



## ORDINARY MEETING



Wednesday 6 June 2012





PO BOX 156  
MUDGEE NSW 2850

86 Market Street MUDGEE  
109 Herbert Street GULGONG  
77 Louee Street RYLSTONE

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30 May 2012

Dear Councillor

MEETING NOTICE  
**Ordinary Meeting**

Wednesday, 6 June 2012

Open Day at 5.30pm

*Council Meeting commencing at conclusion of Open day*

Notice is hereby given that the above meeting of Mid-Western Regional Council will be held in the Council Chambers, 86 Market Street, Mudgee at the time and date indicated above to deal with the business as listed on the Meeting Agenda.

Members of the public may address the Committee Meeting at Open Day. Speakers are given 5 minutes to outline any issue of relevance to the Council. If you wish to speak at Open Day please contact the Mayor's Office on 1300 765 002 or 02 6378 2850 by 3.00 pm on the day of the meeting. Alternatively, please make yourself known to the Manager Governance prior to the commencement of the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read "Warwick Bennett", written over a white background.

**WARWICK BENNETT**  
**GENERAL MANAGER**

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## 6.2.10 Home and Community Care Services – Quarterly Report

REPORT BY CUSTOMER SERVICE MANAGER TO 6 JUNE 2012 COUNCIL MEETING

Home and Community Care Services – Quarterly Report

A0100055, A0060205, A0060202, A0060204, A0060048, A0060203, A0060069

### RECOMMENDATION

#### That:

1. **the report by Customer Service Manager on the Home and Community Care Services be received;**
2. **Council note the activity reports from the Home and Community Care funded services.**

### Executive summary

This report seeks to inform Council of the activities undertaken by the Home and Community Care funded services that are auspiced by Council. These services are Host Family Respite Care, Home Modification and Maintenance; Mudgee Meals on Wheels and Mudgee Community Transport. The report covers the period January to March 2012.

### Detailed report

Mid-Western Regional Council auspices four services that are known as Home and Community Care (HACC) Services. These services are funded under the HACC Program which is jointly funded by State and Federal Government and administered by the NSW Department of Human Services (Ageing, Disability and Home Care).

Community Transport Services are the exception to this as they are administered by the Department of Transport & Infrastructure and while the majority of funding comes through the HACC Program, there is also additional funding provided by the Department of Veterans Affairs, NSW Health through the Western Area Local Health Network and through the Department of Transport & Infrastructure directly.

### Financial implications

Not applicable.

### Strategic or policy implications

Not applicable.

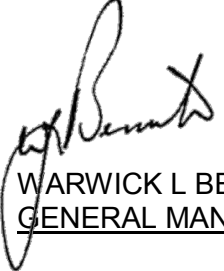
KATE RIACH  
CUSTOMER SERVICE MANAGER



CATHERINE VAN LAEREN  
GROUP MANAGER DEVELOPMENT AND  
COMMUNITY SERVICES

*Attachments:* 1. HACCC Quarterly Report to Council Jan-Mar 2012

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER



**MUDGEES COMMUNITY TRANSPORT - QUARTERLY UPDATE  
JANUARY to MARCH 2012****Transport figures Q1/2012**

665 trips classed as Health Related Transport trips.  
1,474 trips classed as Home and Community Care trips.  
711 trips classed as Community Transport Program trips.  
109 trips classed as Department of Veterans Affairs trips.  
Total: 2,959 trips

There have been 23 unmet requests for transport, of which 21 were for health-related transport.

**MDS reporting and quarterly reporting**

MDS reporting to funding providers was completed on 16 April 2012 for the first quarter of 2011.

**2012 Clock Award**

Mudgee Community Transport has been selected as a Finalist in the 2012 Clock Awards. The awards ceremony will be held on 18 May. Any associated publicity with the award nomination will hopefully assist in recruiting more volunteers for the service.

**Additional funding**

Transport for New South Wales determined that Mudgee Community Transport would receive \$2,000.00 in order to establish a youth taxi scheme, which will subsidise cab fares for eligible young locals.

Fiona Turner – Community Transport Coordinator

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**HOST FAMILY RESPITE - QUARTERLY UPDATE  
JANUARY to MARCH 2012**

**Respite Care Provided**

During the quarter 744 hours of respite care was given to 21 clients who have a disability plus 60 hours of care to two siblings through the Sibling Support Program. This represented 75 individual episodes of care delivered by 15 volunteers. Feedback about the care provided has been very good and no complaints or concerns were received. Whilst the number of hours delivered was down on last quarter, this was partly due to the January school holidays and also some clients no longer requiring overnight stays.

During the quarter one new volunteer was recruited.

One child now requiring care was linked with a volunteer family and that placement is working out very well.

**Meetings Attended:**

- Interagency
- Disability/HACC Service Providers Network
- Access Committee
- Child & Family Network
- Orana Community Services Forum.

**General:**

Following information received at the Regional Forum and Interagency that funding was available through Carers NSW to ageing carers, (people over the age of 60 caring for a child over the age of 18) I invited eight carers, who I believed may be eligible, to a morning tea and advised them of the funding. It was a very successful morning with the carers sharing their stories. The outcome has been that these people have each received packages of up to \$5,000 flexible funding to assist them to continue in their caring role. Purchases have included furniture, computers, legal fees to cover the making of wills and future planning for the person they care for, holidays, equipment and other essential items. The exercise has affirmed the value of attending meetings and gaining first-hand information that can be passed on to clients or others for their benefit.

Following back surgery I was on sick leave for the month of March however the very capable volunteer respite carers continued to provide care as arranged without incident.

JUDY BLACKMAN  
HOST FAMILY RESPITE COORDINATOR



**HOME MODIFICATIONS AND MAINTENANCE SERVICE - QUARTERLY UPDATE  
JANUARY to MARCH 2012**

This quarter was extremely busy for our service. It involved providing 9.5 hours of maintenance to 7 clients and \$21,593 of modifications for 24 clients. Work was carried out in Gulgong, Kandos, Rylstone, Mudgee, Coolah, Mendooran, Binnaway and Coonabarabran.

**Modifications**

This quarter saw the completion of works commenced late last year including a major bathroom modification in Kandos, the construction of a shower base and installation of ramp for a quadriplegic client in Mudgee, the relocation of a ramp in Binnaway and raising the floor level in a back room together with the installation of a ramp and pathway for a client in Mudgee.

Modifications carried out this quarter included the removal of two shower hobs, installation of 3 pairs ceramic lever handle taps, installation of 3 hand held showers, a massive installation of 40 grabrails/ handrails, reconstruction of steps, wedges and the installation of a bidet for a client in Gulgong.

**Maintenance**

Maintenance was provided to seven clients this quarter. Work included changing a blind, garden maintenance and pruning, applying slip resistant treatment, painting, repairing light fitting, reversing toilet door, installing key boxes, fixing leaking taps and toilet and fitting rubber feet to chairs.

JOHN MCCREA  
HOME MODIFICATIONS AND MAINTENANCE SERVICE COORDINATOR

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**MEALS ON WHEELS - QUARTERLY UPDATE  
JANUARY to MARCH 2012**

Oct / Dec 2011

Hot meals	1013
Frozen meals	298
<b>Total</b>	<b>1311 meals</b>

Jan / Mar 2012

Hot meals	942
Frozen meals	213
<b>Total</b>	<b>1155 meals</b>

Meals were delivered to clients on New Years Day.

MARGARET O'KEEFE  
MEALS ON WHEELS COORDINATOR

## 6.2.11 Hardship Provision – Rates And Charges Policy Review

REPORT BY MANAGER REVENUE & PROPERTY TO 6 JUNE 2012 COUNCIL MEETING

Hardship Provision Rates and Charges Policy Review

A0100055, A0340046, A0340047, A0340005

### RECOMMENDATION

#### That:

1. **the report by Manager Revenue & Property on the Hardship Provision – Rates and Charges Policy review be received;**
2. **Council adopt the revised Hardship Provision – Rates and Charges policy.**

### Executive summary

It was resolved at 4 April 2012 Council meeting that the Hardship Provision – Rates and Charges Policy be reviewed along with the application form required to be completed by the ratepayer seeking hardship assistance.

### Detailed report

The proposed changes to the Hardship Provision – Rates and Charges Policy incorporates clauses at 4.4 and 5.7 in the document to strengthen the integrity of applications submitted to Council. In addition, the application form required to be completed by ratepayers seeking such hardship assistance has been altered to encompass the collection of more comprehensive information to assist in the determination of hardship relief and is supported by a Statutory Declaration with penalties for false statements outlined accordingly. In order to facilitate document control, the application does not form part of the Policy.

### Financial implications

The proposed changes to the Policy and application relate to precautionary and anticipatory measures resulting in the consideration of genuine hardship situations only.

### Strategic or policy implications

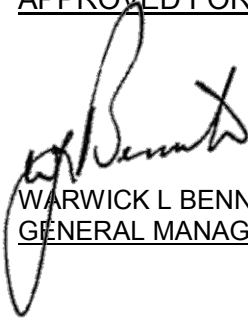
Accountability would be strengthened upon the adoption of the proposed changes to the Hardship Provision – Rates and Charges Policy and application.

DIANE SAWYERS  
MANAGER REVENUE & PROPERTY


CLARE PHELAN  
GROUP MANAGER FINANCE & ADMINISTRATION

- Attachments:*
1. Proposed Hardship Provision – Rates and Charges Policy
  2. Hardship Provision – Rates and Charges Policy with track changes
  3. Proposed Application for Hardship Assistance – Rates and Charges

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

	<b>POLICY</b>	C/M Minute No.
	<b>Hardship Provision – Rates and Charges</b>	REV: No. FILE A0140326

**PURPOSE**

The purpose of this policy is to provide a framework for assessing and processing requests for financial assistance from ratepayers who are suffering substantial financial hardship with the payment of their rates and charges.

**OBJECTIVES**

The objectives of this policy are to:

Provide assistance where possible, in accordance with the Local Government Act 1993 NSW and the Local Government (General) Regulation 2005 NSW, to those ratepayers who are experiencing substantial financial difficulties in paying their rates and charges.

Provide an administrative process to determine hardship applications.

**RELEVANT LEGISLATION**

Local Government Act 1993 NSW

Local Government (General) Regulation 2005 NSW

Valuation of Land Act 1916 NSW

**RELATED POLICIES and PLANS**

Debt Recovery Policy

Privacy Management Plan

**BACKGROUND**

This policy recognises that due to exceptional circumstances, ratepayers may at times encounter difficulty in paying rates and charges. The policy provides the framework to be followed in providing assistance to those ratepayers who are suffering substantial financial hardship. A ratepayer in substantial financial hardship is someone who is identified by themselves, the Council or an independent financial counsellor as having the intention, but not the financial capacity to make the required payments within the timeframe set out in the rates and charges notice. Where a ratepayer falls within this definition, the Council may apply its Hardship Provision – Rates and Charges policy.

**1. POLICY**

1.1 The Local Government Act 1993 NSW (LGA) specifies a range of assistance measures that Council can provide to ratepayers who are experiencing substantial financial hardship, including those addressed in this policy - Sections 567 and 601.

## **2. Eligibility**

2.1 This Policy is available to the ratepayers of land categorised as Residential or Farmland for rating purposes within the Mid-Western Regional Council local government area, subject to a number of limitations as disclosed in the “definitions” and “provisions” sections of this Policy.

## **3. Definitions**

3.1 Ratepayer – the person liable for payment of the rates of the property for which hardship is being claimed.

3.2 Residential or Farmland categorisation for rating purposes– all land categorised as Residential or Farmland for rating purposes in accordance with S515 and S516 LGA.

3.3 Principal place of residence – the property that the ratepayer occupies as their sole or dominant residence.

3.4 Property ownership qualifying period – the applicant having been the ratepayer on the property for which the application is being made for a period of not less than 1 year.

3.5 Mixed developments – those properties that are subject to a Mixed Development Apportionment Factor (MDAF) furnished to Council by the Valuer General and are rated in accordance with the MDAF as part Residential and part Business. The part of the property that is subject to an MDAF and rated as Residential only, is to be considered in the calculation of the increase.

3.6 Rates payable calculation test – the increase in the general rates levied as a result of a General Revaluation must be, at the minimum, 25% above the previous year’s rate levy, including any permissible rate increase adopted by Council in accordance with S506 & S508A LGA.

## **4. LGA, Section 567(c): Writing off of accrued interest**

4.1 Accrued interest on overdue rates and charges may be written off where payment of the accrued interest would cause the ratepayer financial hardship.

### **4.2 Provisions**

4.3 The applicant/s must be the ratepayer/s of the property.

4.4 Hardship provision relief will not be considered if the ratepayer/s has been convicted of fraud within the past 10 years.

4.5 The property for which the ratepayer/s is requesting assistance is the only property in which the ratepayer/s has an interest.

4.6 The property must be the ratepayer/s principal place of residence.

4.7 The property must be land categorised as either Residential or Farmland for rating purposes.

4.8 The residential component of mixed developments will only be considered for the hardship provision assistance.

4.9 The ratepayer/s must enter into a payment agreement in accordance with S564(1) LGA, facilitated by Council’s Debt Recovery Policy, for settlement of the overdue rates and charges.

4.10 Interest on overdue rates and charges will be written off, provided that the ratepayer/s honours the payment agreement entered into in accordance with S 564(1) LGA relating to the payment of the overdue amounts. If the payment agreement is not adhered to, the accrued interest on the overdue rates and charges will not be written off.

## **5. LGA, Section 601: Hardship Resulting from certain Valuation Changes**

5.1 A ratepayer who suffers substantial financial hardship as the consequence of the making and levying of a rate on the most recent valuation may apply to Council for deferral of payment of the calculated amount as stipulated in the Provisions, below. The rate will not be waived or reduced.

### **5.2 Provisions:**

5.3 Assistance is only available in relation to general purpose rates. No assistance is provided for any other charges or special rates levied on the property.

5.4 Assistance is only available in the first year that the new valuations are used to levy the general purpose rate, i.e. only to 30 June of the financial year in which the general purpose rate was levied.

5.5 The application must be made within 3 months of the posting date of the Rates and Charges Notice in the first year of the use of the General Revaluation for rating purposes.

5.6 The applicant/s must be the ratepayer/s of the property and satisfy the property ownership qualifying period.

5.7 Hardship provision relief will not be considered if the ratepayer/s has been convicted of fraud within the past 10 years.

5.8 The property must be the ratepayer/s principal place of residence.

5.9 The property must be land categorised as either Residential or Farmland for rating purposes.

5.10 The residential component of mixed developments will only be considered for the hardship provision assistance.

5.11 Applications for assistance must meet the 'Rates payable calculation test'.

5.12 The ratepayer/s must enter into a payment agreement in accordance with S564(1) LGA, facilitated by Council's Debt Recovery Policy, for settlement of the deferred amount.

5.13 Interest on outstanding deferred amounts will not accrue, provided that the ratepayer/s honours the payment agreement entered into in accordance with S 564(1) LGA relating to the payment of the deferred amount. If the payment agreement is not adhered to, interest, in accordance with S566 LGA, will apply from the date of the default.

## **6. PROCEDURE**

6.1 Applications for Hardship Provision – Rates and Charges must be made on the Hardship Assistance application form available from Council's website or from any of Council's offices.



6.2 All Hardship Provision – Rates and Charges applications will be determined in accordance with Council delegations and where considered necessary, will be discussed only in a meeting of Closed Council.

6.3 Further information, supporting documentation or an interview with the ratepayer/s may be requested, if considered necessary, to fully understand the issues causing hardship.

6.4 All Hardship Provision – Rates and Charges applicants will be advised in writing of Council's decision within 30 days of receipt of the application.

6.5 Any applicant dissatisfied with Council's decision may request that the application be reconsidered. Such requests must be made within 7 days of being advised that the initial application was unsuccessful.


6.6 All applicants have the obligation of informing Council within 21 days of any change in circumstances that may affect ultimate eligibility under the Hardship Provision – Rates & Charges.

6.7 All data collected through the Hardship Provision – Rates and Charges process will be dealt with by way of Council's Privacy Management Plan..

6.8 Sections 564(2), 567(a) and 567(b) LGA allow Council to write off or reduce interest accrued on rates and charges if a person complies with an agreement as to periodical payment or if the person was unable to pay the rates and charges by the due date for reasons beyond that person's control. These Sections do not refer to financial hardship and are therefore covered in Council's *Debt Recovery Policy*.

## **VARIATION**

Council reserves the right to vary the terms and conditions of this policy, subject to a report to Council.

	<b>POLICY</b>	<b>ADOPTED</b> C/M 1/2/2012 Minute No. 32/12
	<b>Hardship Provision – Rates and Charges</b>	<b>REV: 1/2/2014</b> <b>FILE No.</b> A0140326

## PURPOSE

The purpose of this policy is to provide a framework for assessing and processing requests for financial assistance from ratepayers who are suffering substantial financial hardship with the payment of their rates and charges.

## OBJECTIVES

The objectives of this policy are to:

Provide assistance where possible, in accordance with the Local Government Act 1993 NSW and the Local Government (General) Regulation 2005 NSW, to those ratepayers who are experiencing substantial financial difficulties in paying their rates and charges.

Provide an administrative process to determine hardship applications.

## RELEVANT LEGISLATION

Local Government Act 1993 NSW  
Local Government (General) Regulation 2005 NSW  
Valuation of Land Act 1916 NSW

## RELATED POLICIES and PLANS

Debt Recovery Policy  
Privacy Management Plan

## BACKGROUND

This policy recognises that due to exceptional circumstances, ratepayers may at times encounter difficulty in paying rates and charges. The policy provides the framework to be followed in providing assistance to those ratepayers who are suffering substantial financial hardship. A ratepayer in substantial financial hardship is someone who is identified by themselves, the Council or an independent financial counsellor as having the intention, but not the financial capacity to make the required payments within the timeframe set out in the rates and charges notice. Where a ratepayer falls within this definition, the Council may apply its Hardship Provision – Rates and Charges policy.

## 1. POLICY

1.1 The Local Government Act 1993 NSW (LGA) specifies a range of assistance measures that Council can provide to ratepayers who are experiencing substantial financial hardship, including those addressed in this policy - Sections 567 and 601.

## 2. Eligibility

2.1 This Policy is available to the ratepayers of all land categorised as Residential or Farmland for rating purposes within the Mid-Western Regional Council local government area, subject to a number of limitations as disclosed in the “definitions” and “provisions” sections of this Policy.

### **3. Definitions**

- 3.1 Ratepayer – the person liable for payment of the rates of the property for which hardship is being claimed.
- 3.2 Residential or Farmland categorisation for rating purposes– all land categorised as Residential or Farmland for rating purposes in accordance with S515 and S516 LGA.
- 3.3 Principal place of residence – the property that the ratepayer occupies as their sole or dominant residence.
- 3.4 Property ownership qualifying period – the applicant having been the ratepayer on the property for which the application is being made for a period of not less than 1 year.
- 3.5 Mixed developments – those properties that are subject to a Mixed Development Apportionment Factor (MDAF) furnished to Council by the Valuer General and are rated in accordance with the MDAF as part Residential and part Business. The part of the property that is subject to an MDAF and rated as Residential only, is to be considered in the calculation of the increase.
- 3.6 Rates payable calculation test – the increase in the general rates levied as a result of a General Revaluation must be, at the minimum, 25% above the previous year's rate levy, including any permissible rate increase adopted by Council in accordance with S506 & S508A LGA.

### **4. LGA, Section 567(c): Writing off of accrued interest**

- 4.1 Accrued interest on overdue rates and charges may be written off where payment of the accrued interest would cause the ratepayer financial hardship.
- 4.2 Provisions
- 4.3 The applicant/s must be the ratepayer/s of the property.
- [4.4 Hardship provision relief will not be considered if the ratepayer/s has been convicted of fraud within the past 10 years.](#)
- 4.4–5 The property for which the ratepayer/s is requesting assistance is the only property in which the ratepayer/s has an interest.
- 4.5–6 The property must be the ratepayer/s principal place of residence.
- 4.6–7 The property must be land categorised as either Residential or Farmland for rating purposes.
- 4.7–8 The residential component of mixed developments will only be considered for the hardship provision assistance.
- 4.8–9 The ratepayer/s must enter into a payment agreement in accordance with S564(1) LGA, facilitated by Council's Debt Recovery Policy, for settlement of the overdue rates and charges.
- 4.9–10 Interest on overdue rates and charges will be written off, provided that the ratepayer/s honours the payment agreement entered into in accordance with S 564(1) LGA relating to the

payment of the overdue amounts. If the payment agreement is not adhered to, the accrued interest on the overdue rates and charges will not be written off.

## **5. LGA, Section 601: Hardship Resulting from certain Valuation Changes**

5.1 A ratepayer who suffers substantial financial hardship as the consequence of the making and levying of a rate on the most recent valuation may apply to Council for deferral of payment of the calculated amount as stipulated in the Provisions, below. The rate will not be waived or reduced.

### 5.2 Provisions:

5.3 Assistance is only available in relation to general purpose rates. No assistance is provided for any other charges or special rates levied on the property.

5.4 Assistance is only available in the first year that the new valuations are used to levy the general purpose rate, i.e. only to 30 June of the financial year in which the general purpose rate was levied.

5.5 The application must be made within 3 months of the posting date of the Rates and Charges Notice in the first year of the use of the General Revaluation for rating purposes.

5.6 The applicant/s must be the ratepayer/s of the property and satisfy the property ownership qualifying period.

[5.7 Hardship provision relief will not be considered if the ratepayer/s has been convicted of fraud within the past 10 years.](#)

[5.7-8](#) The property must be the ratepayer/s principal place of residence.

[5.8-9](#) The property must be land categorised as either Residential or Farmland for rating purposes.

[5.9-10](#) The residential component of mixed developments will only be considered for the hardship provision assistance.

[5.10-11](#) Applications for assistance must meet the 'Rates payable calculation test'.

[5.11-12](#) The ratepayer/s must enter into a payment agreement in accordance with S564(1) LGA, facilitated by Council's Debt Recovery Policy, for settlement of the deferred amount.

[5.12-13](#) Interest on outstanding deferred amounts will not accrue, provided that the ratepayer/s honours the payment agreement entered into in accordance with S 564(1) LGA relating to the payment of the deferred amount. If the payment agreement is not adhered to, interest, in accordance with S566 LGA, will apply from the date of the default.

## **6. PROCEDURE**

6.1 Applications for Hardship Provision – Rates and Charges must be made on the Hardship Assistance application form available from Council's website or from any of Council's offices.

6.2 All Hardship Provision – Rates and Charges applications will be determined in accordance with Council delegations and where considered necessary, will be discussed only in a meeting of Closed Council.

6.3 Further information, supporting documentation or an interview with the ratepayer/s may be requested, if considered necessary, to fully understand the issues causing hardship.

6.4 All Hardship Provision – Rates and Charges applicants will be advised in writing of Council's decision within 30 days of receipt of the application.

6.5 Any applicant dissatisfied with Council's decision may request that the application be reconsidered. Such requests must be made within 7 days of being advised that the initial application was unsuccessful.

6.6 All applicants have the obligation of informing Council within 21 days of any change in circumstances that may affect ultimate eligibility under the Hardship Provision – Rates & Charges.

6.7 All data collected through the Hardship Provision – Rates and Charges process will be dealt with by way of Council's Privacy Management Plan.-

6.8 Sections 564(2), 567(a) and 567(b) LGA allow Council to write off or reduce interest accrued on rates and charges if a person complies with an agreement as to periodical payment or if the person was unable to pay the rates and charges by the due date for reasons beyond that person's control. These Sections do not refer to financial hardship and are therefore covered in Council's *Debt Recovery Policy*.

## **VARIATION**

Council reserves the right to vary the terms and conditions of this policy, subject to a report to Council.

ATTACHMENT 3



PO BOX 156  
MUDGEE NSW 2850  
86 Market Street MUDGEE  
Herbert Street GULGONG  
77 Louee Street RYLSTONE  
Ph: 765 002 or (02) 6378 2850  
Fax: (02) 6378 2815  
Email: [rcil@midwestern.nsw.gov.au](mailto:rcil@midwestern.nsw.gov.au)

**APPLICATION FOR HARDSHIP ASSISTANCE**

Property Number:

*(Office Use Only)*

Applicant/s:

Property Address:

Postal Address:

Contact Phone No. :  Mobile:

Email Address:

Have you been convicted of fraud within the past 10 years?  Yes  No

**Property Information**

a) Is this property your principal residence?  Yes  No

b) Do you own the property:

    a. By yourself?  Yes  No

    b. With a spouse?  Yes  No

    c. With other person/(s)?  Yes  No

c) How many people live at the property?

d) Is any part of the property tenanted?  Yes  No





MID-WESTERN REGIONAL COUNCIL

3

Income	
Your average weekly income after tax	\$
Income of spouse/partner + income from any other source (eg. Centrelink)	\$

Your Employment Details		
Name of employer: _____		
Address of your employer: _____		
	(Street Address)	
_____	_____	_____
(Locality)	(Post Code)	(State)

Assets		
Assets Owned By You		Current Value
Home	Address: _____	\$
Funds in Banks/Financial Institutions	Institution: _____	\$
	Institution: _____	\$
	Institution: _____	\$
Investments	Name: _____	\$
	Type: _____	
	Name: _____	\$
	Type: _____	
	Name: _____	\$
	Type: _____	
Motor Vehicle/s	Year: _____ Make: _____	\$
	Model: _____ Rego No: _____	
	Year: _____ Make: _____	\$
	Model: _____ Rego No: _____	
	Year: _____ Make: _____	\$
	Model: _____ Rego No: _____	
Household contents	Total: <i>(No need to list separately)</i>	\$
Other Personal Property	Specify: _____	\$
<b>Total value of property owned by you</b> <i>(Please supply supporting documentation)</i>		<b>\$</b>

MID-WESTERN REGIONAL COUNCIL

4

Average Weekly Expenses		
Item		Weekly Amount
Food		\$
Household supplies		\$
Mortgage/Rent		\$
Gas		\$
Electricity		\$
Heating fuel		\$
Telephone		\$
Motor vehicle		\$
Petrol		\$
Maintenance		\$
Fares		\$
Clothing & Shoes		\$
Medical/Hospital funds		\$
Entertainment/Hobbies		\$
Education Expenses (including fees and levies)		\$
Chemist/Pharmaceutical		\$
Visa/Mastercard		\$
Hire Purchase Payments		\$
Other Necessary Commitments (specify)		\$
Agriculture		\$
Other		\$
<b>Total</b>		\$
Liabilities		Weekly \$
Home Mortgage	Details:	\$
Credit Cards	Details:	\$
	Details:	\$
Other Loans	Details:	\$
Other Liabilities	Details:	\$
<b>TOTAL</b>	<i>(Please supply supporting documentation)</i>	\$

**Additional Questions Regarding Financial Circumstances**

Do you have any income, assets or liabilities not disclosed in this examination notice?

.....  
.....  
.....  
.....

What arrangements are you prepared to make to satisfy this debt?

.....  
.....  
.....  
.....  
.....

Please attach any other information that may support your application.

.....

I declare that the information provided in this application is true, correct and complete. I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the **Oaths Act, 1900**.

Declared at....., this ..... day of ..... 20.....

Before me:

.....  
Declarant (Signature)  
(This must only be signed in the presence of the JP)

.....  
(Signature of JP)

.....  
(Print full name of JP)

.....  
(NSW Registration Number)

**Penalties for False Statutory Declarations**  
The **Oaths Amendment Act 1996** provides that if a Statutory Declaration is made to gain material benefit and the offence is dealt with by indictment the penalty is up to 7 years imprisonment. If dealt with summarily then the penalty is up to 2 years imprisonment and/or a fine of 100 penalty units (\$11,000). If the offence is swearing a false declaration that does not involve material benefit, the penalty is up to 12 months imprisonment and/or a fine of 50 penalty units (\$5,500.)

MID-WESTERN REGIONAL COUNCIL

6

### Customer Consent

I/We,

authorise the Council to receive from government departments and other institutions information which is necessary for the Council to decide whether I am eligible for hardship assistance in relation to the property which I have given as my property address.

I may revoke this Customer Consent Record at any time by giving Council **written** notice that my consent is revoked.

I acknowledge I have read and understood this Customer Consent record.

Applicants Signature/s:

Date:

### Privacy And Personal Information Protection Act 1998

Compliance with Section 10

The information contained in this application form and any information requested for the purpose of assessing eligibility for a Hardship Provision – Rates and Charges assistance is required under the Local Government Act 1993 and the Local Government (General) Regulation 2005.

This information is required before your application for a Hardship Provision – Rates and Charges assistance can be considered and processed. The information is private and confidential and Council must not disclose the information to any person or body if it is not directly related to the purpose for which the information was collected.

If you have a complaint about the use of your personal information, contact the Council's Public Officer. The information contained or referred to in this application form may be corrected and updated by you, by contacting the Council.

### Purpose Of This Form

This form is to be completed by Ratepayers wishing to be considered for Hardship Provision – Rates and Charges assistance as prescribed in Council's Hardship – Rates and Charges Policy.

### Privacy Statement

You will need to provide personal information to Council in respect of this application. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further clarification please contact Council's Public Officer.

[www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au)

Page 6 of 6

Effective Date: June 2012

Review Date: June 2013

## 6.2.12 Information and Directional Signage Policy

REPORT BY MANAGER TECHNICAL SERVICES TO 6 JUNE 2012 COUNCIL MEETING

Information and signage policy

A0100055, A0100051, A0100021

### RECOMMENDATION

#### That:

1. **the report by Manager Technical Services on the Informational and Directional Signage Policy be received;**
2. **That Council adopt the amended Information and Directional Signage Policy.**

### Executive summary

The purpose of this report is to amend the existing policy Information and Directional Signage Policy to allow accommodation signage on local roads within our region. It has become apparent due to the increased number of requests that the accommodation facilities in our region would like to have this signage on local roads for directional purposes. Some signage already exists however seems to have been installed without due consideration to the Roads and Maritime Service (RMS) guidelines. The Tourism signage section of the proposed policy is unchanged.

### Detailed report

The revised Information and Directional Signage Policy is attached. This policy has been revised to include service signage for accommodation facilities on local roads in our region. The idea of this signage will be to assist tourists visiting the area in locating various accommodation facilities on our local roads. Council previously has referred to the RMS guidelines for this type of signage which consists of a simplistic pictorial sign and most of the local facilities would not meet the requirements for this signage.

The proposed policy allows signage incorporating the name of the accommodation facility to be installed on the closest local road intersection to the facility, thereby assisting in direction but in no way being used for advertising purposes or promoting excess roadside signage. Given the tourist nature of this region the proposed variation to the RMA policy is appropriate.

### Financial implications

Not applicable.

Strategic or policy implications

Not applicable.



ANDREW KEARINS  
MANAGER TECHNICAL SERVICES

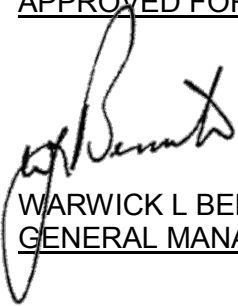


BRAD CAM  
GROUP MANAGER OPERATIONS


23 May 2012

*Attachments:* 1. Informational and Directional Signage Policy

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

	<b>POLICY</b>	ADOPTED C/M 15/A 2/2010 Minute No. 357/10
	<b>INFORMATION AND DIRECTIONAL SIGNAGE</b>	REF: insert reference REV: 3.0 FILE No. A0420183

**OBJECTIVE:**

To provide a standard for consistent, professional and durable signage throughout the region including:

- Promotion of the Region.
- Limiting the number of non-Council signs.
- Enhancing visitors' ability to navigate the region using consistent directional signage to genuine tourist destinations, sporting facilities, conference and education facilities and accommodation providers, signage in information bays, tourist trail signage inside and outside of town boundaries, and signage to emergency/health facilities.
- Maintaining consistency to the extent practical with State informational and directional signage design and regulations.

This policy replaces the Tourism Attraction Directional Signage Policy adopted in 2002 and revised in 2008.

**INTRODUCTION**

Mid-Western Regional Council (MWRC) is committed to providing a quality tourism experience for visitors to the region. Additionally MWRC is developing its capabilities to host sporting and conference events, including the construction of the world class Glen Willow Regional Sporting Complex in Mudgee. An important part of the experience for visitors utilising these facilities is the ability to move easily throughout the region via a range of consistent and professional signs. This includes the use of traditional brown or blue tourism signs, information centre signs, facility signs and designated tourist trails. In addition, MWRC aims to provide quality, accessible and consistent information to visitors via a series of roadside tourism information bays placed throughout the region and in the urban centres.

Other than the major town and city directional signs, there are four major types of road signs used by visitors to find tourist attractions and facilities in the Mid-Western region. These are:

<b>1.</b>	<b>Tourist Attraction Signs</b> <i>(Brown and White)</i>
<b>2.</b>	<b>Service Signs</b> <i>(Blue and White)</i>
<b>3.</b>	<b>Community Facilities Signs</b> <i>(Blue and White)</i>
<b>4.</b>	<b>Advertising Signs (on private property)</b>

The first three sign types are denoted by a particular colour scheme (conforming to Australian standards) which indicates their different function to the travelling public. Advertising signs installed on private property require an MWRC Development Application and are covered by a separate advertising signage policy.

~~Information & Directional Signage.docx~~ ~~Information & Directional Signage~~ ~~TOURISM AND DIRECTIONAL SIGNAGE POLICY 2 PAGE VERSION.doc~~



## RESPONSIBILITY FOR SIGNAGE

Responsibility for approving information and directional signage depends on the type of road on which the signage is located. The State Government, and specifically the Roads and Maritime Service (RMS) RTA, has responsibility for designing and approving the location of signage placed within the road reserve on state and regional roads such as the Castlereagh Highway and Ulan Rd and on regional roads. MWRC has responsibility for the design and location approval of signage placed within the road reserve on local roads only. The NSW Tourism Attraction Signposting Assessment Committee (TASAC) has developed the Tourist Signposting manual with guidelines for State and Regional roads. Council generally applies these guidelines for local roads also. Applications for State and Regional roads need to be made direct to TASAC, while local roads must be submitted to Council utilising the TASAC application form.

~~The NSW Tourism Attraction Signposting Assessment Committee (TASAC) has developed the Tourist Signposting manual with guidelines for State and Regional roads. Additionally the RTA RMS has developed guidelines for accommodation facility directional signposting (white on blue) on State and Regional roads. MWRC generally applies these guidelines with regard to tourism directional signposting on local roads State roads. Additionally however MWRC will allow alternate directional signage that incorporates the name of the accommodation facilities on Regional and Local roads in support of the many and varied Bed and Breakfast type accommodation in the region. Accommodation providers will need to apply to Council utilising the MWRC Accommodation Signage Application form attached and provide evidence of approval as a registered facility such as a Development Application. This signage will only be approved for installation on the closest local road intersection to the facility and simply state the name of the facility.~~

Details about how to obtain these guidelines and about the approval process for informational and directional signs are available on the MWRC website at [www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au) or from Council Customer Service Centres.

Facility owners/operators are responsible for getting all necessary approvals and paying all costs involved with information and directional signage.

## PERMITS

MWRC permits are required for informational/directional signage. These permits grant the right to use the portion of road reserve for a period of 3 (three) years, after which time the appropriateness and efficacy of the sign may be reassessed.

Information and directional signage shall always remain the property of MWRC. Applicant's fees are for the cost of manufacture and installation and for a permit to display such signage.

MWRC maintains the right to replace, or remove any sign installed on roads under its control when any of the following occurs:

- the applicant no longer conforms with the conditions of the sign approval;
- the sign is in a poor state of repair;
- there is a demonstrated need for aggregating signs in a particular location; or
- Council needs to resume the land.

Should MWRC need to replace or remove a sign, the applicant will be notified in writing 21 days in advance of that action.

The need for sign repairs or replacement, for any reason, shall be at the discretion of MWRC.

The cost for maintaining signs, including damage or vandalism, replacement, reinstatement and/or re-erection will be the responsibility of the owner/operator of the facility to which the sign refers.

A sign permit is granted for the original sign-face design. The sign-face cannot be altered in any way. Any alteration to a sign design is subject to a new application, which may or may not require a new sign permit.

#### **INFORMATION BAYS & PROMOTIONAL**

MWRC will operate information bays in rural and urban settings and will be responsible for approving all informational/directional and promotional signage to ensure consistency and accuracy. Such signage will be assessed on a case-by-case basis.



**ACCOMMODATION SIGNAGE APPLICATION FORM**

**SECTION A: GENERAL INFORMATION**

Name of Facility (this will form the wording on the sign, if eligible):

\_\_\_\_\_

Street Address of Facility (Please attach a map showing where it is located):

\_\_\_\_\_

Proprietor/Owner/Applicants Name:

\_\_\_\_\_

Postal address for correspondence (if different from address):

\_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Conditions**

If your facility qualifies for "white on blue" signposting, it is your responsibility as the operator to conform to the conditions for signposting on an ongoing basis.

All Accommodation Facility applicants are required to sign an undertaking stipulating that the operator:

- I. Is prepared to pay for any signs erected for the facility
- II. Accepts the terms that the sign may be removed, without any compensation to the operator, in the event that the sign becomes aged after a period of 3 years and/or damaged.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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



## ACCOMMODATION SIGNAGE APPLICATION FORM

### **SECTION B: CRITERIA FOR ACCOMMODATION FACILITIES**

All tourist attraction types must meet the following general criteria:

- They are well established in their present form and can provide evidence of approval as a registered facility (such as a development application number).
- They are open for **at least:** 5 days per week, and 11 months of the year.
- Installation of (1) one sign only on the closest local road intersection to the facility.

Please provide the following general information about your facility:

1. How long has the facility been operating in its present form?

- Not yet operating - specify planned opening date: \_\_\_\_\_
- Less than 1 year
- Between 1 and 5 years
- Between 5 and 10 years
- More than 10 years

2. How many months of the year is the accommodation facility open?

\_\_\_\_\_

3. Does the accommodation cater for casual tourists and/or tour groups?

- Casual tourists
- Tour groups

\_\_\_\_\_

4. Does your business have approval as a registered accommodation facility? (Please attach evidence of such i.e.; Development Application number).

Yes

No

\_\_\_\_\_

## 6.2.13 Kandos Bicentennial Museum Committee

### REPORT BY MANAGER COMMUNITY DEVELOPMENT TO 6 JUNE 2012 COUNCIL MEETING

Kandos Bicentennial Museum Committee - April  
A0100055, A0060123

#### RECOMMENDATION

That:

1. **the report by Manager Community Development on the Kandos Bicentennial Museum Committee be received;**
2. **Council accept the minutes of the Kandos Bicentennial Museum Committee meeting held on 12 April 2012.**

#### Executive summary

The Committee meets to promote and coordinate the operation of Kandos Bicentennial Museum. The next meeting will take place on 14 June 2012.

#### Detailed report

Colin Jones provided an update to the Committee on the progress of works being carried out at the Museum and that there needed to be an application of extension to the grant as work would not be completed by the end of the funding period. This application for extension has been granted and the upgrade works are now required to be completed by September 30th, 2012.

Leanne Wicks suggested a meeting on Saturday the 20th May to encourage a discussion about what volunteers wanted to do, to uncover talents and to encourage new recruits. This is to become a regular meeting every second month as proposed last year.

The Committee passed a motion to allow Leanne Wicks to use the title and fulfil the role of Public Program Officer. Other matters discussed are contained in the minutes and attached hereto.

#### Financial implications

Not applicable.

#### Strategic or policy implications

Not applicable.

SIMON JONES  
MANAGER COMMUNITY DEVELOPMENT

  
CATHERINE VAN LAEREN  
GROUP MANAGER DEVELOPMENT AND  
COMMUNITY SERVICES

*Attachments:* 1. Minutes of the Meeting of the Kandos Bicentennial Museum held on 12.4.12.

APPROVED FOR SUBMISSION:

  
WARWICK L BENNETT  
GENERAL MANAGER



**MINUTES OF MEETING OF THE  
KANDOS BICENTENNIAL INDUSTRIAL MUSEUM  
HELD ON THURSDAY 12 APRIL 2012**

**PRESENT:** Cr Esme Martens, Ivy Tomlinson, Bob Tomlinson, Colin Jones, Marie Ford, Peg Butler, Leanne Wicks,

Council Staff: Simon Jones, Virginia Handmer (minutes)

1. **WELCOME:** Cr Martens declared the meeting open at 2.10pm and welcomed everyone.

2. **APOLOGIES:** Pam O'Connor, Bruce Fleming, Noel Costello

Moved: Marie Ford

Seconded: Ivy Tomlinson

**Apologies Accepted**

3. **ADOPTION OF PREVIOUS MINUTES OF 9 FEBRUARY 2012**

Moved: Leanne Wicks

Seconded: Marie Ford

**Minutes Accepted**

**4. MATTERS ARISING FROM THE MINUTES**

4.1 Upgrade works

Colin Jones told the meeting that there needed to be an application of extension to the grant as work would not be completed by the end of the funding period). To assist in reducing delays Colin has purchased a shipping container to store building materials.

4.2 CASP Grant for Mural

The CASP grant application was unsuccessful.

4.3 Auction at the Cement works

No items purchased.

4.4 Donations from the Kandos Cement Works

As the works are still functioning it is not expected that donations will be received until the final shutdown is complete.

4.6 Fees and Charges Policy for new exhibition area

This has been deferred until the completion of the upgrade works.

4.7 Research Fee

A research fee of \$20 (including GST) has been approved for requests for information from the KBM that require research. People requesting information need to fill out a request form and include a stamped self-addressed envelope with the submitted form for the reply.

**5. CORRESPONDENCE**

- AGM notice and social day invitation from Central Tablelands Chapter of Museums Aust; some discussion re getting a bus to get members to this; Colin will contact John Broadley and the Rylstone Club re a bus and then let VH know so she can tell committee members.
- Emails from Wal Pitz re equipment for sale
- Laurie Perelli (Isabella Plains) re Dawsons; Leanne Wicks has replied
- DE North book; request dealt with by Noel; put to General Business

## 6. ACCESSION REPORT

No Accession report this meeting.

## 7. TREASURER'S REPORT

Bob Tomlinson tabled his report and asked that the float in the till be increased to \$120 and his report accepted.

**Motion: That the petty cash float for the Kandos Museum Committee be increased to \$120.00.**

Moved Bob Tomlinson                      Seconded: Marie Ford                      **Motion Carried**

### **Acceptance of the Treasurer's Report**

Moved Bob Tomlinson                      Seconded: Marie Ford                      **Motion Carried**

Bob will order more postcards and place mats for the museum shop.

## 8. GENERAL BUSINESS

8.1 Ivy tabled a wedding dress and after discussion it was decided that there needed to be evidence of its relevance to Kandos before it would be accessed for inclusion in the collection.

8.2 Fern Tree Gully and Dunn's Swamp brochures needed; V Handmer to get Fern Tree Gully ones and Colin to get Dunn's Swamp ones from National Parks.

### 8.3 Volunteers meeting

Leanne Wicks suggested a meeting on Saturday the 20 May to encourage a discussion about what volunteers wanted to do, to uncover talents and to encourage new recruits. She will develop a flyer and send it to SJ and then VH to be sent out to the volunteer list and Brent Barlow, Community News and KRR.

### 8.4 Maintenance Issue

The KBM has a leaking tower, gutters in need of cleaning out and repair, and render needing repair in the parapet. Colin Jones is happy to arrange an experienced renderer to do the work if he gets the go ahead. This work is urgent as both the building and exhibition items are being damaged by water.

### 8.5 Public Programs Officer

Leanne spoke about developing the relationship with Granville Historical Society re the life of Jessie Hickman and that Kandos Primary Schools museum visit was very successful. She

asked that she have a role title to assist her in developing relationships with other institutions and schools; such as Public Programs Officer.

**Motion: That that the Committee allow Leanne Wicks to use the title and fulfil the role of Public Program Officer.**

Put Peg Butler

Seconded Ivy Tomlinson

**Motion Carried**

8.6 VIM museums and galleries NSW small grants:

Leanne would like to apply for a grant to create small themed boxes useful for school visits; aprons, slates, ink, etc. If successful the grant monies would need to be auspiced by Council.

**Motion: The Committee supports the application for a grant for Museum Box.**

Put Ivy Tomlinson

Seconded Marie Ford

**Motion Carried**

8.7 Lue School Centenary

This event will take place on Saturday 15<sup>th</sup> September this year. According to State records the school was originally situated in a creamery at Dungaree.

**Motion: that the Museum support the Lue School Centenary with a display**

Put Leanne Wicks

Seconded Marie Ford

**Motion Carried**

8.8 Old Hawkins Store

Anne Finnigan who has developed an artist residence in the old Kandos Stores building on Angus Ave has offered use of the window space for museum displays when it is not being used by artists or herself.

**Motion: That a letter of thanks be sent to Ms Finnigan for her kind offer of window display space.**

Put Marie Ford

Seconded Bob Tomlinson

**Motion Carried**

8.9 Jesse Hickman

On 22<sup>nd</sup> of April Leanne Wicks will be discussing Jessie Hickman and the Museum with Nell Schofield who has offered her support to the museum. She is an actress, feminist speaker, TV presenter and environmental activist.

8.10 Naming of Exhibition Room

There was further discussion about 'naming' this room and it was decided to discuss this more once the room is finished.

8.11 Historical Material Heritage Grants (NSW)

Discussion about the benefits of applying for a grant to protect machinery.

8.12 Children's books

Leanne tabled a number of children's picture books (with the theme of Museum) she has purchased as resources.

8.13 ANZAC DAY

Peg has offered to let KRR and The Mudgee Guardian know that KBM has a lot of ANZAC and War information and items.

8.14 New Brochures for KBM



Andrew Walker, Kandos Street Machine offered a donation of money towards a new brochure with acknowledgement of KSM.

**8.15 Kandos Centenary Meeting update**

The first meeting was a brainstorm of ideas. The next meeting hopes to tighten up ideas, work out a date and then begin the activity list with groups assigned to them. Next meeting Monday 23 April at Kandos High School Library at 4.30pm.

**9 ACTION LIST**

<b>Item</b>	<b>Responsibility</b>
Postcards and placemats to be ordered	Bob Tomlinson
John Broadley and Rylstone Club re bus for Central tableland Chapter AGM and social day and let VH know so she can tell committee	Colin Jones
Cash register needs service (in Dubbo)	Colin Jones
Letter to be sent when DVD received	Virginia Handmer
Kandos Cement Display proposal given to company	Colin Jones
Works request for lopping of trees on Jacques Street (done in 2011 but being followed up) works request TR0076/2012; job referred to Julian Geddes.	Virginia Handmer
Fees and charges for exhibition space on the agenda when upgrade works are completed	Virginia Handmer
Leaking roof, gutters cleaned and repaired, render on parapet repaired works request - BL0279/2012	Virginia Handmer
Thank you letter to Anne Finnigan for her use of shop window space	Virginia Handmer
Small Museum boxes grant	Leanne Wicks

**There being no further business the meeting closed at 3.45pm.**

**Next meeting: Thursday 14 June 2012 at 2pm at the Kandos Museum.**

## 6.2.14 Meals on Wheels, Home Modifications and Maintenance, and Mudgee Community Transport Policy Review 2012

### REPORT BY CUSTOMER SERVICE MANAGER TO 6 JUNE 2012 COUNCIL MEETING

Meals on Wheels, Home Modification and Maintenance Service and Mudgee Community Transport Policy Review 2012

A0100055, A0060205, A0060202, A0060204, A0060048, A0060203, A0060069

### RECOMMENDATION

#### That:

1. **the report by Customer Service Manager on the Meals on Wheels, Home Modifications and Maintenance, and Mudgee Community Transport Policy Review 2012 be received;**
2. **Council adopts the polices as amended.**

### Executive summary

Meals on Wheels, Home Modifications and Maintenance, and Mudgee Community Transport are funded as a Home and Community Services (HACC) program, and have recently amended their policy handbooks to comply with State and Federal Common Care Standards.

### Detailed report

The Community Care Common Standards (Common Standards) have been developed jointly by the Australian Government and State and Territory Governments. The Common Standards are one part of a series of broader community care reforms across Home and Community Care (HACC) and other Australian Government community aged care programs.

The Common Standards have been developed to simplify and streamline the reporting requirements on service providers that receive funding for community care programs from both State and Australian Government departments.

The Common Standards will replace the National HACC Standards.

There are three Common Standards:

1. **Effective management** - The service provider demonstrates effective management processes based on a continuous improvement approach to service management, planning and delivery.
2. **Appropriate access and service delivery** - Each service user (and prospective service user) has access to services and service users receive appropriate services that are planned, delivered and evaluated in partnership with themselves and/or their representative.
3. **Service user rights and responsibilities** - Each service user (and/ or their representative) is provided with information to assist them to make service choices and has the right (and responsibility) to be consulted and respected. Service users (and/or their representative) have access to complaints and advocacy information and processes and their privacy and confidentiality and right to independence is respected.

Meals on Wheels, Home Modifications and Maintenance, and Mudgee Community Transport policies have been amended to ensure that the 3 Common Standards are reflected in their policies.

### Financial implications

Not applicable.

### Strategic or policy implications

Not applicable.

KATE RIACH  
CUSTOMER SERVICE MANAGER

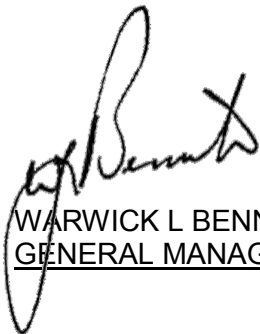


CATHERINE VAN LAEREN  
GROUP MANAGER DEVELOPMENT AND  
COMMUNITY SERVICES

28 May 2012

- Attachments:*
1. Meals on Wheels Policy Review (included at the end of the Business paper)
  2. Home Modification and Maintenance Service Policy Review (included at the end of the Business Paper)
  3. Mudgee Community Transport Policy Review (included at the end of the Business Paper)

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

## 6.2.15 Minor Locality Boundary Adjustments

### REPORT BY MANAGER REVENUE AND PROPERTY TO 6 JUNE 2012 COUNCIL MEETING

Minor Locality Boundary Adjustments affecting the Localities of Gulgong, Galambine & Canadian Lead

A0100055, P1249211, P1328511

#### RECOMMENDATION

##### That:

1. **the report by the Manager of Revenue and Property on the minor Locality boundary adjustments be received;**
2. **Council approve the minor Locality boundary adjustments to the localities of Gulgong, Galambine and Canadian Lead allowing the Geographical Names Board to implement the changes.**

#### Executive summary

The Geographical Names Board has approached Council in relation to some minor issues in relation to two land parcels that are split between 2 or more localities. The GNB would like to amend the Locality boundaries to ensure that these land parcels are wholly within one Locality.

#### Detailed report

Lot 1 DP 1013521, owned by Mr MS & Mrs JA Watt, is currently intersected by the boundary lines for the Localities of GULGONG, GALAMBINE and CANADIAN LEAD. The GNB would like to amend the boundary lines so that Lot 1 is included wholly within one locality. The least disruptive amendment would be to include Lot 1 wholly within the Locality of CANADIAN LEAD and also request the GNB to include Lot 327 DP 755433, currently in the Locality of GULGONG, in the boundary adjustment. This would ensure that the entire property owned by Mr & Mrs Watt would be included in the Locality of CANADIAN LEAD and no amendments would need to be made to their current property address.

Lot 7 DP 1058026, owned by Magesta Pty Limited, is currently intersected by the boundary lines for the Localities of GULGONG and GALAMBINE. The GNB would like to amend the boundary lines so that Lot 7 is included wholly within one locality. The least disruptive amendment would be to include Lot 7 wholly within the Locality of GALAMBINE. This would ensure that the entire property owned by Magesta Pty Limited would be included in the Locality of GALAMBINE and no amendments would need to be made to their current property address.

Letters were sent to both property owners requesting their submissions/objections in relation to these boundary adjustments; no responses were received.

#### Financial implications

Not applicable

#### Strategic or policy implications

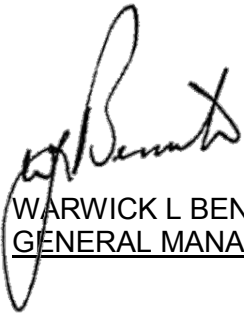
The minor alterations to the Locality boundaries to incorporate entire properties in these instances is considered to be rational.

DIANE SAWYERS  
MANAGER REVENUE & PROPERTY

CLARE PHELAN  
GROUP MANAGER FINANCE &  
ADMINISTRATION

- Attachments:*
1. Email from Geographical Names Board dated 15 February 2012.
  2. Letter to Magesta Pty Limited with map of affected area.
  3. Letter to Mr MS & Mrs JA Watt with map of affected area.

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

ATTACHMENT 1

Content

**Email** Reply

From: "Steven Deal" <Steven.Deal@pi.nsw.gov.au> Wednesday, 15 February 2012 08:28 AM  
 To: "council@midwestern.nsw.gov.au" <council@midwestern.nsw.gov.au>  
 Subject: Attention GIS/Mapping Officer: Proposed amendment to Mid-Western Regional LGA

Edit Insert Attach Document Workbook Template

Spelling Print Version

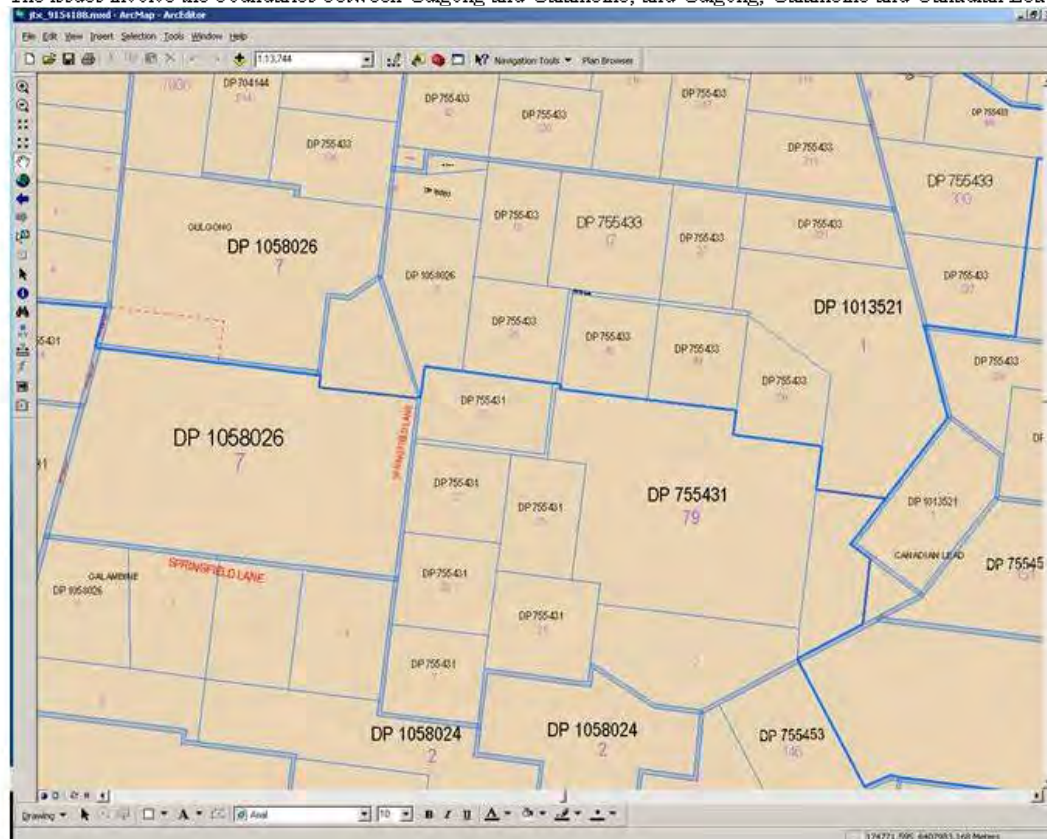
**Attention GIS/Mapping Officer**

A closer inspection of suburb boundaries in the Mid-Western Regional LGA has discovered a couple of minor issues.

The Geographical Names Board would like to amend these boundaries, but needs written council approval, and if applicable, that of the effected landholder/s.

These amendments are for addressing purposes. Please see attached file showing the GNB's 'Position & Extent Policy.'

The issues involve the boundaries between Gulgong and Galambine, and Gulgong, Galambine and Canadian Lead.



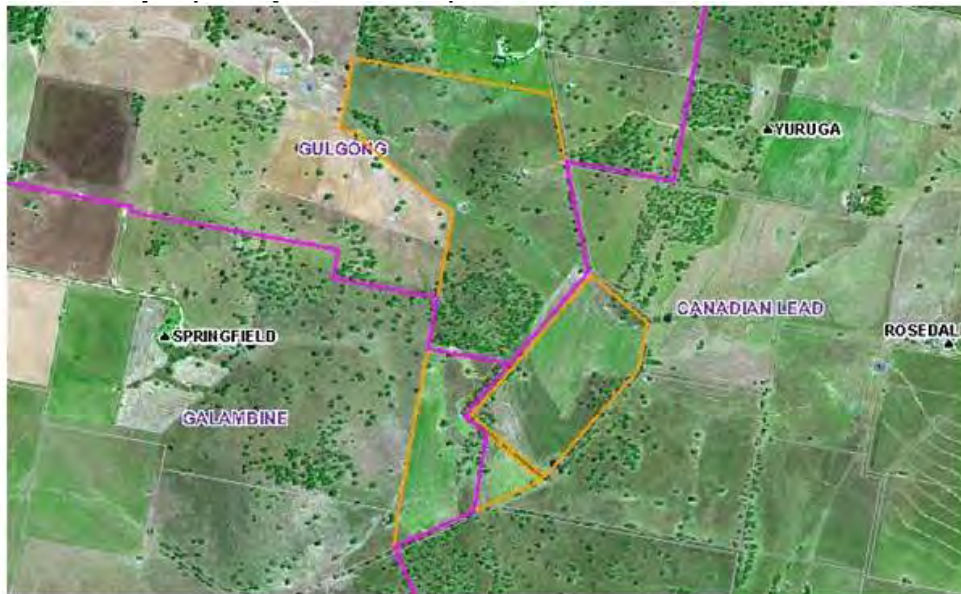
**Gulgong & Galambine**

According to our database, the boundary currently places lot 7 of DP1058026 in both Gulgong and Galambine.

The GNB would like to amend our listed boundaries to possibly move the suburb boundary so that 7/DP1058026 becomes completely within either the Gulgong or Galambine localities.







*Regards*

**Steven Deal | Tramee Spatial Information Officer, Land and Property Information**

**GEOGRAPHICAL NAMES BOARD**

Land and Property Information Division | Department of Finance and Services

346 Panorama Avenue Bathurst NSW 2795

e: [steven.deal@lpi.nsw.gov.au](mailto:steven.deal@lpi.nsw.gov.au) | t: 02 6332 8320

[www.services.nsw.gov.au](http://www.services.nsw.gov.au) | [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)



**Land & Property  
Information**

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ATTACHMENT 2



PO BOX 156  
MUDGEES NSW 2850

86 Market Street MUDGEES  
109 Herbert Street GULGONG  
77 Louee Street RYLSTONE

Ph: 1300 765 002 or (02) 6378 2850  
Fax: (02) 6378 2815

email: council@midwestern.nsw.gov.au

CA: R0790121A0170012P1328511

18 April 2012

Magesta Pty Limited  
77 Pentecost Avenue  
PYMBLE NSW 2073

**AMENDMENT TO LOCALITY BOUNDARIES**

The Geographical Names Board have approached Council in relation to a minor boundary adjustment between the Localities of GULGONG and GALAMBINE which will affect a land parcel within your Castlereagh Highway property.

Lot 7 DP 1058026 is currently intersected by boundary lines for these two Localities (please see map over page). The Geographical Names Board would like to amend the boundaries so that Lot 7 DP 1058026 is completely within one Locality and are seeking Council's approval and that of the landholder.

Council sees two options available to you:

The whole of Lot 7 DP 1058026 is incorporated into the Locality of GALAMBINE. This would mean the whole of your property would be within the Locality of GALAMBINE. Your property address of 2332 Castlereagh Highway GALAMBINE NSW 2850 would not be affected by this boundary adjustment.

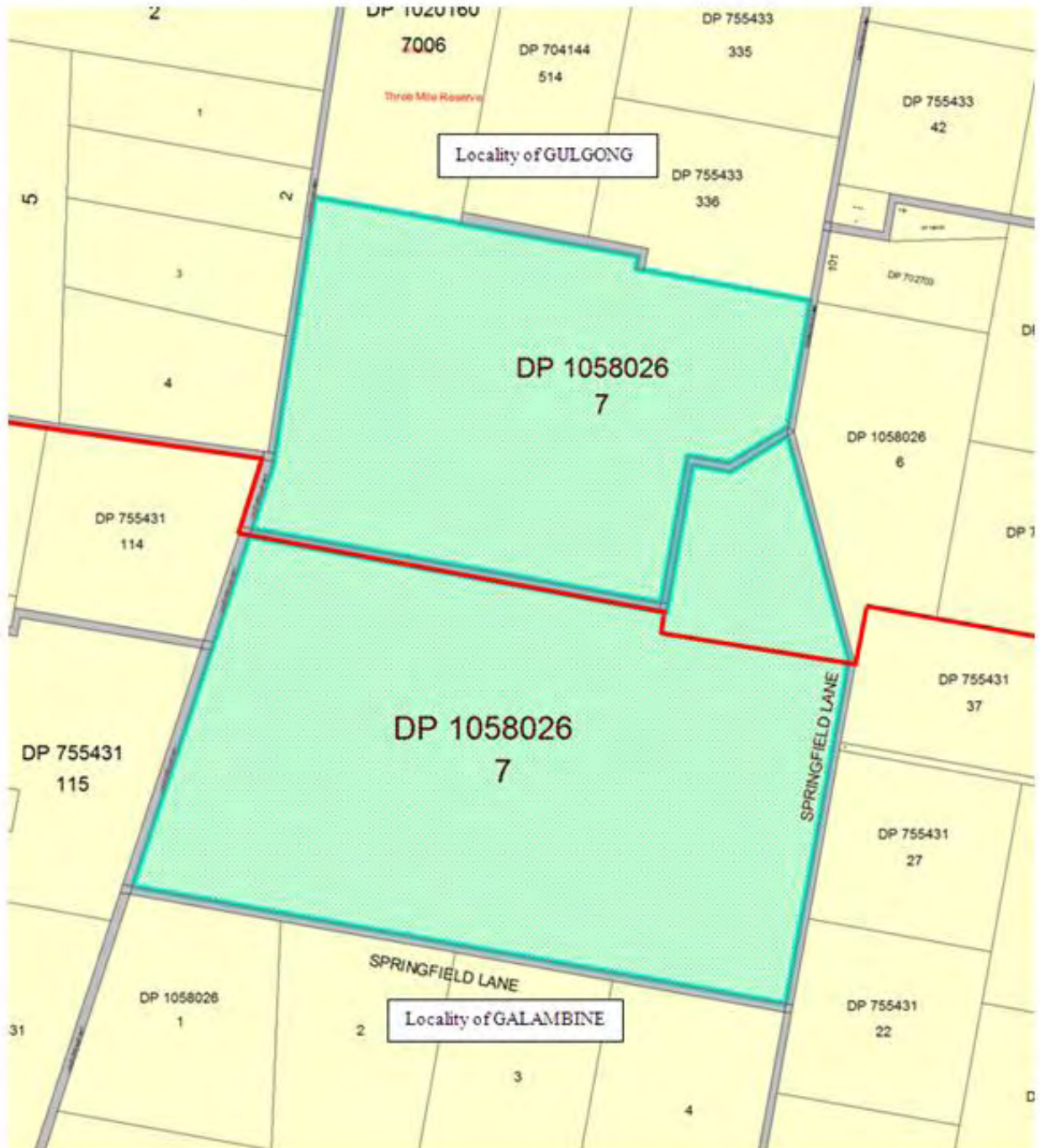
Or the whole of Lot 7 DP 1058026 is incorporated into the Locality of GULGONG. This would mean the whole of your property would be within the Locality of GULGONG. Your property address would then need to be amended to 2332 Castlereagh Highway GULGONG NSW 2852 as a result of this boundary adjustment.

Any submissions/objections regarding this matter should be in writing, addressed to the General Manager, Mid-Western Regional Council, PO BOX 156 Mudgee 2850. Submissions will be accepted up to 4.00pm, Friday, 11th May 2012.

Should you have any queries or wish to discuss this matter please contact Council's Revenue and Property Department on 63782850 or 1300 765002.

Yours faithfully

Carolyn Atkins  
Property Support Officer



ATTACHMENT 3



PO BOX 156  
MUDGEES NSW 2850  
86 Market Street MUDGEES  
109 Herbert Street GULGONG  
77 Louisa Street RYLSTONE  
Ph: 1300 765 002 or (02) 6378 2850  
Fax: (02) 6378 2815  
email: council@midwestern.nsw.gov.au

CA: R0790121A0170012P1249211

18 April 2012

Mr MS & Mrs JA Watt  
31 Stockmans Drive  
PUTTABUCCA NSW 2850

**AMENDMENT TO LOCALITY BOUNDARIES**

The Geographical Names Board have approached Council in relation to a minor boundary adjustment between the Localities of GULGONG, CANADIAN LEAD and GALAMBINE which will affect a land parcel within your Canadian Lead Road property.

Lot 1 DP 1013521 is currently intersected by boundary lines for these three Localities (please see map over page). The Geographical Names Board would like to amend the boundaries so that Lot 1 DP 1013521 is completely within one Locality and are seeking Council's approval and that of the landholder.

Council sees two options available to you:

The whole of Lot 1 DP 1013521 is incorporated into the Locality of CANADIAN LEAD. This would mean the majority of your property would be within the Locality of CANADIAN LEAD except for Lot 327 DP 755433, however this parcel of land could also be incorporated within the Locality of CANADIAN LEAD as part of this process if you wished. Your property address of Yuruga 574 Canadian Lead Road CANADIAN LEAD NSW 2850 would not be affected by this boundary adjustment.

Or the whole of Lot 1 DP 1013521 is incorporated into the Locality of GULGONG. This would mean the majority of your property would be within the Locality of GULGONG except for Lots 328 & 329 DP 755433, however these land parcels could also be incorporated within the Locality of GULGONG as part of this process if you wished. Your property address would then need to be amended to Yuruga 574 Canadian Lead Road GULGONG NSW 2852 as a result of this boundary adjustment.

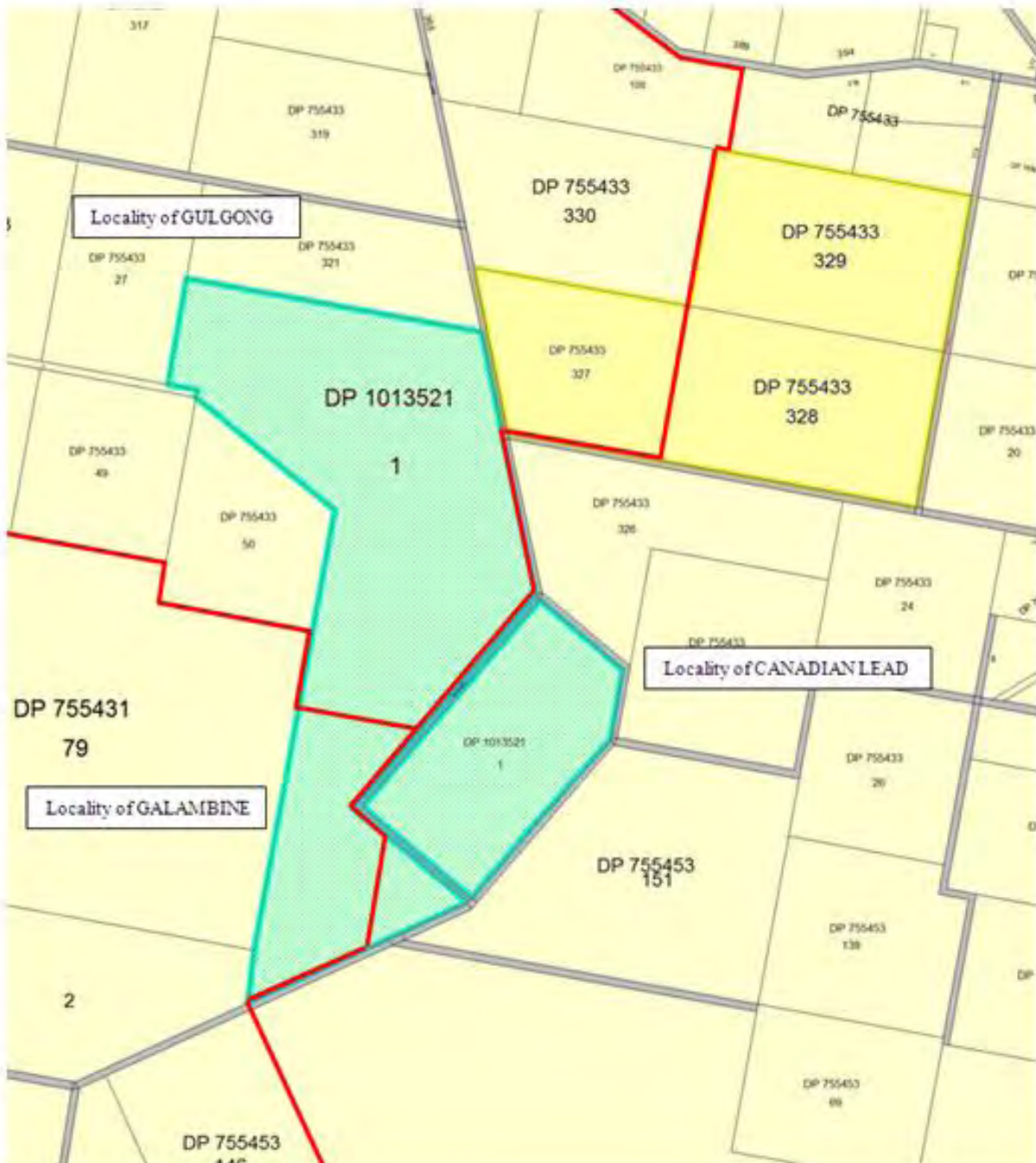
Any submissions/objections regarding this matter should be in writing, addressed to the General Manager, Mid-Western Regional Council, PO BOX 156 Mudgee 2850. Submissions will be accepted up to 4.00pm, Friday, 11th May 2012.

Should you have any queries or wish to discuss this matter please contact Council's Revenue and Property Department on 63782850 or 1300 765002.

Yours faithfully

Carolyn Atkins  
Property Support Officer





## 6.2.16 Mudgee Saleyards Management Committee

### REPORT BY GROUP MANAGER OPERATIONS TO 6 JUNE 2012 COUNCIL MEETING

Mudgee Saleyards Management Committee

A0100055, A0100055, A0100047, F0720036

#### RECOMMENDATION

##### That:

1. **the report by Group Manager Operations on the Mudgee Saleyards Management Committee be received;**
2. **the minutes for the Mudgee Saleyards Management Committee ordinary monthly meeting held on 19 April 2012 be noted.**

#### Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Mudgee Saleyards Management Committee ordinary monthly meeting held on 19 April 2012.

There are no matters arising that require consideration by Council at this time, noting that specific requests/recommendations are forwarded to Council under separate cover providing detailed information on requirements. Operational matters raised will be dealt with in due course when staff receives additional information.

#### Financial implications

Not applicable.

#### Strategic or policy implications

Not applicable.

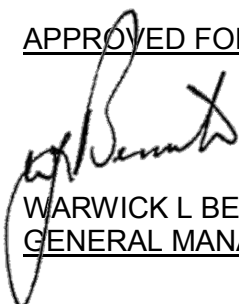


BRAD CAM  
GROUP MANAGER OPERATIONS

16 May 2012

*Attachments:* 1. Minutes of the Mudgee Saleyards Committee ordinary monthly meeting  
19 April 2012

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

## ATTACHMENT 1



## Minutes

PO BOX 156  
MUDGEE NSW 2850

86 Market Street MUDGEE  
109 Herbert Street GULGONG  
77 Louee Street RYLSTONE

Ph: 1300 765 002 or (02) 6378 2850

Fax: (02) 6378 2815

email: council@midwestern.nsw.gov.au

**MINUTES OF THE MUDGEE REGIONAL SALEYARDS COMMITTEE MEETING HELD ON  
19 APRIL 2012 COMMENCING AT 9.32am AND CONCLUDING AT 10.05am**

Present Cr John Webb (Chair), Terry McDonald (Selling Agent), Brad Cam (Council), Cr John Weatherly, Bob Kearins (NSW Farmers Association), Jason Pearce (Selling Agent)

In Attendance: Amanda Buckley (Minute Secretary)

Cr John Webb opened the meeting at 9.32am and thanked all for attending.

**1. APOLOGIES**

Andrew White (Beef improvement association)  
Bill Gaffney (NSW Farmers Association)  
John Little (NSW Farmers Association)  
Barry Clapham (Transport Rep)

*Moved: Terry McDonald 2<sup>nd</sup> Jason Pearce*

**2. MINUTES OF PREVIOUS MEETING**

**Recommendation:** That the minutes of the meeting held on 16<sup>th</sup> February 2012 be accepted.

*Moved: Bob Kearins 2<sup>nd</sup> Brad Cam*

**3. MATTERS ARISING FROM MINUTES OF THE MEETING ON 16<sup>th</sup> February 2012**

- 1) Indicator Board – Every now and then the weights will not show up, Terry McDonald has advised he thinks it is a software program. Peter Mitchell will enquire into this. Jason and Brad suggested recalibrating scales.
- 2) Water Troughs – Cleanliness of troughs are good.
- 3) Overgrown Plant – Plant has been trimmed.
- 4) Installation of New Rails – New rails have been installed.
- 5) Car Park Reseal – Was organised for week ending 11<sup>th</sup> May but due to the Angus Sale it has been brought forward to 1<sup>st</sup> May.

**4. CORRESPONDENCE**

NIL

**5. GENERAL BUSINESS**

*Statistics*

Statistics are good.

*Jason Pearce*

Signage – Jason has advised that there is no signage on the Castlereagh Highway advising where the Mudgee Saleyards are located. It has been suggested that a sign be erected at the T Intersection saying "Mudgee Saleyards" double sided. Brad will make some enquiries into the sign as it will have to be approved by RTA.

Abattoir Sign – It was suggested that the abattoir sign be removed as it is no longer operating.

*Moved: Jason Pearce 2<sup>nd</sup>: Terry McDonald*

Angus Sale – The sale will be held 11<sup>th</sup> May, It was suggested that Joe would start earlier on the Friday to help assist. Terry McDonald would like Joe to check holding paddocks, tidy up yards and check conditions of the yards before the sale.

*Terry McDonald*

Cattle Crush – The cattle crush is in bad condition, it will need repairing immediately and will need replacing in the long run. Need to organise brochures and prices and have them available for the next meeting. All in favour.

*Moved: Terry McDonald 2<sup>nd</sup>: Jason Pearce*

Appreciation – Terry on behalf of the agents would like to thank Mary Best on her hard work and an excellent job she has done. Brad to organise letter on behalf of the Saleyards Committee.

*Brad Cam*

Dog Pound – Brad has advised that the dog pound will not be located at the Saleyards due to noise restrictions and new sub divisions.

**6. BUSINESS WITHOUT NOTICE**

None

**7. DATE OF NEXT MEETING\_\_ 14<sup>th</sup> June 2012**

**Meeting closed 10.05am**

## 6.2.17 Mudgee Showground – Use for Short Term Camping and Caravans

REPORT BY GROUP MANAGER DEVELOPMENT AND COMMUNITY SERVICES TO 6 JUNE 2012 COUNCIL MEETING

Mudgee Showground  
A0100055, F0650007

### RECOMMENDATION

#### That:

1. **the report by Group Manager Development and Community Services on the use of the Mudgee Showground for short term camping and caravans be received;**
2. **Council commence negotiations with the NSW Department of Primary Industries (Crown Lands) to determine their requirements for the establishment of a short term caravan park at the Mudgee Showground.**
3. **a further report be prepared for Council outlining the detailed costs of any upgrades required prior to the formulation of a Mudgee Showground's Draft Management Plan.**

### Executive summary

The purpose of this report is to outline the permissibly and process required to allow the use of the Mudgee Showground for the purposes of short term camping and caravan park.

### Detailed report

The establishment of a caravan park is normally subject to the requirements of:

- Environmental Planning and Assessment Act 1979 (EPA Act)
- State Environmental Planning Policy 21 Caravan Parks (SEPP 21)
- The applicable Local Environmental Plan (Mid-Western Interim LEP 2008)
- Local Government Act and the Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Movable Dwellings) Regulations 2005. (LG Act and the Regulation)

### State Environmental Planning Policy 21 Caravan Parks (SEPP 21)

Pursuant to the Mid-Western Interim LEP 2008 the Mudgee Showground is zoned Local Open Space – Public and Caravan Parks are permissible with consent. In addition, SEPP 21 states:

#### **10 Matters to be considered by Councils**

*A Council may grant a development consent required by this Policy only after it has considered the following:*

- (a) *whether, because of its location or character, the land concerned is particularly suitable for use as a caravan park for tourists or for long-term residence,*



- (b) *whether there is adequate provision for tourist accommodation in the locality of that land, and whether existing or potential tourist accommodation will be displaced by the use of sites for long-term residence,*
- (c) *whether there is adequate low-cost housing, or land available for low-cost housing, in that locality,*
- (d) *whether necessary community facilities and services are available within the caravan park to which the development application relates or in the locality (or both), and whether those facilities and services are reasonably accessible to the occupants of the caravan park,*
- (e) *any relevant guidelines issued by the Director, and*
- (f) *the provisions of the Local Government (Caravan Parks and Camping Grounds) Transitional Regulation 1993.*

**Local Government Act and the Local Government (Manufactured Homes Estates, Caravan Parks, Camping Grounds and Movable Dwellings) Regulations 2005.**

The Regulation states:

**78 Unconditional exemptions**

*The prior approval of the council is not required for the installation of a caravan, campervan or tent on Crown reserves or on land that is reserved or dedicated under the Forestry Act 1916.*

**Note.** *The use of caravans, campervans and tents on such lands is regulated under the Crown Lands Act 1989 and the Forestry Act 1916, respectively. The use of caravans, campervans and tents on lands reserved or dedicated under the National Parks and Wildlife Act 1974 is regulated under that Act.*

The Mudgee Showground is comprised of 3 Crown Reserves dedicated as a showground and therefore establishment of a short term caravan park or camping ground is exempt from the provisions of the Regulations. However, initial feedback from the Crown Lands Office indicates that the use would be an “additional purpose” to the “declared purpose” and therefore it would be necessary to prepare a Plan of Management.

Section 112 of the Crown Lands Act states:

- (6) *If, in relation to a draft plan of management prepared by a reserve trust, the reserve trust proposes that the reserve is to be used for an additional purpose, the reserve trust is to advise the Minister of the proposal.*
- (7) *Without limiting subsection (4), the Minister may, in the case of a draft plan of management that would, if adopted, authorise the reserve to be used for an additional purpose, require the draft plan to specify or deal with the following matters:*
  - (a) *the condition of the reserve (including the condition of any buildings or other improvements on the reserve),*
  - (b) *the existing use of the reserve (including the existing use of any buildings or other improvements on the reserve),*
  - (c) *the nature and scale of the proposed additional purpose,*
  - (d) *the nature, scale and term of any lease, licence or other arrangement that is intended to be granted or entered into in relation to the additional purpose,*
  - (e) *any submissions made in relation to the draft plan as a result of the consultation process and public exhibition requirements under section 113.*

The Act requires that the Draft Plan of Management be placed on exhibition for 28 days. The Crown Lands Office have verbally indicated, at this stage, that they would be seeking compliance with the Local Government Act Regulations.

In conclusion, to establish a short stay caravan park on the Mudgee Showground Council will need to prepare a Development Application and a Plan of Management after consultation and concurrence from the Minister. If the Plan of Management is prepared with regard to the Regulations (as per the verbal advice) then there may be a requirement to upgrade the facilities at the showground including internal roads, utility services, shower and toilet facilities, fire hydrants. It is proposed that further negotiations be undertaken with the Crown Lands Office to determine their requirements with the full cost to be reported to Council prior to the preparation of the Management Plan.

### Financial implications

It should be noted by Council that if we do proceed to get consent for caravan parking and camping on this site, Council will be required to undertake some infrastructure work. At a minimum we would expect that an amenity block including showers would be required plus internal roads and fire fighting capabilities. Experience would indicate that the cost of such work will be in excess of \$250,000.

### Strategic or policy implications

Not applicable.

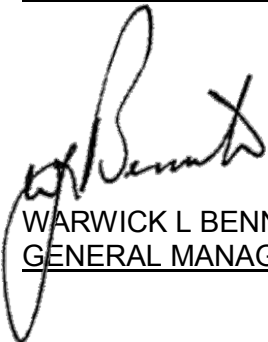


CATHERINE VAN LAEREN  
GROUP MANAGER DEVELOPMENT AND  
COMMUNITY SERVICES

22 May 2012

*Attachments:* Nil

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

## 6.2.18 Noxious Weeds Advisory Committee

### REPORT BY NOXIOUS WEEDS ADMINISTRATOR TO 6 JUNE 2012 COUNCIL MEETING

Minutes of the Noxious Weeds Advisory Committee held 27 February 2012

A0100055, A0130077

#### RECOMMENDATION

##### That:

1. **The report by the Noxious Weeds Administrator on the Noxious Weeds Advisory Committee be received;**
2. **That the minutes of the Noxious Weeds Advisory Committee held on 27 February 2012 be noted;**
3. **That Council determine if a letter should be sent to the Minister in support of the motion put by Mr Mitchell Clapham for the formation of a Management Committee for Windamere Dam Foreshore.**

#### Executive summary

Meetings of the Noxious Weeds Advisory committee are held quarterly, the purpose of which is to review the overall strategic direction of noxious weed control in the Mid Western Regional Council area and to ensure desired outcomes are being achieved.

#### Detailed report

Item 3.2 of the Minutes refers to the Windamere Dam Foreshore and a motion put forward by Mr Mitchell Clapham that a letter be sent to the Minister in support of his suggestion that a management committee be formed to manage pest animals and noxious weeds on the Windamere Dam foreshore.

To assist in determining if this motion be supported Council should note the following points:

1. Officers from the Noxious Weeds Section have met with most of the current lessees of Windamere Dam blocks to discuss noxious weed management with positive outcomes being achieved.
2. The Consulting Managers of Windamere Dam recently held a meeting for potential lessees of Windamere Dam blocks. The Noxious Weeds Section attended, provided handouts for this meeting, and had the opportunity of speaking to those who attended. Some of those successful lessees have since made contact with the Chief Weeds Officer to arrange meetings to discuss noxious weed control and put management plans in place.
3. The Noxious Weeds Section have established a good working relationship with both the lessees and the consulting managers, who have agreed to intervene should the need arise, where lessees are not maintaining their noxious weed control management plan.

#### Financial implications

Not applicable.

## Strategic or policy implications

In light of the current Terry Ryan report regarding the LHPA review the question should be asked if this is the right time to push for the formation of another management committee in relation to noxious weed control.

SUSAN BURNS  
NOXIOUS WEEDS ADMINISTRATOR

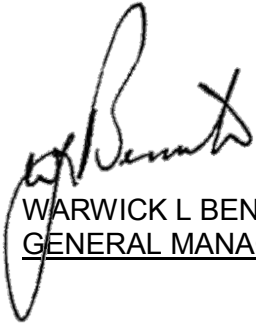


BRAD CAM  
GROUP MANAGER OPERATIONS

21 May 2012

*Attachments:* 1. Minutes of the Weeds Advisory Committee held 27 February 2012.

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER



## MINUTES

### MINUTES OF A MEETING OF THE NOXIOUS WEEDS ADVISORY COMMITTEE HELD AT COUNCIL CHAMBERS, MUDGEE ON MONDAY 27 FEBRUARY 2012 AT 9 am

**PRESENT:** Cr John Webb (Chair), Brad Cam (Group Manager – Operations), Craig Nott, Mitchell Clapham, Alan Heath, Vince Forgione (Chief Weeds Officer),

**IN ATTENDANCE:** Susan Burns (Noxious Weeds Administrator).

#### 1. Apologies

There were no apologies.

#### 2. Confirmation of Minutes

**Motion:** Nott/Heath

**That the minutes of the previous meeting held on 5 December 2011 be taken as reqd and confirmed.**

*The motion was put and carried*

#### 3. Matters Arising

##### 3.1 Investigation into charge for reinspections conducted on properties where owners do not comply with the Noxious Weeds Act.

A proposal has been submitted for the establishment of three new fees in relation to non-compliance of the Noxious Weeds Act 1993. It is proposed that these new fees come into effect in the new financial year.

##### 3.1.1 Section 18 Weed Control Notice Reinspection Fee

It is proposed that a reinspection fee of \$150 be charged on issue of the Section 18 Weed Control Notice to supplement the cost of the inspection and to serve as an incentive to property owners to carry out the necessary noxious weed control and avoid being charged this fee.

##### 3.1.2 Administration Fee on Section 20 Enforcement

As provided by Section 20 of the Noxious Weeds Act, in those cases where property owners have failed to undertake required weed control after the issue of a Section 18 Weed Control Notice, Council is empowered to carry out weed control on the land subject to the weed control order. Section 60 of the Act provides that the costs incurred by Council in carrying out this work may be charged to the owner and raised as a debt against the subject land.

It is proposed that an administration charge of \$300.00 be made to cover costs associated with Section 20 enforcement action.

### **3.1.3 Forced Entry – Lock Fee**

Landowners are notified by letter of Council's intention to inspect their property at least 2-3 weeks prior to the scheduled inspection. This letter requests that access to their property be made available to Weeds Inspectors to carry out the inspection. They are also requested to contact council should they wish to accompany the inspector on the inspection. They are advised that it is an offence to obstruct, hinder or prevent an inspector or authorised officer from carrying out an inspection and that if necessary, inspectors may use reasonable force (Under Section 46 of the Act) to gain entry.

Should it be necessary use reasonable force, e.g. to cut the chain on a locked gate, a Council lock is attached to the chain at the conclusion of the inspection to secure the property and the property owner is notified that this has occurred. The property owner's lock remains on the chain which allows them normal access.

It is proposed that if it is necessary to take action under Section 46 of the Act, a fee of \$150 be charged to cover the cost of supplying the lock and to supplement the cost of deferring the inspection until approval has been granted from the General Manager to use reasonable force under the Act.

The property owner would be advised of this process and the fee, in the intention to inspect letter and it is hoped that this will decrease the number of forced entry situations arising.

**The proposed fees were noted and it was agreed that the fees be considered in the current Management Plan review process.**

### **3.2 Windamere Dam Foreshore**

A meeting has been arranged for potential lessees of the Windamere blocks. The Chief Weeds Officer has been invited to attend and information on noxious weed management will be provided to potential lessees.

**Motion: Clapham/Heath**

**That a letter be sent to the Minister in support of the suggestion made by Mitchell Clapham on the formation of a management committee to include representatives from local control authorities, LHPA and other community organisations to manage pest animals and noxious weeds on the Windamere Dam foreshore.**

## **4. Inspection and Roadside Spraying Program Update**

The updated report was noted.

## **5. General business**

### **5.1 Roadside Signage**

Cr Webb was thanked for his donation of \$1700 towards Spiny Burrgrass signage. The Chief Weeds Officer advised that the signs had been produced (examples tabled) and would be put in place asap with the existing Serrated Tussock awareness signs relocated to ensure they continue to be highly visible to the general public

**5.2 Macquarie Valley Weeds Advisory Committee**

Minutes of the General Meeting No. 125 held on Tuesday 8 November 2011 at Cabonne were noted.

Agenda of the General Meeting to be held on Tuesday 14 February 2012 in Orange was noted.

**5.3 CMA Grant Funding**

**5.3.1 Weeds of National Significance Incentive funding**

A grant of \$15,000 has been approved for a project to construct an educational facility on Mudgee Showground. This facility will be used as part of our educational and awareness strategy and will allow us to hold regular educational activities throughout the year.

It is hoped that the shed construction will be completed in April 2012.

**5.3.2 Weed Management WONS #47**

A grant of \$7,000 has been approved as a contribution towards the aerial inspection program to identify and confirm infestations of Serrated Tussock which will enable future planning of on-ground inspection programs.

**5.4 Weed Alert**

The Chief Weeds Officer advised of an infestation of Alligator Weed located in the Bocoble Area. Properties downstream from the infestation have been targeted for inspection and investigation into the source is continuing.

**5.5 Correct treatment methods and treatment timing of Serrated Tussock.**

Discussion was held on the correct treatment of Serrated Tussock and the correct time to treat this weed.

**5.6 Noxious Weed infestations on adjoining LCA boundaries of Lithgow and Bathurst**

Some discussion took place regarding this ongoing problem and it was suggested that the Mayor be advised of the issues with the suggestion that he meet with the Mayor of each of these bordering councils to help resolve the issues. Group Manager Operations to brief the Mayor.

**6. Next Meeting**

The next meeting is scheduled for Monday 4 June 2012.

**ACTION LIST**

<b>Item</b>	<b>Subject</b>	<b>Action</b>	<b>Action Officer</b>	<b>Status</b>
3.2	Windamere Dam Foreshore	That a letter be sent to the Minister in support of the suggestion made by Mitchell Clapham on the formation of a management committee for the Windamere Dam Foreshore which should include a representative from the LHPA and the Chief Weeds Officer.	Noxious Weeds Administrator/Chief Weeds Officer	Pending
5.1	Spiny Burrgrass Signage	Signage to be erected	Chief Weeds Officer	Completed
5.3	Noxious Weeds Educational Facility	Shed to be completed at Mudgee Showground	Chief Weeds Officer	Under construction
5.6	Infestations on adjoining LCA boundaries	The Mayor to be advised of the issues with the suggestion that he meet with the Mayor of each of these bordering councils to help resolve the issues. Group Manager Operations to brief the Mayor.	Group Manager – Operations	Pending



## 6.2.19 Tender Assessment – T71112HUN Road Safety Barrier Systems – Supply Only

REPORT BY FINANCIAL ACCOUNTANT TO 6<sup>TH</sup> JUNE 2012 COUNCIL MEETING

Road Safety Barrier Tender Assessment Report

A0100055, A010026

### RECOMMENDATION

#### That:

1. **the report by the Financial Accountant on the Tender Assessment - T71112HUN Road Safety Barrier Systems - Supply Only be received;**
2. **Council accepts a tender panel for the tender T71112HUN for Category 2: Supply Only of Road Safety Barrier Systems and that Council enters into a contract with the following:**
  - **Above & Beyond Concepts**
  - **Australian Construction Products Pty Ltd**
  - **Ingal Civil Products****at the prices set out in the tendered Schedule of Rates in accordance with clause 178 of the *Local Government (General) Regulation 2005* for the period to 31 March 2014, with provision for a twelve month extension based on satisfactory supplier performance.**
3. **Council authorises the General Manager to finalise and execute the contract on behalf of Council with:**
  - **Above & Beyond Concepts**
  - **Australian Construction Products Pty Ltd**
  - **Ingal Civil Products****for T71112HUN Category 2: Supply Only of Road Safety Barrier Systems.**

### Executive summary

Regional Procurement has called a Panel Source tender for road safety barrier systems on behalf of participating Hunter Regional Organisation Council member councils under the following Categories:

- Category 1: Supply and Installation
- Category 2: Supply Only

In accordance with the procurement policy Council may accept the tender if it represents best value to Council.

Tenders closed 10:00am Tuesday 20 March 2012.

Advertisements for the tender were placed in the following media:

- Sydney Morning Herald on 28 February 2012
- Tenderlink on 28 February 2012
- Newcastle Herald on 3 March 2012

- Mudgee Guardian on 9 March 2012
- Community News on 16 March 2012

This contract will run for 23 months from 1 May 2012 to 31 March 2014. A one (1) year option may be taken up based on satisfactory performance by the successful tenderer.

The contract is estimated to have a value of \$190,000 per annum.

The responses were compiled by Regional Procurement with the tender assessment panel comprising representatives from Port Stephens, Cessnock and Maitland City Councils. Members of the Tender Assessment Panel used pre-agreed weightings to determine which tenderers offered the best value for money.

The tender evaluation panel recommendation is:

### **Category 2: Supply Only of Road Safety Barrier Systems**

1. That the tenderer/s representing best value be appointed as Panel suppliers to respective participating HROC member councils for the period 1 May 2012 to 31 March 2014, and
2. That provision is allowed for a 12 month extension based on satisfactory supplier performance which may take this tender through to 31 March 2015.

### Detailed report

Three tenders in total were received for Category 2 - Supply Only from:

- Above & Beyond Concepts
- Australian Construction Products Pty Ltd
- Ingal Civil Products

As Council currently purchases road safety barrier products from Ingal Civil a comparison of price was conducted. Attachment 2 shows tendered prices are lower than current prices on all except for one of the quoted items, where price remained the same.

The Regional Procurement evaluation report and price schedules are presented as a confidential attachment to this report due to the information being commercial in confidence.

Council currently engage JC's Constructions Pty Limited for installation of road safety barrier systems under the General Contractors tender 2010/09. Therefore Category 1: Supply and Installation of Road Safety Barrier Systems of tender T71112HUN was not considered.

### **Conforming Tenders**

All tenders met the mandatory requirements and proceeded to a detailed evaluation.

### **Non-complying or Alternate Tenders**

No non-conforming or alternate tenders were received.

### **Evaluation Methodology**

The objective of the evaluation was to select the tenderer(s) offering the best value for money in a rational and defensible way which is fair to all tenderers. The evaluation criteria and criteria weightings applied to this evaluation process are shown below:

<b>Criteria</b>	<b>%</b>
Price	55
Customer Service	15

<b>Criteria</b>	<b>%</b>
Referees	10
Quality Assurance	10
WH&S	10

Tenders were evaluated strictly in accordance with the Tender Evaluation Plan, and in compliance with the provisions of the *Local Government Act 1993* and Local Government (General) Regulation 2005.

### **Evaluation Findings**

All tenderers were assessed and scored against the evaluation criteria listed in the tender document and weightings in the Evaluation Plan to determine the Total Weighted Score. The scores are listed below.

<b>Tenderer</b>	<b>Total Weighted Score</b>
Above & Beyond Concepts	65.77
Australian Construction Products Pty Ltd	89.70
Ingal Civil Products	93.47

It is recommended that all tenderers be accepted onto a panel of suppliers for the supply of road safety barrier products.

### Financial implications

The price comparison in attachment 2 is based on the purchase of a single item. Historically bulk purchase orders attract a price discount similar to the tendered price. Consequently we do not expect significant cost savings from this tender outcome. However as the estimated contract spend on this category of products will likely exceed the tender threshold of \$150,000 as set out in the *Local Government (General) Regulation 2005*, it is necessary for Council to have undertaken the tender process.

### Strategic or policy implications

Council's Procurement Policy applies.

NEIL BUNGATE  
FINANCIAL ACCOUNTANT

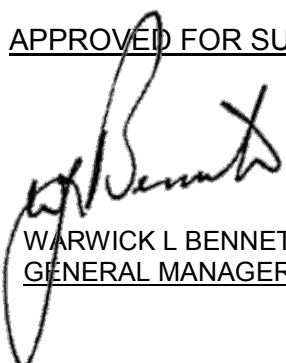
CLARE PHELAN  
GROUP MANAGER FINANCE &  
ADMINISTRATION

25th May 2012

**Attachments:**

1. Regional Procurement Evaluation Report (included in the confidential section of this business paper)
2. Schedule of Tenderers Rates – Supply Only (included in the confidential section of this business paper)

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

## 6.2.20 Mudgee Sewerage Augmentation – Tender recommendation for Putta Bucca Pump Station contract

### REPORT BY BUSINESS MANAGER SERVICES TO 6 JUNE 2012 COUNCIL MEETING

Tender Recommendation - Mudgee Sewerage Augmentation - Putta Bucca Pump Station contract

A0100055, F0740001

### RECOMMENDATION

#### That:

1. **the report by Business Manager Services on the Mudgee Sewerage Augmentation Tender recommendation for Upgrading of Putta Bucca Pumping Station Contract be received;**
2. **Subject to satisfactory financial assessment and concurrence of the NSW Office of Water, Council accepts the tender of Poonindie P/L for the Putta Bucca Pumping Station and Associated Works for the sum of \$2,680,381.00 (including GST);**
3. **The General Manager is authorised to approve variations of up to 2% of the contract price (\$53,607.62 including GST).**

### Executive summary

A Request for Tenders for the Mudgee Sewerage Augmentation – Upgrading of Putta Bucca Pumping Station was advertised in the Sydney Morning Herald and Mudgee Guardian (Community News) and on the NSW Department of Services, Technology and Administration (eTendering) and Council's websites during December 2011 and January 2012. Tenders closed on 2 February 2012 and six submissions were received. Following a detailed review of submissions it is recommended that, subject to satisfactory financial assessment and concurrence of the NSW Office of Water, Council accepts the tender of Poonindie P/L (trading as Ted Wilson and Sons) for the lump sum price of \$2,680,381.00 including GST (i.e. \$2,436,710.00 plus GST). It is further recommended that Council authorises the General Manager to approve variations of up to 2% (i.e. \$48,734.20 plus GST) of the contract sum.

### Detailed report

The Putta Bucca Sewage Pumping Station needs to be upgraded to accommodate the changed discharge requirements associated with pumping untreated sewage to the new Mudgee Sewage Treatment Plant location.

Council engaged NSW Water Solutions to modify the design of the Putta Bucca Sewage Pump Station to realise construction cost savings. Cost savings for construction of the alternate design offered by Tenderers for the Mudgee Sewage Treatment Plant and Putta Bucca Pumping Station Contract were considered too low. Subsequently, the upgrading of Putta Bucca Pumping Station was removed from the Sewage Treatment Plant Contract in June 2011.

The current pre-tender estimate for this work is \$2,600,000 including GST.

The NSW Department of Public Works was engaged to alter contract documents and undertake tender assessment of the Upgrading of Putta Bucca Pumping Station works. Assessment was in accordance with the agreed Tender Evaluation Plan.

Tender submissions were received from the following:

1. Due Easy P/L trading as Hardrock Excavations
2. Gongues Constructions P/L
3. Kerroc Constructions P/L
4. Ledonne Constructions P/L
5. Poonindie P/L trading as Ted Wilson and Sons
6. Precision Civil Infrastructure P/L

All tenders met the requirements of the Request For Tender documents with the exception of qualifications and departures included in tenders submitted by Poonindie P/L and Kerroc Constructions P/L. In order to identify the most advantageous tender for the specified works, values of qualifications and departures were assessed and added to original Tender Amounts

Poonindie P/L had the lowest Assessed Tender Amount and is considered capable of completing the works satisfactorily. Poonindie P/L was asked to withdraw unacceptable qualifications and departures which they offered to do with an adjustment to the original Tender Amount. The Tender Amount from Poonindie P/L is 3.09% above the pre-tender estimate.

It is recommended, subject to satisfactory financial assessment, that Council accepts the adjusted tender of Poonindie P/L for a lump sum of \$2,680,381.00 including GST.

As the project will receive financial assistance from the NSW Government, concurrence of the NSW Office of Water is required prior to issuing a letter of acceptance.

### Financial implications

Council has received confirmation that the Mudgee Sewerage Augmentation project is eligible for financial assistance of 26.3% for this work. Concurrence of the NSW Office of Water is required prior to issuing a letter of acceptance.

Council will recall at the last meeting we approved the power supply contract for the Putta Bucca pumping station. This contract is for the physical construction. The approved contract for the power supply was some \$101,000 under the pre tender estimate. This contract is some \$80,000 over the pre tender estimate. When balance together the overall prices are below the estimates.

### Strategic or policy implications

Council approved award of contract for construction of the new Mudgee Sewage Treatment Plant in June 2011 subject to concurrence of the NSW Office of Water. Concurrence was received on 10 August 2010 and construction of the new Mudgee Sewage Treatment Plant has commenced. Upgrade of the Putta Bucca Pumping Station is required to enable raw sewage to be pumped to the new Sewage Treatment Plant.

CLAIRE CAM  
BUSINESS MANAGER SERVICES

  
BRAD CAM  
GROUP MANAGER OPERATIONS

25 May 2012

*Attachments:* 1. NSW Department of Public Works Tender Recommendation Report (included in the Confidential section of the Business Paper)

APPROVED FOR SUBMISSION:

  
WARWICK L BENNETT  
GENERAL MANAGER

## 6.2.21 Monthly Budget Review – April 2012

REPORT BY MANAGEMENT ACCOUNTANT TO 6 JUNE 2012 COUNCIL MEETING

April Monthly Review

A0100055, A0149935

### RECOMMENDATION

**That:**

- 1. the report by Management Accountant on the April 2012 Monthly Budget Review be received;**
- 2. the 2011/12 Management Plan be amended in accordance with the variations as listed on pages 4 to 6 of the April 2012 Monthly Budget Review and reproduced in the report below;**
- 3. the 2011/12 Management Plan be amended in accordance with the variations as listed on page 4 of the April Monthly Review and reproduced in the report below; and**
- 4. the opinion by the Responsible Accounting Officer regarding the satisfactory financial position of Council, based upon the revised estimates of income and expenditure, be noted.**

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### Executive summary

This report presents to Council the April Monthly Budget Review of the 2011/12 Management Plan.

### Detailed report

Section 407(1) of the Local Government Act 1993 requires that the General Manager report to Council within two months after the end of each quarter as to the extent to which the performance targets set by Council's current Management Plan have been achieved during the quarter.

Further, Clause 203 of the Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer of a council prepare and submit to Council within two months after the end of each quarter, a budget review statement. The budget review statement must show, by reference to the estimate of income and expenditure set out in the management 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.

The Quarterly Review reporting package includes:

- An Executive Summary;
- A financial commentary, including updates on Cash, Reserves, Developer Contributions and Employee Costs;
- Consolidated financial statements including an Income Statement and Balance Sheet;
- Financial information and commentary on the progress of Capital Works including a summary of capital funding;

- A review of contracts, and legal and consultative expenditure;
- A schedule of key statistical information;
- An investment portfolio review;
- A monthly review of the Development Application process;
- Councillor Fees and Expenses.

The April Monthly Report recommends the following 2011/12 Management Plan variations to Council:

April Proposed Variations			
Management Plan Activity	Variation	Amount	
<b>GENERAL FUND</b>			
Contra Variations			
Roads & Bridges Capital	Defer to 2012/13 rehabilitation works in Mayne St due to warmer weather required to lay seal	28,500	C
Roads & Bridges Capital	Transfer to Capital Program Reserves - Mayne St Rehabilitation, Gulgong	(28,500)	C
Roads & Bridges Capital	Savings on Urban Roads - Denison St, Mudgee	8,500	C
Roads & Bridges Capital	Savings on Urban Roads - Court St, Mudgee	5,200	C
Roads & Bridges Capital	Install traffic calming devices on Inglis St, Mudgee	(13,700)	C
Administration & Management Services	Improved plant hire income	150,000	C
Administration & Management Services	Increase transfer to Plant Fund Reserves	(150,000)	C
Administration & Management Services	Improved prices for major plant sales	90,000	C
Administration & Management Services	Reduce transfer from Plant Fund Reserves	(90,000)	C
Carparking, Cycleways & Streetscaping Capital	Defer to 2012/13 pedestrian path Kandos to Clandulla due to delays with rail authority	40,000	C
Carparking, Cycleways & Streetscaping Capital	Transfer from Capital Program Reserves - Kandos to Clandulla pedestrian pathway	(40,000)	C
Administration & Management Services Capital	Deferral to 2012/13 of chemical storage unit delivery for stores OH/S upgrades	12,500	C
Administration & Management Services Capital	Transfer to Capital Program Reserves - chemical storage units	(12,500)	C
Regulatory Control	Reduced State Weed Management expenditure	33,000	C
Regulatory Control	Reduced State Weed Management grant funding - amount approved by State Government lower than previous years	(33,000)	C
Parks & Reserves Capital	Defer works on third netball court, Kandos Simpkins Park	24,500	C
Parks & Reserves Capital	Transfer from Capital Program Reserves - Kandos Netball Courts	(24,500)	C
Administration & Management Services Capital	Grant funding to be received - Rural Fire Services capital building works	1,000	C
Administration & Management Services Capital	Rural Fire Services capital building works - Windeyer Fire Station - grant funded	(1,000)	C
Economic Development Capital	Transfer from Land Development Reserves - Saleyards site development	20,000	C
Economic Development Capital	Consultant costs for Old Saleyards site development	(20,000)	C
Administration & Management Services Capital	Corporate Buildings Upgrade Budget Only - allocate budget to Mudgee Admin Centre	3,630	C
Administration & Management Services Capital	Gulgong Administration Centre - savings on capital works	2,000	C
Administration & Management Services Capital	Mudgee Administration Centre - savings on old police station building works investigations	15,000	C
Administration & Management Services Capital	Mudgee Administration Centre - office modification & furniture	(20,630)	C
Total Contra Variations			0
<b>TOTAL GENERAL FUND</b>			<b>0</b>

<b>WATER FUND</b>			
Contra Variations			
Water Supply Capital	Defer Clearwater Pump Station refurbishment until further investigations are complete	10,000	C
Water Supply Capital	Transfer from Reserves - Water Reserve	(10,000)	C
Water Supply Capital	Defer Burrundulla Pump Station works until further investigations are complete	8,000	C
Water Supply Capital	Transfer from Reserves - Water Reserve	(8,000)	C
Water Supply Capital	partial deferral of budget to 2012/13 - Rylstone/Kanods water augmentation. Major works over multiple years.	70,000	C
Water Supply Capital	Transfer from Reserves - Water Reserve	(70,000)	C
Total Contra Variations		0	
<b>TOTAL WATER FUND</b>		<b>0</b>	
<b>SEWER FUND</b>			
Contra Variations			
Sewer Capital	Allocate budget from Sewer Pump Station Budget Only	20,000	C
Sewer Capital	Industrial Sewer Pump Station works increased due to power supply costs	(20,000)	C
Sewer Capital	Sewer Mains Burrundulla Rd - defer works to 2012/13 until completion of pump station	23,000	C
Sewer Capital	Transfer from Reserves - Sewer Reserve	(23,000)	C
Sewer Capital	Mudgee Sewer Augmentation - partial deferral of contractor works to 2012/13	1,390,000	C
Sewer Capital	Transfer from Reserves - Sewer Reserve	(1,390,000)	C
Sewer Capital	Insurance claim for lightning damage at Gulgong Sewer Treatment Plant	120,165	C
Sewer Capital	Repair works to telemetry and control systems at Gulgong Sewer Treatment Plant - Insurance funded	(120,165)	C
Total Contra Variations		0	
<b>TOTAL SEWER FUND</b>		<b>0</b>	
<b>Code</b>			
F - Favourable			
U - Unfavourable			
C - Contra			

In addition to the April Monthly Budget Review variations, the January Monthly Budget Review variations have been included in this report in order to obtain a resolution from Council to amend the 2011/12 Management Plan. Although this report was provided to Council on the 7<sup>th</sup> March 2012 with the impact of these budget variations included in full, the Council Report and Minute failed to capture the resolution of Council required to amend the Management Plan as the report had only been noted by Council. The variations have been listed below for Council to review before approving the recommendation point 3 above.

January Monthly Report			
Management Plan Activity	Variation	Amount	
<b>GENERAL FUND</b>			
Contra Variations			
Regulatory Control Capital	Grant received from Weeds of National Significance Incentive funding	15,000	C
Regulatory Control Capital	Construction of shed for weeds education - Mudgee Showground - grant funded	(15,000)	C
Regulatory Control	Grant received for Weeds Management Aerial Inspections	7,000	C
Regulatory Control	Contract Aerial Inspections of Serrated Tussock	(7,000)	C
Regional Roads	Reduce regional road administration expenditure - contributions to regional bodies	8,296	C
Regional Roads	Adjust final Block funding amount receivable for 2011/12	(8,296)	C
Development & Environment Control	Increase Other DA fees received	5,000	C
Development & Environment Control	Cost of license for AutoCAD Software - mapping	(5,000)	C
State Roads	Allocate budgets from Shoulder & Drainage Works	452,437	C
State Roads	Approved RTA Work Orders - Heavy Patching, Accidents, Lambing Yard Ck Shoulder works, Sofala Bends	(452,437)	C
State Roads	Transfer from Reserves - State Road Warranty Works	96,000	C
State Roads	Reseal State Road Warranty Works - Castlereagh Hwy	(96,000)	C
Total Contra Variations		0	
<b>TOTAL GENERAL FUND</b>		<b>0</b>	



<b>WATER FUND</b>			
Contra Variations			
Water Supply Capital	Reallocate Water Telemetry - Budget Only	20,000	C
Water Supply Capital	Water Telemetry - Rylstone	(20,000)	C
Total Contra Variations		0	
<b>TOTAL WATER FUND</b>		<b>0</b>	
<b>WASTE FUND</b>			
Contra Variations			
Solid Waste Management Capital	Reduce Kandos landfill closure	6,000	C
Solid Waste Management Capital	Contribution to Mobile Glass Crusher program	(6,000)	C
Total Contra Variations		0	
<b>TOTAL WASTE FUND</b>		<b>0</b>	
<b>Code</b>			
F - Favourable			
U - Unfavourable			
C - Contra			

## Financial implications

Some of the proposed April variations will also affect the 2012/13 Delivery Program. For example, projects that will carry over into the new financial year such as the Mudgee Sewer Augmentation, need to be built into the Delivery Program/Operational Plan, and the Long Term Financial Plan. These impacts can be reviewed in the 2013 Budget Submissions report provided to Council.

## Strategic or policy implications

Not applicable.



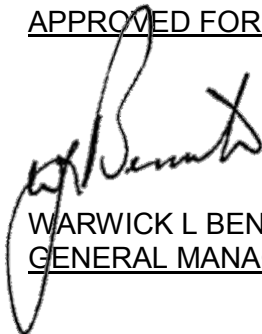
LEONIE JOHNSON  
MANAGEMENT ACCOUNTANT

CLARE PHELAN  
GROUP MANAGER FINANCE &  
ADMINISTRATION

25 May 2012

*Attachments:* 1. April Monthly Budget Review – 2011/12 Management Plan (included at the end of the Business Paper)

APPROVED FOR SUBMISSION:



WARWICK L BENNETT  
GENERAL MANAGER

## 6.2.22 Operational and Delivery Plan, and Budget 2012/13

REPORT BY GENERAL MANAGER TO 6 JUNE 2012 COUNCIL MEETING

Budget 2012 - wb

A0100055, A0149936

### RECOMMENDATION

That:

1. the report by General Manager on the Operational and Delivery Plan, and Budget 2012 be received;
2. Council makes the following amendments to the 2012/13 Operational Plan and Budget
  - Council allocate a grant of \$5,000 to the Cudgegong Valley Antique Machinery Club for the National Historic Machinery Association National Rally to be funded from the Large Grants Program
  - Council fund the right hand turn bay into Cox's Creek Road, Rylstone at a cost of \$12,500 to be funded from the Regional Roads Maintenance budget
  - Council fund the Directional Signage to Natural Assets to the value of \$6,000 from the Regional Tourism Signage budget
  - Council reduce the income to the Mudgee Showground's by \$15,000 as casual camping is no longer permitted at this venue
  - Council fund \$20,000 for an extension to the Taxi Way at Mudgee Airport, to be funded from the Land Development Reserve Fund
  - Council increase the income for strategic planning by \$20,000
  - Council increase funding for Regional Pound facility by \$48,000
3. Council commences a public consultation process for the opening up of the Cox Street rail crossing and then include in future budget quarterly reviews or inclusions in future operational plan and budgets the funding of this work if Council resolves to proceed after the public consultation process.
4. Council endorses the response to the submission made by Mr Bob Lamond and makes the following changes to the Delivery/Operational Plan resulting from that submission:
  - A consolidated income statement be included at the end of the Delivery/Operational Plan.
  - A glossary table be inserted into the Delivery/Operational Plan explaining terms used throughout the document.
5. Council remove the following projects from the 2012/13 Operational Plan as they are now included in the 2011/12 Management Plan
  - Part of the Healthy Communities Initiative grant income & matching expenditure \$4,108
  - Recreation Strategy \$20,000
6. Council include the following projects with the funding in the 2012/13 operational plan and budget as they have been deferred from the March and April 2012 quarterly reviews
  - Mudgee Library and Town Hall \$2,411,000

- Wilpinjong Ulan Rd VPA contribution \$600,000
- Ulan Wollar Rd Widening & Sealing \$600,000
- Moolarben Stage 2 VPA contribution \$1,365,000
- Catchment A stormwater drainage works \$348,000
- Purchase of Bulldozer \$875,000
- Regional Pound Facilities \$137,000
- Roadside Vegetation grant funded works \$31,968
- Rylstone/Kandos Flood Study \$15,000
- Swimming Pool Renewal \$1,100,000
- Glen Willow Natural Disaster works & grant funding \$240,108
- Road Land Matters \$12,834
- Rural Road Erosion Control works \$25,200
- Bellevue Cycleway works \$40,000
- Pedestrian path Kandos to Clandulla \$40,000
- Rehabilitation Mayne St, Gulgong \$28,500
- Chemical storage unit purchase, Stores \$12,500
- Kandos Netball Courts, third court works \$24,500

7. Council amend the fees and charges schedule to allow for the following changes for the Mudgee Showgrounds Operation:

- Line 456 & 457 – Old Main Pavilion: delete
- Line 458, 459 & 460 – New Main Pavilion: remove word “New” as this causes confusion.
- Line 460 - Main pavilion plus bar & kitchen: insert “Cleaning fee will be deducted from Bond if premises are not cleaned within 24 hours”.
- Line 461 & 462 - Luncheon Pavilion: delete.
- Under line 467 - Bar Hire: insert “Bond of \$50”.
- Line 474 & 475 - Aquila (Woodworkers) and Wool Pavilions: split into multiple lines. “Aquila pavilion hire: \$90, bond \$100.” And “Wool Pavilion hire \$90, bond \$100).
- Line 476 & 477 – Enclosed Catering Shed: delete.
- Line 478 & 479 – Open Catering Area: delete.
- Line 482 & 484: New Sheep Shed: remove word “New.
- Under line 485 – insert “Weeds Shed hire \$90” and “Bond of \$100”.
- Under line 485 – insert “Canteen - Chooks hire \$80” and “Bond of \$50”.
- Line 491 - New Stables and day yard: delete word “day”.

8. Council make a provision in the Water Fund account for \$13,300 for a licence fee from NSW Office of Water for the hydrometric site upstream of the Rylstone Dam installed in 2009

9. Council include the following projects with funding in the 2012/13 Operational Plan for the Water Fund as they have been deferred from the March and April 2012 reviews:

- Water Chlorine Dosing Plant works \$11,560
- Water Augmentation Rylstone/Kandos \$70,000
- Gulgong Raw Water Scheme grant funding \$160,000
- Gulgong Raw Water Scheme works \$320,000

10. Council include the following projects within the funding in the 2012/13 operational plan and budget for the Sewer Fund as they have been deferred from the March and April 2012 reviews:
  - CCTV sewer pipe works to Sewer relining works \$35,000
  - Smoke testing sewer pipe works to Sewer relining works \$10,000
  - Mudgee Sewer Augmentation works \$3,521,378
  - Burrundulla Rd Sewer Mains \$23,000
11. Council remove the following projects from the 2012/13 Operational Plan for the Sewer Fund as they are now included in the 2011/12 Management Plan:
  - Mudgee Sewer Augmentation grant funding \$2,002,000
12. Council allocate \$5,000 for the purchase of waste bins to be stored at the Waste Depot and also to have a corresponding income stream for sales of those waste bins.

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## Detailed report

At its meeting of April 18 Council approved the Operational and Delivery Plan for the 2012/13 year and next three years. This of course includes the budget for that same period. Those Plans and budgets have now been out for public exhibition and the submissions closed on Monday 21 May. This report is to summarise those submissions received and give Council a recommendation on the issues raised in the submissions. There are also comments from staff that relate to changes since the Operational and Delivery Plan was endorsed by Council as a draft. The purpose of this report is for Council to consider the submissions for Council to make a determination on, so that amendments can be made to the Operational and Delivery Plan and included in the Business Paper for 20 June Council meeting for endorsement.

Attached to this report is a spreadsheet of the Budget initiatives. Two thirds of the way down the page is the first heading that indicates what has been approved in the Draft Operational and Delivery Plan. All of the additional lines are additions to that plan.

Also included in this report are some additional issues either raised within subsequent Council meetings or by staff. The public submissions are as follows:

### **PUBLIC SUBMISSIONS**

- 1 NSW Farmers – Mitchell Clapham – please find attached letter from the Mudgee District Council of the NSW Farmers Association requesting Council to reassess the allocation of rates to the various categories.
- 2 Mudgee Branch of the NSW Farmers Association – Joyce Purtle – correspondence attached in regard to their concerns of the inequity of farmland rates compared with the NSW state average and neighbouring Councils. Staff will not make a recommendation in regard to this matter.
- 3 Petitions – Attached are three petitions from NSW farmers Association – Mudgee, Rylstone and Gulgong branch's seeking that Council reduce the farmland rates.

For items 1, 2 and 3 above the staff have made no recommendation. The Council is fully aware of the issues and the final determination needs to be a directive from Council.

- 4 Cudgegong Valley Antique Machinery Club – Council will recall at a recent Open Day a request was made by the Cudgegong Valley Antique Machinery Club for Council to grant a \$20,000 contribution towards the National Historic Machinery Association National Rally to be held at the AREC site in April 2013. Staff have met with this organisation and planning is well advanced. They are expecting 10,000 to 15,000 of the public to attend and they also expect about 1000 exhibitors. Indications have been to Council staff that gate sales should cover the majority of costs. The recommendation to Council is that we grant them \$5,000 plus assist them with marketing and promotion using current Council resources.
- 5 Lifeline Central West - a request for Council to fund Lifeline – Central West. Staff is unsure the impact that Lifeline has in this region as it focuses mainly in the larger centres. Therefore staff has not made a recommendation to fund this Organisation. However we will write to Lifeline to establish if they have any statistics on the numbers of calls from this region and report back to Council in due course.
- 8 Bob Lamond – this submission has raised a number of issues. We have included for Councils information a response to Mr Lamond and included in the recommendations above are some amendments resulting from his submission as well as an endorsement of a response.

### **COUNCIL AND STAFF SUBMISSIONS**

The following issues have been raised either in Council meetings or by staff since the Operational and Delivery Plans were endorsed.

- 1 Right hand turn bay – Bylong Valley Way  
Council has requested that consideration be given to the development of a right hand turn bay on Bylong Valley Way into Cox's Creek Road now that the development at the Rylstone Aerodrome has been approved. The cost of that work is estimated at \$12,500. This report recommends that that work be funded from the regional roads maintenance budget.
- 2 Cox Street Rail Crossing  
As Councillors are now aware approval has now been received to open the Cox Street rail crossing to allow another access point from the Bellevue estate into Mudgee township. The cost of this project is estimated at \$210,000. It is recommended that Council undertake a full public consultation process of affected residents before funding this project. Once the consultation process is complete then Council after consideration of the submissions, then determine if the project should continue and be funded.
- 3 Regional Tourism Signage  
Council has recently considered the erection of regional tourism signage to promote this region but placed outside of the region. The cost of each sign is \$6,500 per annum per sign. The request was for signs to be placed in at least three locations namely the Blue Mountains, Hunter Valley and one sign further out west. Staff reported on this matter some time ago directly to Council and recommended that these signs not be approved and developed outside of the region as Council's own policy is that tourism signage for other regions is not allowed in this region. Council staff still remains of that opinion as we see it as double standards. Therefore there is no recommended that Council proceed with this project.
- 4 Directional Signage to Natural Assets  
At the May 16 meeting of Council a report was considered to install further directional signage to natural assets within the region. In that report additional signage was recommended for Putta Bucca Wetlands, Ferntree Gully Munghorn Gap Goulburn and

Wollomi National Parks. The cost of the signage is \$6,000 and this report as per the one in May recommends that it be funded from the Regional Tourism Signage budget which currently has an allocation of \$120,000.

5 Camping at Showgrounds

There has been some community concerns about Council allowing for camping at the Mudgee Showground. The Mudgee Showground is not an approved camping ground and therefore in accordance with the feedback from the community and councillors we need to cease the current practice of camping at the showgrounds until the correct procedures have been followed. The staying at the site for events held at the showgrounds will continue as those campers have their animals to attend to. This will have an effect on Council's budget of \$15,000.

6 Senior Planner

Currently both the Health and Building Section and Planning Sections are under considerable strain to cope with the additional level of enquiry, building activity and strategic planning projects. We have been attempting to recruit a Health and Building Surveyor over the past 6 months with little success. In the past week, we have been able to recruit a local builder who we will support through the accreditation process. In addition, we have reorganised resources to move one of the planning trainees into Health and Building to undertake the training to become fully qualified in this area.

This will remove a planner from the duty roster placing additional duty days on the existing planners. It is considered that the recruitment of the Health and Building Surveyor and filling of the trainee positions will go partially towards relieving the stress within the Health and Building Section.

In strategic planning we are currently formulating the new comprehensive DCP, and undertaking the Recreational Strategy. In addition, the review of the Section 94 Plan needs to be commenced. As a result of the growth and the new LEP we are currently dealing with 6 planning proposals, two of which will require a site specific DCP and result in the release of considerable residential land.

In the Draft Delivery Plan Council has recognised the need for an additional planning resource. The additional demand on both Health and Building and Planning is recognised and it is expected that this demand will continue as the growth of the area increases to match demand. At this stage, it is proposed to seek a planner for a 12 month period to assist in both development control and strategic planning. At the end of the period it is proposed to review the need for resources to assess where the additional resource is best placed.

7 Additional Strategic Planning Income

Rezoning application fees that have been received in recent months due to increased development in the region is expected to continue so it is recommended an amount of \$20,000 be included in the operational plan.

8. Airport Taxiway

As Council is aware we are negotiating the sale of land at the airport to a fire fighting aircraft company (Justin Mace). Part of the agreement is that Council develops and extends the taxiway to the property boundary. That is a distance of 40 meters at a cost of \$20,000.

9 Kandos Museum

A request via Councillor Martens for funding of \$10,000 for the construction of a storage shed at the Kandos Museum. Staff have indicated that the \$10,000 would be better spent rationalising the stock that would in turn eliminate the need for storage facility. The difficulty

with the rationalisation is obtaining agreement on what should be disposed of. In terms of effective storage facilities very little could be achieved under \$30,000. This report does not make any recommendation until a firm proposal is put before Council on actual need.

10. Pound facilities

We have recommended below that Council carry forward from the 2011/12 financial year some \$137,000 for the construction of the Regional Pound. To complete this project an additional \$48,000 is being requested, taking the total cost of the project to \$185,000. The reason for the additional cost is because we are locating the new facility at the Waste Depot site and additional earthworks, retaining walls and foundation work will be required.

11. Capital Works brought forward into the 2011/12 (March QBR and April Monthly Review)

- Healthy Communities Initiative grant income & matching expenditure \$4,108 (Brought forward from 2013 to 2012)
- Recreation Strategy \$20,000 (Brought forward from 2013 to 2012)

12. Capital Works deferred from the 2011/12 (March QBR and April Monthly Review)

- Mudgee Library and Town Hall \$2,411,000 (Deferred from 2012 to 2013)
- Wilpinjong Ulan Rd VPA contribution \$600,000 (Deferred from 2012 to 2013)
- Ulan Wollar Rd Widening & Sealing \$600,000 (Deferred from 2012 to 2013)
- Moolarben Stage 2 VPA contribution \$1,365,000 (Deferred from 2012 to 2013)
- Catchment A stormwater drainage works \$348,000 (Deferred from 2012 to 2013)
- Purchase of Bulldozer \$875,000 (Deferred from 2012 to 2013)
- Regional Pound Facilities \$137,000 (Deferred from 2012 to 2013)
- Roadside Vegetation grant funded works \$31,968 (Deferred from 2012 to 2013)
- Rylstone/Kandos Flood Study \$15,000 (Deferred from 2012 to 2013)
- Swimming Pool Renewal \$1,100,000 (Deferred from 2012 to 2013)
- Glen Willow Natural Disaster works & grant funding \$240,108 (Deferred from 2012 to 2013)
- Road Land Matters \$12,834 (Deferred from 2012 to 2013)
- Rural Road Erosion Control works \$25,200 (Deferred from 2012 to 2013)
- Bellevue Cycleway works \$40,000 (Deferred from 2012 to 2013)
- Pedestrian path Kandos to Clandulla \$40,000 (Deferred from 2012 to 2013)
- Rehabilitation Mayne St, Gulgong \$28,500 (Deferred from 2012 to 2013)
- Chemical storage unit purchase, Stores \$12,500 (Deferred from 2012 to 2013)
- Kandos Netball Courts, third court works \$24,500 (Deferred from 2012 to 2013)

13 Fees and Charges – Mudgee Showgrounds

It is recommended that Showground fees be modified to take into account the changing building construction/demolitions to ensure fees are clear and inclusive in the Fees and Charges. The following changes are recommended:

- Line 456 & 457 – Old Main Pavilion: delete as this building was demolished
- Line 458, 459 & 460 – New Main Pavilion: remove word “New” as this causes confusion. This is the only Main Pavilion at the showground.



- Line 460 - Main pavilion plus bar & kitchen: insert "Cleaning fee will be deducted from Bond if premises are not cleaned within 24 hours". This addition is due to vermin being attracted to the used premises if left uncleaned.
- Line 461 & 462 - Luncheon Pavilion: delete. Duplicate of line 468 & 469.
- Under line 467 - Bar Hire: insert "Bond of \$50".
- Line 474 & 475 - Aquila (Woodworkers) and Wool Pavilions: split into multiple lines as these are two buildings and should not be rented as one unit. "Aquila pavilion hire: \$90, bond \$100." And "Wool Pavilion hire \$90, bond \$100).
- Line 476 & 477 – Enclosed Catering Shed: delete, building does not exist.
- Line 478 & 479 – Open Catering Area: delete, does not exist.
- Line 482 & 484: New Sheep Shed: remove word "New" as this causes confusion. This is the only Sheep Shed at the showground.
- Under line 485 – insert "Weeds Shed hire \$90" and "Bond of \$100". Building recently constructed.
- Under line 485 – insert "Canteen - Chooks hire \$80" and "Bond of \$50". Building recently constructed.
- Line 491 - New Stables and day yard: delete word "day" as these are separate yards included at line 487.

In summary, all of the above are the changes and amendments required in the General Fund. The overall improvement since Council adopted the Draft Operational Delivery Plan is \$5,000.

## **WATER FUND**

Council needs to allocate \$13,300 from the Water Fund for additional licence fees from NSW Office of Water for the hydrometric site upstream of the Rylstone Dam installed in 2009.

The following additions are being sought for the Water Funds as these projects have been deferred from the March Quarterly Budget Reviews and April monthly reports.

- Water Chlorine Dosing Plant works \$11,560 (Deferred from 2012 to 2013)
- Water Augmentation Rylstone/Kandos \$70,000 (Deferred from 2012 to 2013)
- Gulgong Raw Water Scheme grant funding \$160,000 (Deferred from 2012 to 2013)
- Gulgong Raw Water Scheme works \$320,000 (Deferred from 2012 to 2013)

In summary, all of the above are the changes and amendments required in the Water Fund. The overall deterioration since Council adopted the Draft Operational Delivery Plan is \$13,300.

## **SEWER FUND**

The following additions are being sought for the Sewer Funds as these projects have been deferred from the March Quarterly Budget Reviews and April monthly reports.

- CCTV sewer pipe works to Sewer relining works \$35,000 (Deferred from 2012 to 2013)
- Smoke testing sewer pipe works to Sewer relining works \$10,000 (Deferred from 2012 to 2013)
- Mudgee Sewer Augmentation works, partial \$3,521,378 (Deferred from 2012 to 2013)
- Burrundulla Rd Sewer Mains \$23,000 (Deferred from 2012 to 2013)

The following project which is the Grant funding has been brought forward from the original 2012/13 budget and included in the current financial year – 2011/12

- Mudgee Sewer Augmentation grant funding \$2,002,000 (Brought forward from 2013 to 2012)

In summary, all of the above are the changes and amendments required in the Sewer Fund. The overall deterioration since Council endorsed the Draft Operational Delivery Plan is \$45,000.

## WASTE FUND


We have had requests from the community that Council hold at the Waste Depot a certain number of surplus bins that can be distributed at cost to new residents in the region. This requires a \$5,000 cost with associated income of the same amount.

### Financial implications

Financial implications are all acknowledged above.

### Strategic or policy implications

Nil.



WARWICK L BENNETT  
GENERAL MANAGER

23 May 2012

- Attachments:*
1. Submissions received
  2. Fees and Charges excerpt – Mudgee Showground
  3. Spreadsheet highlighting all budget initiatives (included at the end of the Business Paper)



**MUDGEE DISTRICT COUNCIL  
NSW FARMERS ASSOCIATION  
C/- "HAZELBROOK" ILFORD  
NSW 2850**

3<sup>RD</sup> MAY 2012  
The General Manager  
Mid-Western regional Council  
Submission on Rating Structure for 2012-13

Dear Warwick,

We appreciate Council's efforts in recent years with regards to bringing the disproportionate farmland rate back into line with our neighbouring council's and the rest of the State, but as the figures in the "Comparative Information on NSW Local Government Councils" demonstrates, there is still some way to go.

This year we see, with the recent revaluation, a majority of farmers will receive an increased rate bill simply because of a substantial increase in land values perceived by the Valuer General, some increasing over 100%.

Given the substantial increase in coal prices since 2007 and the substantial increase in tonnages mined in our council area coupled with the impact this is having on our community infrastructure, it would appear that Mid-Western Regional Council has a unique opportunity to equitably address the situation and bring the farmland rate into line with that of our peers. This can be done without causing any adverse hardship to either the business or residential rated categories by increasing the mining rate. The mining industry has effectively received a decrease in dollars per tonne paid in rates over the years due to the increase in tonnage mined. Agriculture is not fortunate enough to be able to make such efficiency gains.

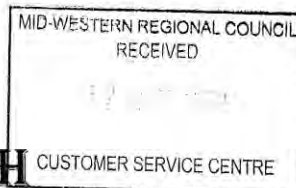
We strongly request Council to consider amending its management plan to this end while the opportunity presents itself as it could be incredibly difficult to effect further rate reform down the track should the current terms of trade or financial environment for mining regress.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mitchell Clapham'.

Mitchell Clapham  
Chairman





**MUDGEES BRANCH**  
**OF**  
**N.S.W. FARMERS' ASSOCIATION**

87 Baker's Lane  
Linburn  
Via MUDGEES NSW 2850

12<sup>th</sup> May, 2012

Mr W. Bennett  
The General Manager  
Mid-Western Regional Council  
P.O. Box 156  
MUDGEES NSW 2850

Dear Mr Bennett,

On behalf of our Branch President, Mr Rodney Suttor and members of the Mudgees Branch of N.S.W. Farmers' Association it was agreed at a recent Meeting that a letter be sent to you regarding the Members' consternation at the present and future situations in relation to rural rates in the Mid-Western Regional Council.

The farming community has been frustrated for a long time with the inequity of our farmland rates compared to state averages and the rates of our neighbouring Councils. With the Valuer-General's values on mining much higher this year this is the ideal time to adjust our rating structure. The mines pay farmland rates on much of their land therefore benefiting from the reduction in farmland rates. This makes it obvious that the mines can afford to take up the gap.

Our Branch suggests that a much lower farmland rate is needed with the difference added to the coal mine rates. This increase is justified as the



mines have bought huge amounts of country in our Shire which in turn has forced values up making agricultural land extremely over-valued.

The Mudgee Branch of N.S.W. Farmers' Association therefore asks the Mid-Western Regional Council to seriously consider our local farmers' petition to reduce farmland rates to bring them in line with comparably grouped Local Governments and to source any short fall in funds from an increase in rates levied on the mines in our area.

Your advice regarding this matter would be appreciated.

Yours faithfully

**MUDGE E BRANCH OF N.S.W. FARMERS' ASSOCIATION**



(Mrs) Joyce Purtle  
**Secretary.**

PETITION TO MID-WESTERN REGIONAL COUNCIL

LOWERING FARM LAND RATES



MUDGEE DISTRICT FARMERS PETITION THE  
MID-WESTERN REGIONAL COUNCIL:

- a) to reduce Farm Land Rates to bring them in line with comparable grouped Local Governments and
- b) to source any short fall in funds from an increase in rates levied on mines.

The farming community has been frustrated for a long time with the inequity of our farmland rates compared to state averages and the rates of our neighbouring councils. With the Valuer-General's values on mining much higher this year this is the ideal time to adjust our rating structure. The mines pay farmland rates on much of their land therefore benefiting from a reduction in farmland rates. This makes it obvious that the mines can afford to take up the gap.

PLEASE SHOW YOUR SUPPORT BY SIGNING THE PETITION OVERLEAF:


MID-WESTERN REGIONAL COUNCIL  
RECORDS  
RECEIVED  
21 MAY 2012  
 SCANNED  
 REGISTERED





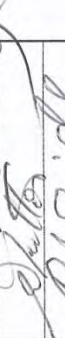

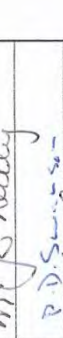






NAME	ADDRESS	SIGNATURE
• Kaye Riley <i>Janis O'Connor</i>	35 O'Briens Lane Coogel NSW <small>Iron bark 356 Kains Flat Rd Kains Flat</small>	<i>Kaye Riley Janis O'Connor</i>
• Maryze Leon	816 Kains Flat Road Mudgee NSW 2850	<i>M. Leon</i>
• Alison Mills	136 Totnes Valley Rd Totnes Valley NSW	<i>Alison Mills</i>
• Nicole Schmid	1C Totnes Valley Rd Totnes Valley 2850	<i>Nicole Schmid</i>
• Barry Bahr	"Springvale" 79 Coogalane Coogal 2550	<i>Barry Bahr</i>
• Joyce Purtle	87 Bakers Lane Linburn, VIC MUDGEE 2650	<i>Joyce Purtle</i>
•		
•		
•		

NAME	ADDRESS	SIGNATURE
• Steve Lowe	Sevanna Ridge, 784 Yarrabin Rd, Mudgee	<i>Steve Lowe</i>
• Heather George	"Kynwood" 2468 CRUONIE RD via BATHURST 2795	
• Ray George	lynwood emulino via Bathurst 2795	
•		
•		
•		
•		
•		



NAME	ADDRESS	SIGNATURE
T. F. McOwain	"DUNCARRE" LUCE NSW	

NAME	ADDRESS	SIGNATURE
JOYCE PURTLE	87 Bakershane Limburn, Via MUDGEE NSW 2850	
RAY GARNER	"YARRABIN" LOWER PIAMBONG RD	
GREG SPARKS	"OHNOA" Eastbank by Galambiner	
M. SHEHUN	Botubolat	
LAUCH DESEREAU	"BYLEIGH RIDGE" BYKONG 2847	
WALTER SUTTOR	"Tara" Jelford 2850	
ROBIN SUTTOR	"Grassy" Rybdone 2849	
MARGARET O'REILLY	REDBANK HARROLD AVES 2850	
PHILIPPA SWANSON	"KECKABURRA" LOWER PIAMBONG RD, MUDGEE 2850	
STUART SWANSON	"Kookaburra" Lower Piambong Rd Piambong via Mudgee 2850	
TIM ROTH	"EASTWOOD" Piambong MUDGEE	



**Petition to Mid Western Regional Council  
On Farm Land Rates**

The Rylstone District Farmers petition MWRC

- a) to reduce Farm Land Rates so to bring them in line with comparable grouped Local Governments.
- b) That any short fall in funds be sourced from an increase on rates levied on mines.

Name	Address	Signed
David Clarke	MT BRACE RYLSTONE 2849	<i>[Signature]</i>
Paul Smith	Woolbutt Rylstone 2849	<i>[Signature]</i>
Scott Bistey	"Northam" Rylstone NSW 2849	Scott Bistey
Jenny Blunt	Tongbang St Rylstone 2849	<i>[Signature]</i>
G. English	"Glendale" Rylstone 2849	<i>[Signature]</i>
S. Rose	"Lawson Park" Rylstone 2849	<i>[Signature]</i>
J WALIK	Campbell Lane Rd RYLSTONE 2849	<i>[Signature]</i>
C Riley	<sup>889</sup> Tongbang Rd Rylstone 2849	<i>[Signature]</i>
J Bucan.	Nullo Park Rylstone	<i>[Signature]</i>
P McPherson	Little Springs Rylstone	<i>[Signature]</i>
H. Johnston	Gilguy Rylstone	<i>[Signature]</i>



Petition to Mid Western Regional Council  
 On Farm Land Rates

The Rylstone District Farmers petition MWRC

- a) to reduce Farm Land Rates so to bring them in line with comparable grouped Local Governments.
- b) That any short fall in funds be sourced from an increase on rates levied on mines.

Name	Address	Signed
N. McINNES	Cupertown	N. McInnes
B. BOARD	'Beadon' Rylstone	B. Board
G. BUCAN	875 Nishao Rd RYLSTONE	G. Bucan
C SEINWRIGHT	298 Cox's Crown Rd RYLSTONE	C. Seiwright
D WARM	9 SHORT ST RYLSTONE	D. Warm
A. REVINS.	COUMBER RYLSTONE	A. Revins.
Robt Johnk	"Robins" Rylstone	Robt Johnk
T. BERN	TINGOWEA RYLSTONE	T. Bern
IVAN BEEC	"TIMBERLOO" CLANDULLA	Ivan BEEC
Michael Sutor	"GRASSY" Rylstone	Michael Sutor
NEIL BRODIE	"RATHDOWNY" RYLSTONE	Neil Brodie



Petition to Mid Western Regional Council

On Farm Land Rates

The Rylstone District Farmers petition MWRC

- a) to reduce Farm Land Rates so to bring them in line with comparable grouped Local Governments.
- b) That any short fall in funds be sourced from an increase on rates levied on mines.

Name	Address	Signed
R Johnston	P.O. Box 18 Rylstone	R Johnston
Les Johnston	94 white Rock Rd Rylstone	Les Johnston
J. Tierney	Aldoon 3332 Bylong Valley Way Rylstone	J. Tierney
K. Robinson	424 white rock Rd Rylstone	K. Robinson
P.R. GARLÉVÉ	5-783 BYLONG VALLEY WAY RYLISTONE TAROOMBY, WARRUMBUNG RYLISTONE	P.R. GARLÉVÉ
Geoff Moore	Glenhoven 15 old Safford Rd Safford	Geoff J Moore
U Bucan	Greenplate, Coors Creek Rd Rylstone	U Bucan
Tim LWS	142 GLEN ALICE RD RYLISTONE	Tim LWS
Stephen Derwent	510 Needy Creek RD Rylstone	Stephen Derwent
Rob Fry	9 NUMIETTA ROSSGLEN	Rob Fry
M BRYLE	533 KILLENS RD BYLOW	M BRYLE







Petition to Mid Western Regional Council

On Farm Land Rates

The Rylstone District Farmers petition MWRC

- a) to reduce Farm Land Rates so to bring them in line with comparable grouped Local Governments.
- b) That any short fall in funds be sourced from an increase on rates levied on mines.

Name	Address	Signed
ERIC BITTSMAN	"WUNAWGEN" RYLSTONE NSW	
Pauline Williams	"Westview" Kemdos. NSW	
B + G Suttar	'Chauvel' Rylstone 2849	
Frank & Mary Blackwell	"WONNERA" Rylstone 2849	mblackwell
Don O'Connell	Glen Davis NSW	D O'Connell
NEIL PATTON	PO Box 39 RYLSTONE	
Rachel Mann	"Moonbucca" RYLSTONE	Rachel



**Petition to Mid Western Regional Council  
 On Farm Land Rates**

The Gulgong District Farmers petition MWRC

- a) To reduce Farm Land Rates so to bring them in line with comparable grouped Local Governments.
- b) That any short fall in funds be sourced from an increase on rates levied on mines.
- c) That the increase the mines pay be in line with their increased valuations.

Name	Address	Signed
Joy GIBBONS	71 OLD BARNEY'S REEF RD GULGONG	J. Gibbons
CARL DREW	DREWS LANE MUDAGE	Carl Drew
Russell Flanagan	"Broadfield" Gulgong	R Flanagan
R. Beckley	"Marsford" Gulgong	R Beckley
H Fox	"RIDGE BROOK" GULGONG	H Fox
B. Wood	Norwood Gulgong	B. Wood
Colleen Pitt	"Puggan" Gulgong	Colleen Pitt
Angela Kovac	"Wilwin" Wyoming Rd. Gulgong	Angela Kovac
Craig Stubbs	"Hillview St", Springfield Lacs, Gulgong	C Stubbs



## Petition to Mid Western Regional Council

### On Farm Land Rates

#### The Gulgong District Farmers petition MWRC

- a) To reduce Farm Land Rates so to bring them in line with comparable grouped Local Governments.
- b) That any short fall in funds be sourced from an increase on rates levied on mines.
- c) That the increase the mines pay be in line with their increased valuations.

Name	Address	Signed
Rebecca Stubbs	"KILLICRAW SOUTH" GALAM BINE.	Rebecca Stubbs
MARIE MATHAM	"ROSEBANK" GARDENVIEW PARK	Marie Matham
JOHN LITTLE	"WEEMALA" HENRY LAWSON DRIVE	John Little
KATRINA LITTLE	"WEEMALA" HENRY LAWSON DRIVE	Katrina Little
Brooke Little	"Weemala" Henry Lawson drive	B. Little
Justin Scitheat	Thomas Clark, Mudgee.	J. Scitheat
Amanda Wilson	Barrigan St Mudgee	A Wilson.





*Cudgong Valley*  
*Antique Machinery Club*  
*PO Box 1076*  
*Mudgee 2850*

30<sup>th</sup> April 2012

The General Manger

Mid-Western Regional Council

Mudgee

Dear Warwick,

As a follow up to our presentation at the last council meeting with regards to our progress and need to raise sponsorship in order to present the National Historical Machinery Association National Rally at the Australian Rural Education Centre on the 19<sup>th</sup> to 21<sup>st</sup> April 2013, I would respectfully request Council to consider sponsoring this event to the amount of \$20,000 if possible.

This will enable us to properly advertise and promote this event to the wider public to the extent that it deserves and protect us against adverse weather conditions on the day, as our only source of income from this event will be the gate take. In sponsoring this event, Council will not only assisting us in providing a boost to the local economy but will also assist us in promoting the local district and what it has to offer.

We are happy to recognise Mid-Western Regional Council in all our advertising and invite Council Representatives to be included in the official opening of the event.

Again on behalf of our Club I thank Council for their past support and encourage Council to look favourably upon our request.

Yours sincerely

Brain Jones

President Cudgong Valley Antique Machinery Club Inc.

*Ack*



17 May 2012

Mr Warwick Bennett  
General Manager  
Mid-Western Regional Council  
PO Box 156  
Mudgee NSW 2850



Dear Mr Bennett,

As a new financial year approaches, I understand that your Council is considering its budget for 2012/13. As part of those considerations, your Section 356 community contributions are no doubt being discussed. As a component of this, I would like to kindly request that Lifeline Central West please be considered for support in those discussions.

Lifeline Central West operates from offices in Bathurst, Orange and Dubbo, covering an area of approximately one third of western NSW. Your Local Government area is included within our service footprint. Lifeline Central West provides telephone crisis support via the national 13 11 14 help line, as well as face to face counselling for problem gamblers, and for people experiencing financial hardship. As you would imagine, we are experiencing a dramatic increase in crisis and financial counselling services in particular, brought on chiefly by recent increases in costs of living.

As our head office is located in Bathurst, we do not receive newspapers from your area, and therefore we do not receive notification of funding application deadlines. In addition to being considered for Section 356 funding, I would like to request that Council notify us when funding applications open and close please.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Alex Ferguson".

Alex Ferguson  
Chief Executive Officer

Lifeline Central West  
P O Box 9157  
Bathurst NSW 2795  
T 02 6331 7344  
T 02 6332 3456  
F 02 6332 3457  
E [info@lifelinecentralwest.org.au](mailto:info@lifelinecentralwest.org.au)  
W [www.lifelinecentralwest.org.au](http://www.lifelinecentralwest.org.au)  
ABN 95 253 717 685

## Feedback on MWR Draft Delivery Program 12/16 and Operational Plan 12/13

Bob Lamond 267 Upper Piambong Rd Mudgee 2850

18 May 2012

### Major Omissions

1. There are no comparative figures - 2011/12 Budget and 2011/12 Forward Estimate. Without these it is impossible for Councilors and the Community to identify changes from the current 2011/12 Budget/Forward Revenue and Expenditure.
  2. Lack of Compliance with the NSW Local Government Objectives as detailed in the Planning and Reporting Manual (PRM):
    - a. The PRM requires for the Delivery Program that the responsibility for projects and activities to be allocated to individuals at least at Director level but preferably to further levels below – for the Operational Plan at least to middle management. The PRM states that one of the GM's key responsibilities is to ensure staff understand the bigger picture, including how their particular duties are helping to achieve strategic objectives and better outcomes for the community. One way is to link the DDP & DOP to the staff performance system. This requires the responsibility for projects and activities to be allocated to individuals. **This has not been done.**
    - b. The PRM requires Council develop a Resource Strategy for communities to consider in conjunction with the 28 day exposure of the Draft Delivery Program 12/16 and Operational Plan 12/13. **No Resource Strategy has been issued to the Community. Without these critical documents it is not possible for the community to review and provide feedback on the DDP & DOP.**
    - c. The PRM requires Council to prepare an Asset Management Strategy and Plan to support the CSP and the Delivery Program. **No Asset Management Strategy and Plan has been issued to the Community. Without these critical documents it is not possible for the community to review and provide feedback on the DDP & DOP. This is particularly relevant to the Community's No.1 issue of our roads.**
- In April I requested the RAMP for 2012/13 and was advised that the 2010 RAMP had not been updated and was given a copy of the outdated RAMP.
- d. The PRM requires that the DOP include a detailed budget for the activities to be undertaken in 2012/13. **This has not been done. Instead Council has presented combined budgets for each of the five themes. Accordingly it is impossible for the Community to consider/comment on the cost/resources of each Project/Service.**

e. The PRM envisages that each Project/Service requires a basis for measurement that can be monitored – be it cost, volumes, time etc. **In general this has not been done – time frames are often year ends - the RAMP review which is 2 years in arrears is planned for completion 30/06/13 ! – Specific monthly goals – there are many measurements such as “Increase in library visitation” gives no current number or goal number – see examples page 104 PRM**

**PAGE 2-Feedback on MWR Draft Delivery Program 12/16 and Operational Plan 12/13**

#### **ROADS.**

Council states that Roads are the Overwhelming No.1 Priority identified by our Community and that accordingly you propose to add \$370,000 to the budget “to meet the community expectations of us” & “GOAL 4.1 High quality road network that is safe and efficient”

**Firstly the community cannot verify this amount in the budget on page 40, there are no 1911/12 budget/estimates shown to provide comparison and there is no indication of where this additional funds will be spent – there is a material lack of information on road spending when the DDP & DOP is compared with the information on pages 14, 16-18 of the 2012-2016 DMP.**

The 2010 RAMP stated, “at present there is a backlog of works estimated to be \$21 m”. It also revealed material detrimental changes to the frequency of Grading when compared with historical time scales. It mentions that the Seal Extension and Shoulder sealing programmes were suspended. There is no reference to these important programmes in the DDP & DOP other than \$200,000 for a seal extension of Wollar Road – was the projected \$1.4 m spent in 2011/12 ?

**There is no mention of the Gap Analysis in the DDP & DOP – which in 2010 showed a \$3 million annual shortfall between current spending and that required to maintain the network at minimum standards.**

**In my opinion all of the above highlights the fact that \$370,000 is a pittance and in NO way meets Council’s desires “to meet the community expectations of us” OR “GOAL 4.1 High quality road network that is safe and efficient”**

**I ask that the DDP & DOP be amended to firstly show all of the information relevant to today’s position of our roads – by the categories shown on page 14 of the 2011/12 DMP and 2010 RAMP page 3 AND the Councils Plans short and long term to address the backlog and annual shortfalls. It is way past time for our Council to properly focus on our Community’s Overwhelming No. 1 Priority**

This situation is the same in every region of NSW - it is up to every Council to fully inform their community and jointly present a consolidated picture to the NSW Government.

NSW roads are a disgrace and we must stop accepting this situation and our MWRC should be a leader in fighting (not seeking) for major funding from State and Federal Governments.

#### ENTERTAINMENT CENTRE

**I suggest that Council honors its commitment to the Community to respond to our priorities reflected in the Community consultation and also by the Youth Council's and purchases The Regent Theatre for the Community. Over time with Community members volunteering time and material support and Grants from State and Federal Bodies, the Regent could be developed, as has been the case with many other country theatres, into a multi purpose Entertainment Centre that can operate on a break-even basis.**

**It is a disgrace that our wonderful Region, a major growth area has NO facility for movies, bands, live theatre, singing, dance etc other than, in some instances, the Clubs and Pubs.**

**Surely by now Council realizes that this is a major need for our community that can only be filled by Council on behalf of the Community.**

**The Councils action ? inaction either reflects or ignores the Spirit of Towards 2030 which rightly demands this be done!**

#### PAGE 3 Feedback on MWR DDP 12/16 &DOP 12/13

#### OTHER MAJOR OMISSIONS.

1. Land and buildings purchased from Stocklands- **There is no mention of Council's plans for this major Community asset yet it appears that Council is proceeding with major capital expenditure on buildings and land consolidation having had no community engagement as is recommended in the PRM.**
2. New parkland ex TAFE - **There is no mention of Council's plans for this major Community asset yet it appears that Council is proceeding, hopefully to a plan, again having had no community engagement as is recommended in the PRM. Is there to be an open-air music bowl as approved in the abortive 5 year Cudgong Southbank Plan ?**
3. RATES – **I suggest that** this information is of major interest to our Community and the inclusion of two simple displays firstly the rates from each category of the region (see page 54) with 2011/12 comparatives and secondly how a rate payers \$1 is spread over the Activities – tabular – percentages – pie charts with 2011/12 comparative figures. PS the charts color on page 3 of financials is useless as is the information which is one year out of date.
4. **I suggest a** simple consolidated schedule of the five themes totaling to the Income Statement on Page F 10 would present a complete global view of the **DDP & DOP**
5. **I suggest that** in order to facilitate Council's obligation under the PRM to provide information in the DDP & DOP, which the Community can understand, review and provide feedback, there is a major need for schedules explaining the basis of allocation of Grants and Contributions - Operating and Capital, Internal Charges and Transfers to and from Reserves to the five themes. These have a major impact on the Net Result

6. **GOAL 5.2 GOOD COMMUNICATIONS AND ENGAGEMENT** – The PRM refers to the need for a greater engagement of Council’s with the Community – moving from the old informing and consulting towards Involve-Collaborate-Empower – suggesting at least reaching the Involvement level. **In my opinion the two actions in 5.2 fail to achieve the Involvement level and remain at the old Informing level. Councillors are well aware that there is little interest in attending Council Meetings probably due to many different perceptions – the lack of debate on issues by Councillors due to prior private briefing sessions – the focus on the mass of detail in the papers - which are overwhelming – and the failure to focus and discuss/debate key issues. So called OPEN DAYS fail to provide real engagement as recommended in the PRM as Councillors are not required to respond/justify their approach to the issues raised by the Community. I recommend that Council hold each quarter a “village/town” meeting for the Mudgee community focussing on issues such as the DDP & DOP, the Annual Report, the Council’s half yearly review etc. to provide real engagement with the Community.**

7. **COMMUNITY CONSULTATION** – page 60 **I suggest that all community members, having spent considerable time preparing their feedback, are given an opportunity to engage with relevant Councillors and Staff and following that a documented response to the issues they raised justifying/explaining Councils decisions-prior to the Council meeting to approve the DDP & DOP**

8. **ANNUAL REPORTS** The NSW Local Government PRN requires this be presented to the Community within 5 months of the 30 June. **I suggest that, with today’s technology and experience, this is too long for the Community to wait to review Council’s performance. In a normal year the draft should be ready for Council approval by 31 August.**

**Given that this is an Election Year I recommend that the Draft Annual Report be approved by Council, subject to Audit and placed on Display for the Community by 31 August.**

**This only allows one week for Community review before Voting on 8 September**

Sincerely

Bob Lamond

267 Upper Piambong Rd Mudgee 0409 712 101

cp:A0149936/A0420212

21 May 2012

Mr Bob Lamond  
267 Upper Piambong Road  
MUDGEE NSW 2850

Dear Mr Lamond

**SUBMISSION TO DRAFT DELIVERY PROGRAM 2012/13 TO 2015/16 & DRAFT OPERATIONAL PLAN 2012/13**

Thank you for your submission to Council's draft Delivery and Operational Plans for 2012/13 to 2015/16 and 2012/13 respectively. Comments in relation to each of the matters raised in your submission are set out below.

- 1. There are no comparative figures - 2011/12 Budget and 2011/12 Forward Estimate. Without these it is impossible for Councillors and the Community to identify changes from the current 2011/12 Budget/Forward Revenue and Expenditure.*

Council is not required to include prior year or current year budget information in the Operational Plan or Delivery Program. These documents are by nature forward planning documents, and are focussed on objectives, activities and resources required for future year, rather than comparison to prior or current year Management Plans.

- 2. Lack of Compliance with the NSW Local Government Objectives as detailed in the Planning and Reporting Manual (PRM):*

- a. The PRM requires for the Delivery Program that the responsibility for projects and activities to be allocated to individuals at least at Director level but preferably to further levels below – for the Operational Plan at least to middle management. The PRM states that one of the GM's key responsibilities is to ensure staff understand the bigger picture, including how their particular duties are helping to achieve strategic objectives and better outcomes for the community. One way is to link the DDP & DOP to the staff performance system. This requires the responsibility for projects and activities to be allocated to individuals. **This has not been done.***

Council believes it has satisfied the requirements of the Integrated Planning & Reporting Framework. The Delivery Program/Operating Plan clearly indicates the Council team responsible for delivering the identified project or service in the far right hand column labelled 'Responsibility'. Council's staff performance appraisal system ensures that staff are held accountable for the performing the responsibilities of their role.

- b. The PRM requires Council develop a Resource Strategy for communities to consider in conjunction with the 28 day exposure of the Draft Delivery Program 12/16 and Operational Plan 12/13. **No Resource Strategy has been issued to the Community. Without these***



**critical documents it is not possible for the community to review and provide feedback on the DDP & DOP.**

Part 2 of the NSW *Local Government Act 1993* does require public exhibition of the Community Plan, Delivery Program and Operational Plan. It does not require, and nor does the DLGs Integrated Planning & Reporting Manual require, public exhibition of the Resourcing Strategy (being the Long Term Financial Plan, Workforce Plan and Asset Management Plan).

**c. The PRM requires Council to prepare an Asset Management Strategy and Plan to support the CSP and the Delivery Program. No Asset Management Strategy and Plan has been issued to the Community. Without these critical documents it is not possible for the community to review and provide feedback on the DDP & DOP. This is particularly relevant to the Community's No.1 issue of our roads.**

The Integrated Planning & Reporting Framework does require Council to prepare an Asset Management Plan as part of the Resourcing Strategy. This Plan is in its final stages of preparation to be presented to Council in June. It is not required to go on public exhibition.

**d. The PRM requires that the DOP include a detailed budget for the activities to be undertaken in 2012/13. This has not been done. Instead Council has presented combined budgets for each of the five themes. Accordingly it is impossible for the Community to consider/comment on the cost/resources of each Project/Service.**

Council has included in the Delivery Program/Operational Plan a detailed budget (income/expenditure type, funding source, and net cost to the community) for resourcing the objectives of each of the themes set out in the Plan. In addition to this, on page 48 of the Plan, a budget has been allocated to each capital works project for 2012/13.

**e. The PRM envisages that each Project/Service requires a basis for measurement that can be monitored – be it cost, volumes, time etc. In general this has not been done – time frames are often year ends - the RAMP review which is 2 years in arrears is planned for completion 30/06/13 ! – Specific monthly goals – there are many measurements such as “Increase in library visitation” gives no current number or goal number – see examples page 104 PRM**

Council believes it has assigned clear and reportable measures to each project or service as far as possible. As the Operational Plan is a twelve month plan, it is reasonable to expect that projects/services are completed by the end of that twelve months, ie 30 June 2013.

## **ROADS.**

**Council states that Roads are the Overwhelming No.1 Priority identified by our Community and that accordingly you propose to add \$370,000 to the budget “to meet the community expectations of us” & “GOAL 4.1 High quality road network that is safe and efficient”**

**Firstly the community cannot verify this amount in the budget on page 40, there are no 1911/12 budget/estimates shown to provide comparison and there is no indication of where this additional funds will be spent – there is a material lack of information on road spending when the DDP & DOP is compared with the information on pages 14, 16-18 of the 2012-2016 DMP.**

**The 2010 RAMP stated, “at present there is a backlog of works estimated to be \$21 m”. It also revealed material detrimental changes to the frequency of Grading when compared with historical time scales. It mentions that the Seal Extension and**



***Shoulder sealing programmes were suspended. There is no reference to these important programmes in the DDP & DOP other than \$200,000 for a seal extension of Wollar Road – was the projected \$1.4 m spent in 2011/12 ?***

***There is no mention of the Gap Analysis in the DDP & DOP – which in 2010 showed a \$3 million annual shortfall between current spending and that required to maintain the network at minimum standards.***

***In my opinion all of the above highlights the fact that \$370,000 is a pittance and in NO way meets Council's desires "to meet the community expectations of us" OR "GOAL 4.1 High quality road network that is safe and efficient"***

***I ask that the DDP & DOP be amended to firstly show all of the information relevant to today's position of our roads – by the categories shown on page 14 of the 2011/12 DMP and 2010 RAMP page 3 AND the Councils Plans short and long term to address the backlog and annual shortfalls. It is way past time for our Council to properly focus on our Community's Overwhelming No. 1 Priority***

*This situation is the same in every region of NSW - it is up to every Council to fully inform their community and jointly present a consolidated picture to the NSW Government. NSW roads are a disgrace and we must stop accepting this situation and our MWRC should be a leader in fighting (not seeking) for major funding from State and Federal Governments.*

Council is not required to include prior year or current year budget information in the Operational Plan or Delivery Program. These documents are by nature forward planning documents, and are focussed on objectives, activities and resources required for future year, rather than comparison to prior or current year Management Plans.

Council has focussed its resources in the current year and future years on resheeting as opposed to grading.

We acknowledge that an additional \$370,000 will not achieve goal 4.1 being a high quality road network that is safe and efficient, but each dollar helps move the community closer to that goal. As a result of community engagement, roads emerged as the number one priority, however in that same engagement process, the majority of the community did not support an increase in rates to fund additional works and services. Therefore, Council is limited by external pressures such as grant fund availability, rate pegging, or savings achieved in other activities of Council.

***I suggest that Council honors its commitment to the Community to respond to our priorities reflected in the Community consultation and also by the Youth Council's and purchases The Regent Theatre for the Community. Over time with Community members volunteering time and material support and Grants from State and Federal Bodies, the Regent could be developed, as has been the case with many other country theatres, into a multi purpose Entertainment Centre that can operate on a break-even basis.***

Your request for Council to purchase the Regent Theatre will be presented to Council for consideration at the meeting of Wednesday 6 June 2012.

1. ***Land and buildings purchased from Stocklands- There is no mention of Council's plans for this major Community asset yet it appears that Council is proceeding with major capital expenditure on buildings and land consolidation having had no community engagement as is recommended in the PRM.***

The work being carried out at the Mortimer Street Precinct being carpark construction and a major refurbishment of the former Furniture One building relates to the 2011/12 financial year, and was publicly exhibited as part of the 2011/12 Management Plan. As such it does not relate to the Integrated Planning & Reporting Framework, which applies to Council from 1 July 2012. Currently, there are no further works proposed at the Mortimer Street Precinct during the term of the draft Delivery Program and Operating Plan.

2. *New parkland ex TAFE - **There is no mention of Council's plans for this major Community asset yet it appears that Council is proceeding, hopefully to a plan, again having had no community engagement as is recommended in the PRM. Is there to be an open-air music bowl as approved in the abortive 5 year Cudgegong Southbank Plan ?***

The work being carried out at the Lawson Park West area (former TAFE site) being creation of new parklands, relates to the 2011/12 financial year, and was publicly exhibited as part of the 2011/12 Management Plan. As such it does not relate to the Integrated Planning & Reporting Framework, which applies to Council from 1 July 2012. Continued work in this area is proposed in future years, being the continuation of the Cudgegong River Pedestrian Walkway, which is highlighted on page 38 of the Plan.

3. *RATES – **I suggest that this information is of major interest to our Community and the inclusion of two simple displays firstly the rates from each category of the region (see page 54) with 2011/12 comparatives and secondly how a rate payers \$1 is spread over the Activities – tabular – percentages – pie charts with 2011/12 comparative figures. PS the charts color on page 3 of financials is useless as is the information which is one year out of date.***

Council has presented the estimated yield from each rating category for 2012/13 on page 54. There is no requirement to present 2011/12 comparative figures, however these are available in the 2012 Management Plan. The purpose of the charts on page 3 of the Long Term Financial Plan is to give readers of the document some context as to the financial background and current position of Council.

4. ***I suggest a simple consolidated schedule of the five themes totaling to the Income Statement on Page F 10 would present a complete global view of the DDP & DOP***

Your comment is noted, and we will recommend a change to the Draft Delivery Program/Operational Plan document that sees a consolidated income statement included at the end.

5. ***I suggest that in order to facilitate Council's obligation under the PRM to provide information in the DDP & DOP, which the Community can understand, review and provide feedback, there is a major need for schedules explaining the basis of allocation of Grants and Contributions - Operating and Capital, Internal Charges and Transfers to and from Reserves to the five themes. These have a major impact on the Net Result***

Your comment is noted, and we will recommend a change to the Draft Delivery Program/Operational Plan document that sees a glossary table inserted explaining what each of the items in the Theme financials refers to.

6. ***GOAL 5.2 GOOD COMMUNICATIONS AND ENGAGEMENT – The PRM refers to the need for a greater engagement of Council's with the Community – moving from the old informing and consulting towards Involve-Collaborate-Empower – suggesting at least***

***reaching the Involvement level. In my opinion the two actions in 5.2 fail to achieve the Involvement level and remain at the old Informing level. Councillors are well aware that there is little interest in attending Council Meetings probably due to many different perceptions – the lack of debate on issues by Councillors due to prior private briefing sessions – the focus on the mass of detail in the papers - which are overwhelming – and the failure to focus and discuss/debate key issues. So called OPEN DAYS fail to provide real engagement as recommended in the PRM as Councillors are not required to respond/justify their approach to the issues raised by the Community. I recommend that Council hold each quarter a “village/town” meeting for the Mudgee community focussing on issues such as the DDP & DOP, the Annual Report, the Council’s half yearly review etc. to provide real engagement with the Community.***

Council undertook an extensive community engagement process as part of the development of the Community Plan *Towards 2030*, with over 3,000 people participating. In accordance with our Community Engagement Strategy, a variety of engagement tools were used throughout the region including Community News, interactive street stalls, displays at MWRC Administration Centres, a telephone survey, the Council website, Youth Forums, targeted surveys, and Postcards from the Future. We will undertake similar engagement strategies each time the Community Plan is due for review.

***7. COMMUNITY CONSULTATION – page 60 I suggest that all community members, having spent considerable time preparing their feedback, are given an opportunity to engage with relevant Councillors and Staff and following that a documented response to the issues they raised justifying/explaining Councils decisions-prior to the Council meeting to approve the DDP & DOP***

All members of the public have the opportunity to make a written submission to Council and verbal representations to Councillors in relation to the draft Delivery Program and Draft Operational Plan. All submissions will be presented to Council for consideration at the meeting of Wednesday 6 June 2012, with the final Delivery Program and Operational Plan to be adopted at the meeting of Wednesday 20 June 2012. All decisions in relation to the Delivery Program and Operational Plan will be made in open Council. That is the end of the process.

***8. ANNUAL REPORTS The NSW Local Government PRN requires this be presented to the Community within 5 months of the 30 June. I suggest that, with today’s technology and experience, this is too long for the Community to wait to review Council’s performance. In a normal year the draft should be ready for Council approval by 31 August.***

Council will continue to ensure that that it meets the statutory deadlines for the completion of the Annual Report. Whilst every effort is made to have the Council’s financial reports completed and audited, and the annual report prepared for Council consideration as quickly as possible following 30 June, we cannot commit to a 31 August deadline.

Should you have any queries in relation to this matter please contact Clare Phelan (Group Manager Finance & Administration) on (02) 6378 2850.

Yours faithfully

**WARWICK L BENNETT**  
**GENERAL MANAGER**

ATTACHMENT 2

Line	Description	SUGGESTED CHANGE	per unit	Base Amount
416	ACTIVE PARKS			
418	Mudgee Showground			
419	Community Group and non-profit hirers - cleaning bond			60.00
420	Cleaning bond for ground use			134.00
421	Regular Hirers:			
422	Mudgee Show Society - show		per event	1,608.18
423	Bond			3,480.00
424	Rodeos		per event	1,441.82
425	Bond			1,031.00
426	Pony Club Rally Day		per half day	71.82
427	Bond Yearly			103.00
428	Dressage Club Day - dressage arena only		per day	38.18
429	Dressage Club Day - dressage arena and half main arena		per day	91.82
430	Bond Yearly			103.00
431	Cudgong Jump Club Day - half main arena		per day	60.00
432	Bond Yearly			103.00
433	Pony Club Camp		per function	804.55
434	Bond		per function	804.00
435	Poultry Club		per annum	268.18
436	Bond Yearly			103.00
437	Ram Selling Association			
438	Clearing Sales/Auction Sales - livestock sales only			
439	Commercial markets			
440	Sheepdog Trials		per event	258.18
441	Bond		per event	560.00
442	Caravan Sites (powered)		per day	21.82
443	(unpowered)		per day	12.73
444	Mudgee High School Ground Hire			
445	- Main Pavilion		per session	20.91
446	Bond Yearly			103.00
447	Antique Machinery Club		per function (no camping fee)	260.91
448	Air League		per annum	180.00
449	Mudgee Gymnastic Club		per annum	214.55
450	Bond Yearly			103.00
451	Woodworkers Group		per annum	375.95
452	Caravan Club of Australia pavilion & kitchen/dining		daily	206.36
453			weekly	463.64
454	Gem and Lapidary Club		per event	660.00
455	Casual Hire:			
456	Old Main Pavilion	Delete - building demolished	per day of function	210.00
457	Bond	Delete - building demolished		516.00
458	New Main Pavilion only	Remove word "New"	per function	375.95
459	New Main Pavilion plus Bar and Kitchen Facilities	Remove word "New"	per function	463.64
460	Bond			516.00
461	Cleaning fee if not cleaned within 24 hours	Add - mice in building due to not cleaned quickly after events		
462	Luncheon Pavilion	Delete - duplicate with line 468	per day of function	97.27
463	Bond	Delete - duplicate with line 468		516.00
464			short time use - min \$10p/hr	24.55
465	Event Management Office		short time use - maximum	99.09
466	Event Management Office - Antique Machinery Club		per event	80.00
467	Bar Hire		per annum	107.27
468	Bond	Should have a bond	per day	82.73
469	Kitchen & Hall		per day of function	268.18
470	Bond			516.00
471	Kitchen		per day of function	180.00
472	Bond			516.00
473	Animal Nursery		per day of function	80.00
474	Bond			106.00
475	Aquila (Woodworkers) and Wool Pavilions	These are separate buildings and should not be rented as one unit	per day of function	90.00
476	Bond	These are separate buildings and should not be rented as one unit		100.00
477	Enclosed Catering Shed	Delete - we dont have one of these	per day of function	123.84
478	Bond	Delete - we dont have one of these	per day of function	123.00
479	Open Catering Area	Delete - we dont have one of these	per day of function	80.00
480	Bond	Delete - we dont have one of these	per day of function	73.00
481	Cattle Shed		per day of function	80.00
482	Bond		per day of function	62.00
483	Sheep Shed (new)	Remove word "New"	full day	268.18
484	Bond		full day	268.00
485	Sheep Shed (new)	Remove word "New"	half day	133.64
486	Bond		half day	134.00
487	Weeds shed	New buildings recently constructed		
488	Bond	New buildings recently constructed		
489	Canteen - C hocks	New buildings recently constructed		
490	Bond	New buildings recently constructed		
491	Horse Accommodation			
492	Day Yards - timber and steel		per day	8.18
493	Bond		per week	13.64
494	Old Stables (perm) Stallion boxes		per week	20.00
495	Bond		per day	10.91
496	New Stables and day yard	Remove word "Day" as they are separate at line 487	per week	38.18
497	Permanent users includes 1 hour per week for sand arena			
498	Large portable yard - no discount for these yards		per week	30.91
499	Horse Events:			
500	Ring Hire - Main Arena		per day	118.18
501	Bond			106.00
502	Dressage Arena		per day	60.00
503	Bond		per hour	4.55
504	Equestrian Arena (sand)		per day	268.18
505	Bond		per hour	9.09
506	Equestrian Arena - regular hirers only as proposed by SMC		per day	114.55
507	Equestrian Arena - regular hirers only as proposed by SMC		per half day	64.55
508	Grassed Areas		per day	62.73
509	Bond			294.00
510	(Douro St, Nicholson St, Madeira Rd, Pony Club Training Arena)		per day + power	393.64
511	Circus		per day	952.00
512	Security Deposit			
513	Auction and Clearing Sale Area			
514	incl. Aquila Pavilion		per function	
515	Bond			516.00

*URGENT BUSINESS WITHOUT NOTICE*

As provided by Clauses 19 & 20 of Council's Code of Meeting Practice (Clause 14 LGMR).

*GIVING NOTICE OF BUSINESS*

19. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business in writing at least two (2) days prior to the day on which the agenda and business paper is prepared and delivered to Councillors; and
  - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 6 of this Code. (see Section 367 LGA & Clause 14(1) LGMR)
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council (see Clause 14(2)(a) LGMR); or
  - (b) is the election of a chairperson to preside at the meeting as provided by Clause 12(1) (see Clause 14(2)(b) LGMR); or
  - (c) is a matter or topic put to the meeting by the chairperson in accordance with Clause 21 (see Clause 14(2)(c) LGMR); or
  - (d) is a motion for the adoption of recommendations of a committee of the Council; (see Clause 14(2)(d) LGMR); or
  - (e) relates to reports from officers, which in the opinion of the Chairperson or the General Manager are urgent;
  - (f) relates to reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the Committee; and
  - (g) relates to urgent administrative or procedural matters that are raised by the Mayor or General Manager.

*BUSINESS WITHOUT NOTICE*

20. (1) Despite Clause 19 of this Code, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
  - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice. (see Clause 14(3) LGMR)
- (2) Despite Clause 30 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put. (see Clause 14(4) LGMR)

Item 7: Urgent Business Without Notice