Committee may elect one of its own number as Secretary.

4.3 Resignation

- 4.3.1 Resignation from the Committee should be tendered, in writing to the Director Infrastructure Services.
- 4.3.2 Resignation will take effect from the date of receipt of notice of resignation, or a later date if specified in the notice of resignation.

5. Meetings

- 5.1 Meetings will be hosted on an as needed basis in line with the milestones and would generally be held to meet the requirements and timelines of the project(s) that the Committee may be considering.

5.2 Quorum

- 5.2.1 A quorum will be ~~53~~.
- 5.2.2 If a quorum is not reached within 15 minutes of the appointed starting time, the meeting shall:
 - Be adjourned to a time determined by the Chairperson in consultation with the staff member performing secretariat duties to ensure the adjourned time does not clash with other scheduled meetings or:
 - Continue as an inquorate discussion

5.3 Venue

Meetings shall be held at the Blayney Shire Community Centre, 41 Church St, Blayney.

5.4 Decisions and Voting

The Committee shall strive to seek decisions that are a consensus of all members.

Where a final decision is required by the Committee, the decision will be made based on simple majority vote by the voting members present. Each voting member of the Committee present at any meeting shall have one vote on any matter;

5.4 Resolutions

Once adopted by Blayney Shire Council, every resolution passed at any Meeting of the Committee shall be binding on all members thereof, whether present there or not.

5.5 Minutes

The minutes of all Meetings of the Committee shall be forwarded to the Blayney Shire Council.

6. Interaction with the Public

- 6.1 ~~Community members can forward their submission and/or recommendations to the Committee via any member of the Committee or by contacting the Secretary.~~

Members of the Community can forward their submission and/or recommendations to the Committee via any member of the Committee or by contacting the Secretary.

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7. Term

The Committee shall dissolve at the General Election of Blayney Shire Council. Council may dissolve the Committee at any time, and any authority conferred by Council to this Committee may be withdrawn – either wholly or in part – by resolution of Council.

8. Amending the Terms of Reference

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.
Amendments to the Terms of Reference must be approved by Council.

9. Insurance

9.1 Public Liability

Members of the Delegated Committees are covered by Council's Public Liability policy whilst acting within the scope of their duties for and on behalf of Council. This will normally cover activities associated with the use of the facility by the Committee.

Council Details

Address:	Blayney Shire Council	Website:	www.blayney.nsw.gov.au
	91 Adelaide Street,	Email:	council@blayney.nsw.gov.au
	BLAYNEY NSW 2799	Phone:	(02) 6368 2104
	PO Box 62 BLAYNEY NSW	Fax:	(02) 6368 3290
	2799		

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.

16) LEGAL MATTER

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