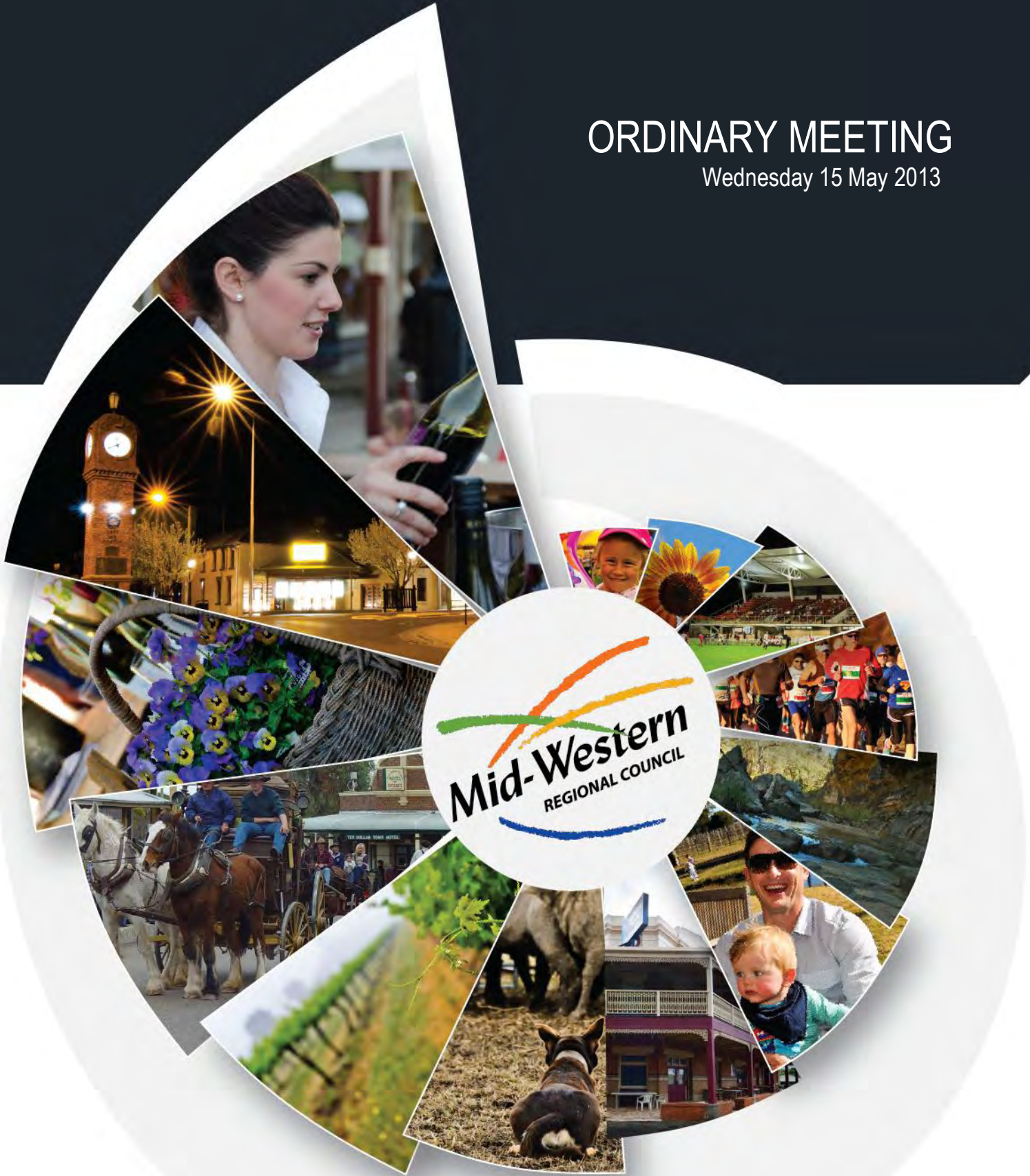


# ORDINARY MEETING

Wednesday 15 May 2013





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  
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8 May 2013

Dear Councillor

MEETING NOTICE  
**Ordinary Meeting**

Wednesday, 15 May 2013

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 be "BRAD CAM", with a horizontal line extending to the right.

BRAD CAM  
ACTING GENERAL MANAGER

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## Item 1: Apologies

## Item 2: Disclosure of Interest

In accordance with Section 451 of the Local Government Act 1993, Councillors should declare an interest in any item on this Agenda. If an interest is declared, Councillors should leave the Chambers prior to the commencement of discussion of the item.

## Item 3: Confirmation of Minutes

### 3.1 Minutes of Ordinary Meeting held on 1 May 2013

#### *COUNCIL DECISION:*

That the Minutes of the Ordinary Meeting held on 1 May 2013, Minute Nos 154/13 to 168/13 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are attached:

#### Minutes of the Ordinary Meeting of Council

Held at the Council Chambers, 86 Market Street, Mudgee  
on Wednesday 1 May 2013, commencing at 5.42 pm and concluding at 6.15 pm

PRESENT	Cr D Kennedy (Mayor), Cr P Cavalier, Cr EE Martens (AM), Cr PA Shelley, Cr JP Thompson, Cr MB Walker, Cr JK Weatherley, Cr JR Webb (Deputy Mayor), Cr L White.
IN ATTENDANCE	Acting General Manager (B Cam), Acting Director Mid-Western Operations (S Mullinger), Director Development and Community Services (C Van Laeren), Director Finance and Administration (C Phelan), Manager Governance (I Roberts)
MEDIA REPRESENTATIVES	Mudgee Guardian / The Weekly (S Paine), Radio 2MG (M. Heldon).

**Item 1: Apologies**  
There were no apologies.

**Item 2: Disclosure of Interest**  
Councillor Kennedy declared a pecuniary conflict of interest in Item 6.2.3 as he is the owner of the subject land.

**Item 3: Confirmation of Minutes**  
154/13 **MOTION: Shelley/Weatherley**

**That the Minutes of the Ordinary Meeting held on 17 April 2013 (Minute Nos. 141/13 to 153/13) be taken as read and confirmed.**

*The motion was put and carried.*

**Item 4: Matters in Progress**  
Noted.

**Item 5: Mayoral Minute**

5.1 CUDGEGONG WATER SECURITY COMMITTEE

A0100056, A0100029

155/13

**MOTION: Kennedy/Webb**

**That:**

1. Council establish a Section 355 Committee called the Cudgegong Water Security Committee;
2. The Terms of Reference of the Committee be as provided in the attached document; and
3. The Committee comprise:
  - 2 Councillors (The Mayor and Councillor White) with one to be the Chairperson
  - Community members to be nominated and appointed
  - General Manager (or nominee).

*The motion was put and carried.*

**Item 6: General Business**

3.2 6.1 NOTICES OF MOTION

There were no Notices of Motion.

3.3 6.2 REPORTS TO COUNCIL

6.2.1 DA 0007/2013 – PROPOSED CHANGE OF USE TO MACHINERY HIRE AND FABRICATION PREMISES, LOT 5, LOT 6, LOT 7, & LOT 8 DP 35972, 61-65 ILFORD ROAD KANDOS

A0100056, P1585262

156/13

**MOTION: Walker/Shelley**

**That:**

- A. the report by the Graduate Planner on the DA 0007/2013 – Proposed Change of use to Machinery Hire and Fabrication Premises, Lot 5, Lot 6, Lot 7, & Lot 8 DP 35972, 61-65 Ilford Road Kandos be received;
- B. Development Application for the establishment of Machinery Hire and Fabrication Premises at Lot 5, Lot 6, Lot 7 & Lot 8 DP 35972 61-65 Ilford Road Kandos is granted development consent subject to the following conditions:

**APPROVED DEVELOPMENT**

1. Development is to be carried out generally in accordance with stamped plans received with Development Application DA0007/2013 received by Council on 12 February 2013 except as varied by the conditions listed herein. Any minor modification to the approved plans will require the lodgement and consideration by Council of amended plans. Major modifications will require the lodgement of a new development application.

**CAR PARKING**

2. Car parking within the development is to comply with the following:
  - i) Each parking space is to have minimum dimensions of 5.5m x 2.6m;
  - ii) Each disabled car parking space is to be in accordance with the provisions of Clause D3.5 of the Building Code of Australia and Australian Standard as 2890.1 – 2004;
  - iii) All car parking spaces are to be line-marked and sealed with a hard standing, all weather material and must be maintained in a satisfactory condition at all times;
  - iv) Off street parking is to be encouraged by the placement of prominent signs indicating the availability of parking.
3. The aisle widths, internal circulation, ramp widths and grades of the car park are to generally conform to the Roads and Traffic Authority guidelines and Australian Standard AS2980.1 – 2004. Details of compliance are to be shown on the relevant plans and specifications.

**HEALTH AND BUILDING**

4. An application for a Building Certificate under Section 149D of the Environmental Planning & Assessment Act 1979 is to be submitted to Council for existing open bay shed.

**GENERAL**

5. Hour of operation are generally not exceed 7.30am – 4.30pm Monday to Friday and 8.00am to 1.00pm Saturday and no trading is to occur on Sundays and Public Holidays. Should an extension to these hours be sought on an ongoing basis a S.96 application for modification of consent will be required to be submitted to Council.
6. All loading and unloading in connection with the premises shall be carried out wholly within the site.
7. All vehicles to enter and leave the site in a forward direction at all times.
8. All car parking and associated driveway works to be completed prior to occupation of the development.
9. No display of goods is to take place from public areas or footpath fronting the premises.
10. Future use of the site for spray painting facilities will be subject to a separate development application detailing facilities to be provided.
11. All vehicles fitted with a reversing beacon are to be upgraded to a new broadband quaker beacon.
12. A 2.1 Metre high impervious (colorbond or wooden) fence is to be erected along the Northern boundary from the building line to the Western corner and for the length of the Western boundary.

The motion was put and carried with Councillors voting as follows:

Councillors	Ayes	Nayes
Cr Cavalier	✓	
Cr Kennedy	✓	
Cr Martens	✓	
Cr Shelley	✓	
Cr Thompson	✓	
Cr Walker	✓	
Cr Weatherley	✓	
Cr Webb	✓	
Cr White	✓	

6.2.2 DEVELOPMENT APPLICATION DA0350/2013 SUBDIVISION, LOT 2771 DP 1167933, 11 CUDGEGONG ROAD, RYLSTONE

A0100056, P1528862

157/13

**MOTION:** Walker/Shelley

**That:**

1. the report by the Environmental Town Planner on the Development Application DA0350/2013 Subdivision, Lot 2771 DP 1167933, 11 Cudgegong Road, Rylstone be received;
2. the report by the Environmental Town Planner and the Determination from the Council Meeting on Development Application DA0350/2013 Subdivision, Lot 2771 DP 1167933, 11 Cudgegong Road, Rylstone be forwarded to the Director-General of the Department of Planning and Infrastructure for concurrence;
3. Development Application DA0350/2013 Subdivision, Lot 2771 DP 1167933, 11 Cudgegong Road, Rylstone be approved subject to the concurrence of the Department of Planning and Infrastructure and subject to the following conditions:

**APPROVED PLANS**

- 1 Development is to be carried out generally in accordance with stamped plans and the Application received by Council on 19 February 2013 except as varied by the conditions listed herein. Any minor modification to the approved plans will require the lodgement and consideration by Council of amended plans. Major modifications will require the lodgement of a new development application.

**AMENDMENTS**

- 2 The subdivision plans submitted to council with the subdivision certificate application must show clearly the building envelope in the north eastern portion of

the western lot modified such that it does not encroach on the location of endangered ecological communities on site.

- 3 The subdivision plans and Section 88b instrument submitted to council with the subdivision certificate application must include a restriction that any Bushfire Asset Protection Zone or Waste Water Disposal System required for a dwelling does not extend beyond the boundaries of the building envelope of the western lot.

**GENERAL**

- 4 If any aboriginal artefacts are uncovered or identified during construction earthworks, such work is to cease immediately and the local aboriginal community and National Parks and Wildlife Service are to be notified.

(Note: A suitably qualified person is required to be present during earthworks to identify whether any artefacts were uncovered).

**PRIOR TO THE ISSUE OF THE SUBDIVISION CERTIFICATE**

- 5 A linen plan and two (2) copies are to be submitted to Council for approval and endorsement by the General Manager.
- 6 Under the Environmental Planning & Assessment Act, 1979, a Subdivision Certificate is required before the linen plan of subdivision can be registered with the Land Titles Office.
- 7 **NOTE:** Council's fee to issue a Subdivision Certificate is set out in Council's fees and charges and for this development is \$280 at the date of determination.
- 8 In accordance with the provisions of section 94(1)(b) of the Environmental Planning and Assessment Act 1979 and the Mudgee Shire Council Section 94 Contribution Plan, a contribution shall be paid to Council in accordance with this condition for the purpose of:

	Rate	No of Lots	Total
<b>Transport Management</b>			
Traffic Management	\$611	2	\$1,222
<b>Open Space</b>			
Local Open Space	\$0.00	2	\$0.00
District Open Space	\$2,365	2	\$4,730
<b>Community Facilities</b>			
Library Buildings	\$228	2	\$456
Library Resources	\$274	2	\$548
<b>Administration</b>			
Plan Administration	\$532	2	\$1,1064
<b>TOTAL PAYABLE</b>	<b>\$4010</b>	<b>2</b>	<b>\$8,020</b>

- 9 If the Subdivision Certificate is not issued, for any reason whatsoever, within twelve (12) months of the date of determination, then the charges and contributions contained in this consent, may be increased to the current rate at the time of payment.
- 10 Prior to the issue of a Subdivision Certificate:
- a) all contributions must be paid to Council and all works required by the consent be completed in accordance with the consent, or
  - b) an agreement be made between the developer and Council;
    - i) as to the security to be given to Council that the works will be completed or the contribution paid, and
    - ii) as to when the work will be completed or the contribution paid.

**CONSTRUCTION REQUIREMENTS**

- 11 All works are to be constructed at the full cost of the developer, in a manner consistent with Aus-Spec #1 and Council's standard drawings.
- 12 Safe Intersection sight distance (SISD) requirements outlined in the Austroads Guide to Road Design Part 4A and relevant RMS supplements should be provided in both directions at the vehicular access point servicing the proposed lots from Cudgegong Road. For a 100km/h speed zone the minimum SISD is 250 metres.

- 13 A basic right (BAR) turn treatment as shown in Figure 7.5 of the *Austroads Guide to Road Design: Part 4A* shall be provided in Cudgegong Road at the access to both lots. The widened shoulder is to be sealed and built for a 100km/h speed environment to provide a reasonable level of safety for traffic turning into the proposed lots and to allow following traffic an area to pass the right turning vehicle on the left hand side;
- 14 A basic left (BAL) turn treatment as shown in Figure 8.2 of the *Austroads Guide to Road Design: Part 4A* shall be provided at the access to both lots. The BAL facility will also need to be sealed and built for a 100km/h environment.
- 15 The construction of an all-weather vehicle access to each lot in the development. The accesses from Cudgegong Road servicing the development shall be constructed in accordance with *Austroads Guide to Road Design: Part 4 Figure 7.4 'standard rural property access'* and any relevant RMS Supplements.
- The access should be sealed a minimum of 10 metres from the edge of the travel lane in Cudgegong Road, match existing road levels and not interfere with existing road drainage. The access shall have the following minimum specifications:
- a gate or stock grid (if applicable) set back a minimum distance of fifteen (15) metres from edge of the traffic lane of the public road;
  - a minimum 4.0 metre wide compacted gravel driveway, extending from the edge of pavement on the public road to the entrance gate or stock grid;
  - a minimum 150mm thick, 4.0 metre wide concrete dish drain or 375mm diameter reinforced concrete pipe culvert with headwalls, located outside the clear zone, having the table drain directed through it.
- 16 The access shall be formed as to provide a lay-by on the departure of the access for use as school bus/mail service shelter.
- 17 All works shall be undertaken at full cost to the developer to the satisfaction of Mid-Western Regional Council.
- 18 The subdivision works are to be inspected by the Council (or an Accredited Certifier on behalf of Council) to monitor compliance with the consent and the relevant standards of construction, encompassing the following stages of construction:
- Installation of vehicle accesses
  - Construction of basic right (BAR) turn treatment
  - Construction of basic left (BAL) turn treatment
  - Practical Completion
- 19 All earthworks, filling, building, driveways or other works, are to be designed and constructed (including stormwater drainage if necessary) so that at no time will any ponding of stormwater occur on adjoining land as a result of this development.
- 20 Prior to issue of the Subdivision Certificate, Council is to be supplied with:
- A certificate from an energy provider indicating that satisfactory arrangements have been made for provision of electricity supply to the subdivision.
  - A certificate from a communication provider indicating that satisfactory arrangements have been made for provision of telephone services to the subdivision.

The motion was put and carried with Councillors voting as follows:

Councillors	Ayes	Nayes
Cr Cavalier	✓	
Cr Kennedy	✓	
Cr Martens	✓	
Cr Shelley	✓	
Cr Thompson	✓	
Cr Walker	✓	
Cr Weatherley	✓	
Cr Webb	✓	
Cr White	✓	

6.2.3 PLANNING PROPOSAL – 220 ULAN ROAD MUDGEE

A0100056, A0420258

Councillor Kennedy declared a pecuniary conflict of interest in that he is owner of the subject land, vacated the Chair and left the meeting at 5.45pm and did not participate in discussions or vote in relation to this matter. In his absence Councillor Webb assumed the Chair.

MOTION: Walker/Cavalier



That:

1. the report by the Manager Strategic Planning on the Planning Proposal – 220 Ulan Road Mudgee be received;
2. Council prepare an amending Local Environmental Plan for 220 Ulan Road to provide for residential development;
3. the Planning Proposal under section 55 of the Environmental Planning and Assessment Act for 220 Ulan Road Mudgee be forwarded to the Department of Planning and Infrastructure seeking a Gateway Determination;
4. a further report be presented to Council upon the completion of the exhibition addressing any submissions.

AMENDMENT: White/Martens

That consideration of this matter be deferred to permit preparation of a more detailed report including a study into the impact on adjoining land.

The amendment was put and lost with Councillors voting as follows:

Councillors	Ayes	Nayes
Cr Cavalier		✓
Cr Martens	✓	
Cr Shelley		✓
Cr Thompson	✓	
Cr Walker		✓
Cr Weatherley		✓
Cr Webb		✓
Cr White	✓	

The motion was put and lost on the casting vote of the Chairperson with Councillors voting as follows:

Councillors	Ayes	Nayes
Cr Cavalier	✓	
Cr Martens		✓
Cr Shelley	✓	
Cr Thompson		✓
Cr Walker	✓	
Cr Weatherley	✓	
Cr Webb		✓
Cr White		✓

Councillor Kennedy returned to the meeting at 5.58 pm and resumed the Chair.

6.2.4 MONTHLY DEVELOPMENT APPLICATIONS PROCESSING & DETERMINED

A0100056

158/13

**MOTION: Weatherley/Shelley**

**That the monthly development application report for the month ending 28 February 2013 be received.**

The motion was put and carried.

6.2.5 FINANCIAL ASSISTANCE – APPLICATIONS

A0100055, A0140201

159/13

**MOTION: Shelley/Cavalier**

**That:**

1. the report by the Financial Accountant on the Financial Assistance – Applications be received;
2. Council provide financial assistance to the following applicants in accordance with the criteria and guidelines of the Financial Assistance Policy, subject to those requirements being met, with the funding from the general financial assistance vote:
 

Kandos Gardens Fair Committee	\$1000
Gulgong Heritage Harness Association Inc	\$500
Mudgee Endurance Riders Association Inc	\$500

The motion was put and carried.

6.2.6 GOVERNANCE POLICY REVIEW

A0100056, A0100021, A0220040, A0140326, A0230001

160/13

**MOTION: Cavalier/Shelley**

**That:**

1. the report by the Manager Governance on the Governance Policy Review be received;

2. Council confirm and adopt the existing Access to Information policy.
3. Council adopt the revised Companion Animals Management Plan.
4. Council adopt the revised Complaints policy.
5. Council confirm and adopt the existing Local Preference policy.
6. Council adopt the revised Risk Management policy.
7. Council adopt the revised Statement of Business Ethics.

*The motion was put and carried.*

6.2.7 NAMING OF A SECOND BRIDGE OVER CARWELL CREEK

A0100056, R0790041, R9001001

161/13

**MOTION:** Shelley/Webb

**That:**

1. the report by the Revenue & Property Manager on the Naming of a Second Bridge over Carwell Creek be received;
2. Council formally approve the name of Cuth Foster Bridge for this bridge.

*The motion was put and carried.*

6.2.8 NAMES TO BE INCLUDED IN THE PRE-APPROVED STREET/ROAD NAMES LIST

A0100056, R0790041, R0790141

162/13

**MOTION:** Shelley/Cavalier

**That:**

1. the report by the Revenue & Property Manager on the Names to be included in the Pre-Approved Street/Road Names List be received;
2. Council approved the inclusion of Bloodsworth, Lovett, Minorca, Oakborough, Pirie, Riversdale and Sorata in the pre-approved street/road names list for use at a later date.

*The motion was put and carried.*

6.2.9 NAMING OF NEW UNNAMED ROADS OFF RIFLE RANGE ROAD

A0100056, R0790141

163/13

**MOTION:** Weatherley/Cavalier

**That:**

1. the report by the Revenue & Property Manager on the Naming of New Unnamed Roads off Rifle Range Road be received;
2. Council name the new road reserves Hardwick Avenue and Faucett Drive.

*The motion was put and carried.*

6.2.10 MUDGEES SHOWGROUND MANAGEMENT COMMITTEE

A0100056, F0650007

164/13

**MOTION:** Webb/Cavalier

**That the report by the Director, Mid-Western Operations on the Mudgee Showground Management Committee be received.**

*The motion was put and carried.*

**Item 7: Urgent Business Without Notice**

3.4 7.1 Vandalism – Bellevue Playground

A0100056, F0650042, R0790170

165/13

**MOTION:** Walker/Webb

**That this matter be dealt with as Urgent Business Without Notice.**

*The Mayor having ruled the matter to be of great urgency, the motion was put and carried.*

166/13                                 **MOTION:**                     Walker/Webb

**That Council offer a \$2,000 reward for information about the act of vandalism at the Bellevue Playground on Tuesday 30 April 2013 that lead to a conviction of the perpetrators.**

*The motion was put and carried.*

**Item 8:**                                 **Confidential Session**

167/13                                 **MOTION:**                     Walker/Shelley

**That pursuant to the provisions of Section 10 of the Local Government Act, 1993, the meeting be closed to the public.**

Following the motion to close the meeting being moved and seconded, the Manager Governance announced that the following matter would be considered in confidential session and the reason why it was being dealt with in this way.

**Subject: Recategorisation of Land for Rating Purposes Legal Expenses**

***The reason for dealing with this report confidentially is that it relates to advice concerning litigation, or advice that would otherwise be privileged from product in legal proceedings on the grounds of legal professional privilege in accordance with Section 10A(2)(g) of the Local Government Act 1993.***

***Discussion of this matter in an open meeting would not be in the public interest as it could prejudice ongoing negotiations and/or discussions with persons with whom the Council is conducting business.***

Following an enquiry from the Mayor, the Manager Governance advised that there were no written representations in respect of this matter and that no person in the gallery wished to make verbal representations.

*The motion was put and carried.*

3.5             8.1.1             Recategorisation of Land for Rating Purposes Legal Expenses

A0100056, A0340007

168/13                                 **MOTION:**                     Weatherley/Webb

**That:**

- 1.   the report by the Director, Finance & Administration on the recategorisation of land for rating purposes legal expenses be received; and**
- 2.   Council endorses the revised estimate of a further \$150,000 in legal expenses to defend appeals in the Land and**

*The motion was put and carried.*

**Item 9:**                                 **Open Council**

The Manager Governance announced the decisions taken in Confidential Session.

**Closure**

There being no further business the meeting concluded at 6.15 pm.

## Item 4: Matters in Progress

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Rylstone/Kandos Sewerage Augmentation	S.85/10 Assets Mtg 1/12/10	That: 2. Council commence negotiations with the Department of Environment, Climate Change and Water to defer construction of a new Treatment Plant at Kandos until funds become available under the Country Town Water and Sewerage Scheme; 3. Staff review options to stage the proposed works in this region to improve the affordability of the augmentation required to meet effluent discharge quality requirements.	<b>With the focus on delivering the Mudgee Sewer Works insufficient staff resources are available to review this scheme</b>
Quarry Road – Kandos	Res. 64/12 Ordinary Mtg 15/2/2012	That consideration of this matter be deferred until discussions with Cement Australia have been completed.	<b>No determination as yet.</b>
Return of Royalties	Res. 151/12 Ord. Mtg. 18/4/2012	That Council continue to fight for the return of royalties for the region.	<b>Expressions of Interest have been lodged with the State Government.</b>

## Item 5: Mayoral Minute

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Nil.

## Item 6: General Business

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### **6.1 Notices of Motion**

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Nil.

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## 6.2 Reports

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### 6.2.1 Draft Recreation Strategy

REPORT BY THE MANAGER STRATEGIC PLANNING TO 15 MAY 2013 COUNCIL MEETING  
Draft Recreation Strategy  
A0100056, A0420239

#### RECOMMENDATION

That:

1. **the report by the Manager Strategic Planning on the Draft Recreation Strategy be received;**
  2. **the Draft Recreation Strategy be placed on public exhibition for a period of 28 days.**
  3. **following the exhibition period, the Draft Recreation Strategy be presented back to Council for adoption.**
- 

#### Executive summary

The purpose of this report is to present the Draft Recreation Strategy to Council for endorsement to proceed to public exhibition.

#### Detailed report

In 2005, Council adopted the Mudgee Shire Recreation and Cultural Strategy for the former Mudgee Shire Council Area. Further, in February 2008 Council adopted a Recreational and Open Space Strategic Plan 2007. The latter sort to build on the recommendations of the 2005 Strategy and produced a strategic plan for the maintenance and capital expenditure on recreational facilities within the region. The 2007 Strategic Plan also incorporated those parts of the Mid-Western Regional LGA not covered in the 2005 Strategy being in the former Rylstone Shire.

The Draft Recreation Strategy before Council provides a review of the 2005 Recreation Strategy. While it utilises the data presented in the 2007 Strategic Plan, the purpose is not to provide maintenance and capital works program, rather to look at the direction set in 2005, determine whether we are still on the right track and make recommendations moving forward.

The 2005 Strategy identified and recorded the changing needs and concerns of the local community, with respect to recreation (and cultural) activities at that time. The study provided a range of recommendations and priorities for future planning, management and funding allocation to meet these needs. Most of the recommendations adopted in 2005 have been addressed by Council and we are now in a position where we need to look at the on-going development and management of recreation into the future.

In preparation of the Draft Recreation Strategy, consultation was undertaken in October 2012 and included a community survey of 400 residents, surveys of sporting groups and a school survey.

Generally, the community are satisfied with both the supply or range of facilities provided and the standard of those facilities. The Draft Recreation Strategy was developed having regard to the current level of supply of open space, community satisfaction levels as determined through the consultation process, demand of additional services/facilities and demography and trends in recreation at the national and local level.

Broadly the Draft Recreation Strategy now includes the following recommendations (as extracted from the Executive Summary):

*The priority issues for Council's future management of recreation facilities are detailed in section 7 of the Draft Recreation Strategy with the specific recommendations listed below:*

#### MANAGEMENT PRACTICES AND COUNCIL'S ROLE

**Recommendation:** *That Council continue to support the Sports Council's, including the revival of the Rylstone/Kandos Sports Council in their role in the management and organisation of sport in the region.*

#### EFFICIENCY OF MANAGEMENT AND MAINTENANCE

**Recommendation:** *The Council undertake the necessary consultation to relocate rugby union to Glen Willow and redevelop Jubilee Oval, the Rugby Clubhouse site and former netball courts for urban development in the short term. A longer term concept plan be prepared for the option to relocate hockey and softball from West End and junior league from Cahill Park in the future.*

**Recommendation:** *That Council develop that a strategy for the ongoing upgrade and maintenance of play grounds at a rate of one within 400m of a dwelling.*

**Recommendation:** *That consideration be given to the disposal of pocket parks that represent a duplication of space or are not contributing to the overall open space network.*

**Recommendation:** *Developer contributions (via the Section 94 Plan) should be directed towards the provision of equipment or facilities and embellishment of facilities as a whole, rather than the provision of land.*

#### COMMUNICATION AND COORDINATION

**Recommendation:** *That Council take responsibility for all centralised booking of sportsgrounds and facilities.*

#### EXTERNAL PROMOTION OF SPORTING FACILITIES

**Recommendation:** *That Council, through organised sporting groups, the Sports Council's and Mudgee Regional Tourism Inc, investigate opportunities for the promotion of the region's sporting facilities for sports related tourism.*

#### EQUITY OF OPPORTUNITY

**Recommendation:** *That Council encourage participation of youth in decision making in regard to open space and recreation planning and management through the youth council.*

**Recommendation:** *The Council continue to develop shared pedestrian/cycleway networks throughout the towns including cycle warning signage on local roads adjacent to the urban areas.*

#### FACILITY DEVELOPMENT AND IMPROVEMENT

**Recommendation:** *That Council focus on the maintenance and embellishment of the existing infrastructure and delivery of Stages 2 and 3 of the Glen Willow facility in conjunction with rationalisation of duplicated facilities.*



**Recommendation:** That Council investigate opportunities which would facilitate access to swimming year round.

#### STRATEGIC ASSET MANAGEMENT AND PLANNING

**Recommendation:** That Council prepare a detailed capital works plan to set priorities for the ongoing management of Open Space and Recreation throughout the region.

#### Financial implications

For the purposes of public exhibition, there are no financial implications. The Draft Recreation Strategy includes recommendations which may require redistribution of funds in the future however this should be done through a capital works plan as part of the Recreation Strategy process.

#### Strategic or policy implications

The Draft Recreation Strategy will provide a framework for the ongoing delivery and management of open space and recreation across the region.




ELIZABETH DENSLEY  
MANAGER STRATEGIC PLANNING

CATHERINE VAN LAEREN  
DIRECTOR, DEVELOPMENT & COMMUNITY SERVICES

26 April 2013

*Attachments:* 1. Draft Recreation Strategy (at the end of the business paper).

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER

## 6.2.2 The Loft, Kandos

### REPORT BY THE MANAGER, COMMUNITY SERVICES TO 15 MAY 2013 COUNCIL MEETING

The Loft Kandos - Report to Council 15 May 2013  
A0100056, A0060048

#### RECOMMENDATION

##### That:

1. **the report by the Manager, Community Services on the The Loft, Kandos be received;**
2. **Council endorse \$5000 from the Social and Cultural Plan budget be paid to Barnardos Mudgee, for the purpose of increasing staff levels at The Loft, Kandos.**

#### Executive summary

The Loft is a Youth Centre based at the Kandos Community Hall which runs social and recreational programs and activities for young people aged 10-17 years. It operates every Monday and Thursday afternoon during the school term and during the school holidays it operates twice per week. The delivery model has been successful, and has seen a considerable increase in attendance over the past 6 months.

#### Detailed report

The Loft began operating in October 2011, and has now become an integral program for youth in Kandos. The Loft is operated by Barnardos Mudgee on behalf of Mid-Western Regional Council, with funding being provided by The Department of Human Services – Family and Community Services for a fixed term until June 2014.

The Loft currently operates with one paid employee at each session. It was intended that a base of volunteers would be available to assist with program delivery, but it has proven difficult to source enough volunteers on a regular basis to assist the paid staff member.

Each session has a mixture of semi-structured activities allowing participants to engage in a range of activities, and a healthy fruit and water afternoon tea is provided free of charge. Supervisors take a lead role in coordinating the activities such as the craft and ball games.

The increasing demand for the program now means that in order for Barnardos to deliver quality programs and outcomes, and provide a safe environment for the young people, 2 paid staff are required to supervise the average of 21 young people per session.

The increase in attendance numbers over the past 6 months is demonstrated below:

	Jul – Oct 2012	Oct – Dec 2012	Jan – Mar 2013
<b>Total number of participants</b>	252	398	420
<b>Average number of participants</b>	10	19	21

It is recommended that \$5000 from Social and Cultural Plan budget be allocated to Barnardos to allow The Loft to continue to operate until 30 June 2013 with 2 sessions per week, and 2 paid staff.

## Financial implications

The \$5000 recommended to be given to Barnardos is for the 2012-13 financial year only, and can be funded from the Social and Cultural Plan budget. The program delivery model and funding will be reassessed in the 2013-14 financial year, with investigation of additional grant opportunities by both organisations.

## Strategic or policy implications

Not applicable.

KATE POWER  
MANAGER, COMMUNITY SERVICES



CATHERINE VAN LAEREN  
DIRECTOR, DEVELOPMENT & COMMUNITY SERVICES

3 May 2013

*Attachments:* Nil.

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER

## 6.2.3 Quarterly Budget Review – March 2013

### REPORT BY THE FINANCIAL ACCOUNTANT TO 15 MAY 2013 COUNCIL MEETING

Quarterly Budget Review - March 2013

A0100056, A0149935

#### RECOMMENDATION

##### That:

1. **the report by the Financial Accountant on the Quarterly Budget Review – March 2013 be received;**
2. **the 2012/13 Operational Plan be amended in accordance with the variations as listed on pages 13 to 24 of the March 2013 Quarterly Budget Review; and**
3. **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.**

#### Executive summary

This report presents to Council the March Quarterly Budget Review of the 2012/13 Operational 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 Operational 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:

- 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 variations recommended to Council as part of the March Quarterly Review have a negligible impact on the projected result at 30 June 2013. The total projected movement in unrestricted cash to 30 June 2013 is \$1,001k deterioration. Ignoring balance sheet movements, Council should finish the year with approximately \$6.069 million in unrestricted cash. This represents about 6 weeks, of Council's budgeted operating expenditure as per the 2013 Current Budget.

There are a substantial number of variations being presented to Council as part of this budget review. Again, they are reflective of the circumstances currently facing Council. We are fortunate enough to be able to achieve a number of positive variations (largely relating to vacancies in professional positions) to offset the bulk of the negative variations, particularly legal costs.

Significant variations proposed as part of the March Quarterly Review are:  
Favourable (F), Unfavourable (U), Contra (C)

- Increase in legal expenses relating to categorisation for rating purposes \$150k U
- Vacancies and maternity leave in professional positions \$300k F
- Savings in 2012/13 planning legal expenses \$54k F, to be included in 2013/14 budget
- Rural Fire Service contribution to corporate property insurance premiums \$30k F
- Increased operational costs at Glen Willow Sports Complex \$50k U
- Increased water charges on active parks due to hot, dry summer conditions \$15k U
- Increased pool running expenses due to difficult operating conditions \$51k U
- Reduction in projected profit on RMS State Road works due to deferred timing of Springfield widening project \$111k U
- Recognition of VPA income from Wilpinjong \$267k C
- Reduce estimated VPA income from Moolarben due to timing of Stage 2 approval \$1,365k C
- Reduce project estimates for replacement of underground fuel tanks \$100k C

A number of other projects may cross into the 2013/14 financial year. Where this is anticipated, a recommendation has been included to reduce the 2012/13 budget. These funds will then be recommended for inclusion in the 2013/14 budget, via a staff submission to the Draft Delivery Program/Operational Plan to be presented to Council in June. Some of these include:

- Catchment A drainage works \$305k C
- Henbury Avenue rubber reseal \$15k C
- Implementation of Records Management System \$33k C
- Grant income received for Rylstone Showground \$30k C

A comprehensive list of all proposed budget variations is included later in this Quarterly Review document.

This review sees a positive variation in the Water Fund cash position of \$100,000 as a result of an increase in revenue from water consumption. The overall movement estimated for the year to 30 June 2013 is a \$180,000 improvement.

The unrestricted cash position of the Sewer Fund is also projected to improve by \$140,000, primarily attributable to higher income from business sewer discharge, resulting from increased water consumption. The overall movement estimated for the year to 30 June 2013 is a \$87,000 deterioration.

This QBR sees a positive variation in the Waste Fund cash position of \$38,000, mostly attributable to increased tipping fees. The total estimated movement for the year to 30 June 2013 is a \$471,000 improvement to unrestricted cash balances.

Variations proposed for the quarter are set out in the table below:

March Proposed Variations			
Community Plan Theme	Variation	Amount	
<b>GENERAL FUND</b>			
<b>Positive Variations</b>			
Looking after our community	Defer Local Heritage Program due to Heritage Advisor vacancy - (\$3,500 grant funding, \$20,500 contributions expenditure)	17,000	F
Looking after our community	Increase rental income Mudgee St, Rylstone aged care units	3,000	F
Good Government	Decrease in Mid-Western Operations Administration expenditure - employee costs (\$130K) due to vacancies, electricity & insurance (\$3K) Increase in plant leaseback income (\$3K) Increase in materials and consumables costs (\$20K)	116,237	F
Looking after our community	Decrease Development Control legal expenses - required to be transferred to 2013/2014 budget as the case is not expected to be heard until next financial year	54,000	F
Good Government	RFS property insurance contribution	30,000	F
Connecting our Region	Defer reseal Melton Rd due to construction of subdivision in the area impacting the road	7,100	F
Building a strong local economy	Increase property rental income Riverside Caravan Park	10,000	F
Building a strong local economy	Increase Cudgegong Water Caravan Park income	2,000	F
Good Government	Increase general insurance reimbursement income	1,200	F
Connecting our Region	Reseal Church St (Mortimer to Denison) project cancelled due to proposed upgrade of this section next year	20,500	F
Connecting our Region	Savings on urban reseal Dangar St	5,000	F
Connecting our Region	Savings on urban reseal Young St (Tallawang to Lynn)	4,500	F
Connecting our Region	Savings on Botobolar Rd reseal	15,000	F
Connecting our Region	Savings on Brogans Creek Rd reseal	20,000	F
Looking after our community	Reduce estimated cost for reinstatement of The Stables as art venue following relocation of library	5,000	F
Good Government	Reduce wage estimates for Corporate Services due to maternity leave and extended staff vacancies - Finance	37,500	F
Good Government	Reduce operating lease payments due to rationalisation of IT network	50,000	F
Looking after our community	Reduce contractor expenditure estimates for Food Control. Inspections being done with staff resources.	20,000	F
Protecting our Natural Environment	Reduce wage estimates for Environment Services due to extended staff vacancies and maternity leave arrangements	92,000	F
Looking after our community	Reduce wages estimates in Health & Building due to extended staff vacancy	25,000	F
<b>Total Positive Variations</b>		<b>535,037</b>	
<b>Negative Variations</b>			
Looking after our Community	Increase in maintenance and agent costs - Local Government Housing (Denison and Walter St units)	(4,000)	U
Looking after our Community	Increase Glen Willow operational costs due to additional time required for ground preparation. Conflicting uses from consecutive bookings require additional ground preparation.	(50,200)	U
Looking after our Community	Increase water usage charges - Passive Parks (due to hot, dry summer)	(15,000)	U
Building a strong local economy	Reduce rental income - Fairydale Lane property sold	(13,800)	U
Looking after our Community	Pool operation costs have increased across the region due to the construction projects creating a difficult operating environment. Mudgee Pool - increase admission income (\$3k) Mudgee Pool - increase expenditure - employee costs (\$16K), materials and consumables (\$1K) Gulgong Pool - increase admission income (\$5.5k) Gulgong Pool - decrease expenditure - employee costs (\$7.5K), decrease in materials and consumables (\$16.5K) Gulgong Pool - increase expenditure - water usage (\$45K) Kandos Pool - Increase costs - employee costs (\$4K) due to construction, water usage (\$5K), materials and consumables (\$13K) due to pool chemicals	(51,464)	U
Connecting our Region	Rehab - Gladstone/Perry St Intersection additional expenditure is required due to: - Increased scope of works for lighting, larger kerb and central blister - Tactile tiles incorporated into the crossing - Change in scope to include drainage pipe extensions into the kerb extensions.  A further \$23,500 increase in expenditure is included as a contra variation as the RMS will be making a 50/50 grant contribution to the additional expenditure	(23,500)	U

Connecting our Region	Increase expenditure for Urban Roads Maintenance - Sealed, reseal program completed under budget	(20,000)	U
Connecting our Region	Increase scope of works Urban Reseal Lewis St (Mears to Railway)	(5,000)	U
Connecting our Region	Increase budget for Crudine Rd Heavy Patching to allow for the full scope of works to be complete	(20,000)	U
Protecting our Natural Environment	Increase costs of CBD street cleaning. Employee costs have increased due to shift penalties	(23,100)	U
Good Government	Increase legal expenditure estimates associated with Mining recategorisation	(150,000)	U
Looking after our community	Increased operational costs at Cemeteries, particularly costs for grave digging and plant & equipment.	(25,000)	U
Connecting our Region	Reduce anticipated surplus on State Roads works, as Springfield Widening project not proceeding in this financial year. Total State Roads expenditure reduced by \$141,980, and corresponding income estimates reduced by \$253,203.	(111,223)	U
<b>Total Negative Variations</b>		<b>(512,287)</b>	
<b>Contra Variations</b>			
Good government	VPA contribution received - Wilpinjong Community Infrastructure Contribution	267,000	C
Good government	Transfer to VPA - Wilpinjong Community Infrastructure Contribution	(267,000)	C
Good government	Reduce VPA contributions received - Moolarben Community Infrastructure contribution not expected until 2013/14 as Stage 2 yet to be approved	(1,365,000)	C
Good government	Reduce transfer to VPA - Moolarben Community Infrastructure Contribution	1,365,000	C
Looking after our Community	Increase community services grant income (\$10k) and general sales income (\$3k) - Ironed Out operations	13,000	C
Looking after our Community	Increase property rental (\$6k) and casual wages (\$7k) - Ironed Out operations	(13,000)	C
Looking after our Community	Savings in Active Parks maintenance costs - materials (\$33k), contractors (\$13k) and additional income from interest received (\$4k)	50,000	C
Looking after our Community	Increase water usage charges - Active Parks due to hot, dry summer	(50,000)	C
Looking after our Community	Savings in maintenance costs - Rural Halls building maintenance	5,000	C
Looking after our Community	Increase Active Parks building maintenance costs	(5,000)	C
Connecting our Region	Reduce Roads to Recovery funded works - Cooper Drive (\$37,700) and Burrendulla Road (\$22,780). Both projects were completed under budget.	60,480	C
Connecting our Region	Transfer to Unspent Grants - Roads to Recovery	(60,480)	C
Good government	Reduce expenditure on Mudgee Depot Underground Fuel Tanks, due to changed scope of works as the tanks can be repaired rather than replaced.	100,000	C
Good government	Reduce transfer from Reserves - Plant Replacement	(100,000)	C
Connecting our Region	Mudgee Airport Operations Revenue increase to Air Service Provider Reimbursement (\$6,500), Property Rental (\$6,700), Car Park space rental (\$3,500)	16,700	C
Connecting our Region	Mudgee Airport Operations Decrease revenue for Landing Fees (\$5,300) and Hangar Rental (\$2,500) Increase costs for employees (\$1,000), materials and plant hire (\$5,400), Bad debts (\$800), Licence (\$500), Rates and water charges (\$1,200)	(16,700)	C
Good government	Reduce expenditure on records management implementation this financial year, to be carried to 2013/2014	33,000	C
Good government	Reduce transfer from Reserves - Asset Replacement	(33,000)	C
Good government	Allocate budget in IT special projects to records management project	12,000	C
Good government	Increase IT records management implementation costs - Bluepoint migration of data	(12,000)	C
Connecting our Region	Savings Car Parking capital works Mortimer St	10,000	C
Connecting our Region	Reduce Transfer from S94	(10,000)	C
Looking after our Community	Increase cost reimbursement income from RFS	1,118	C
Looking after our Community	Increased costs RFS Mudgee station capital	(1,118)	C
Protecting our natural environment	Reduce expenditure on Drainage Capital Improvement catchment A drainage this financial year, to be carried to 2013/2014	305,296	C
Protecting our natural environment	Reduce Transfer from Reserves - Asset Replacement	(305,296)	C
Looking after our Community	Library Operations - Reduce permanent employee costs	18,000	C
Looking after our Community	Library Operations - Increase expenditure on casual salaries	(18,000)	C
Connecting our Region	Increase costs for Gladstone/Perry St Intersection due to a change in scope of works for the crossing	(23,500)	C

Connecting our Region	Increased costs offset by RMS grant for Gladstone/Perry St Intersection	23,500	C
Looking after our Community	Cudgegong Waters Caravan Park public conveniences project withdrawn - reallocate funds to relamp sports lighting at Glen Willow	7,000	
Looking after our Community	Reduce transfer from Reserves - Asset Replacement	(7,000)	C
Looking after our Community	Costs to relamp old soccer fields at Glen Willow and replacement lamps on the main field	(7,000)	C
Looking after our Community	Transfer from Reserves - Asset Replacement	7,000	C
Looking after our Community	Grant income for works at Rylstone Showground	30,000	C
Looking after our Community	Transfer to Unspent Grants - works at Showground to occur in 2013/2014 financial year	(30,000)	C
Connecting our Region	Defer reseal on Henbury Ave to 2013/2014. The rubber seal was to be completed in conjunction with Church street for economies of scale. It is too late to reseal this year due to cooler weather conditions.	14,850	C
Connecting our Region	Transfer to Reserves - Asset Replacement	(14,850)	C
Connecting our Region	Savings on Mayne St rehab	(20,000)	C
Connecting our Region	Transfer from Reserves - Capital	20,000	C
Connecting our Region	Transfer to Unspent Grants - RMS declined grant for Bylong Valley Way bus shelter	20,000	C
Connecting our Region	Transfer from Reserves - Capital Program to fund Bylong Valley Way bus shelter	(20,000)	C
Good Government	Increase plant operations fund income - fuel tax credit (\$40K), internal plant hire (\$350K) Increase plant operations fund costs - materials and consumables (\$413K), vehicle insurance (\$20K) Decrease employee costs (\$153K) due to vacancies	110,604	C
Good Government	Increase Transfer to Reserves - Plant Replacement	(110,604)	C
Looking after our community	Home Modification HACC program - Transfer from Unspent Grants - retention funds from previous financial years.	26,329	C
Looking after our community	Home Modification HACC program - reduce grant income estimates to reflect new service model funding agreement	(60,000)	C
Looking after our community	Home Modification HACC program - recognise increased income from client contributions	30,000	C
Looking after our community	Home Modification HACC program - defer vehicle replacement to focus on service delivery costs following reduction in grant funding - estimated purchase price of replacement vehicle	26,500	C
Looking after our community	Home Modification HACC program - defer vehicle replacement to focus on service delivery costs following reduction in grant funding - estimated proceeds from sale of asset	(6,000)	C
Looking after our community	Home Modification HACC program - balance budgeted expenditure to available income sources	(16,829)	C
Looking after our community	Community Transport - Recognise increased grant funding	20,000	C
Looking after our community	Community Transport - Decrease estimated interest income. No surplus Community Transport funds held.	(1,000)	C
Looking after our community	Community Transport - balance budgeted expenditure to available income sources	(19,000)	C
Looking after our community	Community Transport - Decrease depreciation estimates - non cash	3,000	C
Looking after our community	Community Transport - Decrease depreciation estimates - non cash - accumulated depreciation	(3,000)	C
Looking after our community	Community Transport - Reduced profit on disposal of asset - non cash	(55,000)	C
Looking after our community	Community Transport - Book value of asset sold - non cash	55,000	C
Building a Strong Local Economy	Eels v Titans NRL match - recognise income associated with event - contribution from NRL	25,000	C
Building a Strong Local Economy	Eels v Titans NRL match - recognise income associated with event - commission from ticket and bar sales	5,000	C
Building a Strong Local Economy	Eels v Titans NRL match - recognise expenditure associated with event	(30,000)	C
Protecting our Natural Environment	Weeds Inspection - recognise additional income anticipated from issuing of Noxious Weeds Certificates	5,000	C
Protecting our Natural Environment	Weeds Inspection - increase expenditure estimates for Weeds Inspection, offset by increased income estimates	(5,000)	C
Good Government	Increase other staff costs estimates associated with Mining recategorisation legal matters - travel and accommodation	(10,000)	C
Good Government	Allocate part Corporate Projects estimate to cover staff travel and accommodation for Land & Environment Court appearances	10,000	C
Protecting our Natural Environment	Decrease expenditure on Rylstone/Kandos flood study, to be carried to 2013/2014.	62,689	C
Protecting our Natural Environment	Rylstone/Kandos Flood Study offset by decrease in grant income (\$33,689), transfer from reserves - asset replacement (\$5,000), transfer from unspent grants (\$24,000). TO be carried to 2013/2014	(62,689)	C
<b>Total Contra Variations</b>		<b>0</b>	
<b>TOTAL GENERAL FUND</b>		<b>22,750</b>	



<b>WATER FUND</b>			
<b><i>Positive Variations</i></b>			
Protecting our natural environment	Increase revenue Water Management and Administration - due to increased water consumption	99,600	F
<b><i>Total Positive Variations</i></b>		<b>99,600</b>	

<b>Negative Variations</b>			
<b>Total Negative Variations</b>			<b>0</b>
<b>Contra Variations</b>			
Protecting our natural environment	Reduce expenditure on Redbank Dam Upgrade this financial year, to be carried to 2013/2014	150,000	C
Protecting our natural environment	Reduce Transfer from Reserves - Water	(150,000)	C
Protecting our natural environment	Savings on Reservoir - Kandos. To be completed under budget.	10,000	C
Protecting our natural environment	Reduce Transfer from Reserves - Water	(10,000)	C
Protecting our natural environment	Increase budget for Water Loss Management Works. To complete flow meter installation at Gulgong Reservoir.	(10,000)	C
Protecting our natural environment	Increase Transfer from Reserves - Water	10,000	C
Protecting our natural environment	Defer Water Reservoir - Flirtation Hill Mudgee to 2013/2014. As per Operational Plan for 2014 the reservoir is not required until future development of north western areas of Mudgee.	2,500,000	C
Protecting our natural environment	Transfer from S64	(1,000,000)	C
Protecting our natural environment	Reduce Transfer from Reserves - Water	(1,500,000)	C
Protecting our natural environment	Savings Water Mains - Gladstone St. Emergency works were completed under budget	30,000	C
Protecting our natural environment	Reduce Transfer from Reserves - Water	(30,000)	C
Protecting our natural environment	Increase expenditure required for Gulgong Raw Water Scheme - due to connection problem post completion	(30,000)	C
Protecting our natural environment	Increase Transfer from Reserves - Water	30,000	C
<b>Total Contra Variations</b>			<b>0</b>
<b>TOTAL WATER FUND</b>			<b>99,600</b>
<b>SEWER FUND</b>			
<b>Positive Variations</b>			
Protecting our natural environment	Increase revenue in due to an increase in business water consumption and an increase in the number of residential connections	148,000	F
Protecting our natural environment	Remove costs for Sewer Smoke Testing - Faults from previous years testing still require rectifying. This work is to be completed out of the Sewer Mains Maintenance budget	20,000	F
<b>Total Positive Variations</b>			<b>168,000</b>
<b>Negative Variations</b>			
Protecting our natural environment	Emergency repairs to sewer radio link to keep Sewerage Treatment Plants online - contractors	(8,000)	U
Protecting our natural environment	Increase Sewer Mains Maintenance costs - To complete faults identified from previous sewer smoke testing	(20,000)	U
<b>Total Negative Variations</b>			<b>(28,000)</b>
<b>Contra Variations</b>			
Protecting our natural environment	Reduce expenditure on Sewer Management Studies this financial year, to be carried to 2013/2014	50,000	C
Protecting our natural environment	Reduce Transfer from Reserves - Sewer	(50,000)	C
Protecting our natural environment	Council contribution towards capital costs of installing sewer main Bellevue to Rifle Range Road	(155,712)	C
Protecting our natural environment	Transfer from S64 - Bellevue to Rifle Range Road sewer main	155,712	C
Protecting our natural environment	Savings Sewer Pump Station - Gulgong Hospital. Project completed under budget.	1,500	C
Protecting our natural environment	Reduce Transfer from Reserves - Sewer	(1,500)	C
Protecting our natural environment	Savings Sewer Pump Station - Bombira. Project completed under budget.	4,500	C

Protecting our natural environment	Reduce Transfer from Reserves - Sewer	(4,500)	C
Protecting our natural environment	Increase costs Sewer Pump Station - Industrial Mudgee. Design issues were identified during construction.	(11,000)	C
Protecting our natural environment	Budget allocation from Sewer Pump Station - Capital	5,000	C
Protecting our natural environment	Increase Transfer from Reserves - Sewer	6,000	C
Protecting our natural environment	Savings Sewer Mains Relining - proposed to be spent in 2013/2014	12,000	C
Protecting our natural environment	Reduce Transfer from Reserves - Sewer	(12,000)	C
Protecting our natural environment	Savings Sewer Mains - Broad St Gulgong. Sewer gravity main installation completed under budget due to installation of new technology/materials.	6,500	C
Protecting our natural environment	Reduce Transfer from Reserves - Sewer	(6,500)	C
Protecting our natural environment	Increase costs Sewer Mains - Mudgee Industrial Area. Design issues were identified during construction. Budget variation will allow completion of the rising main, gravity main and final connections to the new pump station	(49,620)	C
Protecting our natural environment	Increase Transfer from Reserves - Sewer	49,620	C
Protecting our natural environment	Savings Sewer Treatment Works - Mudgee. Savings on emergency works to be used to trial Alum dosing at Gulgong and Rylstone.	17,000	C
Protecting our natural environment	Reduce Transfer from Reserves - Sewer	(17,000)	C
Protecting our natural environment	Increase costs for Sewer Treatment Works - Gulgong to trial Alum dosing system	(8,500)	C
Protecting our natural environment	Increase Transfer from Reserves - Sewer	8,500	C
Protecting our natural environment	Increase costs for Sewer Treatment Works - Rylstone to trial Alum dosing system	(8,500)	C
Protecting our natural environment	Increase Transfer from Reserves - Sewer	8,500	C
Protecting our natural environment	Defer Sewer Mains - Burrundulla Ave. This project is associated with a development proposal which will not proceed this financial year. The work may be rescheduled when the development proceeds.	43,120	C
Protecting our natural environment	Reduce Transfer from Reserves - Sewer	(43,120)	C
Protecting our natural environment	Decrease expenditure Sewer Augmentation - Mudgee. To be carried to 2013/2014	1,100,000	C
Protecting our natural environment	Decrease Sewer Augmentation- Mudgee Grant. Claim cannot be made until expenditure occurs in 2013/2014. Note, Council will carry a large receivable at 30 June, with payment to be received in 2013/2014	(1,100,000)	C
<b>Total Contra Variations</b>		<b>0</b>	
<b>TOTAL SEWER FUND</b>		<b>140,000</b>	

<b>WASTE FUND</b>			
<b>Positive Variations</b>			
Protecting our natural environment	Increase revenue estimates from tipping fees and general sales	155,000	F
Protecting our natural environment	Increase revenue estimates from sale of recyclable materials	20,000	F
Protecting our natural environment	Increase revenue from interest on overdue rates & annual charges	2,000	F
Protecting our natural environment	Reduce plant hire estimates for Domestic Waste collection, partially offset by increased staff costs	30,000	F
Protecting our natural environment	Wage subsidy received for trainee position - Mudgee Recycling	6,000	F
<b>Total Positive Variations</b>		<b>213,000</b>	
<b>Negative Variations</b>			
Protecting our natural environment	Increased operating costs at Mudgee Recycling, offset by additional recycling sales	(20,000)	U
Protecting our natural environment	Reduced interest on investments due to lower than estimated interest rates	(20,000)	U
Protecting our natural environment	Increased operating costs at Waste Transfer Stations, due to volumes of material received and ongoing cleanup works	(32,400)	U
Protecting our natural environment	Increased operating costs for street and park bins collections, largely shift penalties and leave coverage	(34,500)	U
Protecting our natural environment	Increased cost of Domestic Waste Management - employee costs, offset by savings in plant hire	(23,000)	U
Protecting our natural environment	Reduce estimates for Domestic Waste Management annual charges.	(40,000)	U
Protecting our natural environment	Reduction of general sales income - domestic waste management (reduced sale of bins)	(5,000)	U
<b>Total Negative Variations</b>		<b>(174,900)</b>	
<b>TOTAL WASTE FUND</b>		<b>38,100</b>	
<b>SALEYARDS FUND</b>			
<b>Negative Variations</b>			
Building a strong local economy	Reduce saleyards hire income by (\$19K) due to lower sales volume, offset by increased income for stock impounding fees (\$1K), sale cattle crush (\$3K) and other revenue (\$500)	(14,639)	U
<b>Total Negative Variations</b>		<b>(14,639)</b>	
<b>Contra Variations</b>			
Building a strong local economy	Savings Saleyards Cattle Crush capital works	1,000	C
Building a strong local economy	Transfer from Reserves -Livestock Exchange	(1,000)	C
<b>Total Contra Variations</b>		<b>0</b>	
<b>TOTAL SALEYARDS FUND</b>		<b>(14,639)</b>	
<b>SHOWGROUND FUND</b>			
<b>Positive Variations</b>			
Nil			F
<b>Total Positive Variations</b>		<b>0</b>	
<b>Negative Variations</b>			
Looking after our Community	Increase Mudgee Showground operations expenditure - for additional maintenance work to the arena	(5,876)	U
<b>Total Negative Variations</b>		<b>(5,876)</b>	
<b>Contra Variations</b>			
Nil			C
<b>Total Contra Variations</b>		<b>0</b>	
<b>TOTAL SHOWGROUND FUND</b>		<b>(5,876)</b>	
<b>Code</b>			
F - Favourable			
U - Unfavourable			
C - Contra			

## Financial implications

Not applicable.

## Strategic or policy implications

Not applicable.

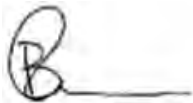
NEIL BUNGATE  
FINANCIAL ACCOUNTANT

CLARE PHELAN  
DIRECTOR, FINANCE & ADMINISTRATION

3 May 2013

*Attachments:* 1. March Quarterly Budget Review – 2012/13 Operational Plan (at the end of the business paper)

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER

## 6.2.4 Monthly statement of Mid-Western Regional Council bank balances and investments as at 30 April 2013

### REPORT BY THE FINANCIAL ACCOUNTANT TO 15 MAY 2013 COUNCIL MEETING

Monthly statement of bank balances and investments

A0100056, A0140304

#### RECOMMENDATION

##### That:

1. the investment report by the Financial Accountant be received;
2. the certification by the Responsible Accounting Officer be noted.

#### Executive summary

The purpose of this report is to certify that Council's investments have been made in accordance with legal and policy requirements; provide information on the detail of investments and raise other matters relevant to Council's investment portfolio as required.

#### Detailed report

Clause 212 of the Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer of a Council:

- a) must provide the Council with a written report (setting out details of all money that the Council has invested under Section 625 of the Act), to be presented at each Ordinary Meeting of the Council, and
- b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the Council's investment policies.

The report must be made up to the last day of the month immediately preceding the meeting.

#### Financial implications

Not applicable.

#### Strategic or policy implications

Not applicable.

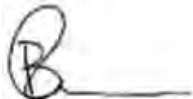
NEIL BUNGATE  
FINANCIAL ACCOUNTANT

CLARE PHELAN  
DIRECTOR, FINANCE & ADMINISTRATION

2 May 2013

- Attachments:*
1. Monthly statement of bank balances and investments
  2. Schedule of MWRC investment policy requirements
  3. Monthly investment portfolio activity

#### APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER

ATTACHMENT 1

For the month ended: 30-Apr-13

Bank Accounts	Opening Balance	Receipts	Payments	Closing Balance	Overdraft Limit
National Australia Bank	\$ 180,277	\$ 10,831,110	\$ 10,536,229	\$ 475,157	\$ 700,000

The bank balance has been reconciled to the General Ledger as at 30/04/2013

Investments	Type	Amount	Yield %	Maturity Date	Term	Rating	Govt Rating	NAV	% of Portfolio	Weighted Yield
National Australia Bank	At Call	\$ 125,000	3.55%	N/A	At Call	A-1+	1		0.4%	0.01%
National Australia Bank	Term Deposit	\$ 1,000,000	4.50%	19/06/2013	119	A-1+	2		3.3%	0.15%
National Australia Bank	Term Deposit	\$ 1,000,000	4.27%	17/07/2013	91	A-1+	2		3.3%	0.14%
National Australia Bank	Term Deposit	\$ 2,000,000	4.31%	3/07/2013	91	A-1+	2		6.7%	0.29%
National Australia Bank	Term Deposit	\$ 1,500,000	4.31%	17/07/2013	96	A-1+	2		5.0%	0.22%
National Australia Bank	Term Deposit	\$ 1,000,000	4.28%	24/07/2013	91	A-1+	2		3.3%	0.14%
Westpac Bank	Term Deposit	\$ 1,200,000	4.25%	10/07/2013	91	A-1+	1		4.0%	0.17%
Westpac Bank	Term Deposit	\$ 2,000,000	4.22%	3/07/2013	91	A-1+	2		6.7%	0.28%
St George Bank	Term Deposit	\$ 1,000,000	3.84%	22/05/2013	84	A-1+	1		3.3%	0.13%
St George Bank	Term Deposit	\$ 1,500,000	4.20%	26/06/2013	105	A-1+	2		5.0%	0.21%
St George Bank	Term Deposit	\$ 700,000	4.20%	10/07/2013	91	A-1+	2		2.3%	0.10%
St George Bank	Term Deposit	\$ 2,000,000	4.40%	5/06/2013	182	A-1+	2		6.7%	0.29%
St George Bank	Term Deposit	\$ 1,000,000	4.20%	24/07/2013	91	A-1+	2		3.3%	0.14%
Bankwest	Term Deposit	\$ 1,000,000	4.00%	15/05/2013	75	A-1+	2		3.3%	0.13%
Bankwest	Term Deposit	\$ 1,000,000	4.00%	15/05/2013	70	A-1+	2		3.3%	0.13%
ING Australia Bank	Term Deposit	\$ 1,500,000	4.74%	12/06/2013	182	A-1	1		5.0%	0.24%
ING Australia Bank	Term Deposit	\$ 1,000,000	4.29%	26/06/2013	105	A-1	2		3.3%	0.14%
Bank of Queensland	Term Deposit	\$ 1,000,000	4.30%	26/06/2013	91	A-2	1		3.3%	0.14%
IMB Ltd	Term Deposit	\$ 1,000,000	4.15%	8/05/2013	91	A-2	1		3.3%	0.14%
Newcastle Permanent	Term Deposit	\$ 1,000,000	4.20%	8/05/2013	98	A-2	1		3.3%	0.14%
Members Equity Bank	Term Deposit	\$ 1,500,000	4.70%	1/05/2013	117	A-2	1		5.0%	0.24%
Peoples Choice C/Union	Term Deposit	\$ 1,000,000	4.20%	19/06/2013	91	A-2	1		3.3%	0.14%
Heritage Building Society	Term Deposit	\$ 1,400,000	4.35%	1/05/2013	91	A-3	1		4.7%	0.20%
Community CPS Aust.	Term Deposit	\$ 1,000,000	4.45%	29/05/2013	84	NR	1		3.3%	0.15%
ANZ ASPRIT III	Sustainable Equity Linked Note	\$ 500,000	50% of +tve NAV	19/07/2013	6 yrs	AA	-	\$ 508,000	1.7%	
Longreach Series 26	Property Linked Note	\$ 1,000,000		7/06/2014	7 yrs	A+	-	\$ 969,900	3.3%	
<b>Total Investments</b>		<b>\$ 29,925,000</b>							<b>100.0%</b>	
		Average Yield	4.08%							

Financial Claims Scheme

- 1 Guaranteed to \$250,000
- 2 Not Covered

## ATTACHMENT 2

## MWRC Policy Requirements:

Investments by Institution	Long/Short Term Ratings	Amount	% of Portfolio	
			Actual	Policy Limit
National Australia Bank	AA/A-1+	\$ 6,625,000	22.1%	25.0%
Bankwest	AA/A-1+	\$ 2,000,000	6.7%	25.0%
St George Bank	AA/A-1+	\$ 6,200,000	20.7%	25.0%
Westpac Bank	AA/A-1+	\$ 3,200,000	10.7%	25.0%
ANZ	AA/A-1	\$ 500,000	1.7%	25.0%
Longreach	A+/A-1	\$ 1,000,000	3.3%	20.0%
ING Australia Bank	A/A-1	\$ 2,500,000	8.4%	15.0%
Bank of Queensland	BBB+/A-2	\$ 1,000,000	3.3%	10.0%
Newcastle Permanent	BBB+/A-2	\$ 1,000,000	3.3%	10.0%
Members Equity Bank	BBB/A-2	\$ 1,500,000	5.0%	10.0%
IMB Ltd	BBB/A-2	\$ 1,000,000	3.3%	10.0%
Peoples Choice C/Union	BBB/A-2	\$ 1,000,000	3.3%	10.0%
Heritage Building Society	BBB-/A-3	\$ 1,400,000	4.7%	10.0%
Community CPS Aust.	NR	\$ 1,000,000	3.3%	10.0%
State Govt Employees C/Uni	NR	\$ -	0.0%	10.0%
		<b>\$ 29,925,000</b>	<b>100.0%</b>	

Investments by Rating	Rating*	Amount	% of Portfolio	
			Actual	Limit
Direct Securities	AAA/A-1+	\$ 18,025,000	60.2%	100.0%
	A/A-1	\$ 3,500,000	11.7%	60.0%
	BBB/A-2	\$ 5,500,000	18.4%	20.0%
	BBB-/A-3	\$ 1,400,000	4.7%	20.0%
	Unrated	\$ 1,000,000	3.3%	20.0%
Managed Funds	AAA		0.0%	
	AA		0.0%	
	A		0.0%	
	BBB		0.0%	
	Unrated		0.0%	
		<b>\$ 29,925,000</b>	<b>100.0%</b>	

Term to Maturity	Amount	Actual	% of Portfolio	
			Minimum	Maximum
Less than 1 year	\$ 28,425,000	95.0%	30.0%	100.0%
Between 1 and 3 years	\$ -	0.0%	0.0%	70.0%
Between 3 and 5 years	\$ -	0.0%	0.0%	50.0%
More than 5 years	\$ 1,500,000	5.0%	0.0%	25.0%
	<b>\$ 29,925,000</b>	<b>100.0%</b>		



ATTACHMENT 3

**Monthly Investment Portfolio Activity:**

The below table shows monthly investment activity within the portfolio including investments that have

<b>Bank Accounts</b>	<b>Opening Balance</b>	<b>Redeemed Balance</b>	<b>Re-invested Balance</b>	<b>Change in interest rate</b>	<b>Change in Term (days)</b>	<b>New Term Rate</b>
National Australia Bank	\$ 1,705,000	\$ 1,580,000	\$ 125,000	0.00%	At Call	0.00%
National Australia Bank	\$ 2,000,000	\$ -	\$ 2,000,000	-0.41%	-91	4.31%
Westpac Bank	\$ 2,000,000	\$ -	\$ 2,000,000	-0.15%	0	4.22%
Westpac Bank	\$ 1,200,000	\$ -	\$ 1,200,000	0.08%	0	4.25%
Westpac Bank	\$ 1,500,000	\$ 1,500,000	\$ -	Redeemed		
St George Bank	\$ 700,000	\$ -	\$ 700,000	-0.35%	-63	4.20%
National Australia Bank	\$ -		\$ 1,500,000	New Deposit		4.31%
National Australia Bank	\$ 1,000,000	\$ -	\$ 1,000,000	-0.21%	-28	4.27%
Bankwest	\$ 1,000,000	\$ 1,000,000	\$ -	Redeemed		
Bankwest	\$ 2,000,000	\$ 2,000,000	\$ -	Redeemed		
National Australia Bank	\$ -		\$ 1,000,000	New Deposit		4.28%
St George Bank	\$ -		\$ 1,000,000	New Deposit		4.20%
	\$ -	\$ -	\$ -	Redeemed		
	<u>\$ 13,105,000</u>		<u>\$ 10,525,000</u>			

**Net Portfolio Movement**      **\$2,580,000** Reduction

## 6.2.5 Financial Assistance Applications

### REPORT BY THE FINANCIAL ACCOUNTANT TO 15 MAY 2013 COUNCIL MEETING

Financial Assistance report to council 15 May 2013

A0100056, A0140201

#### RECOMMENDATION

That:

1. the report by the Financial Accountant on the financial assistance applications be received;
2. Council provide financial assistance to the following applicants in accordance with the criteria and guidelines of the Financial Assistance Policy, subject to those requirements being met, with the funding from the general financial assistance vote:

<b>Gulgong RSL Sub-branch</b>	<b>\$1,000</b>
<b>Australian Caravan Club</b>	<b>\$2,500</b>
<b>Can Assist – Mudgee Branch</b>	<b>\$ 650</b>
<b>Mudgee Wine Grape Growers Association Inc</b>	<b>\$2,500</b>

#### Executive summary

This report considers requests for financial assistance under the Council's Financial Assistance Policy.

#### Detailed report

Provision is made in Council's Financial Assistance Policy for community not for profit organisations, group and individuals which offer a significant contribution to the social, economic and/or environmental well being of the Community.

Following are excerpts from submissions for financial assistance, together with staff comments on the applications.

##### *GULGONG RSL SUB-BRANCH*

Gulgong RSL Sub-branch will be holding a Commemoration Service Honouring Aboriginal and Torres Strait Servicemen and Servicewomen in ANZAC Memorial Park Gulgong, on Sunday 19<sup>th</sup> May 2013. The guest list includes a number of MPs and can be seen on the attached application letter. The RSL seeks a donation towards an expected shortfall of \$3,790. Council has previously donated \$2,000 this financial year for the Sub-branch's war widow's luncheon.

It is recommended that Council donate \$1,000.

##### *AUSTRALIAN CARAVAN CLUB – 7<sup>TH</sup> NATIONAL MUSTER*

The Australian Caravan Club (ACC) will be holding its 7<sup>th</sup> National Muster at the Australian Rural Education Centre (AREC) in Mudgee from the 14<sup>th</sup> to 20<sup>th</sup> of October 2013. There are many activities planned around the region with over 400 members expected. As a non for profit organisation ACC seek financial support towards the running costs of staging the Muster. A program, brochures and sponsorship form is attached with further details.

It is recommended that Council donate \$2,500.

### *CAN ASSIST – MUDGEES BRANCH*

Can Assist is requesting a review of the fee charged (\$2,750) to hire the Mudgee Showground for three days. The hire was for a fundraising concert on the 14<sup>th</sup> of April 2012. A copy of the initial request for financial assistance for this event is attached, received on the 13<sup>th</sup> of February 2012. Subsequently donations of \$1,000 from general funds and \$100 from Cr Thompson's discretionary funds were approved at Council Meeting on the 7<sup>th</sup> of March 2012.

Can Assist raise a number of points for consideration of their financial assistance application. A copy of this letter is attached. It should however be noted that Can Assist claims they were not advised of the hire amount to be charged. This claim is incorrect as an email from Brad Cam, Group Manager Mid-Western Operations, on 17<sup>th</sup> February 2012 advised the hire charges were \$2,500 plus GST.

Considering Council has already donated a total of \$1,100 to this event our recommendation is to contribute a further \$650. This further donation results in net charges to Can Assist of \$1,000 (venue hire \$2,750 less total donations of \$1,750).

### *MUDGEES WINE GRAPE GROWERS ASSOCIATION INC*

The Mudgee Wine Grape Growers Association Inc. request financial assistance in funding the upcoming Pymont Wine & Food Festival on the 17<sup>th</sup> & 18<sup>th</sup> May 2013 to the extent of \$2,500.

These funds would contribute to the promotion of the Mudgee region via radio through Nova FM and distribution of leaflets throughout the Pymont and adjoining suburbs promoting the same.

It is recommended that Council donate \$2,500.

### Financial implications

Funding of \$117,000 is provided in the Operational Plan for Financial Assistance. An additional \$24,000 has been allocated to the budget giving total funding of \$142,000. \$131,571 has been allocated to date, leaving a balance of \$10,429. Should Council approve the donations in accordance with the recommendation, a balance of \$3,779 will remain.

The Councillor's Discretionary vote for 2012/13 is \$2,000 per Councillor. The balances are detailed below:

<b>Councillor</b>	<b>Remaining Funds</b>
Cr Thompson	\$650.00
Cr Shelley	\$0.00
Cr Walker	\$0.00
Cr Webb	\$300.00
Cr Martens	\$750.00
Cr Kennedy	\$2,000.00
Cr Weatherley	\$1,500.00
Cr White	\$1,200.00
Cr Cavalier	\$200.00

## Strategic or policy implications

Council's Financial Assistance Policy applies.

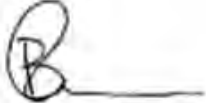
NEIL BUNGATE  
FINANCIAL ACCOUNTANT

CLARE PHELAN  
DIRECTOR, FINANCE & ADMINISTRATION

3 May 2013

*Attachments:* 1. Applications for financial assistance

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER

RETURNED AND  SERVICES LEAGUE

OF AUSTRALIA  
NEW SOUTH WALES BRANCH  
*"The Price of Liberty is Eternal Vigilance"*

<b>PRESIDENT</b>	<b>David Henderson</b>	<b>Gulgong Sub-branch</b>
<b>HON. TREASURER</b>	<b>Lynette Gill</b>	<b>PO Box 246</b>
<b>HON. SECRETARY</b>	<b>Doug Marsh</b>	<b>GULGONG NSW 2852</b>
		<b>1 May 2013</b>

Reference: Commemoration Service

General Manager  
Mid-Western Regional Council  
**MUDGEES, NSW, 2850**

**Dear Sir,**

Gulgong RSL Sub-Branch will be holding a Commemoration Service Honouring Aboriginal and Torres Strait Servicemen and Servicewomen in ANZAC Memorial Park Gulgong, on Sunday 19<sup>th</sup> May 2013.

The guest list includes :

Jenny Macklin, MP Minister for Indigenous Affairs; Warren Snowdon, MP Minister for Veterans' Affairs; Victor Dominello, MP Minister for Aboriginal Affairs; Mark Coulton, MP Member for Parkes; Andrew Gee, MP Member for Orange; Stephen Ryan, Chairperson NSW Aboriginal Lands Council and an invitation has been extended to the Mayor of Mid-Western Regional Council.

An application for funding under the Saluting their Service Grants scheme for \$3,000, has been submitted. If successful, there will be a shortfall of at least \$3,790.

It is requested that the Mid-Western Regional Council consider assisting Gulgong RSL Sub-Branch, with a donation from the Community assistance programme.

Contact for the activity is Chris Gill on 6373b 1218 or at [gulgongrsl.pensions@bigpond.com](mailto:gulgongrsl.pensions@bigpond.com) .

Yours Sincerely,



(Chris Gill)  
**Senior Vice President**



Correspondence to: Honorary Secretary  
E: [gulgongrsl.sec@bigpond.com](mailto:gulgongrsl.sec@bigpond.com)

President: [gulgongrsl.pres@bigpond.com](mailto:gulgongrsl.pres@bigpond.com)  
Treasurer: [gulgongrsl.tres@bigpond.com](mailto:gulgongrsl.tres@bigpond.com)  
Secretary: [gulgongrsl.sec@bigpond.com](mailto:gulgongrsl.sec@bigpond.com)

MEETING: 1<sup>ST</sup> Friday of the month at 7.30pm

ACC NATIONAL MUSTER  
**MUDGEE REGION**  
  
*in every sense perfection*  
14 - 20 OCTOBER 2013  
AREC - MUDGEE



events2013@australiancaravanclub.com.au

15 April 2013

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



Dear Warwick

As you are probably aware the Australian Caravan Club (ACC), a National Not For Profit organisation, will be holding its 7th National Muster at the Australian Rural Education Centre (AREC) in Mudgee, NSW from 14th to 20th October 2013.

The National Muster will be held over a week with many activities planned including seminars conducted by various experts on RV related topics, social activities, outings to local tourist attractions, culminating with the Club's AGM on 19th October.

Over 400 caravanners & RVers from all over Australia will swarm to the Mudgee area boosting local tourism. The ACC actively encourages its members to show their appreciation to their host community at a National Muster by participating in community life as far as possible, and by supporting local businesses and suppliers of goods and services. It is expected that ACC members will spend in excess of \$200,000 in the Mudgee region during the week long Muster, members being encouraged to embrace the local community as much as possible.

Both Council and the Tourism Office staff have been valuable in assisting ACC with the planning of the Muster and this is greatly appreciated.

As you can appreciate the costs of staging an event like this are enormous and we are seeking financial support in the form of sponsorship funds towards the Muster. You may wish to nominate an amount or perhaps specify funds to go towards specific events during the Muster or overheads that will be incurred.

For your information I have enclosed the following:

- Australian Caravan Club brochure & flyers
- Draft programme which outlines the activities planned for the week long Muster
- Sponsorship document
- Information about the nominated Charity that the ACC will be supporting for the Charity Afternoon tea.



**Proudly supported by**

Australian Caravan Club Limited  
ACN 121 300 856  
P O Box 631 Patterson Lakes VIC 3197  
Ph/Fax: 1800 734 493  
[www.australiancaravanclub.com.au](http://www.australiancaravanclub.com.au)

As you can see from the programme there will be a plethora of things for our members to do at the muster. We have endeavoured to include the local community in the Muster as much as we can.

The following local groups/people will be presenting at the Opening Ceremony on Mon 14 October:

- St Matthews School Choir
- Jacob Stein, Gourmet Traveller Young Winemaker of the Year 2012
- Des Kennedy, Mayor Mid-Western Regional Council

The following local groups/people will be presenting at the AGM on Sat 19 October:

- Dance with Attitude, local dancers
- Ken Sutcliffe, Channel 9 Sports Reporter

In addition to this we are involving:

- 1st Mudgee Group Scouts, car wash
- Tai Chi instruction by a local organisation
- Mudgee Observatory, 3 x evening session have been scheduled for members to visit the Observatory
- local community businesses and crafts people will be stall holders at the Wine, Food & Craft Market
- Local milko & bakery will come on site
- Rotary Club of Mudgee will be running & receiving the proceeds from a Bingo night
- Mudgee Bowls will be the location for a barefoot bowls competition followed by a buffet dinner
- Club Mudgee
- Mudgee Golf Club will be hosting a Golf Tournament
- local food businesses will be sourced to provide food for the catered events.

plus there are others that I may have omitted.....

Members from the community also will be invited to attend the Wine, Food & Craft Market

Some of the activities planned for the Muster include:

*Education/Information sessions*

- What you do in a medical emergency (Mudgee Ambulance Service)
- Practical Issues Living with Hearing and Vision Loss
- RV Maintenance Tips for the road
- Electric presentation
- Gas on the Road
- Legal tips
- PowerPoint presentation of towing tips
- ACC development and plans for the future

*Workshops*

- craft
- photography
- Men's Shed
- CPR course

*Demonstrations*

- camp oven cooking
- towing and reversing challenge

*Also planned are*

- communal meals
- sports activities - boules, klop, Old Fart's Olympics & golf
- a tag-a-long car rally exploring the local region
- evening entertainment

Warwick we would be grateful for any support that Mid-Western Regional Council can give to assist in a successful event both for the ACC and the local community. Your involvement with the ACC National Muster would be greatly appreciated and I look forward to your positive response.

Kind regards



Deborah Cohen  
Organising Team  
ACC National Muster & AGM 2013 - AREC Mudgee



[www.australiancaravanclub.com.au](http://www.australiancaravanclub.com.au)  
[events2013@australiancaravanclub.com.au](mailto:events2013@australiancaravanclub.com.au)  
P O Box 3165 St Pauls NSW 2031  
Ph: 0419 491 809 Fax: 02 9314 6265

\*\*\*\*\*  
**The Australian Caravan Club**

The Australian Caravan Club (ACC) is a national Not For Profit organization for caravan and Recreational Vehicle (RV) owners of with a membership in excess of 2,500 members. Club membership is Australia-wide, with branches in each of the mainland states and one in the pipeline for Tasmania. The majority of members fall into the 51 – 60 years age group (approx 65%) with the remaining 35% equally divided above and below this group.

The ACC is a truly representative national organisation aiming to meet the wide variety of interests and needs of caravanners and RV owners. Since inception in September 2006 the Club has grown considerably with membership open to include ALL RV owners.

The ACC is run by a dedicated voluntary Board of Directors and volunteer members. The ACC has several dynamic working committees each being overseen by a Board member.

- TAG - Technical Advisory Group
- FaSt - FarmStay
- Marketing
- Branches
- Annual National Muster
- Policy Development
- Lobbying

The Club publishes a full colour magazine, *The Nomad*, containing a wealth of topics including among other things, specialist articles, technical advice, news on advocacy, news from our branches and committees, contact lists and our upcoming events calendar. *The Nomad* is posted to members quarterly and is available on line via the website. Our website is a valuable tool in disseminating information to our members and the public. Members of the ACC use forums, blogs etc to communicate & discuss issues relating to the RV lifestyle. Currently the website has 5,000 unique visitors each month and this continues to grow month by month.

The ACC holds an annual national muster in October each year. As the major event on the club's calendar it attracts approx 15% of the club's membership from all states of Australia. Whilst the primary purpose of the National Muster is to conduct the club's Annual General Meeting the National Muster program has evolved to include seminars, educational sessions, concerts, trade & supplier displays, and recreational activities - all from the RV perspective. The National Muster is generally held over a 1 week period.





# ... KIDS IN TOW (K.I.T.)

Request to join Australian Caravan Club's Special Interest Group:

**YOUR DETAILS:**

ACC Mbr No. \_\_\_\_\_  
*(Write TBA if you have just joined and have not been issued with one as yet.)*

Your Name: \_\_\_\_\_

Suburb / Area \_\_\_\_\_  
*(ie. SE Qld / Gold Coast / On the Road / Etc.)*

State and Post Code \_\_\_\_\_

Email Address \_\_\_\_\_

Your Partners Name: \_\_\_\_\_

**RETURN THIS FORM:**

Email to: [kit@australiancaravanclub.com.au](mailto:kit@australiancaravanclub.com.au)

Fax to: 1800 734 493

Post to: Australian Caravan Club Limited  
 PO Box 631  
 Patterson Lakes, Vic, 3197

**Any Questions?**  
 Please Call **1800 734 493** (Ph/Fx)  
[www.australiancaravanclub.com.au](http://www.australiancaravanclub.com.au)

Details of Children				
Child's Surname	Child's First Name	M / F	Date of Birth	Your Relationship to the Child (ie. Grandparent / Parent / Guardian)

- I certify that by applying for membership in the Special Interest Group – Kids In Tow, I agree that:
- The children indicated in this form are actual persons and that I hold some measure of guardianship over those children.
  - I will conduct myself in a manner suitable for a family environment when attending all gatherings as a K.I.T. member.
  - I will remain a financial member of the Australian Caravan Club Limited to continue my membership with K.I.T.
  - For child safety, I will not publicly publish any details of K.I.T. gatherings or members without permission.

**APPLICANT:**

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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

**WITNESS:** (Can be your partner) –  
 This is to confirm that the children on this form do actually exist.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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



PARENTS.... GET YOUR

# KIDS IN TOW

How good would it be to meet up with other families that enjoy traveling to new places?

**Would you like to use your rig more?**

KIDS IN TOW (K.I.T.) is a group being put together by Australia's largest national all-RV club.

**The Australian Caravan Club - {ACC}**

**It's the club for all RV's... and now for all ages!**



It's simple to join, and cheap! For around only \$1.00 per week to join the AUSTRALIAN CARAVAN CLUB (ACC).

Once you're an ACC member, joining the KIDS IN TOW group is **FREE!** The only condition is you **MUST** have at least 1 kid aged from 0 - 18 years (special exceptions available). We don't care how old you are, whether you're a teen parent or a senior citizen taking grandkids on an adventure.

We know kids cost so much already, so you won't be asked to buy raffle tickets or to donate to 'this & that' cause. We look for low cost places or if someone is offering good deals. There are no committees to join and there is no minimum amount of times you need to attend.

Pets are a part of the family, so if the place we are staying at says it's OK, then so do we.



Australian Caravan Club - PH/FX: 1800 734 493

[www.australiancaravanclub.com.au](http://www.australiancaravanclub.com.au)



Soon you'll be able to travel around Australia and join up with families doing the same thing.

- Enjoy a night or two together or just happy hour.
- Whether it's just in your local area or on the other side of the country.
- Find out from your mates the best places to see and things to do.

**All of this while the kids are thinking it's all about them!**

Hey KIDS.. Here's a fun group thats all about U!



K.I.T. stands for **KIDS IN TOW**

But, it's where... **Kids Come 1st!**

So come and hang with other kids while you're camping and do cool things that kids want to do when traveling with other KIDS IN TOW!



Here's the deal...

You get to go camping with other families and the rule is...

No kids - No go!

**That means less oldies!**

LET THE PARENTS THINK IT'S THEIR IDEA! lol

But really, like, a good camp is where parents can be, like **SEEN AND NOT HEARD!** (IMHO)

**K.I.T. - KIDS IN TOW is a great new group for families!**

**You're Invited!!**



Does someone in your family have a caravan, camper trailer, a campervan or a motorhome that they can take you away in?

The time to sit with the oldies is... **When you're old!**

Really guys, wouldn't it be nice to get together and have a great time with **your** friends while you know the oldies are safe sitting around the camp with the other 'oldies'.

### FaSt

#### ACC's FaSt scheme is open for business!!

**FaSt** is the Australian Caravan Club's "Farm Stay" scheme. It is an initiative which arose from some club members expressing an interest in making available to fellow club members space on their properties for short-term stays. It is a service provided by members ("Hosts"), for members ("Guests"). To assist users of the **FaSt** scheme, a set of guidelines has been devised. See the website for more details.



### ACCESS

The Australian Caravan Club's Environmentally Safe Scheme **ACCESS** was developed to assist members to be environmentally conscious RV owners. The Code outlines member's rights and responsibilities particularly in regard to independent camping. For a small, once-off, fee of \$5.00 you too can demonstrate your commitment to an environmentally responsible RV lifestyle.

Full details of the **ACCESS** Code Of Conduct may be found in the 'The Club—Documents' section of the website.

### MEMBERSHIP BENEFITS

Our club aims to provide members with a wide range of benefits only attainable through a large membership.

#### Discounts negotiated on behalf of members:

- Caravan Parks
- RV repairers, service & RV related products
- Tourism attractions
- Wine Club
- Magazine subscriptions
- and much more...

#### Representing its members on state & national bodies

#### Dynamic committees

- RV related issues
- TAG (Technical Advisory Group)
- Independent camping
- FaSt (Farm Stay)
- Branch coordination
- National Muster

#### Providing social activities

#### Mainland branch network

#### Regular local & national based musters

#### Dynamic website

- Discussion forums
- Tool for social networking & blogs
- Information dissemination

- Newsworthy articles

#### "The Nomad" - quarterly magazine

#### Club shop merchandise

### Australian Caravan Club Limited

ACN 121 300 856

PO Box 631 Patterson Lakes Vic 3197

Phone/Fax: 1800 734 493



[www.australiancaravclub.com.au](http://www.australiancaravclub.com.au)

# Australian Caravan Club Limited



## A National Club

Open to all RVers including caravans, camper trailers, motor homes and fifth-wheelers.

Working together we can make a difference and enjoy the great outdoors at the same time!

[www.australiancaravclub.com.au](http://www.australiancaravclub.com.au)



# Australian Caravan Club Limited

PO Box 631 Patterson Lakes Vic 3197 | Phone/Fax: 1800 734 493 | ACN 121 300 856

## Membership Application

Office Use Only

Introduced By

<input checked="" type="checkbox"/>	Select Your Membership Choice	Fee	My Cost
	An Ordinary Member ( 1 year )	\$50.00	
	An Ordinary Member ( 3 years )	\$140.00	
	An Associate Member	\$40.00	
	Include me in the ACCESS scheme	\$5.00	
	Application Fee	\$10.00	\$10.00
	<b>Total to Pay</b>		

**Note:** Our constitution states that an **Ordinary Member** must own a qualifying unit, which is defined as a Recreational Vehicle (RV) which is any form of mobile living accommodation that is, or can be, combined with a motor vehicle either as a towed combination or as a self-propelled unit which is designed to be used upon Australian roads. This includes, and is not limited to, caravans, motor homes, campervans, camper trailers, slide-on units, 5th wheelers, etc. An **Associate Member** may be any person who is interested in RVing or the RVing lifestyle.

### APPLICANT

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

### PARTNER

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

### CONTACT DETAILS

Residential Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### QUALIFYING UNIT

Type: \_\_\_\_\_ (Caravan, Camper Trailer etc) Registration No.: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Length (m): \_\_\_\_\_

### I certify that by applying for membership of the Australian Caravan Club Limited I agree that:

- If I am applying as an ordinary member I own (solely or jointly) a qualifying unit as detailed above and I shall advise management if I dispose of the unit.
- I will remove any club insignia from the unit prior to disposal.
- I will act in a manner which is respectful of other members of the club and the community in general.
- I will promote the best interests of the club and comply with the club constitution.
- I am applying to join a club which is Limited by guarantee and therefore if the club is wound up I may be required to contribute \$5.00 toward any club debts as required by law and the club constitution.
- My membership application shall not be approved until I have paid the application fee and membership fee above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  Please DO NOT publish my details in the online membership directory.

### PAYMENT DETAILS

Cheque/Money Order  Visa  MasterCard  Direct Credit  
Credit Card Number:                 CCV:    Expiration Date:   /    
Name of cardholder: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Details for Direct Credit Payments:**  
Bank: Bendigo Bank Name: Australian Caravan Club Ltd Account No. 130553498 BSB No. 633 108

# Australian Caravan Club Limited

The Australian Caravan Club "ACC" is open to all RVers including caravans, camper trailers, motor homes and fifth wheelers.

## A TRULY NATIONAL CLUB

- ACC provides a national voice representing the interests of all members.
- ACC is a nationally registered public company.
- ACC has members in all states and territories.
- The voluntary Board of Directors is elected by the members and all are dedicated to the RV lifestyle.
- Membership for less than \$1 per week
- Voting rights for two individual adult representatives per membership.

## A CLUB REPRESENTING IT'S MEMBERS

One of the main aims of ACC is to represent its members through advocacy. We aim to represent the interests of our members to Governments, industry bodies and other stakeholders in a wide range of issues...

- Overnight and rest areas and facilities.
- Low cost and independent camping.
- Submissions to Government bodies on issues relating to RV matters.
- Technical Advisory Group "TAG". A special interest group investigating major issues relating to the industry.
- Construction standards of camping vehicles
- Membership of MoTOURing - a representative group of RV organisations.

## A CLUB PROVIDING SOCIAL ACTIVITIES

### MAINLAND BRANCH NETWORK

If you enjoy the social side of camping you can join a local Branch of our Club.

- Choose to enjoy the social activities of a localised Branch by joining and attending musters and tag-a-longs.
- Branches provide a fabulous platform for social interaction, camaraderie, interchange of ideas and information on travel, safety and technical matters.
- Join Branch activities whilst on the road—attend other ACC Branch musters and tagalongs.

### ANNUAL NATIONAL MUSTER

- Be part of our major Annual National Muster where members Australia wide attend.
- Be informed by attending information sessions conducted at the Annual Musters.
- A great way to share experiences with like minded campers.



**Australian Caravan Club Limited** ACN 121 300 856  
PO Box 631 Patterson Lakes Vic 3197 | Phone/Fax: 1800 734 493  
[www.austliancaravanclub.com.au](http://www.austliancaravanclub.com.au)



### WEBSITE

Our club website keeps members and the public up to date with current events, RV related matters and information about the ACC and its activities.

- Details of functions, musters and tagalongs.
- Newsworthy items and articles of interest to the industry are included in the 'Members Only' section.
- Social networking can also be conducted via the Club website.
- The website is a great tool for social networking & blogs.
- View the latest in Club merchandise.
- Access the 'Member Benefits' section to receive great discounts & benefits.
- Traders Mart for a broad range of products.

### CLUB MAGAZINE

- The Nomad—Quarterly magazine keeps our members up to date.
- Articles of interest, stories and hints & tricks for all.

### CLUB SHOP

A large range of Club merchandise has been sourced from clothing to umbrellas to stickers. This makes the Club identifiable to the public and creates a feeling of camaraderie.

### MEMBER BENEFITS

Our club aims to provide members with a wide range of benefits.

Discounts negotiated on behalf of members include:

- Caravan Parks.
- RV repairers, service & RV related products.
- Tourism attractions.
- Wine Club.
- Magazine subscriptions.

### FaSt—ACC FARM STAY SCHEME

A brilliant way to enjoy camping—why not stay on a fellow member's property?

- A service provided by members for members.
- Enjoy the freedom & experience Australia's true outdoors.

### ACCESS

The Club is conscious of its role in protecting the environment, as a result of this the ACCESS scheme was implemented.

Be environmentally conscious, join ACCESS



## DRAFT PROGRAMME

### Sun 13 Oct

10.00am - 1.00pm	Car wash - 1st Mudgee Group Scouts
------------------	------------------------------------

### Mon 14 Oct

7.30am - 8.30am	Tai Chi
9.00am	Opening Ceremony
11.00am	Morning tea meet & greet
1.30pm	Info Session: What you do in a medical emergency
2.30pm	Info Session: Practical Issues Living with Hearing and Vision Loss
3.30pm	Boules Round 1
5.00pm	Happy Hour
7.30pm	Sing-along with Vince Pagett
8.30pm	Mudgee Observatory

### Tue 15th Oct

7.30am - 8.30am	Tai Chi
8.30am	Communal breakfast
10.00am – 2.30pm	Wine, Food & Craft Market
2.30pm - 4.00pm	Charity Afternoon Tea - <i>Guest Speaker</i>
4.00pm	Klop Round 1
5.00pm	Happy Hour
6.30pm	Workshop: Outdoor sunset photography
8.30pm	Mudgee Observatory

### Wed 16th Oct

7.30am - 8.30am	Tai Chi
9.00am – 12.00pm	Workshop: Stitch & Bitch Craft
9.00am	Info Session: RV Maintenance Tips for the road
10.00am	Info Session: Electric presentation
11.00am	Info Session: Gas on the Road
1.00pm – 3.30pm	Demonstration: Camp oven cooking
3.30pm	Boules Round 2
5.00pm	Happy Hour
5.30pm	Twilight Barefoot Bowls
7.15pm	Buffet Dinner

## ^ Thu 17th Oct

7.30am - 8.30am	Tai Chi
9.00am	Tagalong car rally
2.00pm	ACC Development **
4.30pm	Klop Round 2
5.30pm	Happy Hour
7.30pm	Local raffle draw
8.00pm	Bingo
8.30pm	Mudgee Observatory
	**Includes K.I.T, TAG, Marketing, Branches, FaSt, Policy reports

## Fri 18th Oct

5.15am	Workshop: Outdoor sunrise photography
7.30am - 8.30am	Tai Chi
8.00am	Golf
9.00am – 12.00pm	Workshop: Stitch & Bitch Craft
9.00am – 12.00pm	Workshop: Men's Shed
12.30pm	Info Session: Legal tips
2.00pm	Old Farts Olympics
3.30pm	Klop & Boules GRAND finals
5.00pm	Happy hour
6.30pm	Communal al fresco dinner
8.30pm	Open Air Movie

## Sat 19th Oct

9.00am - 12.00pm	Workshop: CPR First Aid Course
9.00am - 12.00pm	Demonstration: towing reversing guiding demo/challenge
1.00pm	Info Session: Powerpoint presentation of towing tips
2.00pm	AGM & Conversations with the Board
4.30pm	Group photos (ACC and Trade)
5.00pm	Happy hour
6.30pm	Dinner dance + band

## Sun 20th Oct

9.00am	Branch Presidents, Secretary's & Board Members Meeting
10.30am	Presentation of golf trophies, prizes for klop, boules & car rally
10.45am	Monster raffle draw
11.45am	Closing Ceremony
12.30pm - 3.30pm	Car wash - 1st Mudgee Group Scouts

**Note: the ACC National Muster Programme is subject to change**





**SPONSORSHIP**

The Australian Caravan Club is a Not For Profit organisation and as can be appreciated the costs of staging the National Muster are considerable. We would value sponsorship funds towards the running costs of the Muster or sponsorship of the specific events/items below

In appreciation for the support given to the ACC National Muster sponsors will receive exposure to our large membership base at the National Muster, via our website in addition to marketing in the National Muster Souvenir Program Guide and the December 2013 issue of the Nomad which is distributed to all members. Larger sponsors will receive proportional marketing opportunities based on the level of involvement.

Sponsorship value	Benefit
\$100.00 - \$499.00	<ul style="list-style-type: none"> <li>Exposure to the ACC large membership base</li> <li>Logo featured in the National Muster Souvenir Program Guide</li> <li>Your flyers/brochures can be included in the members Welcome Bag</li> <li>Logo featured in the December 2013 issue of the Nomad</li> </ul>
\$500.00 - \$999.00	<ul style="list-style-type: none"> <li>Exposure to the ACC large membership base</li> <li>Logo featured in the National Muster Souvenir Program Guide</li> <li>Your flyers/brochures can be included in the members Welcome Bag</li> <li>½ page advertisement in the National Muster Souvenir Program Guide</li> <li>Logo featured in the December 2013 issue of the Nomad</li> </ul>
\$1,000.00 - \$2,499.00	<ul style="list-style-type: none"> <li>Exposure to the ACC large membership base</li> <li>Logo featured in the National Muster Souvenir Program Guide</li> <li>Your flyers/brochures can be included in the members Welcome Bag</li> <li>Full page advertisement in the National Muster Souvenir Program Guide</li> <li>Logo featured in the December 2013 issue of the Nomad</li> <li>Logo screening at the Outdoor Movie Night **</li> </ul>
\$2,500.00 - \$4,999.00	<ul style="list-style-type: none"> <li>Exposure to the ACC large membership base</li> <li>Logo featured in the National Muster Souvenir Program Guide</li> <li>Full page advertisement in the National Muster Souvenir Program Guide</li> <li>Your flyers/brochures can be included in the members Welcome Bag</li> <li>Logo featured in the December 2013 issue of the Nomad</li> <li>½ page advertisement or advertorial in one issue of the Nomad</li> <li>Ability to erect promotional flags/signage at the National Muster and at the Outdoor Movie night</li> <li>Trade stand at the National Muster</li> <li>Ability to erect promotional flags/signage at the Outdoor Movie night **</li> <li>Logo screening at the Outdoor Movie Night **</li> <li>30 second advertisement played at the beginning and end of the Outdoor Movie Night **</li> </ul>
\$5,000.00 +	<ul style="list-style-type: none"> <li>Exposure to the ACC large membership base</li> <li>Logo featured in the National Muster Souvenir Program Guide</li> <li>Full page advertisement in the National Muster Souvenir Program Guide</li> <li>Your flyers/brochures can be included in the members Welcome Bag</li> <li>Logo featured on the Welcome Gift</li> <li>Logo featured on branded polo</li> <li>Logo featured in the December 2013 issue of the Nomad</li> <li>Full page advertisement or advertorial in one issue of the Nomad</li> <li>Ability to erect promotional flags/signage at the National Muster</li> <li>Trade stand at the National Muster</li> <li>Ability to erect promotional flags/signage at the Outdoor Movie night **</li> <li>Logo screening at the Outdoor Movie Night **</li> <li>60-90 second advertisement played at the beginning and end of the Outdoor Movie Night **</li> </ul>

Sponsorship item	Sponsorship value	
The Hub meeting spot <i>To provide outdoor gazebos and undercover tarps for a Central meeting place. These gazebos can be branded with your Company marketing logos and slogans</i>	n/c	<input type="checkbox"/>
Non specific sponsorship to the value of	\$100	<input type="checkbox"/>
Non specific sponsorship to the value of	\$250	<input type="checkbox"/>
Non specific sponsorship to the value of	\$500	<input type="checkbox"/>
Non specific sponsorship to the value of	\$1,000	<input type="checkbox"/>
Non specific sponsorship to the value of	\$2,500	<input type="checkbox"/>
Non specific sponsorship to the value of	\$5,000	<input type="checkbox"/>
Non specific sponsorship to the value of.....please specify	\$	<input type="checkbox"/>
Old Farts Olympics <i>To provide refreshments &amp; prizes for the participants</i>	\$200.00	<input type="checkbox"/>
Boules Tournament <i>To provide refreshments &amp; prizes for the participants</i>	\$200.00	<input type="checkbox"/>
Klop Tournament <i>To provide refreshments &amp; prizes for the participants</i>	\$200.00	<input type="checkbox"/>
Golf Tournament <i>To provide refreshments &amp; prizes for the participants</i>	\$200.00	<input type="checkbox"/>
Bingo <i>To subsidise equipment hiring costs &amp; funds to pay local volunteers</i>	\$500.00	<input type="checkbox"/>
Outdoor Movie Night <i>equipment hiring costs</i>	\$550.00	<input type="checkbox"/>
Logo branded polos for the organising team	\$850.00	<input type="checkbox"/>
Charity Afternoon Tea <i>to provide refreshments will be staffed by volunteers</i>	\$1,500.00	<input type="checkbox"/>
Opening Welcome morning tea <i>to provide refreshments will be staffed by volunteers</i>	\$1,900.00	<input type="checkbox"/>
Half sponsorship of the National Muster Welcome Gift <i>A Welcome gift will be included each member's registration pack on arrival at the Muster. For 2013 the gift will be a cooler chair (see images below)</i>	\$2,000.00	<input type="checkbox"/>
Full sponsorship of the National Muster Welcome Gift <i>A Welcome gift will be included each member's registration pack on arrival at the Muster. For 2013 the gift will be a cooler chair (see images below)</i>	\$4,000.00	<input type="checkbox"/>

**Artwork requirements**

Please email in jpg or PDF format by 15 September 2013 to [events2013@australiancaravanclub.com.au](mailto:events2013@australiancaravanclub.com.au)

Company logo or image/text of your Company name if you don't have a logo	Dimensions
¼ page advertisement in the National Muster Souvenir Program Guide	90mmH x 60mmW
½ page advertisement in the National Muster Souvenir Program Guide	90mmH x 130mmW
Full page advertisement in the National Muster Souvenir Program Guide	190mmH x 130mmW
½ page advertisement or advertorial in the Nomad	135mmH x 190mmW
Full page advertisement or advertorial in the Nomad	275mmH x 190mmW

I would like to supply flyers/brochures to be included in the members Welcome Bag (Please supply 250-300)

**Where to send promotional material for the Welcome Bag**

**National companies:**

Please send to Christine Fielder, 2/2 Macfarlane Pde, Sylvania. NSW. 2224 by 15 September 2013:

**Mudgee region companies:**

You will be contacted by a member of the organising team regarding collection of your prize(s) & promotional material during the week beginning 7 October 2013.



Trading name \_\_\_\_\_

Street & number \_\_\_\_\_

Suburb/town \_\_\_\_\_ State \_\_\_\_\_ P/Code \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Contact person \_\_\_\_\_

For further information please contact [events2013@australiancaravanclub.com.au](mailto:events2013@australiancaravanclub.com.au)



# Friendly Faces Helping Hands

**Linking communities and people to the major Hospitals, Health facilities and resources within cities.  
Helping people, to make the journey from Home to Hospital and Home again easier.**

## Friendly Faces Helping Hands

A new website designed to network rural communities and its people to the major hospitals and health facilities. [www.friendlyfaces.info](http://www.friendlyfaces.info) The website will provide information on accommodation, parking, cheap eats, childcare and other facilities that are located around each metropolitan hospital, as well as links to support networks, social workers and counsellors.

Imagine discovering your child or spouse has a life threatening condition requiring immediate treatment in a major metropolitan facility. As if the news is not devastating enough, now imagine the strain of finding accommodation, car parking, food, and other necessities in an unfamiliar and daunting city. Families from rural Australia face this traumatic situation every year, with little or no support. Maules Creek couple Kelly and David Foran know the story well, having been abruptly sent to metropolitan hospitals several times between 2002 and 2004 for family emergencies. Kelly was first admitted to Sydney's Royal Prince Alfred Hospital after being diagnosed with a brain tumour, two weeks short of giving birth to her first child Jake. Later complications meant more unscheduled visits. The following year, the family was immediately rushed to Brisbane when Jake was diagnosed with an eye tumour. David and Kelly's fruitless search for a friendly face and helping hand prompted Kelly to offer rural Australians a unique and innovative new service that will significantly ease the burden of visiting a city hospital. From these experiences and listening to the experience of others, Kelly has created "Friendly Faces Helping Hands" which now has a website, that links rural communities to hospitals and health facilities in Australia's major cities.

Friendly Faces Helping Hands website will help to minimise the overwhelming feelings of isolation that rural people suffering health problems and chronic illness feel, and allow them to navigate the available facilities in preparation for their treatment away from home and there speedy return to our Rural Homes and Communities

The website [www.friendlyfaces.info](http://www.friendlyfaces.info) is available for everyone and in the future will have phone advocacy to support those lacking computer skills and internet access. The website is easy to use. Just select your state and then choose the hospital. Under each hospital you can then select parking, transport, accommodation, restaurants, supermarkets, arcade of shops ( florists, newsagents, childcare and other shops) also a large selection of support networks such as Angle Flight and Sisters of Charity. You can also read a brief outline on the Hospital and find telephone numbers to help find Social workers who can also assist.

Please contact Friendly Faces Helping Hands 0457175888

**"Life is not about waiting for the storms to pass it's about learning how to dance in the rain"**

**"What do we live for if it is not to make life a little easier for others" George Elliot**



[www.turnersigns.com.au](http://www.turnersigns.com.au)

**Mudgee Branch**

**PO Box 684**

**Mudgee NSW 2850**

22 April 2013

General Manager

Mid-Western Regional Council

PO Box 156

Mudgee NSW 2850



9 Loftus Road,  
Darling Point NSW 2027  
Phone 02 9362 3429  
Fax 02 9362 4371  
Email admin@canassist.com.au  
www.canassist.com.au

Jean Calton Hospital, Darling Point  
Fidelliacross, Dawson Bay  
Libby Lounge, Wagga Wagga  
Country Branches  
Emergency Care Centres

Dear Sir *Warwick*

**APPLICATION FOR REVIEW OF ACCOUNT**

Last year, the Mudgee Branch of Can Assist conducted a fundraising concert at the Mudgee Showground. Unfortunately, I came in a little after the venue had been organised but now after the event ask that you might on our behalf review the amount we were levied after the event.

I am advised that we were not given a figure for hire but were told we would be "looked after". Council graciously donated \$1,000.00 towards the event which was extremely generous. However, we then received an account for \$2750.00 for three days use of the venue which was way outside what was expected.

Some points for consideration:

- We didn't expect not to pay though as I said we didn't know how much that would be.
- If we had been advised up front that the rental was to be in the order of the amount charged, the event simply would not have proceeded at that venue.
- Our volunteer members did spend quite some time in setting up for the event although it is hard to reconcile three full days usage.
- We had to supply large amounts of equipment – e.g. lighting, security fencing etc. that not there.
- Car park lights didn't work on the night which again necessitated additional emergency lighting.
- We spent quite an amount of time assisting with the clean-up of the area in readiness for the event and the clean-up after.

Our organisation spends all its funds assisting local people in need. Every dollar is precious and any help you can give will be greatly appreciated.

Please accept my apologies for the delay in getting this to you. We had a change of secretary mid-stream and we thought this had been attended to. I can be contacted on 0427 726 669 if you need to discuss.

Regards

Jim Yeo *Jim*

Branch Treasurer.

*"Providing assistance and care to country cancer patients and their families"*

Cancer Patients Assistance Society of NSW  
ABN 76 000 412 715

# STATEMENT

ABN 96 149 391 332

CAN ASSIST MUDGEE & DISTRICTS BRANCH  
PO BOX 684  
MUDGEE NSW 2850



PO Box 156, MUDGEE NSW 2850  
Ph: (02) 6378 2850 \* 1300 765 002  
Fax: (02) 6378 2815

Email: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)  
Website: [www.midwestern.nsw.gov.au](http://www.midwestern.nsw.gov.au)

Debtor No:  
9701856

Date:  
31/10/2012

Page No:  
1 of 1

Date	Ref. No	Details	Amount
		Balance brought forward	2,750.00

90 days	60 days	30 days	Current
2,750.00	0.00	0.00	0.00

<b>Total Amount Due</b> 2,750.00
-------------------------------------

# TAX INVOICE

ABN 96 149 391 332



CAN ASSIST MUDGEE & DISTRICTS BRANCH  
PO BOX 684  
MUDGEE NSW 2850

PO Box 156, MUDGEE NSW 2850  
Ph: (02) 6378 2850 \* 1300 765 002  
Fax: (02) 6378 2815

Email: council@midwestern.nsw.gov.au  
Website: www.midwestern.nsw.gov.au

Invoice No:  
1563

Debtor No: 9701856      Date: 24/04/2012

PO No: Bruce McGregor      Page No: 1 of 1

*Please Note :- Council's Fees & Charges are reviewed annually with any changes being effective from the 1st July each year. Details of the current, and of any proposed Fees & Charges, can be found on Council's website :- www.midwestern.nsw.gov.au.*

Details	Amount	GST	Net Amount
Rent - Other Shire Property	\$2,500.00	\$250.00	\$2,750.00
Mudgee Showground hire for 3 day Concert on 14th April			
<b>Total:</b>	<b>\$2,500.00</b>	<b>\$250.00</b>	<b>\$2,750.00</b>

COPY



**REMITTANCE ADVICE** - Please return this section with your payment  
Funds received without Invoice Reference shall be allocated at Council's discretion.

Account No: **9701856**      CAN ASSIST MUDGEE & DISTRICTS BRANCH  
Invoice No: **1563**  
Due Date: **24-May-2012**

Amount Payable **\$2,750.00**

## PAYMENT OPTIONS



**In Person**  
Monday to Friday at  
Mudgee Administrative Service Centre- 86 Market Street, Mudgee  
Gulgong Service Centre- 109 Herbert Street, Gulgong  
Rylstone Service Centre- 77 Louee Street, Rylstone

(8.00am - 4.30pm)  
(8.00am - 1.00pm & 1.30pm - 4.30pm)  
((8.00am - 1.00pm & 1.30pm - 4.30pm))



Send your payment to PO Box156, Mudgee NSW 2850.  
(Payment can be made by cheque or money order)



Can Assist Mudgee & Districts Branch  
PO Box 684  
MUDGEE NSW 2850

9<sup>th</sup> February 2012

Dear Sir/Madam



**Re: Can Assist with Music – A fundraising concert**

I am writing to seek your support by way of donation which we can use to aid our proposed fundraising concert for Can Assist Mudgee and Districts Branch. We will be holding the concert on the 14<sup>th</sup> April 2012 at the Mudgee Showground. Can Assist aims to make this concert one of the major entertainment events on the Mudgee calendar. Funds raised will provide appearance fees for headline acts, venue hire, printing costs, courtesy buses and security.

**Why is this project so important?**

- It will ease the burden of travel expenses to seek treatment for local patients.
- It will enable Can Assist Mudgee and Districts Branch to support cancer patients to pay some additional bills while they are receiving treatment

**The Benefits to your organisation:**

In return we can offer:

- An acknowledgement listing in The Colvin Chatter, our quarterly newsletter with a readership of 4,500 Can Assist members, partners and stakeholders in NSW.
- Acknowledgement of your support on the day in promotional material.
- Your organisation would be promoted as a sponsor on the day and your logo included in all print and electronic media
- The satisfaction of knowing that your organisation is helping local cancer patients.
- Complimentary tickets depending on the level of sponsorship

**About Can Assist**

For 55 years Can Assist has provided assistance and care to rural and regional cancer patients and their families. We provide financial assistance, travel, equipment and treatment costs, subsidised accommodation and specialised care at the Jean Colvin Cancer Centre in Darling Point, Sydney and at Lillier Lodge in Wagga Wagga with our partner, The Cancer Council. We also provide care in the home, a web-based wellness program and a vast range

of services and supports largely through fundraising initiatives. Very little funding is available through Government (more information at [www.canassist.com.au](http://www.canassist.com.au)).

Funds are urgently needed because of the heavy financial burden experienced by country families as a result of their remote location, lack of regional treatment centres and drought. Funds raised will help women access treatment in Sydney without the concern of finding extra money to fund expenses such as accommodation and care.

Please contact Charmaine Tuck-Lee or Betty Holland for any further clarification. Confirmation of your support will be greatly appreciated.

Yours sincerely

Charmaine Tuck-Lee  
Secretary  
Can Assist Mudgee and Districts Branch  
02 63735214

Betty Holland  
Concert Coordinator  
02 63722720





**Mudgee Wine Grape Growers Association Inc.,**  
PO Box 748 Mudgee NSW 2850  
ABN 56 51 6408 097

3<sup>rd</sup> May 2013

**Brad Cam**  
Acting General Manager  
Mid Western Regional Council  
86 Market St  
Mudgee NSW 2850

Brad,  
Subject: **Funding of Pymont Wine & Food Festival in Pirrama Park**

The Mudgee Wine Grape Growers Association Inc. request the assistance of Mid-Western Regional Council in funding the upcoming Pymont Wine & Food Festival on the 17<sup>th</sup> & 18<sup>th</sup> May 2013 to the extent of \$2,500.

These funds would contribute to the promotion of the Mudgee region via radio through Nova FM and distribution of leaflets throughout the Pymont and adjoining suburbs promoting the same.

Your support of the Pymont Wine & Food Festival in this way is greatly appreciated by the Mudgee Wine Grape Growers Association Inc.

Regards

Andrew Stein  
President MWGAAI

## 6.2.6 Mudgee Sewerage Augmentation Progress Report

REPORT BY THE BUSINESS MANAGER SERVICES TO 15 MAY 2013 COUNCIL MEETING

Mudgee Sewerage Augmentation Progress Report 130515

A0100056, A0100055, F0740001

### RECOMMENDATION

**That the report by the Business Manager Services on the Mudgee Sewerage Augmentation Progress Report be received.**

### Executive summary

Attached for Council's information is a progress report on the construction of the Mudgee Sewage Treatment Plant, Putta Bucca Pump Station and Power Supplies contracts. Monthly progress reports will be provided to Council for the duration of the project.

### Detailed report

The attached report contains relevant information on expenditure and project programme.

### Financial implications

Contract variations for the Mudgee Sewage Treatment Plant construction to date amount to \$162,529.85 (ex GST).

### Strategic or policy implications

Not applicable.

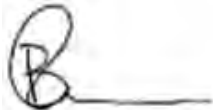
CLAIRE CAM  
BUSINESS MANAGER SERVICES

SALLY MULLINGER  
ACTING DIRECTOR, MID-WESTERN OPERATIONS

3 May 2013

*Attachments:* 1. Mudgee Sewerage Augmentation Project Status Report April 2013

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER

**MUDGE SEWERAGE AUGMENTATION**  
**Contract No.0901709 - Construction of a New Sewage Treatment Plant**  
**Contract No.1101275 – Upgrade of Putta Bucca SPS and Associated Works**  
**Contract No.1102539 – Power Supply Upgrades**

---

**Project Status Report**  
**April 2013**



Report No. 17

Issue Date: 3 May 2013

Prepared by: Claire Cam  
Principal's Authorised Person

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**EXECUTIVE SUMMARY – STP Construction Contract**

Contract No.	0901709
Principal Contractor	Precision Civil Infrastructure ABN 16 097 107 956
Original Contract Sum (ex GST)	\$13,699,295.45
Approved Cost of Variations Total	\$162,529.85
Current Contract Sum	\$13,861,825.30
Contract Payments to Date	\$11,188,561.17
Total Project Cost Expended	80.7%
Date of Contract	8 August 2011
Original Contract Duration	511 calendar days Milestone 1: 28 calendar days Milestone 1+ 2: 420 calendar days (82.2%) Milestone 3: 63 calendar days (12.3%) Milestone 4: 28 calendar days ( 5.5%)
Approved Extensions of Time Claims	208 calendar days (40.7%)
Contract Completion Date	20 September 2013
Calendar Days Elapsed	632
Calendar Days Remaining	140
Total Project Time Expended	82%

**Notes:**

Milestone 1 – Preparation and submission of pre-construction documents.

Milestone 2 – Construction of the Works.

Milestone 3 – Site testing, plant demonstration and commissioning.

Milestone 4 – Preparation and submission of operation and maintenance manuals and work-as-executed drawings.

## **1. Project Status**

### **1.1 Work Progress during April 2013**

#### **1.1.1. Aeration and Catch Balance Tanks**

The balance tank structure has been demolished in April due to the failure of the structure during hydrostatic testing of the aeration tanks in late 2012.

The mechanical decanting equipment installation on the wall between the aeration tanks and balance tank has commenced. All major mechanical equipment that forms part of the Contract is now substantially installed.

#### **1.1.2. Site Works**

Footpaths surrounding the chemical dosing facility and aeration tanks have been poured during April. Topsoil that was removed during initial site earthworks has been replaced in many areas intended to be grassed.

Stormwater drainage pipework installation has been completed for the majority of the site in preparation of final road works.

#### **1.1.3. Pipework**

Pipework for site reticulation of reclaimed effluent and potable water has been completed during April.

#### **1.1.4. Amenities Building**

The generator connection panel adjacent to the amenities building has been installed. The panel will allow connection of a generator to power the treatment plant during mains power outage. Electricians continue to work on the main switchboard and connections.

## **1.2 Photographs**



**Photograph 1. Mechanical decanter installation.**



**Photograph 2. Preparations for construction of site roads**

### 1.3 Work Activities planned for May 2013

#### 1.3.1 Aeration and Catch Balance Tanks

Installation of the decanters in the aeration tanks will be completed during May.

The Contractor will continue with steel fixing for the new balance tank base and is expected to pour concrete to complete the base during May.

#### 1.3.2 Pipework and Pump Stations

Pressure testing of the reticulation pipework for reclaimed effluent and potable water will be undertaken in May. The Contractor will continue to paint the final protective coating on all pump station fittings and pipework.

#### 1.3.3 Road Works

Final road works will commence in May. The earthmoving contractor is now onsite preparing the sub-grade before base material is brought to site in early May.

## 2. Work Health and Safety

The Contractor has not reported any Work Health and Safety incidents during April.

## 3. Variations

A variation has been approved resulting in a cost reduction to the Contract Amount relating to the relocation of the power supply substation. Relocating the substation closer to the treatment plant facility and main switchroom will reduce operational power supply costs, however it resulted in an increase in aerial cable length and an additional power supply pole required to be installed outside of the treatment plant construction Contract. Accordingly, a cost reduction of \$19,000 excluding GST has been approved.

Table 1. Approved Variations Contract No. 0901709

Variation No.	Agreed Scope of Works	Approved by	Cost (ex GST)
1	Works Insurance Policy minimum \$20M	Brett Corven	\$0.00
1a	Professional Indemnity Insurance Policy \$1.5M	Brett Corven	\$0.00
2	Install an additional two 5m wide access gates.	Brett Corven	\$0.00
3	Switchroom sub-floor walls to be reinforced concrete.	Brett Corven	\$0.00
4	Relocate electrical substation to northern side of Road No.1 Chainage 410-420, including design and construction of an earth retaining structure.	Brett Corven	\$0.00
5	Supply & install and additional strand of barbed wire on the security fencing.	Brett Corven	\$0.00



6	Redesign, supply and install underdrain system and perimeter drain to drain seepage to atmosphere.	Warwick Bennett	\$141,086.17
7	Hourly rate for drafting to produce Construction Issue plans.	Brad Cam	\$5,330.00
8	Odour control lids – change from Aluminium to FRP.	Brad Cam	\$0.00
9	Increase concrete cover from 50mm to 65mm on reinforcement for surfaces in contact with sewage.	Brad Cam	\$0.00
10	Replace Iwaki dosing pumps with Grundfos DME 60 pumps.	Brad Cam	\$0.00
11	Provide additional concrete to match height of balance tank north and south wall thinning to eastern wall.	Brad Cam	\$0.00
12	Supply and install FRP grated walkway along centre wall of aeration tanks to allow installation of aerator cabling beneath the grating, decreasing WH&S risk during maintenance.	Warwick Bennett	\$30,720.75
13	Change stopboard frames material from aluminium to stainless steel.	Warwick Bennett	\$2,200.00
14	Cast insitu reinforced concrete 1800mm diameter pump wells and maintenance chambers	Warwick Bennett	\$0.00
15	Relocation of generator connection panel	Warwick Bennett	\$23,256.22
16	Removal of 3 x rotometers from chemical dosing system and replace with flanged pipe.	Warwick Bennett	(\$7,731.90)
17	Precision Civil Infrastructure P/L subcontract PLC design, supply, install to Apex Electrical P/L. Schneider undertake telemetry works.	Warwick Bennett	(\$10,000.00)
18	Installation of smoke detectors connected to security system in lieu of fire detection system specified in Contract.	Warwick Bennett	(\$6,854.00)
19	Installation of split system air conditioning units in switchroom lieu of cassette type systems as specified in Contract	Warwick Bennett	(\$4,738.00)
20	Supply and installation of 3 x 8m light poles to provide staircase lighting for the aeration tanks.	Warwick Bennett	\$9,823.66

21	Installation of split system air conditioning units in laboratory and kitchen in lieu of cassette type system as specified in Contract.	Warwick Bennett	(\$2,096.05)
22	Relocation of power supply substation	Brad Cam	(\$19,000.00)

#### 4. Progress Payments

Progress Claim No. 17 for a sum of \$631,050.74 (ex GST) was received on 5 April 2013. The progress claim was assessed and paid in full.

#### 5. Program

The Principal Contractor last month submitted a revised Project Program that accounts for the approved balance tank reconstruction works. The decision to demolish and rebuild the balance tank will ensure that council receives the concrete structure free from defects and in accordance with the approved design. The construction period required to demolish the damaged balance tank and reconstruct is significantly longer than the previously advised proposal for rectification works.

The completion date for the project has been extended to 20 September 2013, with construction works associated with the catch balance tank construction scheduled to be completed by the end of July 2013. Road sealing, testing and commissioning is scheduled to be conducted in August and September 2013. Project documentation including provision of Work As Executed drawings and Operation and Maintenance Manuals is scheduled to be completed during September 2013.

#### 6. Contractual Issues

The extension of time as discussed above has impacted the Contract for Putta Bucca Pump Station Upgrade, such that final connection of the pump station to the new sewage treatment plant will be delayed until early September 2013. The delay means that the Putta Bucca Pump Station upgrade Principal Contractor has left the site and is working on other projects before returning to the site in July to continue works and be ready to commence pumping to the new Sewage Treatment Plant in September.

## 7. Summary of Contract for Putta Bucca Pump Station Upgrade

Contract No.	1101275
Principal Contractor	Poonindie P/L t/a Ted Wilson & Sons
Original Contract Sum (ex GST)	\$2,436,710.00
Approved Cost of Variations Total	\$21,366.35
Current Contract Sum	\$2,458,076.35
Contract Payments to Date	\$1,780,253.09
Total Project Cost Expended	72.4%
Date of Contract	28 June 2012
Original Contract Duration	40 weeks (280 calendar days) Milestone 1: 6 weeks Milestone 1+ 2: 32 weeks Milestone 3: 6 weeks Milestone 4: 2 weeks
Approved Extensions of Time Claims	3 Days
Contract Completion Date	7 April 2013 * (Extension required to September 2013)

\* Council staff are currently discussing further delays associated with the Sewage Treatment Plant balance tank reconstruction to ensure the Putta Bucca Pump Station Contractor can recommence works in order commencing pumping to the Sewage Treatment plant in September.

### 6.1 Project Variations

The following table summarises the variations approved for Contract No. 1101275.

Table 2. Approved Variations Contract No. 1101275

Variation No.	Agreed Scope of Works	Approved by	Cost (ex GST)
1	Change fencing material from coated PVC to galvanised.	Warwick Bennett	(\$625.45)
2	Standardise Flanges and include pressure monitoring in valve chamber	Warwick Bennett	(\$16,567.27)
3	Replacement of autoclose gate with chain links (gate operation process not functional)	Warwick Bennett	(\$343.64)
4	Replace gatic lids on emergency overflow chamber with gas-tight aluminium lids with safety grating to allow single person operation.	Warwick Bennett	\$2,509.09
5	Remove valve chamber grating and replace with hand rail and provision for chamber access.	Warwick Bennett	(\$6,794.55)
6	Install site water reticulation for maintenance of valve pits and pump well	Warwick Bennett	\$3,372.73
7	Tree removal for power line works	Warwick Bennett	\$748.18
8	Replacement and realignment of stock fencing	Warwick Bennett	\$3,084.54
9	Supply and installation of retaining wall to prevent batter impacting on existing private property access.	Warwick Bennett	\$3,430.91
10	Replacement of Specified Schneider Modicon Premium PLC with Modicon M340 PLC	Warwick Bennett	(\$6,066.36)
11	Construct concrete apron at driveway entrance to avoid damage of road seal.	Warwick Bennett	\$786.36
12	Supply and installation of safety grates on the existing pump station wet well as well as modification to the existing lids to improve safety and access.	Warwick Bennett	\$16,636.36
13	Installation of an odour control system for the existing pump station wet well.	Warwick Bennett	\$21,195.45

## 8. Summary of Contract for Power Supply Upgrade

Construction works for the Power Supply Upgrade Contract have been completed. Final payment will be made on completion of Contract Documentation by the Contractor

Contract No.	1102539
Principal Contractor	Large Industries P/L t/a JLE
Original Contract Sum (ex GST)	\$352,145.00
Approved Cost of Variations Total	(\$142,353.00)
Current Contract Sum	\$209,792.00
Contract Payments to Date	\$205,870.00
Total Project Cost Expended	98.2%
Date of Contract	28 June 2012
Original Contract Duration	12 weeks
Approved Extensions of Time Claims	148 calendar days *
Contract Completion Date	14 February 2013

\* Extension of time to this Contract was associated with availability of the required substations.

### 8.1 Project Variations

The value of the two substations has been removed from the Power Supply Contract due to the unavailability of the required substation via the Contractor within an acceptable time period that would not impact the Treatment Plant Construction and Pump Station Upgrade Contracts.

Council has sourced and supplied the required substations, with installation of the substations undertaken by the Contractor.

## 6.2.7 Redbank Creek Dam

### REPORT BY THE DIRECTOR, MID-WESTERN OPERATIONS TO 15 MAY 2013 COUNCIL MEETING

Redbank Creek Dam

A0100056, F0710006, F0710004

#### RECOMMENDATION

##### That:

1. **the report by the Acting General Manager on the Redbank Creek Dam be received;**
2. **Council adopt the design and remediation work to Redbank Creek Dam;**
3. **Council invites tenders from selected persons only as per section 55(4) of the Local Government Act.**

#### Detailed report

In August this year Council has received from the State Government a gazettal notice dated May 1902 that under the Country Town Water and Sewerage Act 1880 the dam wall is transferred into Council ownership. A copy of the gazette notice is attached for Councillors' information.

Prior to the receiving of the 1902 gazette notice the State Government through the NSW Office of Water made an offer to Council that if Council was to make a contribution of \$200,000 plus GST the State Government via its agencies of National Parks and Wildlife and Office of Water would fund the balance of the upgrade repairs needed to make the dam wall safe. They are currently looking at a proposal to reduce the dam wall by 9 metres. With design costs, tender costs and construction costs this project is expected to now be \$800,000. However the advantage of this potential agreement with the State Government is if the cost does exceed \$800,000 they will fund the balance. I have spoken to the NSW Office of Water since the gazette notice has located and this offer is still on the table. Council would be required as part of this agreement to manage the contract including the design process.

In December 2012 Council engaged Richard Rodd and Associates to do an assessment of the Redbank Creek Dam with the view of finding a solution to remediate the pipe penetration through the base of the wall and determine which section of the dam wall needs to be removed in order to maintain stability. The full specification and stability upgrade of Redbank Creek Dam is attached including present condition of the dam.

It is Councils intention to call for tenders for these works. The process will be a selected tender calling on contractors who have specialised experience in Dam construction.

#### Financial implications

Council has allocated \$200,000 from the Water fund and the Office of Water is providing \$600,000. The project will only proceed if the tenders come in under the \$800,000.

#### Strategic or policy implications

Not applicable.


6 May 2013

*Attachments:* 1. Gazette notice dated May 1902

(at the end of the business paper):

2. Redbank Creek Dam stability upgrade project specification
3. Present condition of the dam
4. Redbank Creek Dam – Drawing List

APPROVED FOR SUBMISSION:

A handwritten signature in black ink, appearing to be the name 'BRAD CAM', with a horizontal line extending to the right.

BRAD CAM  
ACTING GENERAL MANAGER

CG 1902 Vol. 3

PROCLAMATION

New South Wales, } By His Excellency The Honourable Sir  
to wit. } FREDERICK MATTHEW DARLEY, Knight

(L.S.) } Grand Cross of the Most Distinguished  
Order of Saint Michael and Saint George,  
Lieutenant-Governor of the State of New  
FREDK. M. DARLEY, South Wales and its Dependencies, in  
Lieutenant-Governor, the Commonwealth of Australia.

TO MAKE FURTHER PROVISION FOR THE CELEBRATION OF  
MARRIAGES IN NORFOLK ISLAND.

I, Sir FREDERICK MATTHEW DARLEY, Lieutenant-Governor  
of the State of New South Wales and its Dependencies,  
do, in pursuance of the powers vested in me, declare and enact  
as follows:—

Generally.

1. Every marriage celebrated by a minister of religion ordinarily officiating as such, whose name, designation, and usual residence have been and then continue registered in the office of the Government of Norfolk Island at Sydney, shall be valid.
2. Every marriage shall be celebrated in the presence of two witnesses at least.
3. Immediately after the celebration of the marriage a certificate of marriage in the form of the Schedule hereto shall be signed by the minister, the witnesses, and the parties to the marriage, and a copy of such certificate shall be delivered to each of the said parties.
4. Within one month after the marriage the minister celebrating the marriage shall transmit the original certificate to the Registrar of Births, Deaths, and Marriages.
5. Marriages not to be avoided or affected for certain reasons.
6. No marriage in fact shall be avoided by reason only of the same having been celebrated by a person not being a minister or ordinarily officiating minister of religion if either of the parties to the marriage at the time bona fide believed that he was such ordinarily officiating minister.
7. No marriage shall be affected by reason of the omission by the minister celebrating the same to cruse his name, designation, or usual residence to be registered according to these laws, or from the fact that his name, designation, or usual residence has ceased to be so registered.

Validation of certain marriages.

7. Every marriage celebrated in Norfolk Island before the coming into force of these laws by any minister of religion or person ordinarily officiating as such, shall be and be deemed to have been from the time of the celebration thereof a perfectly legal and valid marriage to all intents and purposes, notwithstanding any non-compliance with forms or other irregularity attending the celebration.

Penalties.

8. (i) Every minister, or person officiating as such, who celebrates any marriage knowing that his name, designation, or usual residence has not been or is not then duly registered shall be guilty of a misdemeanour, and being convicted thereof, shall be liable to a fine not exceeding £200, either alone or with imprisonment not exceeding two years; or  
(ii) If the omission was accidental or by inadvertence, shall be liable to a fine not exceeding ten pounds, to be recovered in a summary way before the Chief Magistrate.
9. Every minister or person having celebrated any marriage who fails to comply with the provisions of these laws or any of them respecting the certificate to be transmitted to the Chief Magistrate, shall be liable to a fine of not less than £5 and not exceeding £20, to be recovered in a summary way before the Chief Magistrate.
10. These laws shall take effect on and after the first day of August, 1902.

Commencement of laws.

SCHEDULE.

Certificate of marriage.

I [Name of the minister], being [Designation], do hereby certify that I have this day at [Place] duly celebrated marriage between [Name, designation, and residence of husband] and [Name, designation, and residence of wife].  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Signature of Minister, A. B.  
Signature of parties to marriage { C. D.  
{ E. F.  
Signature of witnesses { G. H.  
{ J. K.

Given under my Hand and the Seal of Norfolk Island, at Sydney, this twenty-sixth day of May, in the year of our Lord one thousand nine hundred and two, and in the second year of His Majesty's Reign.

By His Excellency's Command

"COUNTRY TOWNS WATER AND SEWERAGE ACT OF 1880."

NOTIFICATION OF COMPLETION OF WATER WORKS IN CONNECTION WITH THE WATER SUPPLY FOR THE BOROUGH OF MUDGEEO.

PROCLAMATION

New South Wales, } By His Excellency The Honourable Sir  
to wit. } FREDERICK MATTHEW DARLEY, Knight

(L.S.) } Grand Cross of the Most Distinguished  
Order of Saint Michael and Saint George,  
Lieutenant-Governor of the State of New

FREDK. M. DARLEY, South Wales and its Dependencies, in  
Lieutenant-Governor, the Commonwealth of Australia.

WHEREAS the Minister for Public Works in and for the said State has reported to me the completion of the works hereinafter mentioned: Now, I, Sir FREDERICK MATTHEW DARLEY, as such Lieutenant-Governor aforesaid, with the advice of the Executive Council of the said State, in pursuance of the power in this behalf given to or vested in me, do hereby notify that the works in connection with the Water Supply at Mudgeeo, in the said State, constructed under the direction of the Minister for Public Works for the time being in accordance with the provisions of the "Country Towns Water and Sewerage Act of 1880," have been completed.

Given under my Hand and the Seal of the said State, at Sydney, this twenty-third day of May, in the year of our Lord one thousand nine hundred and two, and in the second year of His Majesty's Reign.

By His Excellency's Command  
E. W. O'SULLIVAN.

[10758] GOD SAVE THE KING!

"COUNTRY TOWNS WATER AND SEWERAGE ACT OF 1880."

REPORT OF THE COMPLETION OF WORKS IN CONNECTION WITH THE WATER SUPPLY FOR THE BOROUGH OF MUDGEEO.

To His Excellency the Lieutenant-Governor.  
Your Excellency,

PURSUANT to the provisions of the "Country Towns Water and Sewerage Act of 1880," I, EDWARD WILLIAM O'SULLIVAN, the Minister for Public Works in and for the State of New South Wales, in the Commonwealth of Australia, do hereby report to your Excellency that the Works in connection with the Water Supply at Mudgeeo, in the said State, constructed under the direction of the Minister for Public Works for the time being in accordance with the provisions of the said Act, have been duly completed.

E. W. O'SULLIVAN,  
Minister for Public Works.

Department of Public Works,  
Sydney, 19th May, 1902. [10760]

[11442] Chief Secretary's Office,  
Sydney, 29th May, 1902.

HIS Excellency the Governor, with the advice of the Executive Council, has appointed WILLIAM HENRY RYDER, Esquire, Under Home Secretary, Brisbane, Queensland, to the Commission of the Peace for the State of New South Wales.  
JOHN SKR.

[11441] Chief Secretary's Office,  
Sydney, 30th May, 1902.

HIS Excellency the Governor, with the advice of the Executive Council, has been pleased, in pursuance of the provisions of the "Sydney Harbour Trust Act, 1900," and upon the recommendation of the Sydney Harbour Trust Commissioners, to approve of the promotion of

Mr. THOMAS MAURICE CARVIN, Assistant Records Clerk, to the position of Senior Records Clerk, vice Mr. Sheridan, promoted,—to date from the 20th March last; and of the appointment of

MR. HENRY ALEXANDER ALLAN



## 6.2.8 Classification of Woolleys Road, Upper Bylong as a Bus Route

REPORT BY THE MANAGER TECHNICAL SERVICES TO 15 MAY 2013 COUNCIL MEETING  
REPORT Council - Addition to School Bus Route - Woolleys Rd Bylong School Bus  
A0100056, A0170051, R0799013

### RECOMMENDATION

**That:**

1. **the report by the Manager Technical Services on the addition of Woolleys Road, Upper Bylong to the existing Bus Route be received;**
2. **that Woolleys Road, Upper Bylong be endorsed for inclusion as part of the Bylong School Bus Route.**

### Executive summary

Council has received a request for Woolleys Roads to be endorsed for inclusion as part of a bus route. The Department of Transport and Infrastructure requires Council approval for buses to travel on Council roads. This report recommends the requested road being Woolleys Road Bylong be endorsed for bus travel.

### Detailed report

Woolleys Road is an unsealed road approximately 4.3km in length and runs off Upper Bylong Road. It is a well formed Minor Local Council road currently on a 2 year grading schedule. The requested bus route is from Upper Bylong Road to the Property "Helvetia" approximately 2.5km from Upper Bylong Road and is considered suitable for a bus to travel on.

Under Councils Road Asset Management Plan, minor local roads that are also a Bus route are graded every 12 months. Hence the inclusion as a bus route will change the grading frequency for this 2.5km section from 24 months to 12 months.

### Financial implications

Based on the average cost of \$1650/km to grade a rural road, to include 2.5km of Woolleys Road as a bus route and grade it every 12 months is an additional \$2,062 per year and can be incorporated into the existing road maintenance budget, however will put more pressure on existing grading schedules.

### Strategic or policy implications

Mid-Western Regional Council Road Asset Management Plan.



ANDREW KEARINS  
MANAGER TECHNICAL SERVICES

SALLY MULLINGER  
ACTING DIRECTOR, MID-WESTERN OPERATIONS

20 March 2013

*Attachments:* 1. Letter – JR Jamieson – School bus Operator

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER

# JR JAMIESON SCHOOL BUS OPERATOR

54 Louee Street Rylstone NSW 2849  
PHONE-FAX (02) 6379-1306  
A.B.N. 39 113 681 491.

21<sup>st</sup> March, 2013

The General Manager  
Mid Western Regional Council  
Market Street  
MUDGEES NSW 2850



Dear Sir,

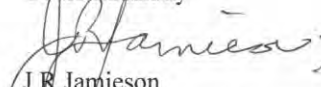
**Re: The Upper Bylong School Bus Route**

We need approval to run the Bylong School Bus along Wooleys Road Upper Bylong to the property "Helvetia".  
i.e. From the intersection of Upper Bylong Road and Wooleys Road turning around at "Helvetia" and returning to Upper Bylong Road.

The School Bus currently runs along Upper Bylong Road to the property gate "Glen View" and turns around there.

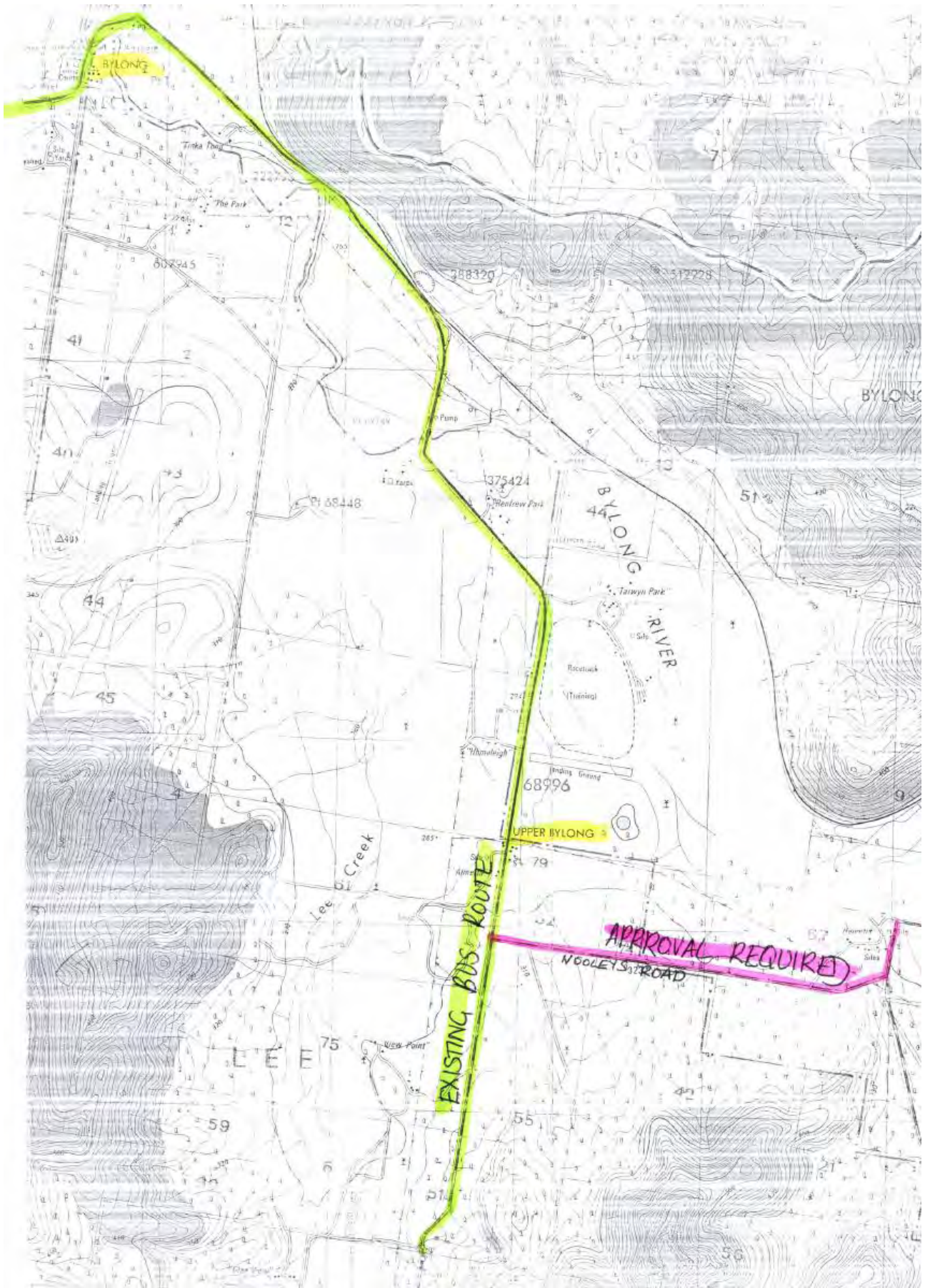
I await your reply, please.

Yours faithfully

  
J R Jamieson  
School Bus Operator

Cox's Creek to Kandos School Charter Service.  
Murrumbo to Bylong School Charter Service.  
Growee Gulph to Kandos School Charter Service.

Contract N1357  
Contract N0088  
Contract N0030



## 6.2.9 Mudgee Sports Council

### REPORT BY THE DIRECTOR, MID-WESTERN OPERATIONS TO 15 MAY 2013 COUNCIL MEETING

Mudgee Sports Council Report 15th May 2013  
A0100056, A0360013

#### RECOMMENDATION

##### That:

1. **the report by the Director, Mid-Western Operations on the Mudgee Sports Council be received;**
2. **That the minutes for the Mudgee Sports Council ordinary monthly meeting held on 25 March 2013 be noted.**

#### Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Mudgee Sports Council Meetings held on 25 March 2013. The Sports Council receives an updated Works Request and Matters in Progress report together with updated financial details each month prior to their meeting.

There are no further 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.

#### Detailed report

Not applicable.

#### Financial implications

Not applicable.

#### Strategic or policy implications

Not applicable.



BRAD CAM  
DIRECTOR, MID-WESTERN OPERATIONS

22 April 2013

*Attachments:* 1. Minutes of the Mudgee Sports Council Ordinary Meeting 25 March 2013

**Sports Council Meeting.**  
**Glen willow Netball Meeting Room**  
**25-03-2013**  
**18:35**

**Present:** P. Mitchell, G. Robinson, C. Kurtz, T. Ford, Ben Harris (Mudgee Guardian Representative), Brad Reynolds (Grounds Keeper Glen Willow), G. Bartrim, C. Hooper & J. Johnson.

**Apologies** D. Scales, R. Golden, M. O'Keefe, Moved T. Ford seconded G. Bartrim that apologies be accepted.

Previous minutes read as true and correct, C. Kurtz seconded T. Ford.

Welcome to Brad Reynolds who is the grounds curator for the Glen Willow complex, it's disappointing to see that not all sports are represented here tonight. The facilities are looking wonderful with the hard work and effort that has been put in.

Brad addressed the meeting about Glen Willow and his role in it's up keep, his role is Glen Willow only and for all other grounds are in the care of Andrew Dunstone and Jenny Neely.

- Moving Soccer training to the old fields, the lighting is to be updated hopefully this week.
- After hours meeting- Security has been a bit erratic with when they arrive to lock gates please be aware they can come anytime between 8-9pm to lock up.
- Ground closure's- the policy is to be updated, in the past Parks & Gardens had blanket closure's, with the different field bases some grounds may be closed where others remain open, to monitor wear & tear grounds will be monitored more closely.
- Multi user's- more bins have been ordered.
- Incident of injury from Soccer pegs, Soccer is now looking at a pivot system for the nets.
- Vehicle access on fields- this must be reduced by user groups only EMERGENCY VEHICLES are allowed on fields.
- The viewing platform near the Touch/Soccer clubhouse is for viewing only not a car park.
- Facility repairs- started last week, please log requests by the work's request system.

**Business arising from previous minutes:**

- Discrepancy with Treasurer's report and council report.
- Clubs finding it difficult to contact Moolarben Coal site.
- South fields at Glen Willow are ok to train on, but only in daylight hours.
- Council gave Little Athletics a \$100 rebate on their 11/12 fee's due to flooding of grounds.
- Dogs are still being seen on grounds, need more support from Council to police this.
- Sports Awards- need to be in this week, selections will take place 9am Saturday 30/03, at Video Ezy venue still to be confirmed by Geoff.

**Treasurer's report:**

- \$57,800.61 as at 31/12 which was the last report we received from Council.
- Little Athletics has paid 11/12 fee's and 12/13 fee's
- Softball has paid fees.

Moved T. Ford, seconded C. Kurtz that report true and accurate.

**Secretary Report:**

- All schools have booked carnivals now for Athletics.
- Email from Mark O'Keefe that there will be no Black Swan's senior /junior teams this season, they will still hold Auskick on Sundays at Victoria Park, and training will be on the proviso of insurance.

**Works Request updates:**

- Fire extinguishers still to be completed.
- Goal posts still to be removed from Victoria Park.
- Lights still to be replaced on No 3 field at Glen Willow.
- Seat still needs repair at West end near Men's amenities.
- Tap's leaking at amenities block Walker's oval.
- Lights in change room Cahill Park not working.
  - Top soil requested for Cahill Park, would be required now to allow grass growth, to be placed on fields near the railway line as children playing on a rock covered field, request 20 tonne, this is to renovate the Northern fields.
  - Mudgee Hockey requests a key to the canteen at West end complex, Jenny Johnson to contact council.

**Works Requests:**

- The South/West light tower at Jubilee has lights out.
- Graffiti at Jubilee.
- Graffiti at West end complex.

**General Business:**

- Softball has dug 5 diamonds out at west end complex, in contradiction to sports council and council recommendations, Peter Mitchell will contact Softball sports council rep for clarification.
- Goal posts to go up on small field at West end complex for Junior Rugby numbers looking really good this year.
- Seating at West End nothing to report from council yet.
- Mudgee soccer received a letter from Council, letting them know that the charge for using lights will be 50% of the total cost of power, Rugby haven't received a letter as yet, the lights at Glen Willow are not up to the Australian Safety standard, council is concerned about liability.
- Peter spoke to Julian Geddes re fitness groups, a proposal to go to council re groups using grounds for commercial gain.
- The drain at Glen Willow is to have remedial work done, as a young child fell in and was lucky not drown.
- Enquiry from Rugby, teams pay per team sports council fee's and the fee's are set at \$2000 for the 1<sup>st</sup>, \$1500 for the second, which is set for MWRC sports groups, Rugby played a trial match at Rylstone, and council wanted Rugby to pay \$261, why did this happen when no gate takings were taken?

**Meeting closed 19:50**

**Next meeting 29<sup>th</sup> April at 6:30pm at the Netball clubhouse.**

## 6.2.10 Designating Orthodox section of Mudgee General Cemetery

REPORT BY THE BUSINESS MANAGER RESOURCES & RECREATIONAL TO 15 MAY 2013  
COUNCIL MEETING

Designating Orthodox section at Mudgee General Cemetery

A0100056, F0520005

### RECOMMENDATION

#### That:

1. **the report by the Business Manager Resources & Recreational on the Designating Orthodox section of Mudgee General Cemetery be received;**
2. **Council approve the designating of an Orthodox section in the Mudgee General cemetery.**

### Executive summary

The purpose of this report is to recommend to Council of designating a new religious section in the Mudgee General Cemetery.

### Detailed report

Council has received a request for a new religious section, this being Orthodox to be included in the Mudgee General Cemetery. Currently there is no Orthodox section in any of the MWRC cemeteries.

Council staff have investigated possible area for the new religion in the Monumental section. The section which has been identified as a possible location is located in the north eastern area of the monumental cemetery see map attached.

### Financial implications

Nil.

### Strategic or policy implications

- Cemeteries Policy
- Mid-Western Regional Council Fees and Charges

JULIAN GEDDES  
BUSINESS MANAGER RESOURCES AND  
RECREATIONAL

SALLY MULLINGER  
ACTING DIRECTOR, MID-WESTERN  
OPERATIONS

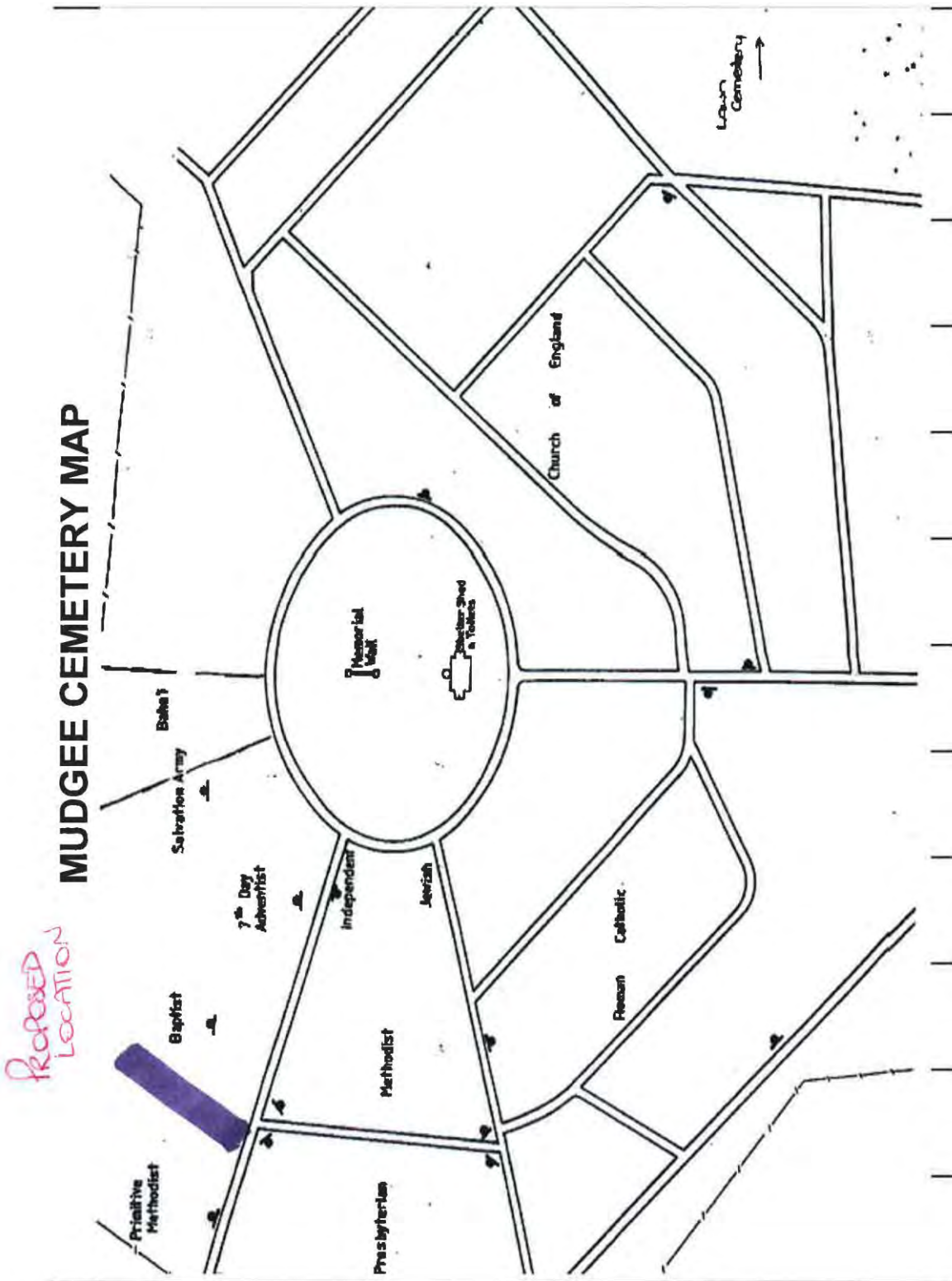
30 April 2013

*Attachments:* 1. Map of Mudgee General Cemetery  
2. Photo of proposed location

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER







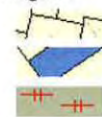
Map Scale: 1:3,046

**Disclaimer**

This map has been created for the purpose of showing basic locality information over Mid-Western Regional Council. Property boundary line network data is supplied by Department of Lands.

This map is a representation of the information currently held by Mid-Western Regional Council. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions.

**Legend**



Parcel  
 Crown Land  
 Railway



Parish  
 Localities  
 LGA Boundary



NORTH  
 Road  
 State Forest  
 Waterway



Printed on Tuesday, 30 April 2013

ATTACHMENT 2



## 6.2.11 MRTI Quarterly Report March 2013

REPORT BY THE ACTING GENERAL MANAGER TO 15 MAY 2013 COUNCIL MEETING  
MRTI QuarterLy Report March 2013  
A0100056, F0770077

### RECOMMENDATION

**That the report by the Acting General Manager on the MRTI Quarterly Report March 2013 be received.**

### Detailed report

As per the funding and performance agreement entered into in June 2010 between Mudgee Regional Tourism Inc (MRTI) and Council, MRTI is required to report quarterly to Council on their performance.

The December 2012 quarterly report has been delivered to Council in accordance with this requirement and is attached for Council's consideration.

### Financial implications

Not applicable.

### Strategic or policy implications

Not applicable

30 April 2013

*Attachments:* 1. MRTI Quarterly Report – March 2013

APPROVED FOR SUBMISSION:



BRAD CAM  
ACTING GENERAL MANAGER



**Mudgee Region Tourism  
Inc.**

**March 2013  
Quarterly Report  
for  
Mid-Western Regional  
Council**

# MRTI March 2013 Quarterly Report Table of Contents

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Projects Report.....	<b>Error! Bookmark not defined.</b>
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## Executive Summary

### CEO Position, MRTI

The MRTI Board advertised, shortlisted and is currently considering its options and is in the process of appointing the new CEO.

### Financial Summary

See the Treasurers report.

### Membership Summary

The current membership is 366 and as compared to 355 the same quarter in 2011...

Membership of MRTI has increased 3% on the same quarter in 2011. Variances in different sectors of membership show: winery ↓ 2%, touring ↓ 22%, attractions ↓ 10%, restaurants/cafes ↑ 12.5%, local businesses ↑ 35.7% (this figure is inflated as the categories were recorded differently in 2011) accommodation ↑ 2.7%.

**Rylstone Visitor Information Outlet** – A new agreement has been put in place for information services to be provided from the premises of The Lollipop Shop, 50 Louee Street Rylstone. It is expected that the provision of information will commence in the coming weeks.

**Staff Famils** – MRTI staff famils are currently being developed which will take in some new members. As there are some new staff this will assist in better provision of information to visitors in all VIC's.

### Marketing & Promotions Summary

During the January to March quarter 2013 the PR campaign generated over 67 articles to promote the Mudgee Region's sensory experiences, which is an increase on the figures during the same time last year. The focus of the PR revolved around family friendly attractions and accommodation, Clay Push, the Heroes & Icons dinner and Bunnamagoo Mudfest. Despite the successes generated by the current public relation agency employed by MRTI, public relations agencies have been asked for their expressions of interest for the MRTI contract and a new agency is currently being recruited.

MRTI has been given \$50,000 grant funding from Destination NSW to run a campaign 'Make Your Next Trip Mudgee Region'. The campaign is currently being rolled out to regional cities.

A local campaign is also being undertaken, focusing on local public relations and competitions to increase the local database and establish a Visiting Friends and Relatives program.

**Social Media** the use of Facebook, Twitter, a blog, You Tube channel, Instagram, Pinterest and Trip Advisor continue to increase and build interaction with our customers. The new website incorporates all these functions and all show sustained growth in usage.

### Mobile Phone App – analytics January to March 2013

4504 page views, 3893 Unique page views, average of 1.51 minutes per visit. This is a rapidly changing area which is consistently increasing in activity.

**Statistics Summary** Visitation to the region's visitor centers shows a decrease of 9% on the same quarter in 2012 for Mudgee and an increase of 34% for Gulgong.

## Key Performance Indicators met March 2013 Quarter:

During this quarter MRTI met the following obligations to Mid-Western Regional Council to provide Visitor Information Services as detailed in **Section 5** of the agreement dated 21 June 2010 between Mid-Western Regional Council and Mudgee Region Tourism Inc. These are outlined below:

- (a) MRTI will provide the Visitor Information Services in a proper and efficient manner from the Mudgee Visitors Information Centre at 84 Market Street, Mudgee on a seven (7) day a week basis between the hours of 9.00am to 5.00pm, in Gulgong from premises known as 'The Shanty' on a five (5) day basis between the hours of 10.00am and 3.00pm (Thursday to Monday) or such other premises in those respective towns as MWRC and MRTI may agree and in doing so will provide a range of services at least comparable with those services provided by MRTI under the Funding and Performance Agreement between the parties for the period from 1 July 2010 - 30 June 2012. KPI fully completed.
- (b) Lakelands Olives is no longer providing information services to visitors and as such MRTI put out to tender and processed applications for the provision of information services in Rylstone. The MRTI is currently finalising an agreement with Mr Craig Chung, The Globe Hotel and Ms Adrianna Brown from The Lollipop Shop, 50 Louee Street, Rylstone. This agreement will ensure the provision of information services in Rylstone and meet the criteria and obligations to MWRC.

During the continuance of this Agreement, MRTI must:

- (i) Participate in at least 2 significant tourist trade shows annually in major cities to increase the number of domestic tourists to the LGA
  - (ii) Develop key indicators that measure tourist numbers to the LGA including the number of visitors attending each visitor centre, where they are from and how they have heard about the LGA and conduct a bi-annual targeted campaign for participation in web based surveys about visitor experience in the LGA.
  - (iii) Ensure that the Visitor Centres and other suitable locations outside the LGA are stocked sufficiently to promote the LGA's attractions as a tourist destination
  - (iv) Develop and update from time to time a promotional booklet(s) that covers the LGA.
  - (v) Review and update from time to time its constitution to ensure that this document is and remains relevant and effective for the efficient provision of Visitor Information Services
- KPI fully completed.
- (c) In performing the Visitor Information Services, MRTI will operate as a principal and will not hold itself out as being the agent or contractor of MWRC or purport to bind MWRC under any contract or agreement with third parties or otherwise incur any liability on behalf of MWRC.
- KPI fully completed.

## Finance Report

### Mudgee Regional Tourism Inc - Treasurer's Report

#### Treasurer's Report - Q3/ March 2013

1. **Nature of Report**

- a. This is the financial report for the Third quarter of the MRTI 2013 financial year, given to Mid-Western Region Council (MWRC) under the reporting format as agreed under the contract executed between MWRC and MRTI.
- b. The report demonstrates the trading result for the financial quarters ended 31 March 2013

2. **Accounting Conventions**

- a. The attached P&L and Balance Sheet have been prepared directly from the MYOB General Ledger with no external intervention other than formatting.
- b. Accrual accounting is used under GAAP.
- c. The Budget for the year has been included for comparative purposes.

3. **Overall Result**

- a. The overall result of actual to budget is \$9735.

4. **Trading Income**

- a. Retail trading income indicates a \$10,002 deficit to budget, cost of goods sold is \$8899 less than budgeted.

5. **Total Income**

Overall income indicates an excess to budget of \$3708, being .8% above the budget forecast for the period under review.

6. **Overhead Expenses**

- a. Overhead expenses are -\$6027 or 1.2% under budget.
- b. The organisation continues to be under financial control and is being well managed.

7. **Cash Funds**

At the end of the third quarter the majority of the current assets is cash \$147951.

8. **Balance Sheet**

- a. A balance sheet is included as part of this report.
- b. Total assets are very strong. The major component in liabilities is the accrual of prepaid income, which will be amortised during the 2012/2013 financial year.

9. **Auditor**

James Sullivan, from Lawrence, Bennett & Portelli will again act as auditor.



**Mudgee Region Tourism**

84 Market Street  
MUDGEE NSW 2850

**Profit & Loss [Budget Analysis]**

**July 2012 through March 2013**

30/04/20  
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	Selected Period	Budgeted	\$ Difference	% Difference
<b>Income</b>				
Retail Sales	\$71,724.92	\$81,727.55	-\$10,002.63	(12.2%)
Membership Income	\$61,638.93	\$62,625.01	-\$986.08	(1.6%)
Banner Advertising	\$218.24	\$0.00	\$218.24	NA
App Advertising	\$10,169.58	\$9,000.00	\$1,169.58	13.0%
Grants	\$6,250.00	\$0.00	\$6,250.00	NA
Visitor Guide Advertising	\$131,406.75	\$131,250.01	\$156.74	0.1%
Booking Agency Fees	\$294.63	\$374.99	-\$80.36	(21.4%)
MWRC Contract	\$245,779.70	\$245,779.69	\$0.01	0.0%
Other Income	\$186.57	\$150.02	\$36.55	24.4%
Interest Received	\$4,797.38	\$6,750.00	-\$1,952.62	(28.9%)
<b>Total Income</b>	<b>\$532,466.70</b>	<b>\$537,657.27</b>	<b>-\$5,190.57</b>	<b>(1.0%)</b>
<b>Cost Of Sales</b>				
COGS Retail	\$38,261.02	\$47,160.35	-\$8,899.33	(18.9%)
<b>Total Cost Of Sales</b>	<b>\$38,261.02</b>	<b>\$47,160.35</b>	<b>-\$8,899.33</b>	<b>(18.9%)</b>
<b>Gross Profit</b>	<b>\$494,205.68</b>	<b>\$490,496.92</b>	<b>\$3,708.76</b>	<b>0.8%</b>
<b>Expenses</b>				
Advertising	\$3,211.96	\$3,000.01	\$211.95	7.1%
Audit Fees	\$5,999.94	\$5,999.99	-\$0.05	0.0%
Bank Charges	\$606.53	\$1,125.00	-\$518.47	(46.1%)
Bank Charges - Merchant	\$2,444.04	\$3,000.01	-\$555.97	(18.5%)
Cleaning	\$3,351.09	\$3,749.99	-\$398.90	(10.6%)
Computer Expenses	\$1,925.07	\$1,499.99	\$425.08	28.3%
Depreciation	\$9,450.36	\$7,500.01	\$1,950.35	26.0%
Electricity	\$1,661.94	\$2,250.00	-\$588.06	(26.1%)
Freight & Cartage	\$160.92	\$750.01	-\$589.09	(78.5%)
Gulgong Office Costs	\$600.23	\$750.01	-\$50.22	6.7%
Insurance	\$2,485.10	\$3,000.01	-\$514.91	(17.2%)
Insurance - Workers Comp	\$808.03	\$1,125.00	-\$316.97	(28.2%)
Motor Vehicle Expenses	\$5,942.53	\$6,339.15	-\$396.62	(6.3%)
Office Supplies	\$1,907.98	\$2,250.00	-\$342.02	(15.2%)
General Postage	\$488.47	\$1,499.99	-\$1,011.52	(67.4%)
Member Expenses	\$3,019.65	\$1,125.00	\$1,894.65	168.4%
Printing & Stationery	\$3,626.39	\$2,250.00	\$1,376.39	61.2%
Professional Fees	\$15,093.49	\$17,334.98	-\$2,241.49	(12.8%)
Rent Mudgee Visitors Centre	\$9,438.12	\$7,172.77	\$2,265.35	31.6%
Rent Gulgong Visitors Centre	\$5,105.45	\$7,381.81	-\$2,276.36	(30.8%)
Rylstone running costs	\$10,264.55	\$10,792.17	-\$527.62	(4.9%)
Repairs & Maintenance	\$746.46	\$750.01	-\$3.55	(0.5%)
Staff Amenities & Ent	\$1,300.85	\$1,875.01	-\$574.16	(30.6%)
Seminars & Training	\$499.95	\$750.01	-\$250.06	(33.3%)
Sponsorships	\$0.00	\$750.01	-\$750.01	(100.0%)
Subscriptions & Memberships	\$6,336.01	\$12,678.75	-\$6,342.74	(50.0%)
Sundry Expenses	\$3,112.44	\$2,699.97	\$412.47	15.3%
Telephone, Fax & Internet	\$8,965.65	\$7,500.01	\$1,465.64	19.5%
Travel Expenses	\$836.33	\$750.01	\$86.32	11.5%
Website Expenses	\$489.51	\$662.50	-\$172.99	(13.0%)
Visitor Guide Exp	\$74,858.34	\$81,850.02	-\$6,991.68	(8.5%)
Wages and Salaries	\$215,102.88	\$226,127.65	-\$11,024.78	(4.9%)
Regional Marketing Expenditure	\$107,424.60	\$87,302.02	\$20,122.58	23.0%
<b>Total Expenses</b>	<b>\$507,464.86</b>	<b>\$513,481.88</b>	<b>-\$6,027.02</b>	<b>(1.2%)</b>
<b>Operating Profit</b>	<b>-\$13,259.18</b>	<b>-\$22,994.96</b>	<b>\$9,735.78</b>	<b>42.3%</b>

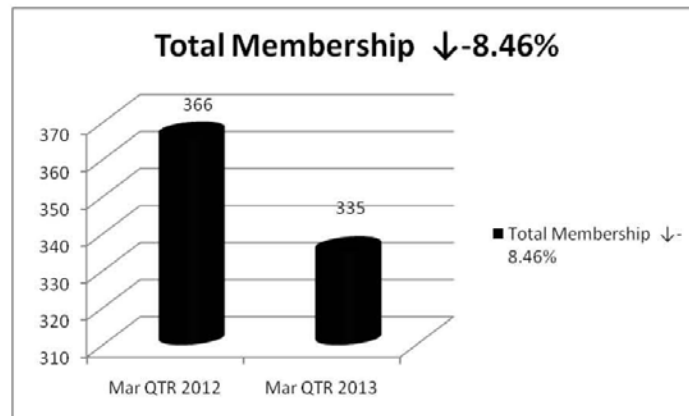
**Mudgee Region Tourism**84 Market Street  
MUDGEE NSW 2850**Balance Sheet****As of March 2013**30/04/20  
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<b>Assets</b>	
Current Assets	
Cash on Hand	\$147,051.66
Debtors	\$2,900.82
Stock on Hand	\$21,284.49
Prepayments	\$43,176.23
Total Current Assets	<u>\$215,313.20</u>
Non-Current Assets	
Motor Vehicle (Nett)	\$19,960.00
Office Furn & Equip (Nett)	\$10,069.72
Total Non-Current Assets	<u>\$30,029.72</u>
Web update	\$6,878.00
Total Assets	<u>\$252,220.92</u>
<b>Liabilities</b>	
Current Liabilities	
Trade Creditors	\$11,088.89
Credit Cards	-\$3,957.30
Accruals	\$16,612.79
GST Liabilities	-\$2,245.90
Payroll Liabilities	\$8,175.20
Prepaid Income	\$71,104.71
Ticket Sales	\$10,088.96
Total Current Liabilities	<u>\$111,767.35</u>
Total Liabilities	<u>\$111,767.35</u>
Net Assets	<u>\$140,453.57</u>
<b>Equity</b>	
Retained Earnings	\$153,712.75
Current Earnings	-\$13,259.18
Total Equity	<u>\$140,453.57</u>

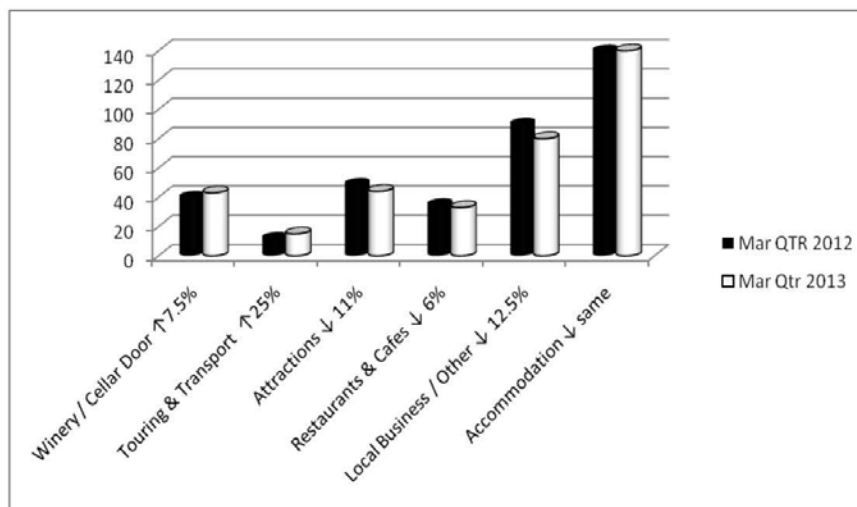
## Membership Report

### Membership

Membership at MRTI has decreased approximately 8.5% on the same quarter in 2012.



Analysis of member types can be seen in the chart below:



During the March 2013 quarter, MRTI completed the following for our members:

- Sent Visitor Guides to all the NSW Visitor Information Centres for distribution
- Distributed weekly e newsletters to members
- Provided ongoing online services with bookings, merchandise sales and public relations
- Organised and delivered staff training sessions for the online booking system V3
- Advised and provided information to assist members in booking online visitor guide ads.
- Prepared and sent out a comprehensive prospectus to all members to secure membership for the next financial year.
- Updated and maintained our web site,
- Established a new tiered membership system
- Assisted in the provision of information in regard to major events in the Region.

**Mudgee Region Tourism Inc****Public Relations Report – Jan/Feb/March 2013**

Prepared by Gabrielle Brewer Lifestyle &amp; Tourism PR

**Summary**

- For January to March 2013 the PR campaign for MRTI produced over 67 articles in the media promoting a variety of the Mudgee Region's tourism experiences and events. Highlights were a 5-page feature in OUTthere magazine distributed in regional airlines throughout Australia; a 3-page feature in Get Up and Go magazine for the over 50's; a 6-page feature in DestinAsian magazine; and a 5-page feature in Wine Companion trade magazine
- Other articles, as a result of media visits, included a feature in the Queensland Courier Mail and Victoria Sunday Herald Sun in the Escape section on Rosby Guesthouse and the artist workshops; and a feature across the News Ltd Escape section in six states on Mudgee as a wine and historical getaway, by Brian Johnston
- A publicity campaign for the inaugural Celentia 13 arts festival in Kandos led to some great results focusing on the artists and unique natural environment including a half-page picture story in the Daily Telegraph Best Weekend, Western Advocate and The Australian
- Regional promotion for Mudfest at Bunnamagoo Estate included a feature in Holidays Away magazine distributed in 24 major NSW regional Fairfax newspapers; plus a ticket promotion and editorial feature with the Forbes Advocate
- Press releases – wrote releases and pitched stories to wide-ranging arts media for 'Clay Fest' in Gulgong; the 'Pymont Festival of Wine, Food and Art' in May for long-leads; and 'Mudfest' in March
- Researched and wrote a March edition of 'Experience Mudgee Region' media newsletter focusing on new story ideas and members
- Media relations – pitched and secured the Sydney Morning Herald to visit for a 'family-friendly' feature in Traveller; made contact with a few key food bloggers and pitched story ideas on the Mudgee Region
- Pymont Festival – attended meetings and began PR planning for this event in May

**A few quotes in the media**

"Mudgee has become a diverse and exciting town to visit, with a fresh injection of youthful winemakers calling the shots and crafting new styles using unusual varieties. One such winemaker is Jacob Stein, who was recently crowned Australian Gourmet Traveller Young Winemaker of the Year, an honour for both the Robert Stein Winery & Vineyard and Mudgee." **Patrick Haddock, OUTthere Magazine**

"The countryside satisfies with vignettes of quintessential rural Australia: cud-chewing cattle, hopping kangaroos, white-barked eucalyptus trees standing against an ochre landscape. Over the next few days, other pleasures present themselves. Nearby 19th-century gold-rush villages such as Gulgong may be peeling paint, but they retain a certain bygone charm. Vineyards sweep across the hillsides" **Brian Johnston, DestinAsian Magazine**

**Publicity Results Table**

<b>January 2013</b>		
<b>New Idea Magazine</b>	'My favourite escape' family holidays with cycling and a visit to the Gulgong Museum endorsed by Natarsha Belling with image	circ 301,119
<b>The Sunday Telegraph Body and Soul</b>	'Best Food and Wine Festivals' for 2013 features the September Wine and Food Festival in Mudgee as the B&S pick	circ 610,253
<b>The Daily Telegraph Best Weekend</b>	Gulgong Folk Festival event information	circ 325,501

<b>The Land</b>	'Country Calendar' features the <i>Gulgong Folk Festival</i> event information	circ 46,428
<b>Western Advocate</b>	Folk Music on Gulgong's Mind' the <i>Gulgong Folk Festival</i> event information	circ 3,375
<b>The Sydney Morning Herald</b>	Summer Spectrum Planner - 'Out of town' section features the <i>Gulgong Folk Festival</i> event information and image	circ 170,666
<b>Daily Liberal</b>	<i>Gulgong Folk Festival</i> event information	circ 4,456
<b>Western Advocate</b>	'New Festival coming to Kandos' information about <i>Cementa_13</i> arts festival in February	circ 3,375
<b>Lithgow Mercury</b>	'Visionaries hope festival will fill a regrettable void' information about <i>Cementa_13</i> arts festival in February	circ 2,601
<b>The Sydney Morning Herald, Traveller</b>	'For the diary' section in the traveller section 'Cementa_13' arts festival in Kandos featured with image	circ 292, 413
<b>G Magazine</b>	Green Lifestyle website features the <i>Cementa 13</i> arts festival in Kandos	
<b>Timeout Magazine</b>	'Escapes in NSW' Mudgee Region is featured in a travel feature including Logan, Pieter Van Gent, Roths, Butcher Shop Café, de Russie Suites, Market Street Café	circ 31,050
<b>February 2013</b>		
<b>Discover Magazine</b>	'Country fun for the family in Mudgee Region' a feature on the family friendly attractions, activities and accommodation in the Mudgee Region with celebrity tips from Natarsha Belling, Scott Cam and Ken Sutcliffe. Features Mudgee Honey Haven, Farmers Markets kids cooking, Mud Factory, Observatory, PuttaBucca Wetlands, Grathlyn Farm, Miniature Steam Train, The LoueeEnduro and Motocross Complex, Mudgee Alpacas	
<b>OUTThere Magazine 5-page feature</b>	'All consuming Mudgee, taking his cue from Mudgee's food and wine experts, Patrick Haddock eats and drinks like a locavore in this not so sleepy town' features The Tannery, Butcher Shop Café, Robert Stein, Logans, Lowe Wines, Roths, Sajos. It also mentions pubs The Oriental and Lawson, other accommodation at Cobb & Co, wineries Skinstone, Bunnamagoo Estate, Robert Oatley, Mongrel, Mudgee Fine Foods and the markets, Market Street Café; Ormiston Free Range	OUTthere is the in-flight magazine for Australia's largest regional airlines reaching more than 220,000 passengers every month flying to 33 major regional centres and cities. The magazine encourages Australians to travel in their own country and focuses solely on regional business, regional lifestyle

		and regional tourism. Includes Rex (Regional Express), Skywest, Airlink, Airnorth and Skytrans.
<b>DestinAsian Magazine</b>	4-page feature "Mudgee on the map- big surprises await in a small New South Wales country town, where porcini risotto overshadows pub grub and the wine is increasingly fine. By Brian Johnston" includes Market Street Café, Pieter Van Gent, Ormiston, High Valley, Fairview Art Space and Johnnie Furlong, Roths Wine Bar, Wineglass Bar + Grill, De Russie Suites, Vinifera Wines, Gooree Park, Di Lusso Estate	DestinAsian is the leading award-winning travel magazine in the Asia-Pacific region, with a print run of 41,450 copies and a readership of 124,000 per edition. DestinAsian is distributed in Singapore, Hong Kong, Thailand, Malaysia, Thailand, Philippines, as well as Australia, and is aimed at a high-spending, well travelled readership
<b>The Daily Telegraph, Best Weekend</b>	Half page picture story 'In the mixer - Town looks to art to cement its future' a story by Renata Gortan on Cementa13 arts festival in Kandos with a summary of the various venues and events and significance for the area	circ 325,501
<b>Western Advocate</b>	'Kandos is putting art into its heart' information and event summary on Cementa13 arts festival in Kandos	circ 3,375
<b>The Australian</b>	'Out and About' section features the Cementa13 arts festival in Kandos with a summary of the various venues and events	circ 166,901
<b>The Australian</b>	'Out and About' section features the Cementa13 arts festival in Kandos with a summary of the various venues and events and an image	circ 166,901
<b>Holidays Away</b>  This story in Holidays Away appeared in the following 24 major regional Fairfax newspapers in the last week:  1. Armidale Express 2. Batemans Bay Post 3. Bathurst Western Advocate 4. Blue Mountains Gazette 5. Central Western Daily (Orange) 6. Cowra Guardian 7. Dubbo Daily Liberal 8. Gloucester	Mudfest half-page feature with event information and images in 'Holidays Away' in Rural Press	circ 700,000 in regional NSW, in 24 papers, and around 80% are within a 2-3 hr drive of Mudgee with papers in Lithgow, Bathurst, Cowra, Dubbo, Blue Mountains, Tamworth, Parkes etc

<p>Advocate</p> <p>9. Goulburn Post</p> <p>10. Hunter Valley News (Muswellbrook)</p> <p>11. Illawarra Mercury (Wollongong)</p> <p>12. Lithgow Mercury</p> <p>13. Macleay Argus (Kempsey)</p> <p>14. Maitland Mercury</p> <p>15. Manning River Times (Taree)</p> <p>16. Mudgee Guardian</p> <p>17. Myall Coast News</p> <p>18. Newcastle Star</p> <p>19. Northern Daily Leader (Tamworth)</p> <p>20. Parkes Champion Post</p> <p>21. Port Macquarie News</p> <p>22. Shoalhaven &amp; Nowra News</p> <p>23. Southern Highland News (Bowral)</p> <p>24. Wagga Wagga Daily Advertiser</p>		
<b>March 2013</b>		
<b>Wine Companion Magazine</b>	<p>'Go West' a beautiful 5-page destination wine story on Mudgee and Orange by Patrick Haddock (GBPR invited and hosted Patrick in September, this is the third story we've had from his visit). It's a must-read and Mudgee comes out very favourably. The story features Logan, Robert Stein, Robert Oatley, Lowe, di Lusso, Cobb &amp; Co, The Tannery, de Russie Suites, Butcher Shop café, Sajos, Roths, Mudgee Brewing, Skimstone, Bunnamagoo, Mudgee Farmers Markets</p>	<p>circ 50,000</p> <p>James Halliday's Wine Companion magazine takes a fresh, stylish and uniquely approachable take on wine, food and travel is published six times a year with a circ of 50,000</p>
<b>Australian Traveller</b>	<p>lovely review and picture-led story on Optimiste Wines opening its cellar door in Mudgee</p>	<p>circ 12,000</p>
<b>Coffs Coast Advocate</b>	<p>story on arts includes the Cementa 13 arts festival in Kandos</p>	
<b>The Sunday Telegraph</b>	<p>More to Mudgee than meets the eye' a real-estate review</p>	<p>circ 610,253</p>
	<ul style="list-style-type: none"> <li>❖ Best restaurants - <a href="http://www.bestrestaurants.com.au/Food/WineEvents/">http://www.bestrestaurants.com.au/Food/WineEvents/</a></li> <li>❖ Wine Calendar - <a href="http://winecalendar.com.au/eventcategory/consumer-events/page/5/">http://winecalendar.com.au/eventcategory/consumer-events/page/5/</a></li> </ul>	

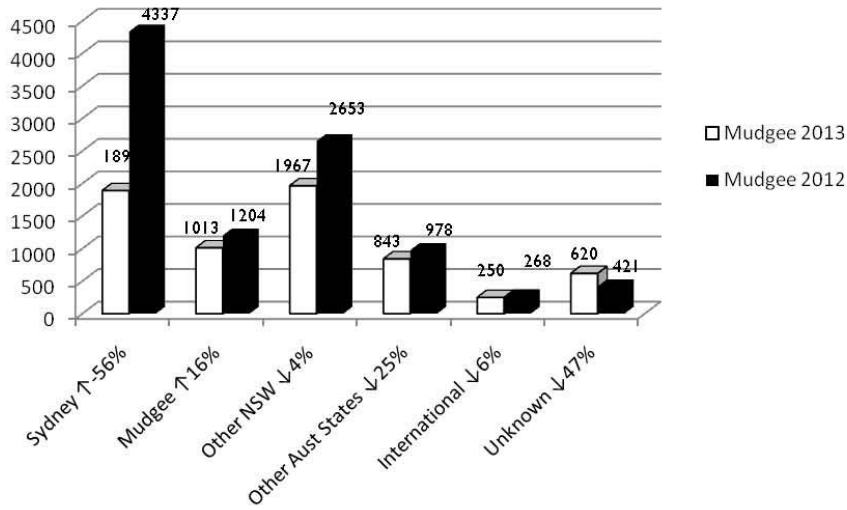
	<p>Other promotion for Mudfest:</p> <ul style="list-style-type: none"> <li>❖ Holidays Away - <a href="http://www.holidaysaway.net/article.asp?id=174&amp;%93See-Real-Stars-at-Mudgee%92s-Mudfest-%96-16-March-2013%94">http://www.holidaysaway.net/article.asp?id=174&amp;%93See-Real-Stars-at-Mudgee%92s-Mudfest-%96-16-March-2013%94</a></li> <li>❖ Mudgee Guardian - <a href="http://www.mudgeeguardian.com.au/story/1323491/see-real-stars-at-this-years-mudgee-mudfest/">http://www.mudgeeguardian.com.au/story/1323491/see-real-stars-at-this-years-mudgee-mudfest/</a></li> </ul>	
<b>Get Up and Go magazine</b>	<p><i>'Mad for Mudgee Wine, food and festivals are the icing on Mudgee's cake – it's a charming country town that is polished to perfection. Bev Malzardreports' – a 3-page destination feature highlights the region's food, wine, history and events. With River Lane accommodation, Logan Wines, Wineglass, Fairview Art Space, Gulgong, the Pioneer Museum, Henry Lawson Centre, the September Wine and Food Festival (inc Flavours of Mudgee event), Market Street Café, Alley Cats Coffee House, Rylstone and 29Nine99 and Down the Track and Brett Nutting in Kandos</i></p> <p><i>We organised and hosted Bev to visit last September as a guest of MRTI's media visits program</i></p>	Get up and Go is Australia's leading travel magazine for the mature-age market 55+
<b>Forbes Advocate</b>	<i>'Win a Mudgee night out' we have organised a reader competition for Mudfest to give tickets away in return for editorial</i>	circ 1902
<b>2MG Radio</b>	Interviews with Mike O'Malley (Wed) and Holly Manning (Fri) on Mudfest	
<b>The Courier MailEscape</b>	<p><i>'A Grape Escape' 1-page review of Rosby Guesthouse and Mudgee. 'Looking for a getaway that involves vineyard vistas, rolling countryside and fine accommodation? Head to Mudgee' writes Brian Johnston</i></p> <p><i>We organised and hosted Brian as a guest of MRTI's media visits program in April 2012 – there's a printing error, MRTI should have been acknowledged at the end along with the Guesthouse</i></p>	circ 237,798
<b>The Herald-SunEscape</b>	<p><i>'Mudgee Magic - A guesthouse in a beautiful corner of NSW is a great spot to experience rural life in luxury', writes Brian Johnston. 1-page review of Rosby Guesthouse and Mudgee</i></p> <p><i>We organised and hosted Brian as a guest of MRTI's media visits program in April 2012 – there's a printing error, MRTI should have been</i></p>	circ 455,157



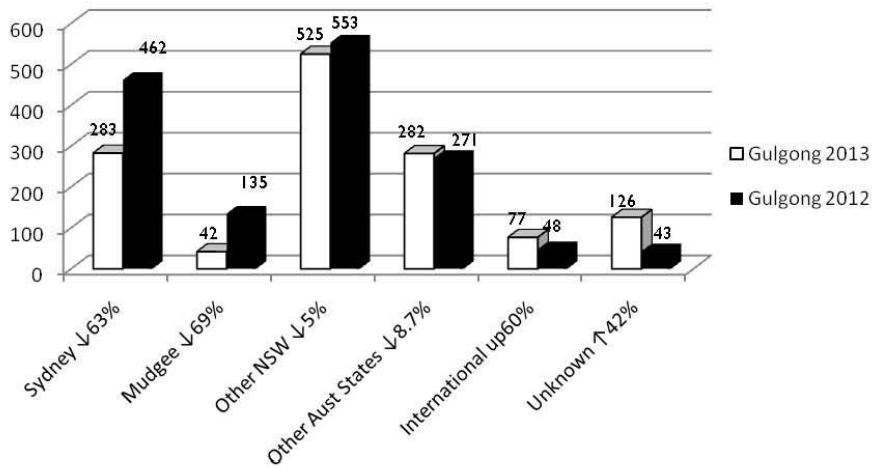
	acknowledged at the end along with the Guesthouse	
<b>The Daily Telegraph Best Weekend</b>	Mudfest at Bunnamagoo Estate featured in the planner section	circ 320,505
<b>Forbes Advocate</b>	'Mudgee tastes best' editorial on Mudfest at Bunnamagoo Estate along with ticket prize giveaways	circ 1902
<b>The Advertiser, Wagga Wagga</b>	'See real stars at Mudfest' a half-page editorial feature with images and event information	circ 10,902
<b>Country Style</b>	a lovely review and story by Rob Ingram of Robert Stein Winery's Half-Dry Riesling and Jacob Stein's win as Young Winemaker of the Year	circ 64,389
<b>The Sunday Telegraph 'Body and Soul'</b>	'10 things to do at Easter' includes Mudgee Bike Muster	circ 599,165
<b>The Sunday Telegraph 'Escape'</b>	'A Slice of Charming Country' by Brian Johnston on Central NSW highlight's Mudgee for its wine and history, mentions Vinifera, Lowe, Gooree Park, Roths Wine Bar, Henry Lawson Centre, Telegraph Station, Pioneer Museum	circ 599,165
<b>The Sunday Mail, 'Escape' Adelaide</b>	'A Slice of Charming Country' by Brian Johnston on Central NSW highlight's Mudgee for its wine and history, mentions Vinifera, Lowe, Gooree Park, Roths Wine Bar, Henry Lawson Centre, Telegraph Station, Pioneer Museum	circ 259,792
<b>The Sunday Herald Sun, 'Escape' Victoria</b>	'A Slice of Charming Country' by Brian Johnston on Central NSW highlight's Mudgee for its wine and history, mentions Vinifera, Lowe, Gooree Park, Roths Wine Bar, Henry Lawson Centre, Telegraph Station, Pioneer Museum	circ 514,671
<b>Sunday Tasmanian, 'Escape' Hobart</b>	'A Slice of Charming Country' by Brian Johnston on Central NSW highlight's Mudgee for its wine and history, mentions Vinifera, Lowe, Gooree Park, Roths Wine Bar, Henry Lawson Centre, Telegraph Station, Pioneer Museum	circ 50,976
<b>The Sunday Mail, 'Escape', QLD</b>	'A Slice of Charming Country' by Brian Johnston on Central NSW highlight's Mudgee for its wine and history, mentions Vinifera, Lowe, Gooree Park, Roths Wine Bar, Henry Lawson Centre, Telegraph Station, Pioneer Museum	circ 438,994
<b>Sunday Times, 'Escape' Perth</b>	'A Slice of Charming Country' by Brian Johnston on Central NSW highlight's Mudgee for its wine and history, mentions Vinifera, Lowe, Gooree Park, Roths Wine Bar, Henry Lawson Centre, Telegraph Station, Pioneer Museum	circ 267,269

### Statistics Report – Visitation

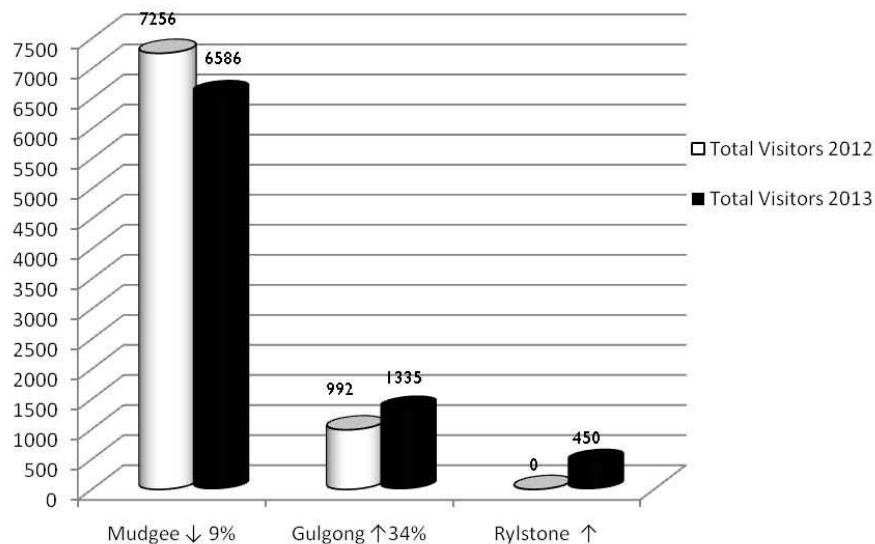
Mudgee Visitor Centre



Gulgong Visitor Centre



Total Visitation for Mudgee Region Visitor Centres has increased 1% on the same quarter in 2012 and the Gulgong visitation has increased 34%. Statistics for Rylstone have been included for the month of March only.



MRTI Statistics Summary

	Mar Qtr 2012	Mar Qtr 2013	Percentage Increase/Decrease
<b>Membership</b>			
Current Membership	366	335	Down 8.46%
<b>Membership Breakdown</b>			
	<b>2012</b>	<b>2013</b>	<b>Increase/Decrease</b>
Winery/Cellar Door	43	43	Up 7.5%
Touring & Transport	12	15	Up 25%
Attraction	49	44	Down 11%
Restaurant	35	33	Down 6%
Local Business/Other	90	60	Down 12.5%
Accommodation	140	140	Exactly the Same
<b>Membership Totals</b>			
<b>Statistics</b>			
	<b>2012</b>	<b>2013</b>	
Visitor No: Mudgee	7256	6586	Down 9%
Visitor No: Gulgong	992	1335	Up 34%
Visitor No: Rylstone	Jan - 8	450	Up – Now receiving stats sheets
Total Visitor No	8248	8371	↓13
<b>Telephone Enquiries</b>			
Mudgee	2088	2298	↑10%
Gulgong	68	51	↑25%
<b>Total Phone Calls</b>	<b>2156</b>	<b>2349</b>	<b>↑9%</b>

<b>Website Statistics</b>			
Unique Visitors	20728	17169	Website Transition only provides a six week period so stats are much improved based on an estimate of 65% for the same period.
Visits	Redundant	19179	
Member Web Pages	358	186	↓48% Due to transition to the MR App
	<b>2012</b>	<b>2013</b>	
Total Hours Worked Mudgee 9am-5pm - 7 days per week	1586	1567.5	
Total Hours Worked Gulgong 10-3.30 - 5 days per week	357.50	352	

## 6.2.12 Proposed change of Council Meeting date

### REPORT BY THE DIRECTOR, FINANCE & ADMINISTRATION TO 15 MAY 2013 COUNCIL MEETING

6.2.12 Proposed change of Council Meeting date  
A0100056, A0100013

#### RECOMMENDATION

##### That:

1. **the report by the Director, Finance & Administration on the Proposed change of Council Meeting date be received;**
2. **the Council meeting scheduled for Wednesday 5 June 2013 be moved to \_\_\_\_\_; and**
3. **public notice of the change in meeting date be given.**

#### Detailed report

The Independent Local Government Review Panel released its paper *Future Directions for NSW Local Government* on 24 April 2013.

The Panel will be holding Councils Workshops to discuss the *Future Directions for NSW Local Government* paper and the options for each region with Mayors, Councillors and senior staff. The Panel will also be holding Community Hearings in each region to provide the opportunity for community representatives to put forward their views on the proposed options in the paper.

Council's designated workshop is scheduled in Bathurst on Wednesday 5 June 2013 from 2pm to 5pm. The Community workshop will follow after from 6pm to 8pm. This date clashes with Council's adopted schedule of meeting dates for 2013. The Panel has advised that they are unable to change the date of the Bathurst/Lithgow/Oberon/Mid-Western workshop, although they may be able to move the meeting to a 12pm start, subject to agreement with the other councils involved.

The Panel's final recommendations may have a profound impact on the nature and role of local government in NSW. It is essential that Councillors be afforded the opportunity to have their say at the workshop. As such, it is recommended that the meeting date for the first June council meeting be moved from 5 June to an alternative date. This will allow those councillors who wish to attend the workshop, adequate travel time.

Should Council resolve to change the scheduled meeting date, public notification will be undertaken.

#### Financial implications

Not applicable.

## Strategic or policy implications

Not applicable.

CLARE PHELAN  
DIRECTOR, FINANCE & ADMINISTRATION

7 May 2013

*Attachments:* 1. Nil

APPROVED FOR SUBMISSION:

A handwritten signature in black ink, appearing to be 'BRAD CAM', written over a horizontal line.

BRAD CAM  
ACTING GENERAL MANAGER

*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