



2015

COUNCIL BUSINESS PAPERS

Ordinary Meeting | WEDNESDAY 17 JUNE 2015



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10 June 2015

Dear Councillor

MEETING NOTICE
Ordinary Meeting

Wednesday, 17 June 2015

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 General Manager 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
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 20 May 2015

Council Decision:

That the Minutes of the Ordinary Meeting held on 20 May 2015, Minute Nos 113/15 to 155/15 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are attached overleaf.

Mid-Western Regional Council

Date: 20 May 2015

Minutes of the Ordinary Meeting of Council

Held at the Council Chambers, 86 Market Street, Mudgee
on Wednesday 20 May 2015, commencing at 5.56pm and concluding at 6.58pm.

PRESENT	Cr D Kennedy (Mayor), Cr P Cavalier (Deputy Mayor), Cr EE Martens (AM), Cr PA Shelley, Cr JP Thompson, Cr JK Weatherley, Cr JR Webb, Cr L White.
IN ATTENDANCE	General Manager (B Cam), Director Operations (D Colwell), Director Development (C Van Laeren), Director Corporate (C Phelan), Director Community (S Jones), Governance Coordinator (A Gearon), Executive Secretary (M Sutton).
MEDIA REPRESENTATIVES	Mudgee Guardian / The Weekly (E Watson), Radio 2MG (M Heldon)

Item 1: Apologies

An apology was received for the absence of Councillor Max Walker.

113/15 MOTION: Weatherley / Cavalier

That the apology for the absence of Councillor Max Walker be received and leave of absence granted.

Item 2: Disclosure of Interest

Councillor Cavalier declared a pecuniary conflict of interest in Item 6.2.6 as he has a business interest with the subject company of this report.

Councillor Thompson declared a non-pecuniary conflict of interest in Item 6.2.12 as he is the President of the Gulgong Camel Races Committee.

Item 3: Confirmation of Minutes

114/15 MOTION: Shelley / Weatherley

That the Minutes of the Ordinary Meeting held on 4 May 2015 (Minute Nos. 100/15 to 112/15) be taken as read and confirmed.

The motion was carried with Councillors voting unanimously.

Item 4: Matters in Progress

The following recommendations were adopted as a whole, being moved by Cr Thompson, seconded by Cr Cavalier and carried with Councillors voting unanimously. Each recommendation is recorded with a separate resolution number commencing at Resolution No.115/15 and concluding with Resolution No.117/15.

Page 1 of the Minutes of the Ordinary Meeting of Council held on Wednesday 20 May 2015.

Mayor

General Manager

Mid-Western Regional Council

Date: 20 May 2015

Completion of Banner Poles

115/15 MOTION: Thompson / Cavalier
That Minute no. 411/14 be noted as completed.

Gulgong Banner Designs

116/15 MOTION: Thompson / Cavalier
That Minute no. 65/15 be noted as completed.

Rylstone Pedestrian Bridge Tender Process

117/15 MOTION: Thompson / Cavalier
That Minute no. 530/14 be noted as completed.

Public Art Plan

118/15 MOTION: Cavalier / Shelley
That Minute no. 67/15 be noted as completed.

The motion was carried with Councillors voting unanimously.

Item 5: Mayoral Minute

There was no Mayoral Minute

Item 6: General Business

6.1 NOTICES OF MOTION

6.1.1 SEALING OF MAINTAINED UNSEALED LANES IN GULGONG CBD

GOV400022, GOV400043

119/15 MOTION: Cavalier / White
That savings identified at the 4 February 2015 Council meeting from Mayne Street Reseal deferred works be reallocated to the sealing of any maintained unsealed lanes in Gulgong in priority order, and the 2014/15 Operational Plan be amended accordingly.

The motion was carried with Councillors voting unanimously.

6.2 REPORTS TO COUNCIL

6.2.1 DA0268/2015, TOURIST AND VISITOR ACCOMMODATION @ HILL OF GOLD VINEYARD 939 HENRY LAWSON DRIVE EURUNDEREE NSW 2850

GOV400043, DA0268/2015

120/15

MOTION: Thompson / Weatherley

That:

1. The report by the Senior Town Planner on – Lot 2 DP 871401 – 939 Henry Lawson Drive, Eurunderee be received;
2. DA0268/2015 – Proposed Use of One Accommodation Cabin for Tourist and Visitor Accommodation – Lot 2 DP871401, 939 Henry Lawson Drive, Eurunderee be approved as a Deferred Commencement Consent and the following conditions:

DEFERRED COMMENCEMENT CONDITION/S

A. The applicant is to apply for and obtain a Building Certificate issued under the Environmental Planning and Assessment Act, 1979 for the accommodation unit.

(Note: The fee to issue a Building Certificate is set out in Council's Fees and Charges)

B. A letter from a Geotechnical Engineer confirming that the current on-site sewage management system is capable of handling the load imposed by the addition of this cabin is required to be submitted to Council.

These are deferred commencement conditions in accordance with Section 80(3) of the Environmental Planning and Assessment Act 1979 and this consent shall not operate until it has been complied with to the satisfaction of Council.

These conditions are to be complied with within six (6) months of the date of determination.

APPROVED PLANS

Development is to be carried out generally in accordance with stamped plans:

Plan No.	Title	Prepared by	Date
Project 5011 Sheet A101 Rev A	Site Plan	Sara Buhl	20/02/2015

Mid-Western Regional Council

Date: 20 May 2015

Project 5011 Sheet A102 Rev A	Floor Plan	Sara Buhl	20/02/2015
Project 5011 Sheet A103 Rev A	Elevations 01	- Sara Buhl	20/02/2015
Project 5011 Sheet A104 Rev B	Elevations 02	- Sara Buhl	20/01/2015

and the Application received by Council on 18/03/2015 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.

2. 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).

PROPERTY ACCESS

3. The Right of Carriageway located over Lot 1 DP 854168 is not to be used for any access/egress in relation to the tourist accommodation.

GENERAL

4. All building work must be carried out in accordance with the provisions of the National Construction Code, the Environmental Planning & Assessment Act 1979 and Regulations and all relevant Australian Standards.
5. All exterior lighting associated with the development shall be designed and installed so that no obtrusive light will be cast onto any adjoining property or roadways, in accordance with Australian Standard 4282 "Control of the Obtrusive Effects of Outdoor Lighting".
6. There being no interference with the amenity of the neighbourhood by reason of the emission of any "offensive noise", vibration, smell, fumes, smoke, vapour, steam, soot, ash or dust, traffic generation or otherwise as a result of the proposed development.
7. The accommodation unit is to be used for short stay visitor accommodation only (not Temporary Workers

Page 4 of the Minutes of the Ordinary Meeting of Council held on Wednesday 20 May 2015.

Mayor

General Manager

Accommodation or Multi Unit Dwelling for permanent accommodation). Occupants are limited to a maximum stay of 12 weeks.

- 8. A Certificate from the appropriate power authority indicating that satisfactory arrangements have been made for provision of electricity supply to the development is to be submitted to Council prior to the issue of the Occupation Certificate.
- 9. An Occupation Certificate is to be obtained for all of the building prior to the use of the building for tourist and visitor accommodation purposes.
- 10. Written notice of the removal of condition 12 of DA0341/2014 in accordance with the provisions of Clause 97 of the Environmental Planning & Assessment Regulation 2000 is to be provided to Council prior to the issue of an occupation certificate

SIGNAGE

- 11. Any signage proposed on the site to identify the Tourist and Visitor accommodation is subject to a separate Development Application.

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 Weatherley	✓	
Cr Webb	✓	
Cr White	✓	

6.2.2 MA0048/2015 (DA0341/2014) – PROPOSED USE OF FOUR ACCOMMODATION CABINS FOR TOURIST AND VISITOR ACCOMMODATION – LOT 2 DP871401, 939 HENRY LAWSON DRIVE, EURUNDEREE

GOV400043, MA0048/2015

121/15

MOTION: Shelley / Thompson

That:

- 1. The report by the Senior Town Planner on MA0048/2015 (DA0341/2014) – Proposed Use of Four Accommodation Cabins

Mid-Western Regional Council

Date: 20 May 2015

for Tourist and Visitor Accommodation – Lot 2 DP871401, 939 Henry Lawson Drive, Eurunderee be received;

2. MA0048/2015 (DA0341/2014) – Proposed Use of Four Accommodation Cabins for Tourist and Visitor Accommodation – Lot 2 DP871401, 939 Henry Lawson Drive, Eurunderee be approved as a Deferred Commencement Consent and the following conditions:

DEFERRED COMMENCEMENT CONDITION/S

- A. The applicant is to apply for and obtain individual Building Certificates issued under the Environmental Planning and Assessment Act, 1979 for each of the four accommodation units.

(Note: The fee to issue a Building Certificate is set out in Council's Fees and Charges)

- B. An Approval to operate issued under Section 68 of the Local Government Act 1993 for the onsite sewage management facility is to be obtained from Council.

These are deferred commencement conditions in accordance with Section 80(3) of the Environmental Planning and Assessment Act 1979 and this consent shall not operate until it has been complied with to the satisfaction of Council.

These conditions are to be complied with within six (6) months of the date of determination.

APPROVED PLANS

1. Development is to be carried out generally in accordance with the document titled "Submission for S.82A application – Tourist and Visitor Accommodation – Revised Proposal dated July 2014" and Revised plan Drawing Number 21040-GIO1 Revision B dated 2 July 2014 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.
2. 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

PROPERTY ACCESS

3. Deleted vide MA0021/2015
4. Deleted vide MA0021/2015
5. Deleted vide MA0048/2015.
 - 5(a) The construction of a new all-weather vehicle access to the property from Sills Lane in accordance with the details lodged with the application and the following minimum guidelines:
 - (i) a gate or stock grid (if applicable) set back a minimum distance of fifteen (15) metres from the boundary of the land with the public road;
 - (ii) 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;
 - (iii) the access shall be located such that adequate sight distances are achieved, as specified in the Austroads publication 'Intersections at Grade'.

The specific location of the access is to be approved by Council prior to construction commencing.

- 5(b) To achieve the adequate site distance specified in condition 5(a) the two trees as detailed in Council's assessment report are to be removed. The removal of the trees is to be undertaken by a qualified arborist and is to not interfere with traffic movements on Sills Lane.
- 5(c) Prior to the commencement of works on site, the applicant shall advise Council's Development Department, in writing, of any existing damage to Council property.
- 5(d) To compensate for the removal of two trees as a part of this consent a total of twenty (20) replacement trees are to be planted upon the property. The trees are to be appropriately protected from stock grazing and consist of a variety of species from the following list:

Kurrajong	<i>Brachychiton populneum</i>
White Box	<i>Eucalyptus albens</i>
Blakely's Red Gum	<i>Eucalyptus blakelyi</i>

The trees are to be planted prior to the issue of an occupation certificate.

GENERAL

6. All building work must be carried out in accordance with the provisions of the National Construction Code, the Environmental

Planning & Assessment Act 1979 and Regulations and all relevant Australian Standards.

7. All exterior lighting associated with the development shall be designed and installed so that no obtrusive light will be cast onto any adjoining property or roadways, in accordance with Australian Standard 4282 "Control of the Obtrusive Effects of Outdoor Lighting".
8. There being no interference with the amenity of the neighbourhood by reason of the emission of any "offensive noise", vibration, smell, fumes, smoke, vapour, steam, soot, ash or dust, traffic generation or otherwise as a result of the proposed development.
9. The accommodation units are to be used for short stay visitor accommodation only (not Temporary Workers Accommodation or Multi Unit Dwelling for permanent accommodation). Occupants are limited to a maximum stay of 12 weeks.
10. A Certificate from the appropriate power authority indicating that satisfactory arrangements have been made for provision of electricity supply to the development is to be submitted to Council prior to the issue of the Occupation Certificate.
11. An Occupation Certificate is to be obtained for all of the buildings prior to the use of the buildings for tourist and visitor accommodation purposes.
12. Accommodation building no.1 as shown on the Approved Plan is to be removed prior to the issue of Occupation Certificate.
 - 12(a) The Right of Carriageway over Lot 1 DP 854168 is to not be utilised for access associated with this consent.
 - 12(b) Occupants of the cabins are to be directed in writing upon booking confirmation not to use the Right of Carriageway for access and appropriately informed of the approved access point.
 - 12(c) A locked gate or chain is to be erected to prevent access from the rear cabins on to the Right of Carriageway.
 - 12(d) Signage is to be erected in the vicinity of the locked gate/chain advising of no entry to visitors. Details of the signage is to be lodged with and approved by Council prior to erection.

SIGNAGE

13. Any signage proposed on the site to identify the Tourist and Visitor accommodation is subject to a separate Development Application.

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

Mid-Western Regional Council

Date: 20 May 2015

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

6.2.3 RURAL RESIDENTIAL DEVELOPMENT (2HA LOTS) IN
MUDGEES & PLANNING PROPOSALS "MENA" AND
BROADHEAD ROAD, MUDGEES

GOV400043, LAN900053, LAN900054, LAN900044, LAN900043

122/15

MOTION: Weatherley / Cavalier

That:

1. the report by the Manager Strategic Planning on the Rural Residential Development (2ha Lots) in Mudgees & Planning Proposals "Mena" and Broadhead Road, Mudgees be received;
2. the Comprehensive Land Use Strategy be amended to include criteria for the suitability of land to be rezoned for 2ha rural residential development;
3. Council support in principle the intent of the Planning Proposal in relation to part Lot 2 DP 136904 and Lot 3 DP 578806 (known as "Mena") for 2ha rural residential lots with an additional requirement that the documentation be amended to:
 - (i) delete reference to 12ha lots;
 - (ii) amend the layout such that the land that is rezoned is limited to an area sufficient to accommodate 25 lots; and
 - (iii) all of the 2ha lots are fully above the 1 in 100 year flood level;
4. Council support the Planning Proposal in relation to part Lot 4 DP 1206488 Broadhead Road Mudgees; and
5. the Planning Proposals be forwarded to the Department of Planning and Environment Gateway for determination.

AMENDMENT: Shelley / Thompson

That a decision on the planning proposal be deferred for a period of 4 weeks.

Mid-Western Regional Council

Date: 20 May 2015

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

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

AMENDMENT: Webb / Thompson

That:

1. the report by the Manager Strategic Planning on the Rural Residential Development (2ha Lots) in Mudgee & Planning Proposals "Menah" and Broadhead Road, Mudgee be received;
2. the Comprehensive Land Use Strategy be amended to include criteria for the suitability of land to be rezoned for 2ha rural residential development;
3. Council not proceed with the Planning Proposal in relation to part Lot 2 DP 136904 and Lot 3 DP 578806 (known as "Menah") for 2ha rural residential lots.
4. Council support the Planning Proposal in relation to part Lot 4 DP 1206488 Broadhead Road Mudgee; and
5. the Planning Proposal be forwarded to the Department of Planning and Environment Gateway for determination.

The amendment was put and lost on the Mayor's casting vote with Councillors voting as follows:

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

Mid-Western Regional Council

Date: 20 May 2015

AMENDMENT: Kennedy / Shelley

That:

1. the report by the Manager Strategic Planning on the Rural Residential Development (2ha Lots) in Mudgee & Planning Proposals "Menah" and Broadhead Road, Mudgee be received;
2. the Comprehensive Land Use Strategy be amended to include criteria for the suitability of land to be rezoned for 2ha rural residential development;
3. Council support in principle the intent of the Planning Proposal in relation to part Lot 2 DP 136904 and Lot 3 DP 578806 (known as "Menah") for 2ha rural residential lots as submitted.
4. Council support the Planning Proposal in relation to part Lot 4 DP 1206488 Broadhead Road Mudgee; and
5. the Planning Proposals be forwarded to the Department of Planning and Environment Gateway for determination.

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

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

The motion was put and carried on the Mayor's casting vote with Councillors voting as follows:

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

Mid-Western Regional Council

Date: 20 May 2015

6.2.4 PLANNING PROPOSAL – 'BURRUNDULLA', LOTS 3 & 4
 DP1069441 SPRING FLAT ROAD, MUDGEE
 GOV400043, LAN900043, LAN900044

123/15 MOTION: Webb / Weatherley

That this matter be deferred.

The motion was carried with Councillors voting unanimously.

6.2.5 GREEN ARMY PROJECT
 GOV400043, GRA600027, F0650008

124/15 MOTION: Shelley / White

That the report by the Manager Strategic Planning on the Green Army Project be received for information.

The motion was carried with Councillors voting unanimously.

6.2.6 MODIFICATION APPLICATIONS FOR STAGES 1 AND 2 OF
 THE MOOLARBEN COAL PROJECT (05_0117 MOD 11 AND
 08_0135 MOD 1)
 GOV400043, A0420176

Councillor Cavalier declared a pecuniary conflict of interest in item 6.2.6 as he has a business interest with the subject company of this report, left the room at 6.21pm, and did not participate in discussion or vote in relation to this matter.

125/15 MOTION: Shelley / Thompson

That:

1. the report by the Manager Strategic Planning on the Modification applications for Stages 1 and 2 of the Moolarben Coal Project (05_0117 MOD 11 and 08_0135 MOD 1) be received;
2. the Council prepare a submission to the Department of Planning and Environment supporting the Modification and requesting that the management mitigation measures included for noise and air quality be incorporated into any approval.

The motion was carried with Councillors voting unanimously.

Councillor Cavalier returned to the room at 6.22pm.

6.2.7 UPDATE ON THE 2014 – 15 LOCAL HERITAGE GRANTS
 GOV400043, A0420162

126/15 MOTION: Shelley / Webb

That:

Mid-Western Regional Council

Date: 20 May 2015

1. the report by the Senior Town Planner on the Update on the 2014 – 15 Local Heritage Grants be received;
2. the report by the Senior Town Planner be noted.

The motion was carried with Councillors voting unanimously.

6.2.8 MONTHLY DEVELOPMENT APPLICATIONS PROCESSING & DETERMINED

GOV400043

127/15 MOTION: Shelley / Cavalier

That the report by the Director, Development on the Monthly Development Applications Processing & Determined for April 2015 be received.

The motion was carried with Councillors voting unanimously.

6.2.9 QUARTERLY BUDGET REVIEW MARCH 2015

GOV400043, FIN300062

128/15 MOTION: White / Shelley

That:

1. the report by the Manager Finance on the Quarterly Budget Review March 2015 be received;
2. the 2014/15 Operational Plan be amended in accordance with the variations as listed in the quarterly budget review attachments; 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.

The motion was carried with Councillors voting unanimously.

6.2.10 MONTHLY STATEMENT OF INVESTMENTS AND BANK BALANCES AS AT 30 APRIL 2015

GOV400043, FIN300053

129/15 MOTION: Cavalier / Weatherley

That:

1. the report by the Manager Finance on the Monthly statement of investments and bank balances as at 30 April 2015 be received;
2. the certification of the Responsible Accounting Officer be noted.

The motion was carried with Councillors voting unanimously.

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Mayor

General Manager

Mid-Western Regional Council

Date: 20 May 2015

6.2.11 DRAFT FIT FOR THE FUTURE PROPOSAL

GOV400043, COR500026

130/15

MOTION: White / Webb**That:**

1. the report by the Manager, Corporate & Economic Development on the Draft Fit for the Future Proposal be received;
2. Council endorses the draft Fit for the Future Proposal and authorises staff to finalise and submit the proposal by 30 June 2015 with the inclusion of references to increased emphasis on tourism niche markets, effective use of debt to address infrastructure backlogs and increased investment in internal capacity building and systems.

The motion was carried with Councillors voting unanimously.

6.2.12 EVENTS ASSISTANCE FOR JULY TO DECEMBER 2015
EVENTS

GOV400043, A0410001, A0140201

Councillor Thompson declared a non-pecuniary conflict of interest in item 6.2.12 as he is President of the Gulgong Camel Races Committee, left the room at 6.25pm, and did not participate in discussion or vote in relation to this matter.

131/15

MOTION: Shelley / Martens**That:**

1. the report by the Events Coordinator on the Events Assistance for July to December 2015 Events be received;
2. Council provides Events Assistance to:

39th National Chevrolet Festival	\$500
Gulgong Polocrosse Carnival	\$600
Mudgee Indoor Swimming Club Carnival	\$850
Mudgee Motorfest	\$1,500
Mark Dwyer Cycle Race Weekend	\$2,500
Mudgee Readers' Festival	\$2,500
Mudgee Running Festival	\$2,500
2015 Week of Golf Veterans Tournament	\$2,500
Gulgong Camel Races & Family Fun Day	\$2,500
Sculptures in the Garden	\$2,500
Rylstone StreetFeast	\$2,500
Small Farm Field Days	\$2,800

The motion was carried with Councillors voting unanimously.

Mid-Western Regional Council

Date: 20 May 2015

Councillor Thompson returned to the room at 6.26pm

6.2.13 FINANCIAL ASSISTANCE APPLICATIONS

GOV400043, FIN300052

132/15

MOTION: Cavalier / Martens**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:

Michael Muller – Little Wings Charity Bike Ride \$500

3. Council provide an in-kind contribution to the following applicants in accordance with the criteria and guidelines of the Financial Assistance Policy, subject to those requirements being met:

Mudgee Performing Arts Society	\$600
Twin Town Players	\$843
Rylstone & Districts Pony Club Inc	\$448
Little Athletics Gulgong	\$675

4. Council decline the financial assistance application from WIRES Central West Branch.

The motion was carried with Councillors voting unanimously.

6.2.14 CLASSIFICATION OF LAND – LOT 11 DP 1207180 DRAINAGE RESERVE 8A BASKERVILLE DRIVE MUDGEE

GOV400043, P23308

133/15

MOTION: Shelley / White**That:**

1. the report by the Revenue & Property Manager on the Classification of Land – Lot 11 DP 1207180 Drainage Reserve 8A Baskerville Drive Mudgee be received;
2. Council notify the public of its intention to classify Lot 11 DP 1207180 as Operational by exhibiting the proposal for 28 days and should there be no submissions from the public, the land be so classified as Operational.

The motion was carried with Councillors voting unanimously.

Mid-Western Regional Council

Date: 20 May 2015

6.2.15 COUNCIL LGA BOUNDARY ADJUSTMENT BETWEEN MID-WESTERN REGIONAL COUNCIL AND UPPER HUNTER SHIRE COUNCIL

GOV400043, P2281811

134/15

MOTION: Martens / Thompson**That:**

1. the report by the Revenue & Property Manager on a Council Local Government Area boundary adjustment between Mid-Western Regional Council and Upper Hunter Shire Council be received;
2. Council approve the Local Government area boundary adjustment transferring Lots 8, 9, 15 & 16 DP 256129 to the Upper Hunter Shire Council.

The motion was carried with Councillors voting unanimously.

6.2.16 RELINQUISHMENT OF TRUSTEESHIP FOR RESERVE 97578 – MUDGEES MINIATURE RAILWAY

GOV400043, P2281811

135/15

MOTION: Cavalier / Webb**That:**

1. the report by the Revenue & Property Manager on the relinquishment of Trusteeship of Reserve 97578 – Mudgee Miniature Railway be received;
2. Council agree to relinquish Trusteeship of Reserve 97578 and recommend to Trade & Investment – Crown Lands that Mudgee Miniature Railway Co-Operative Society Ltd be appointed as Trust Manager.

The motion was carried with Councillors voting unanimously.

6.2.17 ADDITIONAL SUPPLIER - RFT 2013/04 GENERAL CONTRACTORS PREFERRED SUPPLIER – SKILLED AND EATHER RECRUITMENT & LABOUR HIRE - COUNCIL 2015

GOV400043, A0411304, COR400049

136/15

MOTION: White / Martens**That:**

1. the report by the Procurement Manager on the Additional Supplier - RFT 2013/04 General Contractors Preferred Supplier – Skilled and Eather Recruitment & Labour Hire - Council 2015 be received;
2. Council accepts the additional supplier for Tender 2013/04 for the provision of General Contractors;

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 Mayor

 General Manager

Mid-Western Regional Council

Date: 20 May 2015

Contractor: Skilled
Services Provided: Labour Hire

Contractor: Eather Recruitment and Labour Hire
Service Provided: Labour Hire

The motion was carried with Councillors voting unanimously.

6.2.18 DRAFT PLANT AND EQUIPMENT ASSET MANAGEMENT PLAN

137/15 **MOTION:** Cavalier / White GOV400043, F0570008

That:

1. the report by the Business Manager Plant & Facilities on the Draft Plant and Equipment Asset Management Plan be received;
2. the Draft Plant and Equipment Asset Management Plan be placed on public exhibition for 28 days;
3. if no submissions are received following public exhibition of the draft report, adopt the Solid Waste Asset Management Plan.

The motion was carried with Councillors voting unanimously.

6.2.19 DRAFT SOLID WASTE ASSET MANAGEMENT PLAN

138/15 **MOTION:** Weatherley / Martens GOV400043, F0570008

That:

1. the report by the Manager Weeds & Waste Services on the Solid Waste Asset Management Plan be received;
2. the Draft Solid Waste Asset Management Plan be placed on public exhibition for 28 days;
3. if no submissions are received following public exhibition of the draft report, adopt the Solid Waste Asset Management Plan.

The motion was carried with Councillors voting unanimously.

6.2.20 REQUEST TO RETAIN GREEN GULLY BRIDGE

139/15 **MOTION:** Cavalier / Thompson GOV400043, ROA100001, R0002001

That:

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Mayor

General Manager

1. the report by the Director, Operations on the request to retain the present timber truss bridge on Queens Pinch Road be received;
2. Council decline the request to retain the timber truss bridge on Queens Pinch Road and proceed with its demolition and replacement with a concrete structure in the 2015/16 financial year.

The motion was carried with Councillors voting unanimously.

6.2.21 RYLSTONE PEDESTRIAN BRIDGE – DESIGN & CONSTRUCTION TENDER

GOV400043, COR400077

140/15 MOTION: Shelley / Martens

That:

1. the report by the Senior Works Engineer on the Rylstone Pedestrian Bridge – Design & Construction Tender be received;
2. Council declines all tenders received on the basis that there insufficient budget to design and construct the pedestrian bridge;
3. Authority is given to the General Manager to approach local companies for potential alternatives.

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 Weatherley	✓	
Cr Webb		✓
Cr White	✓	

6.2.22 SEWER MAINS REHABILITATION PROGRAM 2013-2016 VARIATION TO CONTRACT

GOV400043, RFT 2013/18

141/15 MOTION: Cavalier / White

That:

1. the report by the Business Manager Services on the Sewer Mains Rehabilitation Program 2013-2016 Variation to Contract be received;

Mid-Western Regional Council

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2. Council in principle support the allocation \$330,000 from proposed Sewer Main Budget only to sewer main relining in the 2015-2016 operational plan;
3. Authorise the General Manager to negotiate a variation to contract within the budget allocation.

The motion was carried with Councillors voting unanimously.

6.2.23 POTENTIAL GALLERY SITE

GOV400043, REC800017

MOTION: White / Shelley

That:

1. Council receive the report by the Director, Community on the Potential Gallery Site;
2. Council note the plan for a potential gallery to be housed on the Council Administration and Civic Precinct at Market Street, Mudgee;
3. Council explore this option further through the development of architectural concept plans and drawings.

142/15

AMENDMENT: Weatherley / Thompson

That this matter be deferred.

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

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

The amendment on becoming 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 Weatherley	✓	
Cr Webb	✓	
Cr White		✓

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Mayor

General Manager

Mid-Western Regional Council

Date: 20 May 2015

The following recommendations were adopted as a whole, being moved by Cr Cavalier, seconded by Cr Shelley and carried with Councillors voting unanimously. Each recommendation is recorded with a separate resolution number commencing at Resolution No. 143/15 and concluding with Resolution No. 153/15.

6.2.24 PUBLIC ART ADVISORY PANEL

GOV400043, REC800020

143/15 MOTION: Cavalier / Shelley

That:

1. the report by the Director, Community on the Public Art Advisory Panel be received;
2. Council endorse the appointment of Melanie Trethowan to be a member of the Public Art Advisory Panel.

The motion was carried with Councillors voting unanimously.

6.2.25 PUBLIC ART PLAN

GOV400043, COU500009

144/15 MOTION: Cavalier / Shelley

That:

1. the report by the Director, Community on the Public Art Plan be received;
2. Council endorse the Public Art Plan.

The motion was carried with Councillors voting unanimously.

6.2.27 HOME AND COMMUNITY CARE – QUARTERLY REPORT

GOV400043, COS300013, COS300026, COS300025

145/15 MOTION: Cavalier / Shelley

That:

1. the report by the Acting Manager, Community Services on the Home and Community Care – Quarterly Report be received;
2. Council note the activity reports from the Home and Community Care funded services.

The motion was carried with Councillors voting unanimously.

Mid-Western Regional Council

Date: 20 May 2015

6.2.28 LIBRARY SERVICES – QUARTERLY REPORT

GOV400043, FO620020

146/15 MOTION: Cavalier / Shelley**That Council receive and note the report by the Library Services Coordinator on the Library Services - Quarterly Report.**

The motion was carried with Councillors voting unanimously.

6.2.29 GULGONG MEMORIAL HALL COMMITTEE

GOV400043, A0100024

147/15 MOTION: Cavalier / Shelley**That:**

- 1. the report by the Manager, Health and Building on the Gulgong Memorial Hall Committee be received;**
- 2. Council note the minutes from the Gulgong Memorial Hall Committee meeting held on 13th April 2015.**

The motion was carried with Councillors voting unanimously.

6.2.30 GULGONG SPORTS COUNCIL – MINUTES

GOV400043, A0360003

148/15 MOTION: Cavalier / Shelley**That:**

- 1. the report by the Director, Community on the Gulgong Sports Councils be received;**
- 2. that the minutes for the Gulgong Sports Council ordinary monthly meetings held on 15 January 2015, 12 February 2015 and 11 March 2015 be noted.**

The motion was carried with Councillors voting unanimously.

6.2.31 MUDGEES & GULGONG ACCESS COMMITTEE MINUTES

GOV400043, A0060008

149/15 MOTION: Cavalier / Shelley**That:**

- 1. the report by the Acting Manager, Community Services on the Mudgee & Gulgong Access Committee be received;**
- 2. that the minutes for the Mudgee & Gulgong Access Committee held on Tuesday 7 April 2015 be noted.**

Mid-Western Regional Council

Date: 20 May 2015

The motion was carried with Councillors voting unanimously.

6.2.32 MUDGEES SPORTS COUNCIL MINUTES

GOV400043, A0360003

150/15 MOTION: Cavalier / Shelley

That:

- 1. Council receive the report by the Director, Community on the Mudgee Sports Council minutes;**
- 2. Council note the minutes for the Mudgee Sports Council ordinary monthly meetings held on 30 March 2015 and 28 April 2015.**

The motion was carried with Councillors voting unanimously.

6.2.33 MUDGEES SHOWGROUND MANAGEMENT COMMITTEE

GOV400043, F0650007

151/15 MOTION: Cavalier / Shelley

That the report by the Director, Operations on the Mudgee Showground Management Committee be received.

The motion was carried with Councillors voting unanimously.

6.2.34 MUDGEES SALEYARDS MANAGEMENT COMMITTEE

GOV400043, F0720036

152/15 MOTION: Cavalier / Shelley

That:

- 1. the report by the Director, Operations on the Mudgee Saleyards Management Committee be received;**
- 2. the minutes for the Mudgee Saleyards Management Committee ordinary bi-monthly meeting held 9th April 2015 be noted;**

The motion was carried with Councillors voting unanimously.

6.2.35 RYLSTONE & KANDOS ACCESS COMMITTEE MEETING

GOV400043, A0060129

153/15 MOTION: Cavalier / Shelley

That:

- 1. the report by the Acting Manager, Community Services on the Rylstone & Kandos Access Committee be received;**
- 2. Council note the minutes for the Rylstone & Kandos Access Committee meeting held on Tuesday 21 April 2015.**

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Mayor

General Manager

The motion was carried with Councillors voting unanimously.

6.2.26 GULGONG BANNER DESIGNS

GOV400043, A0310032

154/15 MOTION: Cavalier / White

That:

1. Council receive the report by the Director, Community on the Gulgong Banner Designs;
2. Council endorse Option 1 as detailed in the attachment to the report and proceed to arrange the production of these generic banners for Gulgong.

The motion was carried with Councillors voting unanimously.

6.2.36 TENDER FOR DESIGN & CONSTRUCT OF THE RED HILL PRECINCT

GOV400043, A0060129

155/15 MOTION: Cavalier / White

That:

1. the report by the Manager, Health and Bulding on the Tender for Design and Construct of the Red Hill Precinct be received;
2. In accordance with Clause 178 of the *Local Government (General) Regulation 2005*, Council decline to accept any tenders submitted for the Design and Construction of the Red Hill Precinct;
3. Council authorises the General Manager to commence negotiations with the tenderers for the design and construction for the Red Hill Precinct;
4. The unsuccessful tenderers be notified that their tender submissions were unsuccessful.
5. any remaining savings identified at the completion of works in Gulgong as carried in item 6.1.1 of this meeting be allocated to the Red Hill Precinct and the operational plan be amended accordingly.

AMENDMENT: Shelley/Weatherley

That:

1. the report by the Manager, Health and Bulding on the Tender for Design and Construct of the Red Hill Precinct be received;

Mid-Western Regional Council

Date: 20 May 2015

2. In accordance with Clause 178 of the *Local Government (General) Regulation 2005*, Council decline to accept any tenders submitted for the Design and Construction of the Red Hill Precinct;
3. Council authorises the General Manager to commence negotiations with the tenderers for the design and construction for the Red Hill Precinct;
4. The unsuccessful tenderers be notified that their tender submissions were unsuccessful.

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

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

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 Weatherley		✓
Cr Webb	✓	
Cr White	✓	

Item 7: Urgent Business Without Notice

Nil.

Item 8: Confidential Session

Nil.

Closure

There being no further business the meeting concluded at 6.58pm.

Item 4: Matters in Progress

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
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.	No determination as yet.
Pedestrian Access Mobility Plan (PAMP)		Council allocate \$130,000 towards regional-wide new or upgraded footpath and cycleway infrastructure in the region and that staff prepare a report for the July meeting to recommend priorities for the expenditure of these funds.	Council staff have engaged a consultant to prepare a Pedestrian Access Mobility Plan (PAMP). Following this report, a priority list will be prepared for Council's consideration.
Saleyards subdivision	Res 228/14 Ordinary Mtg 4/6/14	That: 2. Council advertise state-wide a tender to sell the former Saleyards site, known as Lot 2 DP534336, Lot 399 DP132580, and Lot 532 DP1132581 which has recently been approved for a 48 lot residential subdivision; 3. all tenders be forwarded to Council for determination as to whether or not Council will sell the site; 4. the tender process to last 60 days, and the tender notice clearly indicate that Council may not necessarily accept all or any tenders; 5. Council demolish the old SES building prior to the public tender of this subdivision and remove all demolished waste from site.	Council has completed the demolition of the old SES building, and the survey of the subdivision is also complete. Further discussion with Council to decide the best timing to call for a tender of this subdivision.

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Rural Fire Service Headquarters and Museum	565/14 Ordinary Mtg 17/12/14	3. That the General Manager be authorised to continue negotiations with the Rural Fire Service in order to subdivide the necessary 7100sm of land and negotiate an agreement for the timing, design and funding of the Rural Fire Service headquarters and museum at Mudgee.	The General Manager has had a preliminary meeting with the RFS. They have confirmed they are happy with the 7,100 sm of land, and the timing of construction is 2 years away.
Tender for cleaning services for Council buildings in the Mudgee/ Gulgong region	572/14 Ordinary Mtg 17/12/14	2. That Council not accept any tenders and delegate authority to the General Manager to negotiate with the tenderers as necessary.	Council staff are undertaking a comparison of in-house versus external service provision.
Reseal of Mayne , Herbert and Medley Streets in Gulgong	1/15 Extraordinary Mtg 4/2/15	<ol style="list-style-type: none"> 1. the \$155,000 allocated in the 2014/15 Operational Plan for Mayne Street, Gulgong for asphalt works be removed with funds to be reallocated to higher priority roadworks as part of the March 2015 Quarterly Budget Review; 2. Council note the concerns of the residents of Gulgong and take those concerns into account when doing any further work in the Gulgong CBD. 	<p>A report will be brought back to Council after the March QBR to determine the roadworks that need to be completed.</p> <p>RECOMMEND COMPLETION</p>
Council Contributions	44/15 Ordinary Mtg 18/2/15	That a discussion paper be prepared in relation to Council contributions and presented to Councillors at the April workshop, so that Councillors can consider how to best assist applicants who demonstrate an economic and social need.	Council will be presented with options next financial year, after the Fit for the Future submission has been completed.

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Sealing of maintained unsealed lanes in Gulgong CBD	119/15 Ordinary Mtg 20/5/15	That savings identified at the 4 February 2015 Council meeting from Mayne Street Reseal deferred works be reallocated to the sealing of any maintained unsealed lanes in Gulgong in priority order, and the 2014/15 Operational Plan be amended accordingly.	
Rylstone Pedestrian Bridge – Design & Construction Tender	140/15	That: 2. Council declines all tenders received on the basis that there is insufficient budget to design and construct the pedestrian bridge; 3. Authority is given to the General Manager to approach local companies for potential alternatives	
Sewer Mains rehabilitation program 2013-16 Variation to Contract	141/15	That: 2. Council in principle support the allocation \$330,000 from proposed Sewer Main Budget only to sewer main relining in the 2015-2016 operational plan; 3. Authorise the General Manager to negotiate a variation to contract within the budget allocation.	
Potential Gallery Site	142/15	That this matter be deferred.	

Item 5: Mayoral Minute

There is no Mayoral Minute.

Item 6: General Business

6.1 Rescission Motion

6.1.1 Planning Proposal 154 Market Street Mudgee (Lot 41 DP 703056 & Lot 1 DP564729)

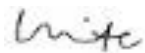
RESCISSION MOTION TO 17 JUNE 2015 COUNCIL MEETING

6.1.1 Rescission Motion to 17 June 2015 council meeting
GOV400023, GOV400038

We, the undersigned Councillors, give notice of our intention that the resolution of the Council Meeting on 15 April 2015 (Minute no 84/25) in relation to:

Point 3 of the Resolution carried at the Ordinary Meeting of MWRC on 15 April 2015 (Minute 84/25) in relation to PP_2014_MIDW_003_00 (Market Street Lot 41 DP 703056 and Lot 1 DP 564729)

be and is hereby rescinded.



COUNCILLOR LUCY WHITE



COUNCILLOR JOHN WEBB



COUNCILLOR PERCY THOMPSON

In the event that this Rescission Motion is carried, we propose to move the following motion:

That the Planning Proposal be re-presented for consideration by Council.

Background

The Planning Proposal was approved unanimously at the Ordinary Meeting of Mid-Western Regional Council on 17 September 2014. The Department of Planning & Environment (DP&E) then gave permission for the Planning Proposal to proceed and be exhibited in December 2014, and again in January/ February 2015 following agreement to a range of amendments as outlined in the staff report to 15 April 2015 meeting.

Since then, Councillors have had the opportunity to visit the Market Street site and reconsider the situation.

Points 1 & 2 of the Resolution are not affected by this rescission motion.

3 June 2015

Attachment: 1. Extract of 15 April 2015 report to Council (included at the end of the business paper)

6.2 Reports

6.2.1 DA0304/2015, Shed at Mudgee Racecourse Lot 7300 DP 1163793 106 Ulan Road BOMBIRA

REPORT BY THE SENIOR TOWN PLANNER TO 17 JUNE 2015 COUNCIL MEETING

Development Application 0304/2015 shed at Mudgee Racecourse Lot 7300 DP 1163793 106 Ulan Road BOMBIRA GOV400043, DA0304/2015

RECOMMENDATION

That:

1. the report by the Senior Town Planner on Development Application DA0304/2015 for the shed at the Mudgee Racecourse – Lot 7300 DP1163793 106 Ulan Road Bombira be received;
2. that Development Application DA0304/2015 for the shed at the Mudgee Racecourse – Lot 7300 DP1163793 106 Ulan Road Bombira be approved subject to the following conditions;

APPROVED PLANS

1. Development is to be carried out generally in accordance with stamped plans 22702-GI01 rev C, 22702-A03 – 22702-A05 and the Application received by Council on 27 April 2015 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.
2. Notwithstanding the approved plans the structure is to be located clear of any easements and/or any water and sewer mains in accordance with Council Policy

PRIOR TO THE COMMENCEMENT OF WORKS – BUILDING

3. No work shall commence until a Construction Certificate has been issued and the applicant has notified Council of:
 - a) the appointment of a Principal Certifying Authority and
 - b) the date on which work will commence.

Such notice shall include details of the Principal Certifying Authority and must be submitted to Council at least two (2) days before work commences.

4. The site shall be provided with a waste enclose (minimum 1800mm X 1800mm X 1200mm) that has a lid or secure covering for the duration of the construction works to ensure that all wastes are contained on the

site. The receptacle is to be emptied periodically to reduce the potential for rubbish to leave the site. Council encourages the separation and recycling of suitable materials.

NOTE: ALL WASTE GENERATED FROM THE CONSTRUCTION PROCESS IS TO BE CONTAINED ON-SITE

5. A sign must be erected in a prominent position on any work site on which involved in the erection or demolition of a building is carried out;
 - a) stating that unauthorised entry to the work site is prohibited, and
 - b) showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours.
 - c) the name, address and telephone number of the principal certifying authority for the work,
 - d) The sign shall be removed when the erection or demolition of the building has been completed.
6. Prior to the commencement of works on site, the applicant shall advise Council's Development Directorate, in writing, of any existing damage to Council property.
7. The development site is to be managed for the entirety of work in the following manner:
 - a) Erosion and sediment controls are to be implemented to prevent sediment from leaving the site. The controls are to be maintained until the development is complete and the site stabilised with permanent vegetation;
 - b) Appropriate dust control measures;
 - c) Construction equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained;
 - d) Toilet facilities are to be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.

BUILDING CONSTRUCTION

8. All building work must be carried out in accordance with the provisions of the National Construction Code, the Environmental Planning & Assessment Act 1979 and Regulations and all relevant Australian Standards.
9. Construction work noise that is audible at other premises is to be restricted to the following times:
Monday to Saturday - 7.00am to 5.00pm
No construction work noise is permitted on Sundays or Public Holidays.
10. All mandatory inspections required by the Environmental Planning & Assessment Act and any other inspections deemed necessary by the Principal Certifying Authority being carried out during the relevant stage of construction.

11. The approved structures to be installed in accordance with the manufacturer's requirements.
12. The strength of the concrete used for the reinforced concrete floor slab must be a minimum 25Mpa
13. All stormwater is to discharge a minimum 3m from the building and disposed of in such a way as to not adversely affect the adjoining properties.
14. The shed must not be adapted nor used for habitable, commercial or industrial purposes without prior approval of certifying authority.
15. 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).When the access is complete, Council must be contacted to inspect the access and assign a rural road number.

FLOODING

16. The floor level is to be equal to or greater than the 20 year ARI flood (plus freeboard)
17. The structure is to have flood compatible building components below or at the 100 year ARI flood (plus freeboard)
18. The applicant is to demonstrate that the structure can withstand the forces of floodwater, debris and buoyancy up to and including the 100 year ARI flood (plus freeboard).
19. The shed is limited to the storage of the greyhound starting gate. No materials shall be stored below the design floor level which may cause pollution or be potentially hazardous during any flood.

PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE

20. Prior to the occupation of a new building, or occupation or use of an altered portion of, or an extension to an existing building, an Occupation Certificate is to be obtained from the Principal Certifying Authority appointed for the erection of the building.

Executive summary

APPLICANT:	MUDGEES COMBINED SPORTS CLUB DIRECTOR MR MAX WALKER
ESTIMATED COST OF DEVELOPMENT:	\$16,000.00
REASON FOR REPORTING TO COUNCIL:	APPLICANT IS A COUNCILLOR
PUBLIC SUBMISSIONS:	NIL
LOT/DP	LOT 7300 DP 1163793

The proposed development relates to the construction of a shed measuring 16 x 4 metres and 4.5 metres in height. The shed will be used for the storage of the starting gate for the greyhound track when not in use.

The application was notified in accordance with Mid-Western Regional Development Control Plan 2013 (MWRDCP 2013) no submissions were received.

The application is permissible with the consent of Council in the RE3 Private Recreation Zone and consistent with Part 5.2 Flooding of the Development Control Plan 2013.

The application is referred to Council for determination as the applicant is a Councillor.

The application is recommended for approval subject to conditions included within the recommendation.

REQUIREMENTS OF REGULATIONS AND POLICIES:

The application has been assessed in accordance with Section 79C(1) of the Environmental Planning & Assessment Act 1979. The main issues are addressed below as follows.

State Environmental Planning Policy No 55—Remediation of Land

The proposal is for storage, not a sensitive land use.

Mid-Western Regional Local Environmental Plan 2012

The land is zoned RE2 – Private Recreation pursuant to Mid-Western Regional Local Environmental Plan 2012. The established racecourse is defined as a Recreation facility (outdoor) the proposed shed is considered ancillary to this established use and therefore permissible. The following zone objectives have been considered

- *To enable land to be used for private open space or recreational purposes.*

The proposed shed will support the continuing of the established racecourse use.

- *To provide a range of recreational settings and activities and compatible land uses.*

Not applicable as the recreation facility is established.

- *To protect and enhance the natural environment for recreational purposes.*

The proposed location of the shed will have limited visual impact of the racecourse.

Clause 4.3 – Height of Buildings

There is no specific building height for this site.

Clause 5.10 - Heritage Conservation

The land is not subject to any listing under the LEP or within a conservation area. The land is considered to be sensitive from an indigenous cultural heritage perspective as identified by Council's mapping. The applicant undertook an AHIMS with a search buffer of 50 metres, no aboriginal sites of places have been recorded or declared near the proposed location.

However Council's standard condition is included within the recommendation with regard to the future earthworks.

Clause 6.1 – Salinity

Council's standard condition regarding building in saline environments is included within the recommendation.

6.2 – Flood Planning

The subject site is identified as having a medium flood risk hazard, this is land below the 100 year ARI flood level that is not subject to high hydraulic hazard and where there are no significant evacuation difficulties. The proposed development is not for a habitable space that is not likely to be used during a heavy rainfall event, and is therefore consistent with the clause objectives as it will have limited flood risk to life and property. Furthermore, due to the small scale and construction design the proposed shed is not considered to adversely affect the flood behaviour. Flooding is discussed in further detail under the heading of Development Control Plan.

Clause 6.4 - Groundwater Vulnerability

The land is considered to be groundwater vulnerable however the proposed development is considered to have a negligible impact on groundwater and would not pose any risk to groundwater contamination.

Mid-Western Regional Development Control Plan 2013 (DCP)

Part 5.2 Flooding of the DCP has been considered below -

Part 5.2 Flooding	Requirement	Compliance/ Comment
Flood Risk Precincts	Medium Flood Risk	Recreation is permitted in medium hazard precinct.
Development Control	<p>Performance Criteria</p> <p>(a) The proposed development should not result in any increased risk to human life.</p> <p>(b) The additional economic and social costs which may arise from damage to property from flooding should not be greater than that which can reasonably be managed by the property owner and general community.</p> <p>(c) The proposal should only be permitted where effective warning time and reliable access is available for the evacuation of an area potentially affected by floods, where likely to be required.</p> <p>(d) Development should not detrimentally increase the potential flood affectation on other development or properties.</p>	<p>The proposed development is ancillary in nature and will not result in any increased risk to human life.</p> <p>The proposed development is of a minor nature and not a habitable purpose, therefore will not result in additional economic and social costs to the community.</p> <p>Within the medium hazard precinct there are no significant evacuation difficulties.</p> <p>The proposed development is of a minor nature and is therefore is not considered to adversely affect the flood behaviour.</p>

Part 5.2 Flooding	Requirement	Compliance/ Comment
Fill	Earthworks that change the nature of a watercourse and have the potential to affect upstream or downstream properties is not permitted.	Due to the small scale of the proposal it is not anticipated that up or downstream properties will be impacted upon.
Development Application	Applications must include information which addresses all relevant controls listed above, and the following matters as applicable.	Yes.
Survey Plan Details	<p>Development applications for Flood Prone Land shall be accompanied by a survey plan showing:-</p> <p>(a) The position of the existing building/s or proposed building/s;</p> <p>(b) The existing ground levels to Australian height datum around the perimeter of the building and contours of the site;</p> <p>(b) The existing or proposed floor levels to Australian height datum; and</p> <p>(c) A reliable access route, with regular levels to Australian Height Datum along the centreline of this route, wherever development is within a high or medium flood risk precinct.</p>	The information provided with the application is limited, however this can be addressed with the inclusion of conditions within the recommendation.

Section 94A Developer Contribution Plan

The applicant has stated the cost of the development will be \$16 000.00. The cost of development is less than \$100 000, therefore Section 94A Contributions cannot be levied.

IMPACT OF DEVELOPMENT

(a) Context and Setting

The subject site is the Mudgee Racecourse, known as the Mudgee Combined Sports Club located directly north of the town of Mudgee, bound by land zoned R2 Low Density Residential to the north-east and land zoned RU4 Primary Production Small Lots on all other adjoining sides.

(b) Access, transport and traffic

The subject site fronts Ulan Road and has an existing vehicular access. The proposal will have no impact on this existing access.

(d) Utilities

Electricity and telecommunication services are available onsite, however not required for the proposed development.

(e) Heritage

As discussed above, the land is not subject to any listing under the LEP or within a conservation area. The land is considered to be sensitive from an indigenous cultural heritage perspective as

identified by Council's mapping. The applicant undertook an AHIMS with a search buffer of 50 metres, no aboriginal sites of places have been recorded or declared near the proposed location.

(f) Other land resources

The development proposal would not alter the impact or effect on other land resources.

(h) Soils

The provided Statement of Environmental Effects details the topography of the site and categories the soil and concludes that the proposal will have limited impacts as a result of the grass clearing for the shed.

The proposed development is for the storage of the starting gate for the greyhound track when not in use, this is not a sensitive land use.

(i) Air and Microclimate

During construction of any future structure onsite, there is the likelihood of limited impact; however this can be mitigated by dust suppression.

(j) Flora & fauna

The subject land has been cleared. There is no significant flora or fauna on the site.

(m) Noise & vibration

The proposal is unlikely to significantly increase the noise impacts in the locality.

(n) Natural Hazards

The site is affected by flooding as discussed earlier in this report.

(q) Economic and Social impact in the locality

The proposed shed will support the continuation of the greyhound racing at the site.

SUITABILITY OF SITE FOR DEVELOPMENT

Does the proposal fit in the locality

The racecourse is established within the locality, the proposed shed is minor and considered ancillary to the racecourse.

Are the site attributes conducive to development

The proposal will not impact upon the existing site attributes.

SUBMISSIONS MADE IN ACCORDANCE WITH ACT OR REGULATIONS

Public Submissions

No submissions were received.

Submissions from public authorities

No submissions were received.

THE PUBLIC INTEREST

Federal, State and local government interests and community interests

Negligible.

CONSULTATIONS

The application was notified to adjoining owners and no submissions were received.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

The assessment of the development application sits under theme 1 Looking After our Community, Goal 1.1 – A Safe and Healthy Community.

SARAH ARMSTRONG
SENIOR TOWN PLANNER



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

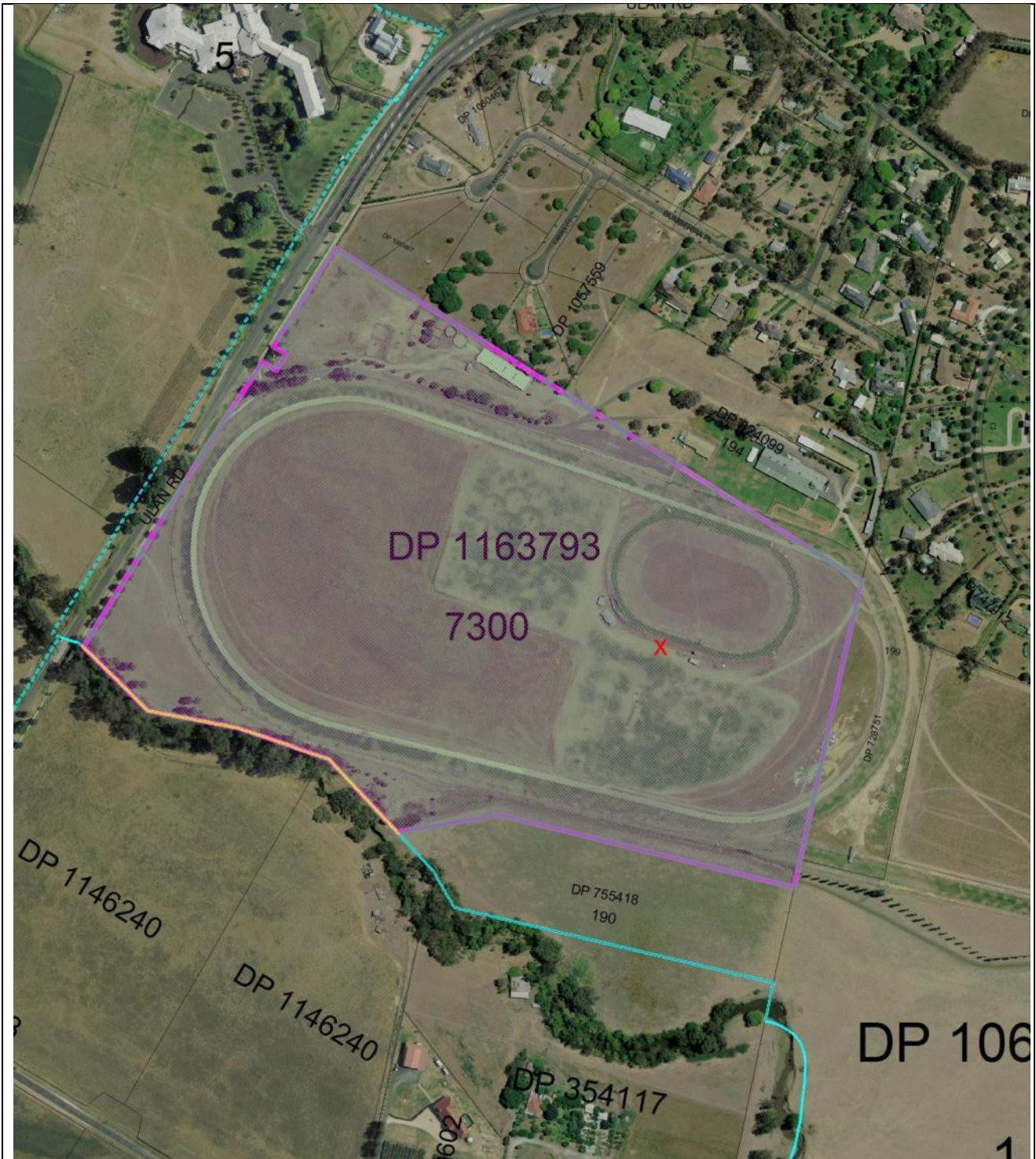
2 June 2015

Attachments: 1. Locality Plan
2. Plan of proposed shed

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

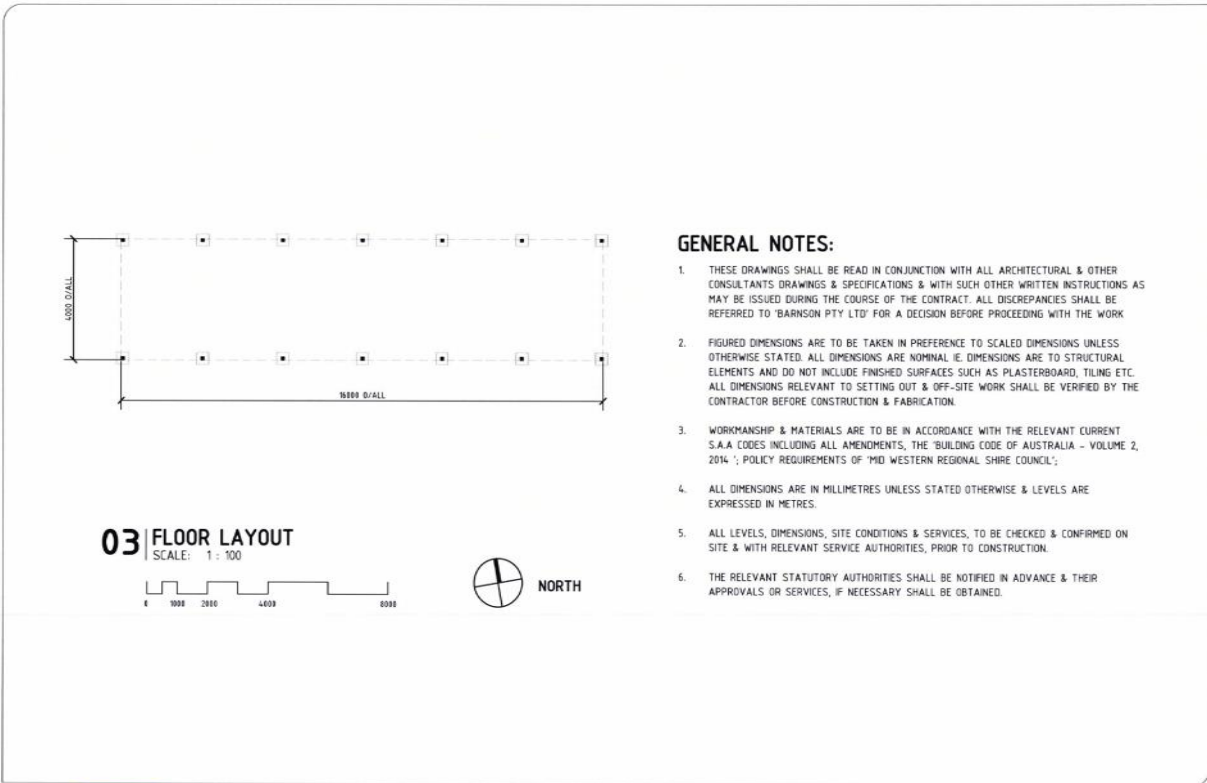


Map Scale: 1:5,159



Development Application: DA0304/2015
Property Address: 106 Ulan Road Bombira
Legal Description: Lot 7300 DP 1163793

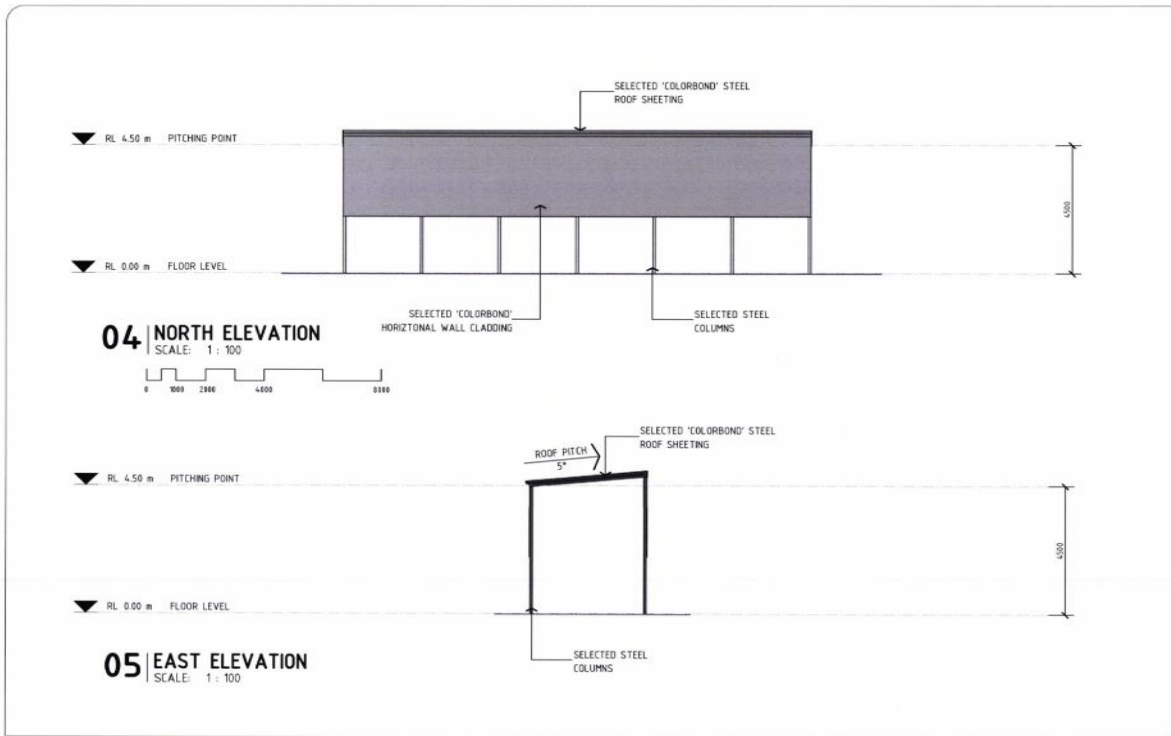




GENERAL NOTES:

1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL & OTHER CONSULTANTS DRAWINGS & SPECIFICATIONS & WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ALL DISCREPANCIES SHALL BE REFERRED TO 'BARNSON PTY LTD' FOR A DECISION BEFORE PROCEEDING WITH THE WORK
2. FIGURED DIMENSIONS ARE TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS UNLESS OTHERWISE STATED. ALL DIMENSIONS ARE NOMINAL I.E. DIMENSIONS ARE TO STRUCTURAL ELEMENTS AND DO NOT INCLUDE FINISHED SURFACES SUCH AS PLASTERBOARD, TILING ETC. ALL DIMENSIONS RELEVANT TO SETTING OUT & OFF-SITE WORK SHALL BE VERIFIED BY THE CONTRACTOR BEFORE CONSTRUCTION & FABRICATION.
3. WORKMANSHIP & MATERIALS ARE TO BE IN ACCORDANCE WITH THE RELEVANT CURRENT S.A.A CODES INCLUDING ALL AMENDMENTS, THE 'BUILDING CODE OF AUSTRALIA - VOLUME 2, 2014'; POLICY REQUIREMENTS OF 'MID WESTERN REGIONAL SHIRE COUNCIL';
4. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE & LEVELS ARE EXPRESSED IN METRES.
5. ALL LEVELS, DIMENSIONS, SITE CONDITIONS & SERVICES, TO BE CHECKED & CONFIRMED ON SITE & WITH RELEVANT SERVICE AUTHORITIES, PRIOR TO CONSTRUCTION.
6. THE RELEVANT STATUTORY AUTHORITIES SHALL BE NOTIFIED IN ADVANCE & THEIR APPROVALS OR SERVICES, IF NECESSARY SHALL BE OBTAINED.

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Client: MUDGE RACE CLUB INC
 Project: PROPOSED SHELTER AT
 MUDGE RACE COURSE
 106 ULAN ROAD, MUDGE

Drawing Title:
 ELEVATIONS 1

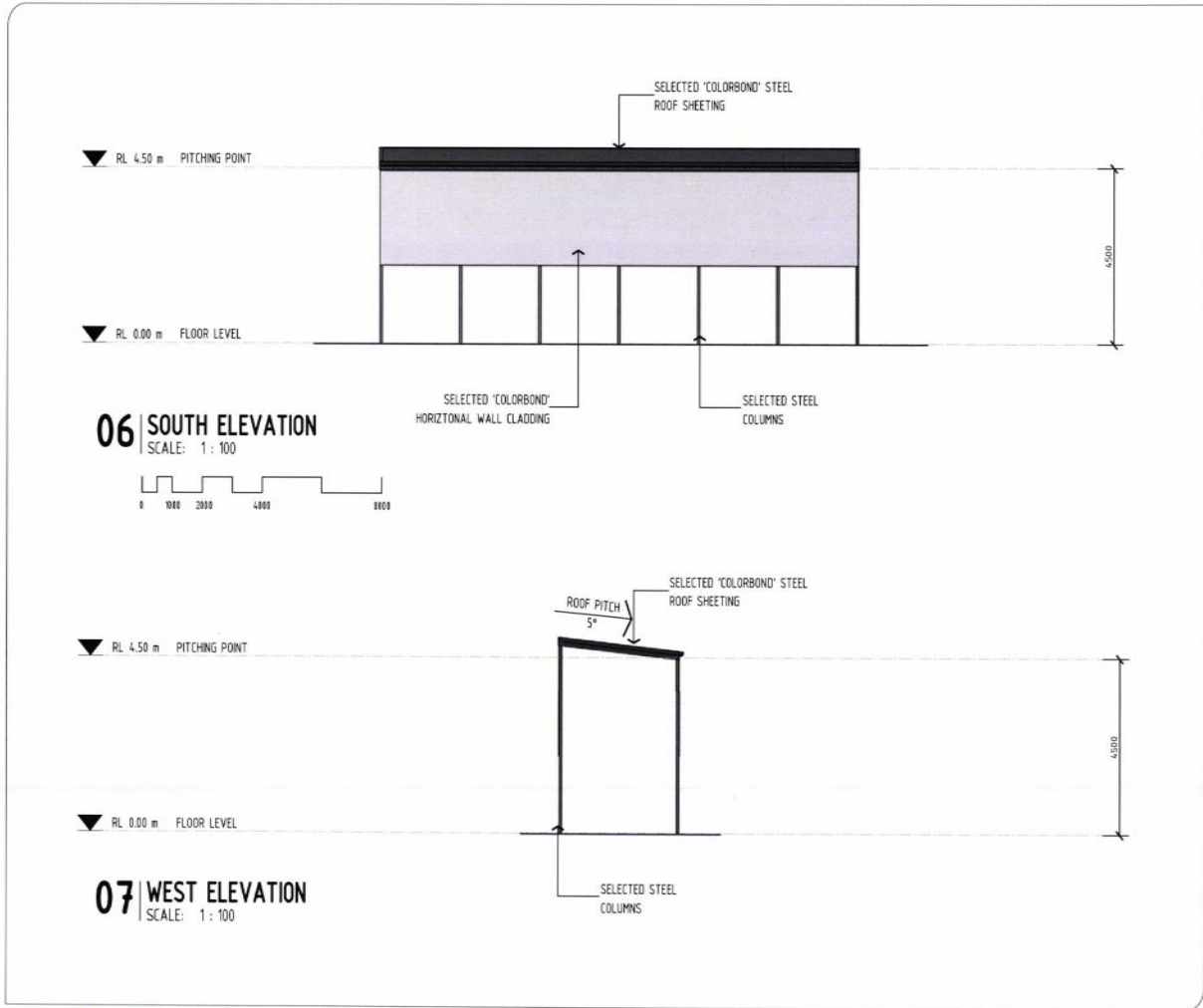
Client: GO
 Designer: GO
 Check: GA
 Drawing Office: LM

Rev: A
 Date: 19.01.15

Amendment:
 PRELIMINARY DRAWINGS
 ISSUED FOR DA

Sheet: 04 of 06
 Drawing Number:
 22702-AD4

Revision:
 0



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NATA
 ARCHITECTS ASSOCIATION
 OF AUSTRALIA

Client: MUDGEE RACE CLUB INC
 Project: PROPOSED SHELTER AT
 MUDGEE RACE COURSE
 106 ULAN ROAD, MUDGEE

Drawing Title:
 ELEVATIONS 2

Design	Drawn	Rev	Date	Amendment
GO	GO	A	19.01.15	PRELIMINARY DRAWINGS
LM	LM	0	23.01.15	ISSUED FOR DA

Drawing Sheets:
 AS-Stacked as noted

Sheet: 05 of 05

Drawing Number: 22702-A05
 Revision: 0

NOTES: THIS DRAWING IS PRELIMINARY AND IS NOT TO BE USED FOR CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE CLIENT TO OBTAIN ALL NECESSARY APPROVALS AND PERMITS. THE CLIENT ACCEPTS FULL RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE DESIGNER. THE DESIGNER ACCEPTS FULL RESPONSIBILITY FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT.

6.2.2 Supplementary Report – Planning Proposal ‘Burrundulla’, Lots 3 & 4 DP1069441 Spring Flat Road, Mudgee

REPORT BY THE TOWN PLANNER TO 17 JUNE 2015 COUNCIL MEETING

Supplementary Report – Planning Proposal Spring Flat Road
GOV400043, LAN900043, LAN900044

RECOMMENDATION

That:

1. **the supplementary report and report by the Town Planner on the Supplementary Report – Planning Proposal ‘Burrundulla’, Lots 3 & 4 DP1069441 Spring Flat Road, Mudgee be received;**
2. **Council support in principle the intent of the Planning Proposal for 2ha rural residential lots on the subject land with an additional requirement that the documentation be amended:**
 - i) **such that the land that is rezoned is limited to an area sufficient to accommodate 25 lots at the southern portion of the site; and**
 - ii) **to rezone a 20m wide corridor along Sydney Road to RE1 Public Recreation and vegetated to act as a visual buffer.**
3. **Prior to public exhibition of the Planning Proposal, a hydrological assessment be conducted to investigate the potential impacts of on-site effluent disposal on groundwater which feeds into the Mudgee town water supply and to demonstrate the most appropriate method of servicing;**
4. **The Planning Proposals be forwarded to the Department of Planning and Environment Gateway for determination.**

Executive summary

At the 20 May 2015 Council meeting, the applicant provided a response to Council recommendations for the subject planning proposal seeking clarification on a number of issues (Refer to Attachment 1). It is considered that the issues raised by the applicant have been addressed in the report to Council, however; further clarification is provided below.

Detailed report

1. LIMIT AREA TO ACCOMMODATE 25 LOTS AT SOUTHERN PORTION OF SITE

- 1.1 **Council’s Urban Release Strategy 2014 (URS) as adopted identifies the Burrundulla/Spring Flat locality with a capacity of 98 x 2ha lots post 2015, with 49 lots within 1st 5 years.**

Comment:

As per the assessment on supply and demand undertaken as part of the ‘Menah’ and Broadhead Road report, despite the URS the supply of land for 2ha lots is zero. Council need to balance the provision of supply with the need to avoid flooding the market. Based on the Urban Release Strategy the requirement for this form of development is 7 lots per year. Allowing for five years

supply, plus a sensitivity buffer of 5 years this would be 70 lots. Further, if Council takes the approach to the location of this form of development in terms of providing market choice in a manner consistent with other forms of residential land, these 70 lots could justifiably be distributed amongst the sites identified in the three proposals rather than singling one site out. Purely based on the criteria (refer to the 'Menah'/Broadhead Road Report), the Broadhead Road site is the most suitable, however, it only yields 21 lots. This leaves a 49 lot shortfall which could be distributed, at this stage between the "Menah" site and the subject site on Spring Flat Road. Therefore, it would be desirable that, should Council support the 2ha rural residential form of development at these locations it is, at this stage, limited to 25 lots at each site. The take up of zoned land will continue to be monitored consistent with the recommendations of the Urban Release Strategy.

1.2 The URS identifies the two other planning proposal "Broadhead" and "Menah" sites for residential subdivision post 2020 and 2035 respectively.

Comment:

See 1.1 above.

2. REZONE 20M WIDE BUFFER ALONG SYDNEY ROAD TO RE1 PUBLIC RECREATION AND VEGETATED AS A VISUAL BUFFER.

2.1 Financial implications of Council acquiring this buffer land and maintaining this land in perpetuity are not considered.

Comment:

Subject to further negotiations with applicant.

2.2 Suitability of the proposed buffer as public recreation land has not been considered.

Comment:

The proposal in its current form does not adequately address the potential visual impact of urban subdivision of future lots with frontage to Sydney Road. The intention of the recommendation is to ensure that a mature vegetation screen is already established along Sydney Road if further release of land for this form of development is required in the future. The proposed RE2 Public Recreation vegetated buffer is considered suitable to achieve this outcome.

2.3 Effect of existing screening along Sydney Road along has not been considered.

Comment:

The existing screening along Sydney Road is located within the State Highway road reserve. State highway road reserve is subject to change and, as such, the proposed rezoning to RE1 Public Recreation will provide Council control to ensure the sensitive gateway to the Mudgee town centre is managed effectively to alleviate potential visual impacts of residential development in the long term.

2.4 The Comprehensive Land Use Strategy identifies a 50m wide vegetated buffer for 'gateway planning' along the Castlereagh Highway.

Comment:

Staff recommendation is consistent with the intention of the Comprehensive Land Use Strategy.

2.5 The URS recommends the whole of the site be rezoned to R5 Large Lot Residential with a minimum lot size of 2ha/lot, and does not identify 'visual impact' as a constraint.

Comment:

As outlined in 2.1 above, consistent with the two proposals submitted from Minespex for the same form of development, where there are opportunities available at alternative locations, rezoning

should not be limited to a single site. However, the area of land within each of these sites that is actually rezoned should be limited to an area equivalent to a yield of 25 lots as the first stage of the release.

This recommendation was based on criteria which Council staff developed to guide assessment as to the suitability of the three sites (and future sites) for rural residential development. The site suitability criteria included impact on visual amenity or sensitive corridors which the 'Menah' and Broadhead Road proposals have also been assessed against.

2.6 As part of a future DA for subdivision, Council may impose requirements for additional landscaping and minimum setbacks from the Highway to further address any concerns of visual impact (i.e. view of 5 houses, separated at least 150m apart, with landscaping).

Comment:

As outlined previously, Council staff's recommendation to rezone a 20 metre wide corridor along Sydney Road to RE1 Public Recreation and vegetated to act as a visual buffer will ensure that a mature vegetation screen is already established along Sydney Road if further release of land for this form of development is required in the future. This requirement provides Council control to ensure the sensitive gateway to the Mudgee town centre is managed effectively to alleviate potential visual impacts of residential development in the long term. Setbacks will not achieve visual buffer for storage and other uses that may occur on the site.

2.7 A 100m setback is considered more appropriate, consistent with the range of setbacks of existing dwellings and buildings along Sydney Road south of Spring Flat Road.

Comment:

See 2.6 above.

2.8 As a comparison, existing development and recent subdivision along Ulan Road has a 30m wide landscape buffer which is considered to provide ample screening.

Comment:

Noted. See 2.6 above.

3. PRIOR TO PUBLIC EXHIBITION OF THE PLANNING PROPOSAL, A HYDROLOGICAL ASSESSMENT IS TO BE CONDUCTED TO INVESTIGATE POTENTIAL GROUNDWATER IMPACTS OF ON-SITE EFFLUENT DISPOSAL ON GROUNDWATER.

3.1 Details of on-site effluent disposal capacity advised by Barnson's engineers as part of the Planning Proposal have not been considered in this report.

Comment:

Council staff have considered the details of on-site effluent disposal capacity advised by Barnson's engineers, however, the proposal fails to adequately address the potential impacts of on-site effluent disposal on sensitive groundwater which feeds into the Mudgee town water supply. A hydrological assessment is required in order to determine this impact.

3.2 A hydrological assessment is required by Council as part of a future DA – pursuant to Mid-Western Regional LEP 2012, Clause 6.4 – Groundwater vulnerability requires that Council must consider potential impacts on groundwater and measures to minimise such impacts (whether on-site disposal or reticulated sewer connection).

Comment:

The report recommends that a hydrological study be conducted prior to public exhibition of the planning proposal. Conducting the hydrological assessment prior to public exhibition rather than at the DA stage would be worthwhile to ensure that rural residential development on the site will not adversely impact on the sensitive groundwater system and to determine if on-site sewerage disposal is appropriate on the subject land. It should be noted that the 'Menah' planning proposal is located downstream of the Mudgee town water supply and is accompanied with hydrological assessment.

3.3 The indicative area for 25 lots as recommended is approximately 1.3km south of Sydney Road. Extending Council's reticulated sewer this distance, if required by Council would jeopardise the feasibility of the proposal given its reduction to 25 lots. No consideration is made of this cost issue in the report.

Comment:

This is a determinative issue based on the results of the hydrological study. If the hydrological modelling indicates that on-site disposal is not acceptable due to risks to the town water supply source, the site will be required to connect to the town sewerage scheme. Staff will not support a proposal which places considerable risk on sensitive groundwater which feeds the towns water supply on the basis of cost associated with development. However, Council staff support in principle the intent of the Planning Proposal for 2 ha lots indicating potential for further release of land on the northern portion of the site for this form of development in the future.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

Not applicable.

HEATH DENNERLEY
TOWN PLANNER



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

2 June 2015

Attachments: (included at the end of the business paper):

1. Planning Proposal – 'Burrundulla', Lots 3 & 4 DP1069441 Spring Flat Road, Mudgee
2. Revised Planning Proposal 'Burrundulla' Spring Flat Road March 2015
3. Response to recommendations submitted by applicant

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.3 Planning Proposal Broadhead Road – Reduction of Minimum Lot Size

REPORT BY THE MANAGER STRATEGIC PLANNING TO 17 JUNE 2015 COUNCIL MEETING

Planning Proposal Broadhead Road MLS

GOV400043, LAN900049

RECOMMENDATION

That:

1. **the report by the Manager Strategic Planning on the Planning Proposal Broadhead Road – Reduction of Minimum Lot Size be received;**
2. **Council exercise the delegation in relation to the preparation of the amendment to Local Environmental Plan 2012 to reduce the minimum lot size in respect to Lot 9 DP 1150667 Broadhead Road, subject to the Opinion issued by Parliamentary Counsel.**

Executive summary

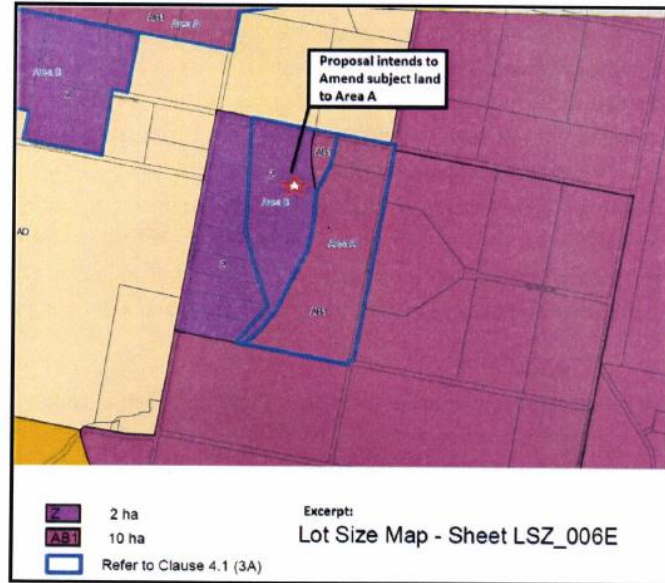
Council considered a Planning Proposal from Minespex on behalf of the landowner Mr Consadine seeking an amendment to Local Environmental Plan 2012 to reduce the minimum lot size (MLS) from 4000m² to 2000m² for land in Lot 9 DP 1150667 currently zoned R2 Low Density Residential.

The Planning Proposal was supported by the Department of Planning and Environment and was placed on public exhibition. There being no submissions, the amendment to the Local Environmental Plan to facilitate the 2000m² minimum lot size may now proceed. Council has been delegated to prepare the LEP.

Detailed report

The Planning Proposal is seeking an amendment to Local Environmental Plan 2012 to reduce the minimum lot size (MLS) from 4000m² to 2000m² for land in Lot 9 DP 1150667 currently zoned R2 Low Density Residential on Part Lot 9 DP 1150667 Broadhead Road Mudgee. The amendment will only relate to the Minimum Lot Size Map Sheet 006E as a change in notation from “Area B” as it currently is, to “Area A” under the amendment. The subject site is shown in the figure below and the detailed proposal is Attachment 1.

The justification for the proposal is the only marginal increase in lot yield, improved flexibility for the developer and more efficient use of infrastructure.



The proposal was not initially support by planning staff being inconsistent with the Urban Release Strategy in terms of the release of this particular lot size onto the market at this stage was viewed as premature. However, having gained support at Council and by the Department through the Gateway Determination, the proposal was subsequently placed on public exhibition. There were no public submissions received during the exhibition period which was only required to be 14 days as conditioned by the Gateway (Attachment 2).

Financial and Operational Plan implications

Not applicable

Community Plan implications

The amendments to the LEP support the theme "Looking After our Community" in the Community Plan.

ELIZABETH DENSELY
MANAGER, STRATEGIC PLANNING

CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

3 June 2015

Attachments: (included at the end of the business paper):

1. Planning Proposal Document
2. Gateway Determination

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

6.2.4 Servicing 238 Broadhead Road Mudgee (Broadview Estate)

REPORT BY THE DIRECTOR, DEVELOPMENT TO 17 JUNE 2015 COUNCIL MEETING

6.2.4 Servicing Broadview Estate

GOV400043, P2109711

RECOMMENDATION

That:

1. **the report by the Director, Development on the Servicing 238 Broadhead Road Mudgee (Broadview Estate) be received;**
2. **Council enter into the agreement as outlined in attachment 1 for the servicing of 238 Broadhead Road Mudgee including the provision of a sewer and water main.**

Executive summary

Council considered a report on the 15 April 2015 regarding the provision of water and sewer services to the Broadview Estate located at 238 Broadhead Road Mudgee. The purpose of this report is present to Council for consideration a draft agreement for endorsement.

Detailed report

Council considered a report on the 15 October 2015 regarding the provision of water and sewer servicing prior to the scheduled provision of those services and resolved the following:

2. **That Council clarify its policy position as outlined in the DSP in relation to the levying and undertaking of “works in kind as follows:**

DISTRIBUTION WORKS INCLUDED IN THE CAPITAL WORKS PLAN

Where a developer wishes to undertake a development that requires extension of distribution works that is included in Council’s Capital Works Plan but is required out of sequence or is yet to be included in the Council’s Capital Works Program, the following will apply:

- (a) **A report of the proposed works will be presented to Council; and**
- (b) **Council will enter into an agreement for the distribution works to be constructed by the developer, including works that are necessary to service the entire development catchment at the full upfront cost to the developer. Such works will be offset by crediting relevant developer charges. Where the cost of works exceeds the developers charges levied, the developer will be repaid as Council collects future developer charges from that catchment.**

RETICULATION WORKS

Reticulation works are to be undertaken at the full cost to the developer with no offset from developer contributions. Reticulation works will be identified during the assessment of the development application.

The servicing of the Broadview Estate is the first subdivision to be considered under the DSP since the resolution of Council in October. Council staff have been negotiating with the developer regarding the servicing of Broadview Estate (DA0367/2014) which is a 67 lot subdivision located at 238 Broadhead Road, Mudgee.

To provide sewer services to the site it is necessary that an extension to the main be provided across the land currently owned by private landholders. This will include securing an easement across this private land which will be the responsibility of the developer.

Since the report to Council 15 April 2015 further work has been undertaken to determine the most appropriate method for the provision of water services to the subdivision. The service will be provided as follows:

- A 250 mm main will extend along the Bruce Road and be classified as distribution works and therefore be offset against Section 64 contributions.
- A 200 mm main will extend north along Broadhead Road between Bruce Road and Sawpit Lane. This main is classified as distribution works as it services both Broadview Estate and another subdivision of approximately 24 lots which will be serviced by a line extending west along Sawpit Lane. This main will be offset against Section 64 contributions
- A 150mm line will continue north along Broadhead Road which will only service Broadview Estate and therefore is considered reticulation works and constructed at full cost to the developer.

The agreement has been drafted agreement for the distribution works to be constructed by the developer, including works that are necessary to service the entire development catchment at the full upfront cost to the developer. Such works will be offset by crediting relevant developer (water and/or sewer headwork) charges. Where the cost of works exceeds the developers charges levied, the developer will be repaid as Council collects future developer charges from that catchment.

Council had budgeted this financial year to upgrade a water main in Spring Road for the purpose of providing an increase water supply pressure in peak use periods to existing residential area south of Mudgee. In investigating options to service Broadview estate it became evident that we could achieve the upgrade for the existing residential areas whilst facilitating an appropriate point of connection for the distribution main to Broadview Estate.

Financial and Operational Plan implications

The approach outlined in this report is consistent with the previous resolution of Council and provides the opportunity for Council to facilitate the servicing of development that is outside of Council's current works program.

Community Plan implications

The consideration of this report sits under Theme 1 Looking after our Community, Strategy 3.1 – Provide infrastructure and services to cater for the current and future needs of our community.



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

2 June 2015

Attachments: 1. Draft Agreement

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

**Agreement between
Mid-Western Regional Council
and
(Insert Company Name)
Provision of Water and Sewer Services
238 Broadhead Road.**

1. Interpretation

Costs	Actual cost (exclusive of GST) relating to all actions in the design and construction of the proposed distribution works as determined by Mid-Western Regional Council (Council).
Council	Mid-Western Regional Council
Developer	(Insert Company Name)
Development Consent	DA 0367/2013 and modified by MA0039/2015 (issued 10 February 2015)
Distribution Works	Those works defined by Concept Plan 1 in relation to sewer and Concept Plan 2 in relation to water.
Section 64 levy amount	Those Section 64 contributions required in accordance with DA0367/2013 and modified by MA0039/2015 issued 10 February 2015.

2. Sewer

- 2.1 The Developer is responsible for all upfront costs associated with the construction of distribution works as depicted in Concept Plan 1 attached to this agreement. Works to be covered include, but are not limited to, design, land matters, materials and construction.
- 2.2 Should the cost of the distribution works exceed the amount of the Section 64 levies being a total amount of \$268,394 (at the time of determination) as stipulated in the Development Consent, then Council will not require payment of the Section 64 contribution, but will offset the contribution amount against the costs specified in paragraph 2.1.
- 2.3 If the costs accrued in paragraph 2.1 exceed the amount of the Section 64 levies required pursuant to the Development Consent, then Council shall pay to the Developer the difference between the costs and the Section 64 levy amount when further Section 64 contributions are paid by other developers within the catchment that benefit from

the subject distribution works. Council shall make this payment within 30 days of receiving payment from the other developers.

- 2.4 If the costs are less than the Section 64 levies required pursuant to the Development Consent then the Developer shall pay to Council the difference between the costs incurred and Section 64 amount prior to the release of the linen plan.
- 2.5 Prior to the Developer undertaking the works specified in paragraph 2.1 above the developer shall:
 - 2.5.1 Supply to Council estimated costs for the survey and design costs of the sewerage trunk main. Council will assess the costs utilising NSW Office of Water Reference Rates and advise if the estimated costs are accepted. The estimated cost will be required to be generally consistent with the NSW Office of Water Reference Rates.
 - 2.5.2 Provide to Council fully documented construction certificate plans for Council's assessment and approval in accordance with the normal construction certificate process.
 - 2.5.3 Using the approved construction certificate plans the Developer shall obtain 3 itemised quotes for the full works from contractors from Council's prequalified service provider list. Council will assess the quotes in accordance with the NSW Office of Water Reference Rates against the requirements of the approved Construction Certificate and advise the Developer of the approved contractor. The estimated cost will be required to be generally consistent with the NSW Office of Water Reference Rates. The accepted quote will be considered to form part of the estimated cost for the purposes of paragraph 2.6.
- 2.6 The Developer shall notify Council and gain Council approval for any variation to the estimated costs which have been determined by sub paragraph 2.5.1 and 2.5.3 prior to work being undertaken.

3. Water

- 3.1 The Developer is responsible for all upfront costs associated with the construction of distribution works as depicted in Concept Plan 2 attached to this agreement. Works to be covered include, but are not limited to, design, land matters, materials and construction of the water main, backfill of trenches to a compaction standard specified by Council and reinstatement.
- 3.2 Council will be responsible for the final seal of Bruce Road from the Melton Road intersection to the Robertson Road intersection including the installation of appropriate drainage works.
- 3.3 The Developer shall be responsible for all other road works required to reinstate the road to the existing standard.
- 3.4 Should the cost of the distributions works exceed the amount of the Section 64 levies being a total amount of \$841,500 (at the time of determination) as stipulated in the Development Consent, then Council will not require payment of the Section 64 contribution but offset the contribution amount against the costs specified in paragraph 3.1.
- 3.5 If the costs accrued in paragraph 3.1 exceed the amount of the Section 64 levies required pursuant to the Development Consent then Council shall pay to the Developer

the difference between the costs and the Section 64 amount when further Section 64 contributions are paid by other developers within the catchment that benefit from the subject distribution works. Council shall make this payment within 30 days of receiving payment from the other developers.

- 3.6 If the costs are less than the Section 64 levies required pursuant to Development Consent then the Developer shall pay to Council the difference between the cost and Section 64 amount prior to the release of the linen plan.
- 3.7 Prior to the Developer undertaking the works specified in paragraph 3.1 above the Developer shall:
 - 3.7.1 Supply to Council estimated costs for the survey and design costs of the water trunk main. Council will assess the costs utilising NSW Office of Water Reference Rates and advise if the estimated costs are accepted. The estimated cost will be required to be generally consistent with the NSW Office of Water Reference Rates.
 - 3.7.2 Provide to Council fully documented construction certificate plans for Council's assessment and approval in accordance with the normal construction certificate process.
 - 3.7.3 Using the approved construction certificate plans the Developer shall obtain 3 itemised quotes for the full works from contractors from Council's prequalified service provider list. Council will assess the quotes in accordance with the NSW Office of Water Reference Rates against the requirements of the approved Construction Certificate and advise the Developer of the approved contractor. The estimated cost will be required to be generally consistent with the NSW Office of Water Reference Rates. The accepted quote will be considered to form part of the estimated cost for the purposes of paragraph 3.8.
- 3.8 The Developer shall notify Council and gain Council approval for any variation to the estimated costs which have been determined in sub paragraph 3.7.1 and 3.7.3 prior to work being undertaken

4. Acquittal

- 4.1 At completion of works, the Developer shall provide to Council a statement of actual costs incurred supported by copies of Tax Invoices for payments made in relation to the works as covered in this agreement.

5. Variations

- 5.1 The terms of this agreement may be varied upon the written agreement of both parties.

6.2.5 Central West Regional Growth Plan Update

REPORT BY THE MANAGER STRATEGIC PLANNING TO 17 JUNE 2015 COUNCIL MEETING

CWRGP Update

GOV400043, LAN900016, A0100001

RECOMMENDATION

That the report by the Manager Strategic Planning on the Central West Regional Growth Plan Update be received.

Executive summary

In December 2014 the Department of Planning and Environment in collaboration with CENTROC commenced work on the preparation of a Regional Growth Plan for the Central West under the State government's commitment to regional planning.

Detailed report

In June 2014 the NSW Government released new draft regional boundaries for NSW. Mid-Western Regional LGA has been incorporated into the Central West Region and the regional growth plan will be consistent with the CENTROC boundaries. The Department of Planning and Environment are the lead agency in close collaboration with CENTROC as part of the Joint Organisation of Council's (JOC) in line with the Fit For Future process. The Department of Planning & Environment web site states that the regional growth plans will provide the basis for a new generation of strategic plans.

The Department acknowledge that there are no existing strategies in place for this region. The Regional Growth Plan will identify areas suitable for housing and employment expansion in the region. However, not all parts of the region are projected to experience growth equally and as such the plan will identify strategies to ensure population sustainability and to manage population decline.

The timeframe for the delivery of a draft plan originally proposed a deadline for completion of a Draft document by the end of March 2015. This timeframe was extended to now and the technical working group continue to meet monthly and work on the content of the draft plan in terms of the issues relevant both locally and regionally including; infrastructure; mining and manufacturing; housing; rural land; economy etc. Each of these themes will have a developed set of issues elaborated in a Regional Issues Paper and informing the Regional Land Use Plan. A draft Plan should be finalised by the Department of Planning and Environment by August 2015 with presentation to Cabinet likely to be in October. Council's will have to opportunity to comment of the document once signed off by Cabinet for exhibition.

All Council's will be provided with the opportunity to review the Draft Regional Growth Plan which will then go through a rigorous community consultation process. It will be important that Mid-Western take the opportunity at this point to review the Draft and ensure that the needs of this community into the future are adequately addressed in the document. At this stage there are some gaps in relation to MWRC given the late inclusion into CENTROC, however, work is currently being undertaken by CENTROC to fill some of these gaps, in particular where they relate to regional infrastructure and water priorities.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

Not applicable.



ELIZABETH DENSLEY
MANAGER, STRATEGIC PLANNING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

3 June 2015

Attachments: Nil

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.6 Tender for Construction of the Horatio St Detention Basin, Mudgee

REPORT BY THE MANAGER, DEVELOPMENT ENGINEERING TO 17 JUNE 2015 COUNCIL MEETING
6.2.6 RFT 2015-02 Horatio St Detention Basin Council Tender Report
COR400088

RECOMMENDATION

That:

1. the report by the Manager, Development Engineering on the Tender for Construction of the Horatio St Detention Basin, Mudgee be received;
2. Council accepts the tender submitted by A1 Earthworx Civil and Mining Pty Ltd for the construction of the Horatio St Detention Basin, Mudgee in accordance with clause 178 of the Local Government (General) Regulation 2005 at a tendered price of \$_____ excluding GST;
3. Council authorises the General Manager to finalise and execute the contract on behalf of Council with A1 Earthworx Civil and Mining Pty Ltd for the construction of the Horatio St Detention Basin, Mudgee RFT 2015/02;
4. The General Manager be granted delegated authority to approve variations to the contract up to a cumulative total of 5% of the original contract sum; and
5. The unsuccessful tenderers be notified in writing.

Executive summary

Following Council's decision to construct a stormwater detention basin in Horatio St, Mudgee (Catchment B), tenders were called for suitably qualified contractors to undertake the associated civil works.

Tenders were called for on 17 April 2015 and closed on 13 May 2015.

Advertisements for the tender were placed in the Local Government Tenders section of the Sydney Morning Herald, the Mudgee Guardian, the Tenderlink website and Council's website.

The tendering process was initiated and a Procurement Plan and Tender Evaluation Plan were developed. A Tender Assessment panel was formed comprising representatives from the most relevant departments within Council. Members for the Tender Assessment Panel used the Evaluation Plan and methodology to determine which tenderers offered the best value for money.

Detailed report

TENDERS RECEIVED

8 tenders were received as follows:

- A1 Earthworx Mining & Civil Pty Ltd
- Central West Civil Pty Ltd

- Flintstone Group Pty Ltd
- Hynash Constructions Pty Ltd
- Ian Collie Earthmoving (ICE)
- KCE Pty Ltd
- MPC Earth Moving Pty Ltd
- Shearer Contracting Pty Ltd

Tenders were assessed against pre-determined price (80%) and non-price (20%) components of their submissions.

LATE TENDERS

No late tenders were received

CONFORMING TENDERS

All tenders met the mandatory requirements and proceeded to detailed evaluation

NON-CONFORMING OR ALTERNATE TENDERS

No non-conforming or alternate tenders were received

EVALUATION METHODOLOGY

The objective of the evaluation was to select the tenderer offering the best value for money in a rational and defensible way which is considered fair for all tenderers.

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

ASSESSMENT PANEL

Daryl Colwell	Director Operations
Will Hopcroft	Development Engineer
Thomas Natsa	Manager Development Engineering
Emma Hayne	Asset Accountant

EVALUATION FINDINGS

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

Evaluation of tenderers against the specified evaluation criteria demonstrates A1 Earthworx Mining and Civil Pty Ltd has submitted the tender representing the best value to Council for the construction of the Horatio St Detention Basin. With an 80% weighting, the evaluation results were largely driven by the tendered prices. However, the preferred tenderer was also able to demonstrate high quality management systems; and provide sufficient evidence to the Assessment Panel of relevant prior experience and capacity to deliver the works as requested.

Financial and Operational Plan implications

The 2014/15 Operational Plan included a budget of \$247,000 for the Horatio Street detention basin project. This budget was removed at the March Quarterly Budget Review, to be included in the 2015/16 Operational Plan (refer to Operational Plan 2015/16 report later in this Business Paper). In addition to the construction tender price, it is estimated an additional \$100,000 is required for the purchase of MWRC supplied components such as pipes and pits, creating a budget shortfall. The allocation of additional funds is recommended as part of the Operational Plan 2015/16 report, and can be adequately accommodated within the Asset Replacement Reserve.

The 2015/16 draft Operational Plan as exhibited also included a stormwater drainage capital works budget allocation of \$265,000 (Rifle Range Road Culvert Upgrade – Section 94, and Denison Street Drainage Upgrade – Asset Replacement Reserve).

Strategic or policy implications

Community Plan Theme 2 – Protecting our Natural Environment
Goal 2.2 – Provide total water cycle management
Strategy 2.2.2 – Maintain and manage water quantity and quality

THOMAS NATSA
MANAGER, DEVELOPMENT ENGINEERING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

2 June 2015

Attachments: 1. Evaluated Tender Scores, including price (contained in the confidential section of the business paper)

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.7 Update on the Number of Matters Dealt with under the Protection of the Environment Operations Act 1997

REPORT BY THE MANAGER, HEALTH AND BUILDING TO 17 JUNE 2015 COUNCIL MEETING
 POEO Act Report
 GOV400043, ENV200046

RECOMMENDATION

That the report by the Manager, Health and Building on the Update on the Number of Matters Dealt with under the Protection of the Environment Operations Act 1997 be received.

Executive summary

The report presented is designed to keep Council informed of the current activity in relation to matters dealt with under the Protection of the Environment Operations Act 1997.

Detailed report

Included in this report is an update on the number of matters dealt with by Council Staff under the Protection of the Environment Operations (POEO) Act 1997 for the period between 1 February 2015 until 4 June 2015.

The POEO Act deals with matters relating to:

- Offensive noise
- Offensive odour
- Illegal dumping and other pollution incidents (in water, land and air)

Matters dealt with by Council Staff during this period are as follows:

Environmental Complaint	Locality
Noise – building works	Kandos
Noise – building works	Kandos
Noise – chainsaw	Kandos
Noise – rattle gun	Kandos
Noise – building works	Kandos
Noise – mobile saw mill	Kandos
Noise – building works	Kandos
Noise – building works	Kandos
Noise – PA system (wedding)	Buckaroo
Noise – PA system (wedding)	Buckaroo
Noise – PA system (wedding)	Buckaroo
Noise – motor vehicle (car driving in paddock)	Beryl
Noise – PA system (wedding)	Buckaroo
Noise – building works	Mudgee
Noise – building works	Kandos
Odour – unknown	Mudgee
Air pollution – dust from concrete plant	Mudgee

Environmental Complaint	Locality
Air pollution – dust (resulting from subdivision)	Mudgee
Air pollution – dust (resulting from subdivision)	Mudgee
Dumping – building materials	Home Rule
Dumping – tyres	Stubbo
Dumping – tyres	Stubbo
Water Pollution – damaged silt fence	Mudgee

Financial and Operational Plan implications

Not applicable.

Community Plan implications

Theme	Goal	Strategy
Protecting Our Natural Environment	1. Protect and enhance our natural environment	1.3 Raise awareness of environmental and biodiversity issues.

TIM O'REILLY
MANAGER, HEALTH & BUILDING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

4 June 2015

Attachments: Nil

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.8 Draft Building Asset Management Plan

REPORT BY THE MANAGER, HEALTH AND BUILDING TO 17 JUNE 2015 COUNCIL MEETING
6.2.8 Building Asset Management Plan Report
GOV400043, COU500082

RECOMMENDATION

That:

- 1. the report by the Manager, Health and Building on the Draft Building Asset Management Plan be received;**
- 2. the Draft Building Asset Management Plan be placed on public exhibition for 28 days;**
- 3. if no submissions are received following public exhibition of the draft report, adopt the Building Asset Management Plan.**

Executive summary

Council is required as part of the Integrated Planning and Reporting process to formulate asset management plans for each of its major asset classes. This report recommends that the attached draft building asset management plan be placed on public exhibition for a period of 28 days and if no submissions are received adopt the draft report as the final building asset management plan.

Detailed report

In accordance with the Integrated Planning and Reporting process, Council is required to formulate asset management plans for each of its major asset classes. The goals and objectives of asset management are:

- setting levels of service and monitoring performance;
- managing the impact of growth through demand management and infrastructure investment;
- taking a lifecycle approach to developing cost-effective management strategies for the long term that meet defined level of service;
- identifying, assessing and appropriately controlling risks; and
- having a long term financial plan which identifies required, affordable expenditure and how it will be financed.

This Plan is for Council's building assets. The Plan sets out present knowledge of building assets, including replacement value and confidence levels associated with this information. The Plan identifies knowledge gaps and sets out the course of action to close those gaps and refine the valuation of building assets over a specified time. Ultimately, the Plan will inform long term financial strategies which take into account whole of life costs and assist Council in managing its building assets in a sustainable manner.

This is Council's initial Building Asset Management Plan and it is intended to be a living document that is reviewed each year. Community consultation and expectations will inform desired levels of service in subsequent reviews.

The Plan was workshopped with Councillors 20th of May 2015 with each Councillor provided a copy of the Draft Building Asset Management Plan on that day. This report recommends that the Draft be placed on public exhibition for a period of 28 days and further, if no submissions are received, adopt the draft as the final plan.

Financial and Operational Plan implications

All asset management plans will inform the long term financial and operational management of Council's assets. This Plan does not require further funds to be committed in developing the further knowledge or data collection at this stage.

Community Plan implications

Theme	Goal	Strategy
Looking After Our Community	Effective and Efficient Delivery of Infrastructure	3.1 Provide infrastructure and services to cater for the current and future needs of our community

TIM O'REILLY
MANAGER, HEALTH & BUILDING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

3 June 2015

Attachments: 1. Draft Building Asset Management Plan (included at the end of the business paper)

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.9 Food Inspection Update

REPORT BY THE MANAGER, HEALTH AND BUILDING TO 17 JUNE 2015 COUNCIL MEETING
Food Update Report
GOV400043, A0130009

RECOMMENDATION

That the report by the Manager, Health and Building on the Food Inspection Update be received.

Executive summary

The report presented is designed to keep Council informed of the current activity in relation to its food inspection program.

Detailed report

Included in this report is an update on the progress of the food inspection program for the 2014/2015 financial up to 3 June 2015.

This report focuses on the number of inspections carried out to date, the number of defective inspections requiring a further re-inspection and the number of '5 Star' inspections which are awarded to premises that are maintaining the highest standard of food safety.

To date a total of **82** out of 117 medium and high risk food premises inspections have been carried out, of which:

- Thirty-seven (37) have received a 5 star rating, and
- Ten (10) have received warning letters citing unsatisfactory food safety conditions and require a further inspection.

It is scheduled for all the inspections to be completed by the end of the financial year.

Financial and Operational Plan implications

These inspections contribute to the expected revenue nominated in the 2014/15 operational budget.

Community Plan implications

Theme	Goal	Strategy
Looking After Our Community	1. A safe and healthy community	1.1 Maintain the provision of high quality, accessible community services that meet the needs of our community.

TIM O'REILLY
MANAGER, HEALTH & BUILDING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

3 February 2015

Attachments: Nil

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.10 Department of Planning and Environment – Integrated Mining Policy

REPORT BY THE DIRECTOR, DEVELOPMENT TO 17 JUNE 2015 COUNCIL MEETING

6.2.10 Integrated Mining Policy

GOV400043, A0420126

RECOMMENDATION

That:

1. **the report by the Director, Development on the Department of Planning and Environment – Integrated Mining Policy be received;**
2. **that Council make a submission as outlined in attachment 3 to this report with emphasis on:**
 - **cumulative impacts;**
 - **impacts on local infrastructure and roads;**
 - **cumulative social and economic impacts on communities directly impacted by the projects and those towns meeting accommodation requirements.**

Executive summary

The Department of Planning and Environment have placed part of the Integrated Mining Policy (IMP) on exhibition from 28 May 2015 to the 9 July 2015. The purpose of this report is to present to Council a draft submission for consideration.

Detailed report

The Department states that it has developed the IMP to reduce duplication and improve the efficiency of assessment and regulation of State significant mining developments.

The objectives of the IMP are to:

- document and clarify Government requirements for the mining assessment process;
- improve coordination and cooperation between government agencies so that matters can be considered at the same time; and
- reduce duplication between the three key mining approvals (development approvals, mining leases and environment protection licences).

The Department states that the IMP does not change environmental standards or community consultation requirements.

The State Government is conducting public consultation on the IMP reforms in two stages. As part of the first stage, the following items are now on exhibition:

- Standard Secretary's Environmental Assessment Requirements
- Swamp Offset Policy
- Mine Application Guideline

SUMMARY OF THE INTEGRATED MINING POLICY

The IMP includes a suite of documents and will apply to all State Significant mining developments including coal and mineral mines.

It does not include petroleum operations or coal seam gas proposals, or any exploration activities, and it does not change existing legislation (further coal seam gas reforms are being developed as part of the Government's Gas Plan).

Documents on Exhibition during Stage 1

Mine Application Guideline

The Mine Application Guideline sets out the Government's expectations for both pre-assessment documentation and the Environmental Impact Statement (EIS). It requires the applicant to explain why particular decisions have been made as part of the design process and how these influence the environmental, social and economic impacts of the mine. The Mine Application Guidelines are being exhibited as part of the Stage 1 consultation.

Secretary's Environmental Assessment Requirements (SEARs)

New standard SEARs have been developed as part of the IMP. They include the information that agencies need to assess mining applications. The SEARs permit the assessments for an Environment Protection Licence (EPL) and Mining Lease (ML) to be conducted at the same time as the assessment of the development application. The Standard SEARs are being exhibited as part of the Stage 1 consultation.

Swamp Offset Policy

This policy extends the principles of the Biodiversity Offset Policy for Major Projects to subsidence-related impacts of mining on endangered swamps. This will fill a gap in the existing policy framework, to clearly explain the Government's position on how mining impacts should be managed in these specific circumstances. The Swamp Offset Policy is being exhibited as part of the Stage 1 consultation but is not relevant to Mid-Western Local Government Area.

Stage 2 Exhibition and other documents

Standard Development Consent Conditions

The IMP standard conditions aim to reduce duplication across the different approvals. The consent authority may modify the standard development consent conditions to ensure that all identified environmental risks are properly regulated and controlled. The standard conditions are not available at this time for comment.

Assessment Bilateral Agreement with the Commonwealth

The NSW and Commonwealth Governments have been working on ways to reduce duplication and overlap. The new Assessment Bilateral Agreement allows the Commonwealth Minister for the Environment to rely on specified NSW environmental impact assessment processes to assess actions under the Environment Protection and Biodiversity Conservation Act 1999. This effectively creates a one-stop-shop for assessments of major developments. A new Assessment Bilateral Agreement was signed by the NSW and Commonwealth Governments on 26 February 2015.

Guidelines for the Economic Assessment of Mining and Coal Seam Gas Proposals

The Government has stated that it is developing new economic assessment guidelines to ensure that the impacts of proposed projects are robustly measured and analysed in a consistent fashion using recognised economic assessment methods. The guidelines aim to provide clear advice to applicants about preparing the assessment, and how the outputs of the assessment will inform decision-makers and the community.

Planning Agreement (PA) Guideline

The Department state that Planning Agreement Guideline will provide a consistent framework for Planning Agreements between mining companies and local councils. The guideline will set out principles for these agreements, best practice approaches, and practical steps to help the parties

develop a common understanding of the likely impacts of the mine on local and regional communities. These guidelines have not been included in the Stage 1 exhibition.

Biodiversity Offset Policy for Major Projects

This policy will establish standardised biodiversity offsetting requirements for major projects under the NSW planning system. Biodiversity offsets are used to compensate for the biodiversity values lost through development activities, including mining. Offsets transfer the responsibility for managing biodiversity to another area of land. The policy is currently in an 18-month transitional implementation period. At the conclusion of this period, mining companies will have the option of fulfilling offset requirements by paying money into a Biodiversity Offsets Fund. It is anticipated the Fund will be established in 2016.

Water Regulation and Policy Framework

The Department have stated that to help proponents and the community better understand the full scope of government regulation on water issues, a Water Regulation and Policy Framework has been prepared. This Framework is a high-level document that sets out all current mining-related water policy requirements in NSW.

Voluntary Land Acquisition and Mitigation Policy

The Department states that this policy clarifies how the impacts of mine noise and dust (particulate matter) on communities and landowners should be assessed and determined by the body considering the matter.

Post-approval Guidelines

The Department have advised that these guidelines are intended to establish a more consistent and less duplicative whole-of government framework for compliance reporting and auditing. They will include Annual Review Guidelines, Web-Based Reporting Guidelines and Independent Audit Guidelines.

Financial and Operational Plan implications

The assessment of State Significant Development has a substantial impact on the Mid-Western Region. Having regard to the potential impact on Council infrastructure and the need to plan for future growth it is essential that Council have input into the assessment and management processes of State Significant Assessment.

Community Plan implications

Theme	Goal	Strategy
Looking After our Community	2. Vibrant Towns and Villages	2.2 Manage growth pressure driven by the increase in mining operation in the Region
Protecting our environment	1. Protect and Enhance our natural environment	1.2 Minimise the impact of mining and other development on the environment, both natural and built.



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

4 June 2015

Attachments: (included at the end of the business paper):

1. Copy of the Mine Application Guideline
2. Copy of the Standard Secretary's Environmental Assessment Requirements

(under separate cover):

3. Council's Draft Submission

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.11 Land & Housing Supply Monitor Quarterly Report

REPORT BY THE MANAGER STRATEGIC PLANNING TO 18 FEBRUARY 2015 COUNCIL MEETING

Land Supply Monitor

GOV400043, LAN900042

RECOMMENDATION

That the report by the Manager Strategic Planning on the Land & Housing Supply Monitor Quarterly Report be received.

Executive summary

The Land Supply Monitor was developed as part of the Urban Release Strategy Process. The first report in February captured the data for the six months to December 2014. This report captures the period January to March 2015.

Detailed report

The Land Supply Monitor provides a tool to accurately gauge development activity. The following table represents a summary of activity in the past quarter. There has not been the approval of a subdivision of significant size in the three months to March so the statistics are still dominated by the approval of the Ulan Road Low Density residential development (2000m² MLS). There has been a drop in the number of Subdivision Certificates issued. There will often be a lag between the approval of a subdivision and the certificate being issued and that remains the case here. Recent activity, outside the current reporting period in south Mudgee should see a jump in this regard in the April to June quarter.

Assumptions as to the jump in Occupation Certificates is problematic as they are not mandatory so not generally a true reflection of completion of housing.

In relation to the Complying Development Certificates, it may be worth noting that the Department of Planning & Environment are working on a SEPP which proposes to establish a Regional Housing Codes SEPP in the hope to remove some of the complexities that have arisen in the application of a state wide code. At this stage there has been no date set for the release of this SEPP.

LAND AND HOUSING MONITOR SUMMARY

	1 July - 30 Sept 2014	1 Oct - 31 Dec 2014	1 Jan - 31 Mar 2015	YTD
Subdivision				
Residential Subdivision Applications (no. of lots approved - DAs)	24	172	18	214
Notes: Council has approved 214 lots since July 2014. Of these 149 or 70% were between 2000 and 3999m ² and include the subdivision at 220 Ulan Road. Only 10% of lots approved were in the 600-1999m ² bracket which is considered the standard residential lot size in the R1 General Residential zone.				
Residential Subdivision Certificates (no. of lots released)	35	71	26	132
Notes: Subdivision certificates are issued following compliance with conditions including payment of s64 and 94 contributions.				

	1 July - 30 Sept 2014	1 Oct - 31 Dec 2014	1 Jan - 31 Mar 2015	YTD
Dwellings				
DA Approvals for Dwellings and Dual Occupancies (no. dwellings approved)	34	19	21	74
CDC's for Dwellings and Dual Occupancies (no. dwellings)	6	3	2	11
Total	40	22	23	85
Notes: The majority of dwellings are in the 600-1999m2 bracket which is considered the range of standard residential lot sizes in the R1 General Residential zone. There was some activity outside the residential zones on lots greater than 2ha. The number of CDC's remains low and includes those undertaken by private certifiers.				
Occupation Certificates (no. dwellings)	18	19	35	72
Notes: The statistics for Occupation Certificates remains low and may indicate that all dwellings are not receiving OC's on completion.				

Financial and Operational Plan implications

Not applicable.

Community Plan implications

The monitoring of residential land supply will meet the strategy 2.4 in Looking After Our Community in relation to the delivery of housing through effective land use planning.



ELIZABETH DENSLEY
MANAGER, STRATEGIC PLANNING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

6 February 2015

Attachments: Nil

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.12 Monthly statement of investments and bank balances as at 31 May 2015

REPORT BY THE MANAGER FINANCE TO 17 JUNE 2015 COUNCIL MEETING

Investments and Bank balances.docx

GOV400038, FIN300053

RECOMMENDATION

That:

- 1. the report by the Manager Finance on the Monthly statement of investments and bank balances as at 31 May 2015 be received;**
 - 2. the certification of 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

As per Clause 212 of the Local Government (General) Regulation 2005 the Responsible Accounting Officer certifies that:

- a) this report sets out details of all money that the Council has invested under Section 625 of the Act, and
- b) all investments have been made in accordance with the Act, the regulations and Council's investment policies.

This report has been made up to the last day of the month preceding this meeting.

Financial and Operational Plan implications

Council requested a list of restricted cash balances (internally restricted and externally restricted) to clarify what makes up Council's cash at bank. This has been provided as attachment 3. It should be noted that there are timing issues which occur when money is received (income) as budgeted in the Operational Plan and when expenditure occurs, throughout the year. These timing issues can cause fluctuations in the cash balance. The budgeted unrestricted cash balance is not the difference between cash at bank and estimated restricted cash, because of these timing differences. For a full breakdown of unrestricted cash, restricted cash and fund balances Council should refer to the most recent Quarterly Budget Review.

Community Plan implications

Theme	Good Government
Goal	An effective and efficient organisation
Strategy	Prudently manage risk associated with all Council activities



LEONIE JOHNSON
MANAGER FINANCE



CLARE PHELAN
DIRECTOR, CORPORATE

2 June 2015

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

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

For the month ended: 31-May-15

Bank Accounts	Opening Balance	Receipts	Payments	Closing Balance	Overdraft Limit
National Australia Bank	\$ 281,981	\$ 9,317,023	\$ 8,942,410	\$ 656,595	\$ 700,000

The bank balance has been reconciled to the General Ledger as at

31/05/2015

Investments	Type	Amount \$'000	Yield %	Maturity Date	Term	Rating	Financial Claims Scheme
National Australia Bank	At Call	2,025	2.55%	N/A	At Call	AA-/A-1+	1
National Australia Bank	Term Deposit	1,000	3.55%	17/06/2015	189	AA-/A-1+	2
National Australia Bank	Term Deposit	1,600	3.58%	8/07/2015	182	AA-/A-1+	2
National Australia Bank	Term Deposit	1,000	3.30%	5/08/2015	182	AA-/A-1+	2
National Australia Bank	Term Deposit	2,000	3.14%	16/09/2015	189	AA-/A-1+	2
National Australia Bank	Term Deposit	1,000	3.03%	7/10/2015	189	AA-/A-1+	2
National Australia Bank	Term Deposit	1,000	3.00%	14/10/2015	168	AA-/A-1+	2
National Australia Bank	Term Deposit	1,000	3.20%	28/10/2015	252	AA-/A-1+	2
National Australia Bank	Term Deposit	1,000	3.00%	11/11/2015	195	AA-/A-1+	2
St George Bank	Term Deposit	1,000	3.55%	10/06/2015	189	AA-/A-1+	1
St George Bank	Term Deposit	700	3.37%	22/07/2015	182	AA-/A-1+	2
St George Bank	Term Deposit	1,300	3.40%	29/07/2015	180	AA-/A-1+	2
St George Bank	Term Deposit	1,500	2.95%	2/09/2015	189	AA-/A-1+	2
St George Bank	Term Deposit	2,500	3.00%	9/09/2015	189	AA-/A-1+	2
St George Bank	Term Deposit	1,000	2.80%	21/10/2015	204	AA-/A-1+	2
Bankwest	Term Deposit	1,800	3.40%	1/07/2015	175	AA-/A-1+	1
Bankwest	Term Deposit	1,000	3.40%	15/07/2015	182	AA-/A-1+	2
Bankwest	Term Deposit	1,500	3.05%	26/08/2015	189	AA-/A-1+	2
Bankwest	Term Deposit	1,000	3.00%	26/10/2015	159	AA-/A-1+	2
Bankwest	Term Deposit	2,000	2.85%	4/11/2015	182	AA-/A-1+	2
Bankwest	Term Deposit	2,000	2.85%	18/11/2015	189	AA-/A-1+	2
Bankwest	Term Deposit	2,000	2.95%	25/11/2015	189	AA-/A-1+	2
ANZ	Term Deposit	1,000	3.56%	3/06/2015	189	AA-/A-1+	1
ANZ	Term Deposit	1,300	3.56%	3/06/2015	189	AA-/A-1+	2
ANZ	Term Deposit	2,000	2.90%	30/09/2015	183	AA-/A-1+	2
AMP	Term Deposit	1,000	3.30%	12/08/2015	182	A+/A-1	1
AMP	Term Deposit	1,500	3.05%	19/08/2015	182	A+/A-1	2
ING Australia Bank	Term Deposit	1,000	3.52%	24/06/2015	189	A-/A-2	1
Bank of Queensland	Term Deposit	1,500	3.60%	10/06/2015	189	A-/A-2	1
Bank of Queensland	Term Deposit	500	3.10%	23/09/2015	189	A-/A-2	2
Bank of Queensland	Term Deposit	2,000	2.95%	2/12/2015	189	A-/A-2	2
Members Equity Bank	Term Deposit	1,000	3.18%	12/08/2015	180	BBB+/A-2	1
Newcastle Permanent	Term Deposit	1,000	3.00%	17/06/2015	105	BBB+/A-2	1
Peoples Choice C/Union	Term Deposit	600	3.50%	23/09/2015	182	BBB+/A-2	1
Peoples Choice C/Union	Term Deposit	500	2.89%	25/11/2015	203	BBB+/A-2	2
Family First Credit Union	Term Deposit	500	3.10%	21/10/2015	175	Unrated	1
Total Investments		46,325					

Financial Claims Scheme

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

ATTACHMENT 2

MWRC Policy Requirements:

Investments by Institution	Long/Short Term Ratings	Amount \$'000	% of Portfolio	
			Actual	Policy Limit
National Australia Bank	AA-/A-1+	11,625	25%	25%
Bankwest	AA-/A-1+	11,300	24%	25%
St George Bank	AA-/A-1+	8,000	17%	25%
ANZ	AA-/A-1+	4,300	9%	25%
AMP	A+/A-1	2,500	5%	15%
ING Australia Bank	A-/A-2	1,000	2%	10%
Bank of Queensland	A-/A-2	4,000	9%	10%
Newcastle Permanent	BBB+/A-2	1,000	2%	10%
Members Equity Bank	BBB+/A-2	1,000	2%	10%
Peoples Choice C/Union	BBB+/A-2	1,100	2%	10%
Family First Credit Union	Unrated	500	1%	10%
		46,325	100%	

Investments by S&P Rating	Rating*	Amount \$'000	% of Portfolio	
			Actual	Limit
Direct Securities	AA-/A-1+	35,225	76%	100%
	A+/A-1	2,500	5%	60%
	A-/A-2	5,000	11%	20%
	BBB+/A-2	3,100	7%	20%
	BBB-/A-3	-	0%	20%
	Unrated	500	1%	20%
		\$ 46,325	100%	

*Investments lower than AA/A-1 are restricted to licenced banks, credit unions and building societies

Term to Maturity	Amount \$'000	Actual	% of Portfolio	
			Minimum	Maximum
Less than 1 year	46,325	100%	30%	100%
Between 1 and 3 years	-	0%	0%	70%
Between 3 and 5 years	-	0%	0%	50%
More than 5 years	-	0%	0%	25%
	46,325	100%		

ATTACHMENT 3

Portfolio Balance **\$ 46,325**

Restricted Cash Summary	Est. at 30 June 2015 \$'000	As at 31 May 2015 \$ '000
Water[^]	10,018	9,941
Sewer[^]	7,816	8,031
Waste[^]	4,005	4,036
Section 94	4,196	4,403
Section 93 (VPA)	666	1,075
Trust Deposits	933	1,015
Unspent Grants	461	668
Reserves	6,922	6,856
Internal Reserves	5,977	6,259
Employee Leave Entitlements	2,295	2,305
Emergency	200	200
Land Development	345	512
Airport Development	(235)	(235)
Elections	195	190
Plant Replacement	1,006	424
Asset Replacement	1,123	1,468
Capital Program	577	868
Livestock Exchange	32	56
State Roads Warranty	200	249
Rylstone Community Services	6	6
Community Plan	33	33
Future Fund	200	183
External Reserves	945	597
Waste Fund	^	^
Sewer Fund	^	^
Water Fund	^	^
Community Services	77	77
Community Tenancy Scheme	64	64
Family Day Care	118	90
Section 355 Committees Crown Land	-	-
Bequest – Simpkins Park	96	96
Bequest – Kandos Museum	32	32
Community Transport Vehicle Replacement	79	79
Ulan Road Strategy	479	159
Total Restricted Cash	35,017	36,025

* These figures are based on best estimates as at end of month only, and allow for material restricted cash movements.

[^] Restricted Water, Sewer & Waste fund cash includes Section 64, Reserves and material unspent grants

Variance explanation

- May rates instalment received, used to deliver June services	1,000
- Financial Assistance Grant instalment, used to deliver next quarter services	1,000
- 30% of cash funded capital program	1,800

ATTACHMENT 4

Monthly Investment Portfolio Activity:

The below table shows monthly investment activity within the portfolio including investments that have matured and have been redeemed or

Bank Accounts	Opening Balance \$'000	Redeemed Balance \$'000	Re-invested Balance \$'000	Change in interest rate	Change in Term (days)	New Term Rate
National Australia Bank	1,000		2,025	0.00%	At Call	0.00%
Bankwest	2,000	-	2,000	-0.60%	16	2.85%
St George	500	500			Redeemed	
Peoples Choice Credit Union			500		New Deposit	0.00%
Bankwest	2,000	-	2,000	-0.60%	7	2.85%
Bankwest	2,000	-	2,000	-0.50%	7	2.95%
Bankwest			1,000		New Deposit	0.00%
Bank of Queensland	2,000	-	2,000	-0.60%	0	2.95%
	9,500		11,525			
Net Portfolio Movement	2,025	Addition				

6.2.13 Monthly Budget Review April 2015

REPORT BY THE MANAGER FINANCE TO 17 JUNE 2015 COUNCIL MEETING

Monthly Budget Review April 2015

GOV400043, FIN300062, A0100056

RECOMMENDATION

That Council receive the report by the Manager Finance on the Monthly Budget Review April 2015.

Executive summary

This report presents to Council the April Monthly Budget Review of the 2014/15 Operational Plan.

Detailed report

Clause 202 of the Local Government (General) Regulation 2005 states that the responsible accounting officer is to maintain a system of budgetary control that enables actual income and expenditure to be monitored each month and compared with the estimate of Council's income and expenditure and that any material difference be reported to the next meeting of Council.

Financial and Operational Plan implications

This monthly budget review has no recommended budget variations, and therefore no impact on the 2014/15 Operational Plan.

Community Plan implications

The Monthly Budget Review meets Community Plan Theme 5 - Good Governance:

Goal 3: An Effective and Efficient Organisation

Strategy 3.3: Prudently manage risks associated with all Council activities.



LEONIE JOHNSON
MANAGER FINANCE



CLARE PHELAN
DIRECTOR, CORPORATE

28 May 2015

Attachments: 1. Capital Program Update (included at the end of the business paper)

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.14 Financial Assistance applications

REPORT BY THE MANAGER FINANCE TO 17 JUNE 2015 COUNCIL MEETING

6.2.14 Financial Assistance report to council 17 Jun 2015

GOV400043, FIN300052

RECOMMENDATION

That:

1. **the report by the Manager Finance 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:**

TAFE Western Mudgee College	\$80
------------------------------------	-------------
3. **Council provide an in-kind contribution to the following applicants in accordance with the criteria and guidelines of the Financial Assistance Policy, subject to those requirements being met:**

1st Mudgee Scout Group	\$883
--	--------------
4. **Council decline the financial assistance applications from;**

The University of Sydney School of Rural Health
Mudgee Golf Club
NAIDOC Week Initiatives

Executive summary

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

Detailed report

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

TAFE WESTERN MUDGEE COLLEGE

Students from the TAFE Skills for Education & Employment (SEE) program have organised an event and auction to raise awareness and funds for homelessness in our region to be held on Thursday 18th of June 2015. Their aim is to raise funds to purchase "Swags for the Homeless", these will in turn be donated to Barnardo's in Mudgee for distribution.

Due to the associated costs with hiring the Stables for this event, the recommendation is to provide an in-kind donation for the use of the Stables for their event hire to the amount of \$80. Please note the TAFE Western Mudgee College have paid for the hire and bond fees for the venue to ensure their booking is secured, should they be approved for Financial Assistance they will be reimbursed for this directly.

Link to Community Plan: Strategy 1.4.2. Support arts and cultural development across the Region

1ST MUDGEE SCOUT GROUP

1st Mudgee Scout Group strives to assist all young people in our community to develop and achieve well beyond their personal best using leadership and age appropriate programs.

Scouts have a number of low socio-economic members which they themselves part subsidise fees to enable opportunities and experiences to all members of the public. Scouts have requested Council consideration in subsidising the service charges on the Scout Hall, located on the corner of Church and Madeira Streets. The service charges for 2014/2015 are \$883 and have been paid in full, should the financial assistance application be supported this amount will be credited towards their 2015/2016 service charges.

Link to Community Plan: *Strategy 1.4.1. Supports programs which strengthen the relationships between the range of community groups.*

THE UNIVERSITY OF SYDNEY SCHOOL OF RURAL HEALTH

The University of Sydney School of Rural Health, at both Dubbo and Orange campuses have been focusing on the ARCHER study into the impact of the hormones of puberty on young people's physical and mental wellbeing.

In more recent times this study was funded by the National Health and Medical Research Council but unfortunately this grant was not renewed in late 2014. The University of Sydney School of Rural Health is appealing to surrounding Councils for financial support to ensure that this vital study continues.

Officers do not recommend this submission as the campuses are not within our Local Government Area and therefore do not directly benefit the Mid-Western area.

MUDGEE GOLF CLUB

Mudgee Golf Club is hosting the "NSW Golf" June Mixed Tournament on the 20th and 21st of June 2015, the tournament is now in its third year of operation and has recently been awarded to Mudgee on a permanent basis due to its success. It is expected to attract well over 150 visitors to the region during the tournament. The sponsorship prospectus offers three levels of commitment.

Officers do not recommend this request for sponsorship due to the fact that Council has already sponsored a local golf event for \$2500 under Events Assistance within this financial year.

NAIDOC WEEK INITIATIVES

As part of National Aborigines and Islanders Day Observance Committee Week 2015 celebrations, Koori Kids engages young people in a range of school initiatives to promote education and awareness of Aboriginal and Torres Strait Islander culture. The contribution sought is \$450 and will be utilised towards the costs for printing and distribution of information packs, posters and competition entry forms to schools across councils LGA.

Officers do not recommend supporting this request for financial assistance as we believe a donation of this kind would be better directed to programs based within the Mid-Western Local Government Area.

Financial and Operational Plan implications

Funding of \$157,000 is provided in the Operational Plan for Financial Assistance. \$152,719 has been allocated to date, leaving a balance of \$4,281.

Should Council approve the recommendations in this report, a balance of \$3,318 will remain.

Community Plan implications

Council's Financial Assistance Policy applies.



LEONIE JOHNSON
MANAGER FINANCE



CLARE PHELAN
DIRECTOR, CORPORATE

3 June 2015

Attachments: 1. Applications for financial assistance

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

Alison Cameron

From: Doble, Helen <helen.doble1@tafensw.edu.au>
Sent: Wednesday, 20 May 2015 10:22 AM
To: Council
Subject: Hire of The Stables Market st Mudgee
Attachments: img-520100445-0001.pdf; Homelessness Flyer 3 pdf.compressed.pdf

Hi, I have tried to send this a couple of times from my home email but it keeps bouncing back. Could you please flick me an email to quickly say you have received it Thank you.

Attached is an application for use of the Stables on the 18th June 2015. I am asking Council to possibly waiver the fee or reduce the fee for the evening as students from the TAFE SEE Program have organised an event and auction to raise awareness and funds for homelessness in our region. The event is auspiced by Mudgee Arts and all moneys will go through their organisation. The funds raised will be donated to Barnardos Mudgee and Oxfam Nepal appeal.

We have been overwhelmed by the donations for the auction and therefore extending the event into the back meeting room would be appreciated. Hence the short notice of our request.

Please could you let us know as soon as possible.

Kind Regards

Helen Doble
Vocational Access Teacher

TAFE Western Mudgee College 269 Ulan Road Bombira via Mudgee (PO Box 297) Mudgee 2850
Phone (02) 6378 2621 Fax (02) 6378 2685

Course Information 1300 823 393

TAFE Western recognises that it stands on Aboriginal lands; recognises the strength, resilience and capacity of Aboriginal peoples; and respects Aboriginal Elders past and present.

Please consider the environment before printing this email.

TAFE NSW Western Institute, Mudgee Campus, PO Box 297, Mudgee 2850
Phone (02) 6378 2666 Fax (02) 6378 2685

TAFE Western acknowledges that it stands on Aboriginal lands, recognises the strength, resilience and capacity of Aboriginal peoples and respects Aboriginal Elders past and present.

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"Our Basic Need for Shelter"

TAFE SEE Program Display & Art Auction

Thursday 18th June 2015 at "The Stables" Market St Mudgee 5:30pm

RAISING FUNDS TO PURCHASE "SWAGS FOR THE HOMELESS"



ON ANY GIVEN NIGHT IN AUSTRALIA 1 IN 200 PEOPLE ARE HOMELESS

Swags to be donated to Barnardos Mudgee



As part of the TAFE Skills for Employment and Education Program, students have been exploring the causes and effects of homelessness in our region and other rural and metropolitan areas within Australia. The students will come together for one night only to display their projects and present works donated by local artisans which will be up for auction on the night with Sam Paine.

Please come and support the cause & their efforts!

Gold coin donation at the door will go to "Oxfam Nepal appeal" - Lucky door prize!



Contact Helen Doble TAFE SEE Program Teacher 6378 1008 or helen.doble1@det.nsw.edu.au

For more details on homelessness or how you can make a difference contact Barnardos Mudgee on 6372 1622 or <http://www.homelessnessaustralia.org.au>

Find us on Facebook at Mudgee TAFE Swags for the Homeless Campaign!



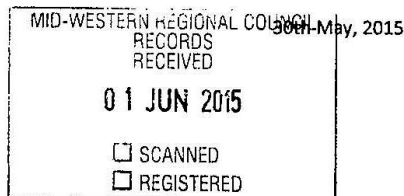
An Australian Government Initiative





1st Mudgee Scout Group
PO Box 918
MUDGEE NSW 2850
ABN 42 460 434 054

The General Manager
 Mid-Western Regional Shire Council
 Attn: Diane Sawyers
 PO Box 156
 MUDGEE NSW 2850



Dear Sir/Madam,

Re: Request for Consideration for subsidisation of Council Rates

1st Mudgee Scout Group is a dynamic, progressive, motivational group which strives to assist all young people in our community to develop and achieve well beyond their personal best using leadership and age appropriate programs. We are recognised nationally for our member's outstanding achievements within the scouting organisation of both our youth and adult members receiving awards.

Our 90 youth members range from 6 years to 18 years, across 4 sections, with a mix of socio-economic backgrounds and cultures. All have opportunities to continue further into adulthood and/or to become future trained leaders.

We have in our group quite a number of children from low socio-economic backgrounds that we part subsidise to allow them the opportunity to take part of the experiences scouting delivers. By providing these opportunities for our youth, we are taking them off the streets and breaking the boredom and helping to prevent the possibilities of turning to crime.

Our members learn important life skills such as independent thinking, leadership and problem solving skills, social interaction and responsibility. They also experience physical and intellectual stimulating activities such as bush craft skills, water sports, community service, self-improvement and growth. They also attend various camps, hikes and Jamborees, etc whilst having fun.

Currently we have an extremely active fundraising group, which are constantly out and about working hard raising monies. Over the past few years, as well as being supported by other community groups, we have raised funds to help renovate our hall, and pay for everyday operational costs.

We wish to ask the Mid-Western Shire Council if they would please consider subsidising our Council rates for our hall, to assist us in making our fundraised dollar go further. We are a recognised not-for-profit organisation that depends on volunteers, and outside assistance to help us to maintain financial viability. Our hall is used by a variety of organisations in the local community such as U3A, Department of Corrective Services and other small groups.

Your consideration for any assistance is always greatly appreciated and will be acknowledged publicly.

Thank you for your time and we look forward to hearing from you.

Yours sincerely,

Julie Wilkin
 Fundraising Co-ordinator
 1st Mudgee Scout Group

Ph: 0428 361 608
 Email: bill_wilkin@hotmail.com or
 julie.wilkin@lls.nsw.gov.au



THE UNIVERSITY OF
SYDNEY
SCHOOL OF RURAL HEALTH

11 Moran Drive, Dubbo
Audley Building Bloomfield Campus, Orange



The ARCHER Study
World first research into adolescent hormones

Mr Brad Cam
General Manager
Mid-Western Regional Council

Dear Mr Cam,

I am writing to request your consideration of your Council in helping an important research study conducted by the University of Sydney School of Rural Health at the Dubbo and Orange Campuses, the ARCHER Study.

You may be aware that this cohort study of rural adolescent health is the first to investigate the impact of the hormones of puberty on young people's physical and mental wellbeing undertaken globally. Previously this study was funded by the National Health and Medical Research Council (NHMRC) for a triennial grant, but unfortunately this grant was not renewed in late 2014.

The ARCHER Study is of not only local, national but also global importance. The study investigators are at the stage where they have collated considerable data that will result in peer reviewed publications that will be likely to not only change the opinions and views of medical practitioners and educators, but will also be likely to change public policy relating to adolescent health.

This continuation of the study is under threat as it is now only partly funded from philanthropic donations and requires ongoing capital to allow it to reach its conclusions. With financial support, the ARCHER group will be able to continue their work over the next 12 months, and with further work accepted for publication in peer-reviewed scientific journals, that the study will be successful in future NHMRC funding rounds.

Please find enclosed a brochure relating to the study. Should you wish to discuss the study with myself or Associate Professor Catherine Hawke, the co-signatories to this letter, we would be more than happy to speak to you at your convenience. I would request your consideration for a donation to support the activities of ARCHER over the forthcoming year. If there is surplus in your Council budget for such an activity it would be most gratefully received.

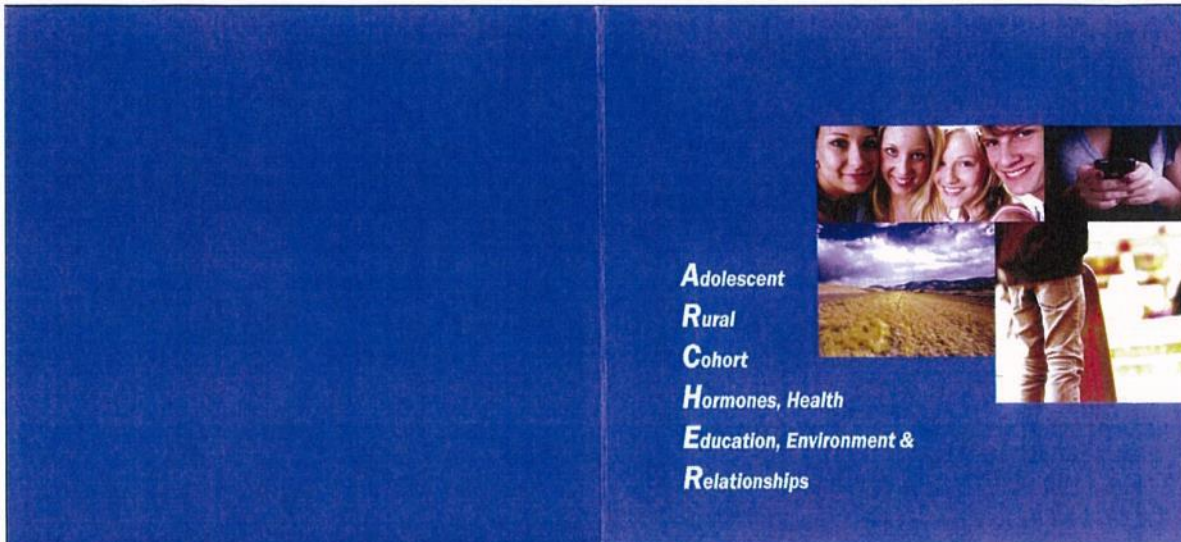
Thank you for your kind consideration.

Yours sincerely,

Associate Professor Mark Arnold
Associate Dean and Head of School
The University of Sydney School of Rural Health




Associate Professor Catherine Hawke
The University of Sydney School of Rural Health



**Adolescent
Rural
Cohort
Hormones, Health
Education, Environment &
Relationships**

The ARCHER Study
World-first research into adolescent hormones




The ARCHER Study

World-first research into adolescent hormones

This groundbreaking study is providing vital insights into the health and wellbeing of rural and regional young people as they progress through puberty and early adolescence.

It is the first longitudinal study in the world to investigate the impact of puberty hormones on mental and physical health, while also examining determinants such as education, family and relationships.

By 2016 each ARCHER participant's biological course through puberty will be fully collected, ready to be described and characterised. This is unprecedented.


More than 300 young people aged 10-13 and their parents/guardians have participated in the study since it began in 2011. It's being conducted at The University of Sydney's School of Rural Health in Dubbo and Orange and was funded by the National Health and Medical Research Council (NHMRC).

We are proud this invaluable world-class research is being done right here in regional NSW and a study of this level has only been made possible by the exceptional support of the local communities.



"We need to know what kids understand and what they are thinking, so studies like this are really important."

Parent of ARCHER participant



Changing young lives

Why is the study so important?

Currently, little is known about how specific biological and lifestyle factors affect the future of rural adolescents. We do know that young people in rural areas are at risk of injury, drug and alcohol misuse, obesity, diabetes and heart disease.

The ARCHER study will provide information for effective early interventions, finding a productive way to help young people achieve their full potential so they go on to lead a healthy adult life.

What next?

Continuing this vital research

Do puberty and the conditions that our young people experience in early adolescence have an enduring effect on their mental and physical health as they grow and mature? How can we improve their paths to adulthood? We are currently seeking funding to continue the study as 'ARCHER 2' and follow our participants as they grow and mature, in order to find out.

By following the current 300 participants for another four years, we can truly investigate rural adolescent health on a wide-reaching, long-term scale.

For more information on the ARCHER study, please visit the School of Rural Health website at sydney.edu.au/medicine/rural-health or search 'ARCHER Study' to find our page on Facebook.





21 Robertson Street, Mudgee NSW 2850
PO Box 1096, Mudgee NSW 2850
Ph: (02) 6372-1811 / 0419 999 693
Email: ray@mudgeegolfclub.com.au

ABN: 28 001 001 305

9 May 2015

To the Business Owner,

We are writing to you to seek your consideration in participating in a partnership with us for an upcoming event at the Mudgee Golf Club. It is the **"NSW Golf" June Mixed Tournament** which is now in its third year at Mudgee and is played on the 20th & 21st June 2015. It was awarded to Mudgee permanently after we held the 2013 event due to its success. We have been the only town able to make it successful in recent times.

We attract well over 150 visitors to the town during this tournament, and also bring many thousands others throughout the year, especially during Veterans Week in September and the Mudgee and Easter Open's. Our surveys have proven that apart from golf our visitors come to Mudgee for our wineries, eateries, shops, heritage and the overall ambience of the region. Our visitors visit your venues and they also need somewhere to stay at our accommodation venues.

Our sponsorship request is not all about you giving and we believe we have some great value for money options available. We have three levels of sponsorship – "Platinum (Naming Rights)", Gold & Silver.

Please take time to look at the prospectus and the order form attached. We encourage you fill it out and return it to us in the stamped addressed envelope whether or not you decide to participate. Even if you do not wish to participate, you may have some great feedback for us on how we can help each other in the future. We would really appreciate what you have to say. We acknowledge that we are sending this proposal a bit late in the piece, and please accept our apology.

Lastly, we would like to thank you in advance for your consideration of our proposal. It is so important that we work together and continue to attract regular visitors to our wonderful region.

If you have any questions please do not hesitate to contact Elaine Nash on 6372-1811 or info@mudgeegolfclub.com.au.

Best Regards,

The Mudgee Mixed Tournament Committee

SPONSORSHIP PROSPECTUS "NSW GOLF" JUNE MIXED TOURNAMENT

PLATINUM COST: BY NEGOTIATION

- **Naming Rights for the tournament**
- Signage on golf course and/or around clubhouse for the week before, during & after tournament
- Four (4) invites to the tournament dinner on Saturday June 21
- Opportunity to set up a stall and sell goods during tournament
- In-house TV advertising in clubhouse for the week before, during & after tournament
- Platinum acknowledgement of sponsorship in newspaper and our brand new website
- Platinum acknowledgement on our brand new website and in Social Media feeds (Facebook & Instagram)
- Platinum acknowledgement of sponsorship in all written material to players, flyers, placemats at dinner etc.
- Platinum acknowledgement of sponsorship during formalities

GOLD COST: \$500

- Signage on golf hole for the week before, during & after tournament
- In-house TV advertising in clubhouse for the week before, during & after tournament
- Two (2) invites to the tournament dinner on Saturday June 21
- Opportunity to set up a stall and sell goods during tournament
- Premium acknowledgement of sponsorship in newspaper and our brand new website
- Premium acknowledgement of sponsorship on our brand new website
- Premium acknowledgement of sponsorship in all written material to players, flyers, placemats at dinner etc.
- Acknowledgement of sponsorship during formalities

SILVER COST: \$200

- Signage on golf course around clubhouse for the week before, during & after tournament
- Acknowledgement of sponsorship in newspaper
- Acknowledgement on our brand new website
- Acknowledgement of sponsorship during formalities
- Acknowledgement of sponsorship in all written material to players, flyers, placemats at dinner etc.

SPONSORSHIP ORDER FORM "NSW GOLF" JUNE MIXED TOURNAMENT

DETAILS:

BUSINESS NAME: _____

CONTACT: _____

PHONE NO: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

TYPE OF BUSINESS: _____

PLEASE CONTACT ME TO DISCUSS FURTHER

Please contact me to discuss further.

GOLD SPONSORSHIP

Please send an invoice for \$500 and send me a sponsorship package of what I need to do next i.e. provide logos, jpegs, information on my business, banners, special offers etc.

PLATINUM SPONSORSHIP

Please send an invoice for \$200 and send me a sponsorship package of what I need to do next i.e. provide logos, jpegs, information on my business, banners, special offers etc.

FEEDBACK/ SUGGESTIONS: _____

Alison Cameron

From: Executive Director - Initiatives <director@koorikids.com>
Sent: Tuesday, 17 February 2015 8:12 PM
To: Council
Subject: [SEC=UNCLASSIFIED] NAIDOC Week Initiatives - UPDATE
Attachments: AAA NAIDOC Week School Initiatives 2015 Council Propoal NSW.pdf; NAIDOC Week 2014 Final Report - NSW.pdf; NAIDOC Week Initiatives Entry Forms - NSW.pdf; Mid-Western.docx

Mr Brad Cam
General Manager
Mid-Western Regional Council

Brad,

We are delighted to forward the 2015 NAIDOC Week School Initiatives proposal that council has been a previous partner. As in previous years we forwarded a copy of last years initiatives final report detailing the involvement of schools within councils LGA. (a copy is also attached)

The NAIDOC Week School Initiatives program has provided an educational component to NAIDOC Week celebrations and has promoted respect and harmony within schools and communities. The initiatives have grown each year and continue to get bigger and bigger each year, with the sustainability focus on partnerships with the schools and councils.

Hon. Mike Baird MP, Premier remarked "It is a time for pride but also a time to take stock of our progress on the journey of Reconciliation. We know that the journey has a long way to go, and the greatest hope for the future of our children. We can draw inspiration from their idealism and creativity, and their instinctive sense of possibility and openness to change. That is why I am so delighted to be associated with the NAIDOC Week School Initiatives are a wonderful opportunity for students to learn more about Indigenous heritage and better understand the unique precious role that the first Australians have played in our national journey".

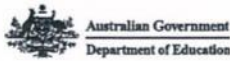
The initiatives provide an opportunity to sit within council's community development plans focus area. It looks at the personal development and well being through connecting people to Indigenous experiences of culture and reconciliation, it involves community participation as well as relationship building and connections through partnerships.

If you could provide a response at your earliest convenience to assist in the overall logistics of the initiatives, as we know council has always been one of the first to confirm support.

Regards

Dylan Williams
Executive Director
NAIDOC Week Initiatives

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The NAIDOC Week School Initiative Competitions have brought a coordinated educational component to the week-long celebrations. The competitions have been overwhelmingly successful and last year was no exception which produced over 205,007 entries from schools who participated in a variety of competitions and we are delighted to announce this year's "2015 NAIDOC Week" Colouring-in/short story and Creative/Essay writing Competitions. Entry is open to all primary and secondary school students in communities.



The ultimate aim of these initiatives is to provide our kids with a greater understanding on the importance of friendship and cultural diversity. The competitions reflect Aboriginal ancestry and promote the growth of positive attitudes in all students towards Aboriginal people. They are broadly based around each year's national NAIDOC theme. The colouring-in/ Short-Story competitions are open to all primary school students and the creative writing/ Essay Writing competition will be open to all secondary students. **The winning students are each year awarded prizes from our major sponsors.**

As part of National NAIDOC Week celebrations Koori Kids coordinates, with the support of various government departments and local councils an educational component to provide a link of cultural diversity to our kids with the NAIDOC Week School Initiative Competitions. These competitions have been a successful part of NAIDOC Week and to date we have received over 1,606,572 entries which include colouring-in, short story, creative writing and essay writing. As a result we have awarded over 350 major prizes including; Computers, Televisions, Mountain Bikes, Xbox consoles, DVD Players, MP3 Players, Mini Stereos, and Encyclopedias. We have presented some 2625 encouragement awards including; CDS, DVDS, Movie Tickets and certificates to all participants.



This year our patrons include a broader spectre recognising Indigenous talent in sport and their contribution to the national identity **Jessica Mauboy (Indigenous Entertainer)** and **Adam Goodes (Indigenous AFL Player/ Australian of the Year)**. Our message this year is that education is knowledge and knowledge is **GOLD**.

The logistics of the initiatives involve packages being sent to all school principals inviting students to participate in the competitions. Prizes will be awarded to the winning students along with the "NAIDOC Medal of Excellence" NSW Premier Mike Baird M.P has provided a message of support for the initiatives encouraging students to participate. Taking part in NAIDOC Week is a great way to celebrate Indigenous culture and build bridges between Indigenous and non-Indigenous Australians and encourage all school students to take this opportunity to think about Indigenous history, culture and society and to get involved in the NAIDOC Week School Initiatives".

The judging of entries last year was adjudicated by a panel including; our patron, Aboriginal Elders and Sponsoring agency delegates. The judging this year will take a similar precedent. At an awards presentation held during NAIDOC Week the Minister praised the competitions and their purpose *"The initiative we are here to celebrate today provides a perfect illustration of how general public awareness has been raised around these issues in recent times. The NAIDOC School Initiative competitions are a perfect opportunity to bring Australians together. They have clearly done so"*.



We acknowledge and appreciate the support of the council last year and seek your involvement again in this year's competitions. **We are asking that you assist this year by preparing a report to council and continuing your support to the initiative with a \$450.00 contribution towards printing and distribution for students within councils LGA.** Support last year was recognised by the Prime Minister and Minister – Indigenous Affairs at the NAIDOC Awards presentation held during NAIDOC Week. Logo was displayed on all materials sent to both principals and student's across council's LGA and a proof of the 2015 competition entry forms for your

information is attached. Support was also recognised in all media which included the Advertiser, National Indigenous Times, ABC Radio, Local media and ABC TV's Message Sticks.

Presentations to the winning students were held at special school assemblies that were attended by Elders, Executive Director, NAIDOC Week School Initiatives, Director, Social Wellbeing & Community – Koori Kids, local Mayor or representatives, Regional Director of Schools, Delegates from the Department of Education & Communities and Australia Post. I would particularly like to acknowledge; **Hon. Adrian Picolo M.P – Minister for Education, Hon. Victor Dominello M.P – Minister for Citizenship and Communities and Minister for Aboriginal Affairs, Ms Mary Senj (NSW CEC), Ms Sue Sinko (Catholic Education Office, Sydney),** Local Mayors and Mayoral Representatives; Wollongong City Council, North Sydney Council, Kempsey Shire Council, Sutherland Shire Council, Shoalhaven City Council, Port Macquarie Hastings Council, Griffith City Council, City of Canada Bay, Ku-ring-gai Council, Gosford City Council, Eurobodalla Shire Council, Parramatta City Council, Canterbury City Council, Lake Macquarie City Council, Rockdale City Council, Newcastle City Council, City of Ryde, Warringah Council, Coffs Harbour City Council, Bega Shire Council, Hurstville City Council, Greater Taree City Council, Willoughby City Council, Kyogle Council, Waverley Council, Tamworth Regional Council and Representatives of the Aboriginal Land Council for taking time out of their schedules to attend the school presentations.



Without support these initiatives would not have been an overwhelming success and we hope that you will be able to assist us with this small community contribution. For further please contact the co-ordinator on (02) 8088-0791 or send an Email to director@koorikids.com



Warm Regards

Dylan Williams
Executive Director
NAIDOC Week Initiatives

'ANNEXURE'

NAIDOC Week 2015 School Initiatives
Koori Kids – Request for financial partnership

Mayor,
Chief Executive Officer
CC: Director: Community Services

REPORT IN BRIEF

Koori Kids is a community organisation that engages young people in a range of school initiatives across Victoria to promote education and awareness of Aboriginal & Torres Strait Islander culture. Each year Koori Kids conducts the NAIDOC Week School Initiative Competitions for school aged children. This is broken up into primary and secondary school categories being; colouring-in, short story writing and creative and essay writing. Koori Kids is seeking continued support from council and request consideration of council to be an associate partner with a \$450 towards the program.

Purpose

The purpose of this annexure to the proposal is to inform council of the Koori Kids 2015 School Initiatives program. The initiatives are coordinated in partnership with NSW Education & Communities, Department of Education, Department of Health, NSW Catholic Education, AIS NSW and Department of Premier & Cabinet.

Koori Kids has provided a proposal and draft entry forms for the 2015 initiatives. The contribution sought (\$450) will be utilised towards the costs for printing and distribution of information packs, posters and entry forms to schools across councils LGA. These initiatives are designed to educate all students on cultural diversity and involve a whole of community approach in the spirit of reconciliation and bringing us 'all together as one community'.

Costing	Description	Cost
Printing	Entry forms – (LGA Schools)	325.00
Distribution	Postage and Delivery	125.00

Summary

This worthwhile cross cultural initiative has been operating very successfully since 2001 and is aligned with NAIDOC Week, celebrated in July each year. Hundreds of entries are received each year from schools within councils LGA, and the success of the program is due in part to the support of councils and partner organisations. The contribution sought (\$450) will be utilised towards the costs for printing and distribution of information packs, posters and entry forms for colouring-in, short story writing and creative essay writing competitions held in schools across the local government area (LGA). These initiatives are designed to educate all students on cultural diversity and involve a whole of community approach in the spirit of reconciliation and bringing us 'all together as one community'.

Strategic

Strategic Plan – People and Culture

- A harmonious community based on respect and responsibility, where everyone is valued
- Recognition of Aboriginal & Torres Strait Islander heritage
- Cultural and community activity encouraging harmony and reconciliation

Environmental

The initiatives will enable participants to explore concepts linking environmental; and social/ cultural issues and foster harmony in the community.

Social

The initiatives enables a diverse range of children to benefit from discussion and curriculum topics focused around the development of NAIDOC Week and the broader history of Indigenous culture.

Recreation

Each year at some of the winning schools Koori Kids host some 'Healthy Lifestyle Clinics' with visiting celebrity sports persons the ultimate aim of these clinics is to encourage an active lifestyle; including nutrition, sportsmanship and skill development. All Students participating are provided a T-Shirt, Water Bottle and Ball.

Council Acknowledgement

Council is acknowledged through logo inclusion as an associate partner on information packs sent to schools throughout councils LGA. If there is a winner from a school within council LGA, an invitation for the Mayor and or a representative is invited to attend the school, along with Executive Director, NAIDOC Week Initiatives, Director, Social Wellbeing and other dignitaries to make special presentation of the NAIDOC Medal of Excellence and the student's prize. (only 20 Medals issued across the state). Media release for the winning school is prepared in consultation with council's media officer. Council is also forwarded a final report and a special NAIDOC plaque.

Conclusion

The NAIDOC Week School Initiatives are the only activity throughout NAIDOC Week that provides students with an educational component to NAIDOC Week and Indigenous culture and heritage.



LOCAL GOVERNMENT AREA STATISTICS
(Mid-Western Regional Council)



The following statistical information is based on the entries received from schools within council's local government area (LGA). There was a significant increase from last year in the number of entries that were received from local schools in the initiatives. This demonstrates that students are taking an active role in the initiatives and gaining an insight into the importance of NAIDOC Week and Cultural Diversity.

Schools that participated in this year's initiatives included both government and catholic primary and secondary schools. We also saw an increase in the amount of entries received from secondary school students.

Schools participation within councils LGA has seen a steady growth since the initiatives were incepted into schools. Each year the initiatives provide education and public awareness on a variety of subjects that pertain to Indigenous history.

Percentage of Participation of students within councils LGA

Participating Schools:	4	Entries Received	275
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Entries Received in 2014: 205,007

Major Prizes presented in NSW Schools: 42

Encouragement Awards Issued: 320



6-13 July
2014 | **SERVING COUNTRY – CENTENARY & BEYOND**

6.2.15 Borrowings Policy Review

REPORT BY THE MANAGER FINANCE TO 17 JUNE 2015 COUNCIL MEETING
Borrowings Policy 2015
GOV400043, FIN300032

RECOMMENDATION

That:

1. the report by the Manager Finance on the Borrowings Policy Review be received;
2. Council adopt the revised Borrowings Policy.

Executive summary

Minor amendments are proposed to the Borrowing Policy as part of Council's ongoing policy review program.

Detailed report

The Borrowings Policy aims to ensure that all borrowings are in accordance with legislative requirements; minimise the cost of borrowings; and meet industry best practice with regard to the Debt Service Ratio. Only minor changes are proposed to terminology, and reflecting the current industry benchmark from the Fit for the Future process.

A copy of the policy is attached with track changes shown.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

This report meets Community Plan Theme 5 - Good Governance:
Goal 3: An Effective and Efficient Organisation
Strategy 3.3: Prudently manage risks associated with all Council activities



LEONIE JOHNSON
MANAGER FINANCE



CLARE PHELAN
DIRECTOR, CORPORATE

3 June 2015


Attachments: 1. Revised Borrowings Policy with tracked changes

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

	POLICY	ADOPTED C/M 20/03/13 Minute No. 104/13
	Borrowings	REVIEW: Mar 2015 FILE No. A0100021

OBJECTIVE

External loan borrowings are an important source of funding for Council. The objective of this policy is to provide a structured and disciplined approach to the borrowing of monies for the purpose of funding new infrastructure and renewal of existing infrastructure. This policy aims:

1. to ensure that all borrowings are in accordance with legislative requirements;
2. to minimise the cost of borrowings; and
3. to meet industry best practice with regard to the Debt Service Ratio.

RELEVANT LEGISLATION

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Local Government Act 1993 – Ministerial Borrowing Order

POLICY

Borrowings are funds that Council may obtain from external and internal sources, either by overdraft, loan or other means approved by the Minister for Local Government.

Council may borrow at any time for any purpose permitted under the Local Government Act 1993.

Prior to the borrowing of external funds, Council is required to complete the [Office Department](#) of Local Government's Annual Proposed Borrowings Return detailing the projects to be funded by such borrowings.

Within seven days of borrowing funds under a loan contract, Council is to notify the Director General of the borrowings. This notification is to include any further advances made to Council under an existing loan contract, but does not apply to borrowings by way of an overdraft facility.

Any borrowings shall be considered as a mechanism to assist in achieving the goals of Council as set out in the adopted Community Plan and associated Operational Plan, Delivery Program and Long Term Financial Plan.

External Loans

The following items are to be carefully evaluated when considering proposed borrowings:

- The extent to which borrowing is an appropriate funding source for the capital expenditure in question;
- Whether alternative sources of funding are available;
- Current economic conditions;
- That proposed borrowings are disclosed in the adopted Operational Plan/Delivery Program;
- Potential movements in interest rates and associated impacts on debt servicing costs;
- Inter-generational equity considerations;
- Current and future funding needs for both capital and operational expenditure;

The term for all new borrowings to be raised shall be matched, where appropriate, to the life of the asset to which it relates, however no loan term shall exceed a period of 20 years.

BORROWINGS POLICY

Where surplus funds are available, any decision to repay borrowings ahead of schedule shall be made based on the facts available at that time. Any such decision must give due regard to the policy objective of minimising the overall debt servicing cost to Council.

The Debt Service Ratio measures the availability of operating cash to service debt including interest, principal and lease payments. The Office of Local Government Fit for the Future benchmark is a Debt Service Ratio of greater than 0% and less than or equal to 20% average over 3 years.~~is an indication of the proportion of Council's ordinary revenue that is required to fund Council's loan repayment commitments. The LGMA Financial Health Check provides the following benchmarks:~~

- < 15% — GREEN
- 15% – 20% — AMBER
- > 20% — RED

Council is committed to maintaining a Debt Service Ratio of less than 20% for General Fund.~~15% for General Fund.~~

Internal Loans

Internal loans funded from externally restricted cash are not required to be included on the Department of Local Government's Proposed Borrowings Return. Such loans must have Ministerial approval prior to being entered into, in accordance with section 410(3) of the Local Government Act 1993.

The use of internally restricted cash for purposes other than originally intended is not considered to be an internal loan. The use of internally restricted cash for a purpose that is different from its original purpose means rescission of a previous council resolution.

Overdraft Facilities

Council has an overdraft facility with National Australia Bank. The overdraft facility is to be utilised for short term, unavoidable and essential cash flow only. Use of the overdraft facility is to be minimised by employing careful cash management practices that ensure sufficient cash at bank to satisfy daily expenditure requirements.

VARIATION

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

6.2.16 Delivery Program 2013–2017 and Operational Plan 2016

This report will be distributed under separate cover.

6.2.17 Draft Airport Master Plan

REPORT BY THE MANAGER, CORPORATE & ECONOMIC DEVELOPMENT TO 17 JUNE 2015
COUNCIL MEETING

6.2.17 Draft Airport Master Plan
GOV400043, A0820020

RECOMMENDATION

That:

- 1. the report by the Manager, Corporate & Economic Development Senior Town Planner on the Draft Airport Master Plan be received;**
- 2. Council places the Draft Airport Master Plan on public exhibition for a period of 14 days from 22 June 2015 to 3 July 2015;**
- 3. Staff provide a further report back to Council following the exhibition period to consider any feedback received.**

Executive summary

In 2014 Council received \$2.0 million in grant funding under the Restart NSW Resources for Regions Program for the Mudgee Airport Project. One of the activities funded by the project was the preparation of an updated Airport Master Plan. The last master plan was prepared in 2005.

The purpose of the Airport Master Plan 2015 is to establish a framework for the future development of the airport, which supports existing business activities as well as opportunities for growth in aviation and aviation-related activities.

The Airport Master Plan update was undertaken by REHBEIN Airport Consulting. Attached to this report is a copy of the Draft Airport Master Plan.

Financial and Operational Plan implications

The Airport Master Plan update was undertaken as part of the \$2.0 million grant funded project under the Restart NSW Resources for Regions Program for Mudgee Airport.

Community Plan implications

This project links to 3.2.3 Support the expansion of essential infrastructure and services to match business and industry development in the Region.

JULIE ROBERTSON
MANAGER, CORPORATE & ECONOMIC
DEVELOPMENT


CLARE PHELAN
DIRECTOR, CORPORATE

3 June 2015

Attachments: 1. Draft – Mudgee Regional Airport Master Plan 2015 (included at the end of the business paper).

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.18 Temporary Suspension of Alcohol Free Zone Market Street Mudgee

REPORT BY THE MANAGER, HEALTH AND BUILDING TO 17 JUNE 2015 COUNCIL MEETING
6.2.18 Suspension of Alcohol Free Zone for Flavours Festival
GOV400043, A0130008

RECOMMENDATION

That:

- 1. the report by the Manager, Health and Building on the Temporary Suspension of Alcohol Free Zone Market Street Mudgee be received;**
- 2. the alcohol free zone located in Market Street between Lewis and Perry Streets be suspended between the hours of 4pm to 9pm on Saturday 26 September 2015 for the purposes of the Flavours of Mudgee festival.**

Executive summary

The purpose of this report is to seek the temporary suspension of the alcohol free zone in Market Street between Lewis and Perry Streets in order to host the Flavours of Mudgee festival.

It is proposed that this temporary suspension will occur on Saturday 26 September 2015 between the hours of 4pm to 9pm.

Security staff will be placed on all corners to ensure that the consumption of alcohol is restricted to this approved area.

The Mudgee Police have been contacted and have no objections.

Detailed report

The Flavours of Mudgee Street Festival is part of the 2015 Mudgee Wine and Food Festival. The event will see the Mudgee CBD come alive with the flavours of our region and give visitors and locals the chance to experience local wine, food and produce in a festival atmosphere.

Mid-Western Regional Council will be closing Market Street, between Lewis and Perry Streets from 2pm on Saturday 26 September 2014. The area will be closed only to vehicles with pedestrian access not being affected. The event will commence at 4pm and run until approximately 8pm. It is expected that Market Street will re-open by 9pm.

In order for this event to occur the Alcohol Free Zone located in this area is required to be temporarily suspended.

Council Staff have discussed this suspension with Senior Constable Jason Turnbull of Mudgee Police who has no objections.

It is proposed that security staff will be placed at each end of the festival to ensure that the consumption of alcohol is restricted to the area of Market Street identified in this report.

Financial and Operational Plan implications

Not applicable

Community Plan implications

Theme	Building a Strong Local Economy
Goal	An Attractive Business and Economic Environment
Strategy	2.1 – Promote the region as a great place to live, work, invest and visit

TIM O'REILLY
MANAGER, HEALTH & BUILDING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

3 June 2015

Attachments: Nil

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.19 Additional Supplier - RFT 2013/04 General Contractors Preferred Supplier – Laser Electrical Services

REPORT BY THE PROCUREMENT MANAGER TO 17 JUNE 2015 COUNCIL MEETING

Additional Supplier - General Contractors - Laser Electrical
GOV400043, A0411304, COR400049

RECOMMENDATION

That:

1. **the report by the Procurement Manager on the Additional Supplier - RFT 2013/04 General Contractors Preferred Supplier – Laser Electrical Services be received;**
2. **Council accepts the additional supplier for Tender 2013/04 for the provision of General Contractor Services**

Contractor:	Laser Electrical Services
Services Provided:	Electrical Services

Executive summary

Council resolved 2013 to accept a number of tenders for the provision of general contractor services. These initial tenders were accepted for a term of three years. Part of the resolution allowed additional suppliers to be added to the preferred suppliers' lists by resolution of Council.

This report is recommending that Laser Electrical Services be included on the preferred supplier's lists after having received the required information from the contractor.

Detailed report

In 2013 Council completed a detailed, objective analysis for the evaluation of tenderers for the provision of general contractors which in turn created a preferred suppliers list.

Since the establishment of these lists the above service provider has requested Council consider their application to be included on Council's preferred supplier's lists.

As a result of Council's tendering processes and clauses therein, the additional supplier will be added to Council's relevant preferred supplier's list; however they will be placed on the overflow list. Council has several existing contractors for electrical services, therefore, this supplier would only be considered should all the existing contract holders on the list be unavailable. This is to ensure consistency and security to the existing contractors.

Financial and Operational Plan implications

Nil.

Community Plan implications

Theme	Good Government
Goal	An effective and efficient organisation
Strategy	Prudently manage risk associated with all Council activities

KRISTIE WARD
PROCUREMENT MANAGER



CLARE PHELAN
DIRECTOR, CORPORATE

19 May 2015

Attachments: 1. Tendered Rates – Laser Electrical Services (included in the Confidential section of the business paper).

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

6.2.20 Naming of the new streets in the Rylstone Aerodrome Airpark subdivision off Coxs Creek Road

REPORT BY THE REVENUE & PROPERTY MANAGER TO 17 JUNE 2015 COUNCIL MEETING

Report to Council - Street Naming – Rylstone Aerodrome Airpark

GOV400043, R0790041

RECOMMENDATION

That:

1. **the report by the Revenue & Property Manager on the Naming of the new streets in the Rylstone Aerodrome Airpark subdivision off Coxs Creek Road be received;**
2. **Council formally approve the names of Aerodrome Road, Clubhouse Road, Staggerwing Road, Mustang Road, Spitfire Road, Wirraway Road and Eagle Road for the streets in this subdivision.**

Executive summary

Formal approval is requested to name the new streets in the Rylstone Aerodrome Airpark subdivision off Coxs Creek Road in the locality of Rylstone, Aerodrome Road, Clubhouse Road, Staggerwing Road, Mustang Road, Spitfire Road, Wirraway Road and Eagle Road.

Detailed report

A community title subdivision at Rylstone Aerodrome in Rylstone includes seven new streets. These are internal community title streets to be built and maintained by the developer. The internal streets have been named on the plan for the subdivision but have progressed through the formal road naming process. Addressing is necessary for the residential section of the airpark and for deliveries to the hangar section of the airpark. The formal road naming process is required for future addressing allocation in Council, State and National address databases.

Council submitted the proposed names to the new NSW Comprehensive Property Addressing System (CPAS). Aerodrome Road, Clubhouse Road, Staggerwing Road, Mustang Road, Spitfire Road and Wirraway Road have been approved by the Geographical Names Board. Lawrence Hargrave Road was not approved. An alternative of Eagle Road, supplied by the owners/developers, has since been approved.

Notices of the new street names were served on Australia Post, the Registrar General, the Surveyor General, the NSW Ambulance Service, NSW Fire Service, NSW Rural Fire Brigades, NSW Police Force, NSW SES and NSW VRA by CPAS, with no objections received.

Street naming is legislated under the Roads Act 1993. This Act empowers the authority in charge of the road with the rights to name it. The naming of these streets will allow the completion of street addressing within the new subdivision. Section 162 of the Roads Act (1993) states that "a road authority may name and number all public roads for which it is the authority. A roads authority may not alter the name of a public road unless it has given the Geographical Names Board (GNB) at least two months notice of the proposed name."

In accordance with Council's Road Naming Policy, should Council formally endorse the naming of these new streets, notice of the approved names will be:

1. published in the Government Gazette and the Mudgee Guardian.
2. concurrently, notice of the new names will be sent to Australia Post, the Registrar General, the Surveyor General, the Chief Executive of the Ambulance Service of NSW, New South Wales Fire Brigades, the NSW Rural Fire Service, the NSW Police Force, the State Emergency Service, The New South Wales Volunteer Rescue Association Inc, and, in the case of a classified road - the RMS, by CPAS.

Financial and Operational Plan implications

Cost of Gazettal notice at approx \$60. Purchase and installation of street signs will be met by the Developer.

Community Plan implications

Theme	Connecting Our Region
Goal	High quality road network that is safe and efficient
Strategy	Provide traffic management solutions that promote safer local roads and minimise traffic congestion

DIANE SAWYERS
REVENUE & PROPERTY MANAGER



CLARE PHELAN
DIRECTOR, CORPORATE

12 May 2015

Attachments: 1. CPAS data – as part of the Geographical Names Board
2. Map of the new streets to be named.

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

Road Name Details			
Road Name			
Name:	AERODROME	Type:	ROAD
LGAs:	MID-WESTERN REGIONAL	Suffix:	
Suburbs:	RYLSTONE		
Position Extent and Origin			
Extent Description:	Open Access Way running east/west between Lots 36 to 43 DP 270890 and Lots 35 to 28 DP 270890 and continuing south/north between the north/south runway and Lots 28 to 13 DP 270890		
Shire Road Number:			
Origin:			
Determination			
Processing Status:	CONCURRED		
Objection Guideline:			
Determination Comment:			

Road Name Details			
Road Name			
Name:	CLUBHOUSE	Type:	ROAD
LGAs:	MID-WESTERN REGIONAL	Suffix:	
Suburbs:	RYLSTONE		
Position Extent and Origin			
Extent Description:	Open Access Way running east/west parallel with the east/west runway between the runway and Lots 49 to Lot 44 DP 270890		
Shire Road Number:			
Origin:			
Determination			
Processing Status:	CONCURRED		
Objection Guideline:			
Determination Comment:			

Road Name Details

Road Name

Name: STAGGERWING **Type:** ROAD **Suffix:**
LGAs: MID-WESTERN REGIONAL
Suburbs: RYLSTONE

Position Extent and Origin

Extent Description: Open Access Way running south/north between Lawrence Hargraves Road and east/west Runway between Lots 2 & 5 DP 270890 and Lots 6 & 9 DP 270890 Please see attached Plan
Shire Road Number:
Origin: Named for the Beechcraft model 17 bi-plane

Determination

Processing Status: CONCURRED
Objection Guideline:
Determination Comment:

Road Name Details

Road Name

Name: MUSTANG **Type:** ROAD **Suffix:**
LGAs: MID-WESTERN REGIONAL
Suburbs: RYLSTONE

Position Extent and Origin

Extent Description: Open Access Way running south/north between Lawrence Hargraves Road and the east/west runway. Between Lots 12 & 9 DP 270890 and Pt Lot 51 DP 270890
Shire Road Number:
Origin: Named for the US P51 Mustang single seat fighter & bomber

Determination

Processing Status: CONCURRED
Objection Guideline:
Determination Comment:

Road Name Details

Road Name

Name: SPITFIRE **Type:** ROAD **Suffix:**
LGAs: MID-WESTERN REGIONAL
Suburbs: RYLSTONE

Position Extent and Origin

Extent Description: Open Access Way running south/north between Lawrence Hargraves Road and the east/west runway. Between the western and middle sections of Pt Lot 51 DP 270890
Shire Road Number:
Origin: Named for the Royal Airforce Spitfire made famous during the Battle of Britain in 1940

Determination

Processing Status: CONCURRED
Objection Guideline:
Determination Comment:

Road Name Details

Road Name

Name: WIRRAWAY **Type:** ROAD **Suffix:**
LGAs: MID-WESTERN REGIONAL
Suburbs: RYLSTONE

Position Extent and Origin

Extent Description: Open Access Way running south/north from Lawrence Hargraves Road to the east/west runway. Between the middle and eastern sections of Pt Lot 51 DP 270890
Shire Road Number:
Origin: Named for the Australian light bomber used the RAAF & RAN from 1939-1959. Wirraway is aboriginal for Challenge.

Determination

Processing Status: CONCURRED
Objection Guideline:
Determination Comment:

Road Name Details

Road Name

Name:	LAWRENCE HARGRAVE	Type:	ROAD	Suffix:	
LGAs:	MID-WESTERN REGIONAL				
Suburbs:	RYLSTONE				

Position Extent and Origin

Extent Description:	Open Access Way running east/west from Lot 50 DP 270890 to the north/south runway
Shire Road Number:	
Origin:	Name for Lawrence Hargrave (29/1/1850-6/7/1915) engineer, explorer, astronomer, inventor and aeronautical pioneer.

Determination

Processing Status:	OBJECTED
Objection Guideline:	4.3 - Communication: Given Names
Determination Comment:	Objection is raised under Principle 5 - Acceptable Road Names of the NSW Road Naming Policy. The use of given or first names in conjunction with a surname is not normally acceptable.

Road Name Details

Road Name

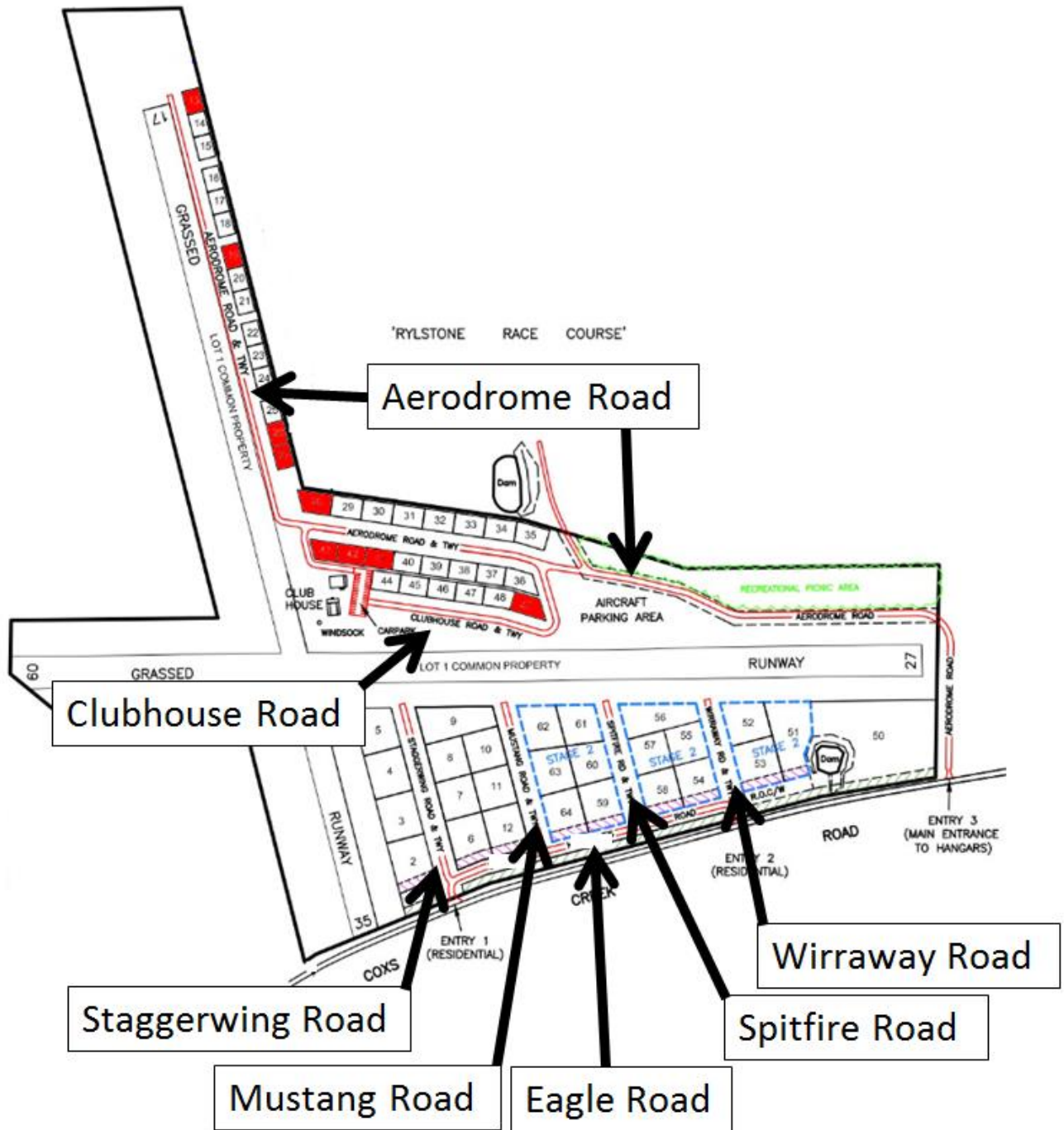
Name:	EAGLE	Type:	ROAD	Suffix:	
LGAs:	MID-WESTERN REGIONAL				
Suburbs:	RYLSTONE				

Position Extent and Origin

Extent Description:	Open Access Way running east/west from Lot 50 DP 270890 to the north/south runway
Shire Road Number:	
Origin:	Named for the BA Eagle, a light aircraft of the 1930s. Only 43 were ever built and during WWII 7 were in service with the RAF, 2 in Australia and 1 in Kenya. The 2 in Australia survived the war and went into private ownership

Determination

Processing Status:	CONCURRED
Objection Guideline:	
Determination Comment:	



6.2.21 Realignment of Part of Henry Lawson Drive Home Rule

REPORT BY THE REVENUE & PROPERTY MANAGER TO 17 JUNE 2015 COUNCIL MEETING

Realignment of Part Henry Lawson Drive Home Rule

GOV400043, R0790175

RECOMMENDATION

That:

1. the report by the Senior Town Planner on the Realignment of Part Henry Lawson Drive Home Rule be received;
2. Council agrees to proceed with the formalisation procedures in relation to the realignment of those sections of Henry Lawson Drive by the opening and dedication of a public road over allotments 1 and 2 as cited in proposed plan "A" appended to this Report and; to proceed with the formalisation procedures in relation to the closing of those parts of Henry Lawson Drive, being allotments 3 and 4 as cited in proposed plan "A" appended to this Report;
3. compensation to the landowner is to be in the form of a land exchange of allotments 3 and 4 in proposed plan "A", being the land forming those parts of Henry Lawson Drive to be closed for, allotments 1 & 2 of the proposed plan "A" being the lands required for the road opening and dedication;
4. the General Manager negotiate all terms of agreement with the landowners in relation to the land exchange compensation and any other matters that may arise during the road closure and opening process;
5. Council is to incur all costs in relation to the road closure, road opening and transfer of allotments 3 and 4 to the landowner, including any reasonable costs incurred by the landowner for legal costs and the transfer of allotments 3 and 4 to the landowner;
6. the General Manager and Mayor be authorised to sign all documents necessary in relation to the formalisation of the closure and realignment of that part of Henry Lawson Drive by way of road closure and opening, and all documents necessary to complete the transfer of allotments 3 and 4 to the landowner;
7. Council authorises the affixing of the Common Seal to all documents necessary in relation to the formalisation of the closure and realignment of that part of Henry Lawson Drive by way of road closure and opening, and all documents necessary to complete the transfer of allotments 3 and 4 to the landowner.

Executive summary

The purpose of this report is to seek Council's approval to formalise the road realignment that was completed along Henry Lawson Drive at the Home Rule Bridge over Cooyal Creek between 2004 and 2005.

Detailed report

Henry Lawson Drive was realigned between 2004 and 2005 where it crosses Cooyal Creek at the new Home Rule Bridge. Through negotiations with the affected property owner, the matter entailed Council formalising a road opening over parts of the property known as "Old Gulgong" in conjunction with the closure of sections of Henry Lawson Drive road reserve that were to be transferred to the affected property owner as part of the agreed compensation. The formal road closure and road dedication processes however, were not commenced at the time of the road realignment construction in 2004/2005.

A survey plan has now been prepared to facilitate the road closure and road opening, and to enable the subsequent transfer of the sections of land pertaining to the road closure to the owner of "Old Gulgong".

Attachment 1 to this Report details proposed plan "A", citing allotments 1 and 2 as being required for the realignment of Henry Lawson Drive. These allotments will be dedicated as public road upon the registration of the plan. Allotments 3 and 4 comprise those parts of the former Henry Lawson Drive that are to be acquired by Council upon finalisation of formal closure and then transferred to the affected landowner as compensation for allotments 1 and 2.

Should Council consent to the road closure application, the matter will be progressed through the formal process of road closure as stipulated by the Roads Act. The ultimate decision however, to close that part of the road reserve will be made by NSW Trade & Investment – Crown Lands after a public process, where the proposed road closure will be advertised publically.

The road closing processes that are to be progressed by Council are expected to take between 16-20 weeks to complete. Once Council has lodged the road closure application with NSW Trade & Investment – Crown Lands, it may take up to 12 months for the Crown to process and finalise.

Section 38(2)(b) and (c) Roads Act 1993 stipulates the circumstances upon which the land, upon closure of a road, is to vest in either Council or the Crown. Henry Lawson Drive is a formed road that has had value added to it by Council over many years and as such, it is anticipated that the land, upon the closure of that part of the road will vest in Council.

The procedural road opening process is expected to take between 16-20 weeks to complete.

Financial and Operational Plan implications

The procedural road closing and road opening costs and the legal costs associated with the transfer of the relevant allotments to the landowner will amount to approximately \$4,000. This amount will be funded from the current 2014/2015 Rural Sealed Roads Land Matters budget.

Community Plan implications

This report meets Community Plan Theme 4 Connecting Our Region:

Goal 4.1: High Quality road network that is safe and efficient

Strategy 4.1.1: Provide traffic management solutions that promote safer local roads and minimise traffic congestion

DIANE SAWYERS
REVENUE & PROPERTY MANAGER


CLARE PHELAN
DIRECTOR, CORPORATE

26 May 2015

Attachments: 1. Proposed plan "A" – road closure and opening
2. Plan overview - road closure and opening

APPROVED FOR SUBMISSION:

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

BRAD CAM
GENERAL MANAGER

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION *Proposed Plan "A"* Sheet 2 of 2 sheets

SCHEDULE OF PERMANENT MARKS				
NGA ZONE 55 WIDE SCINS 30/312 POINT SCALE FACTOR 1.0				
MARK	EASTING	NORTHING	CLASS	L
PM 85992	746 545.436	6 410 375.975	B	2
PM 85993	746 322.245	6 410 518.385	B	2

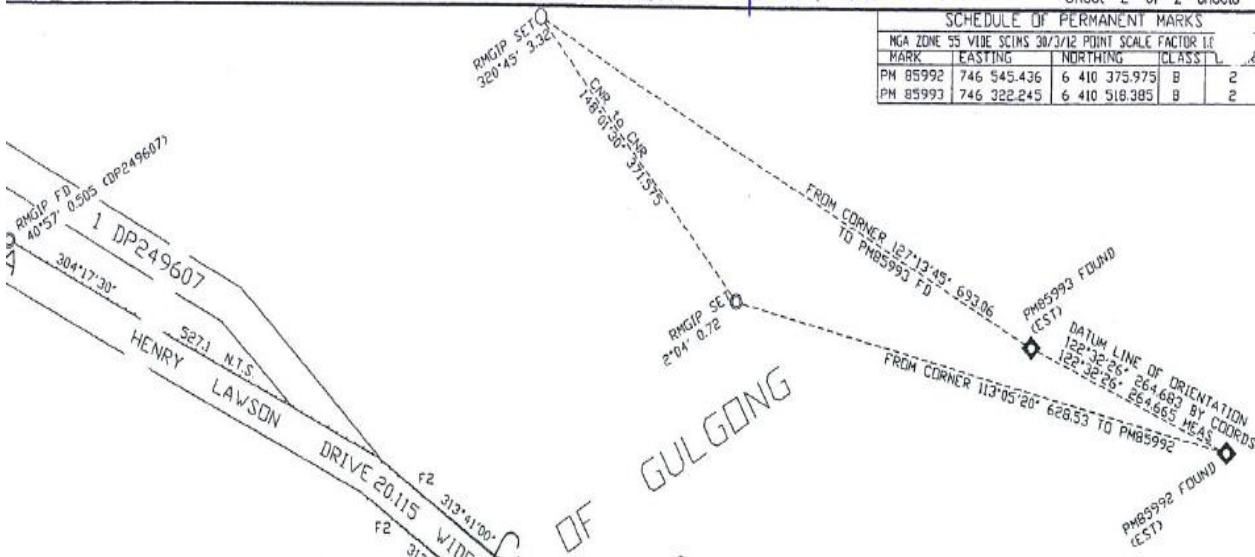


DIAGRAM SHOWING PM CONNECTIONS 1:4000

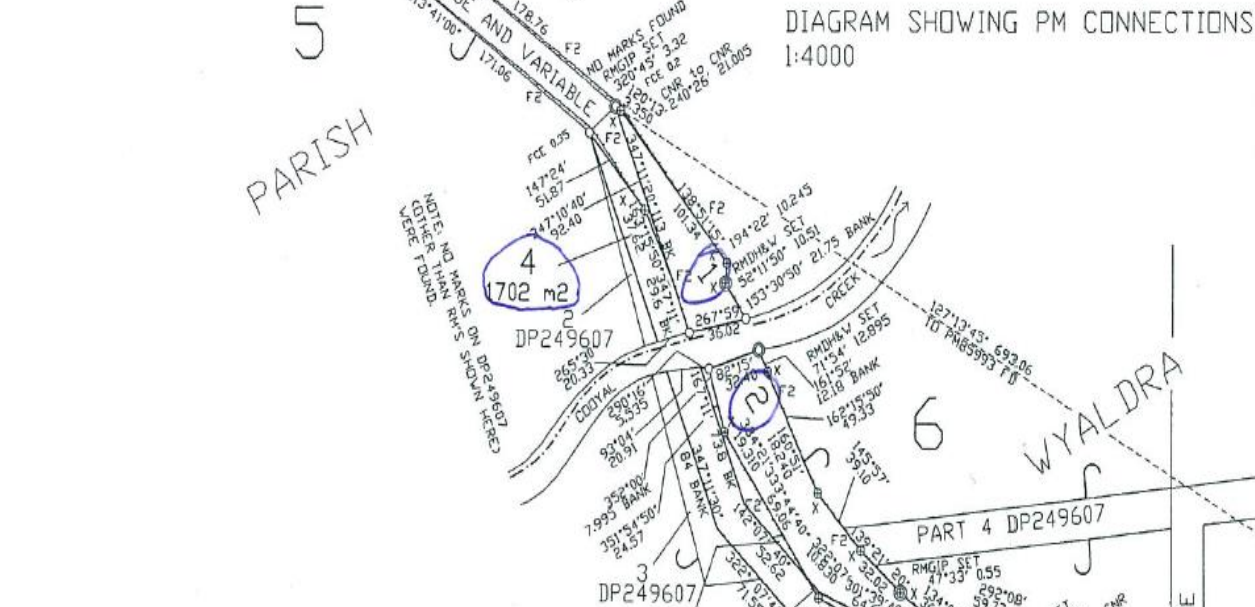
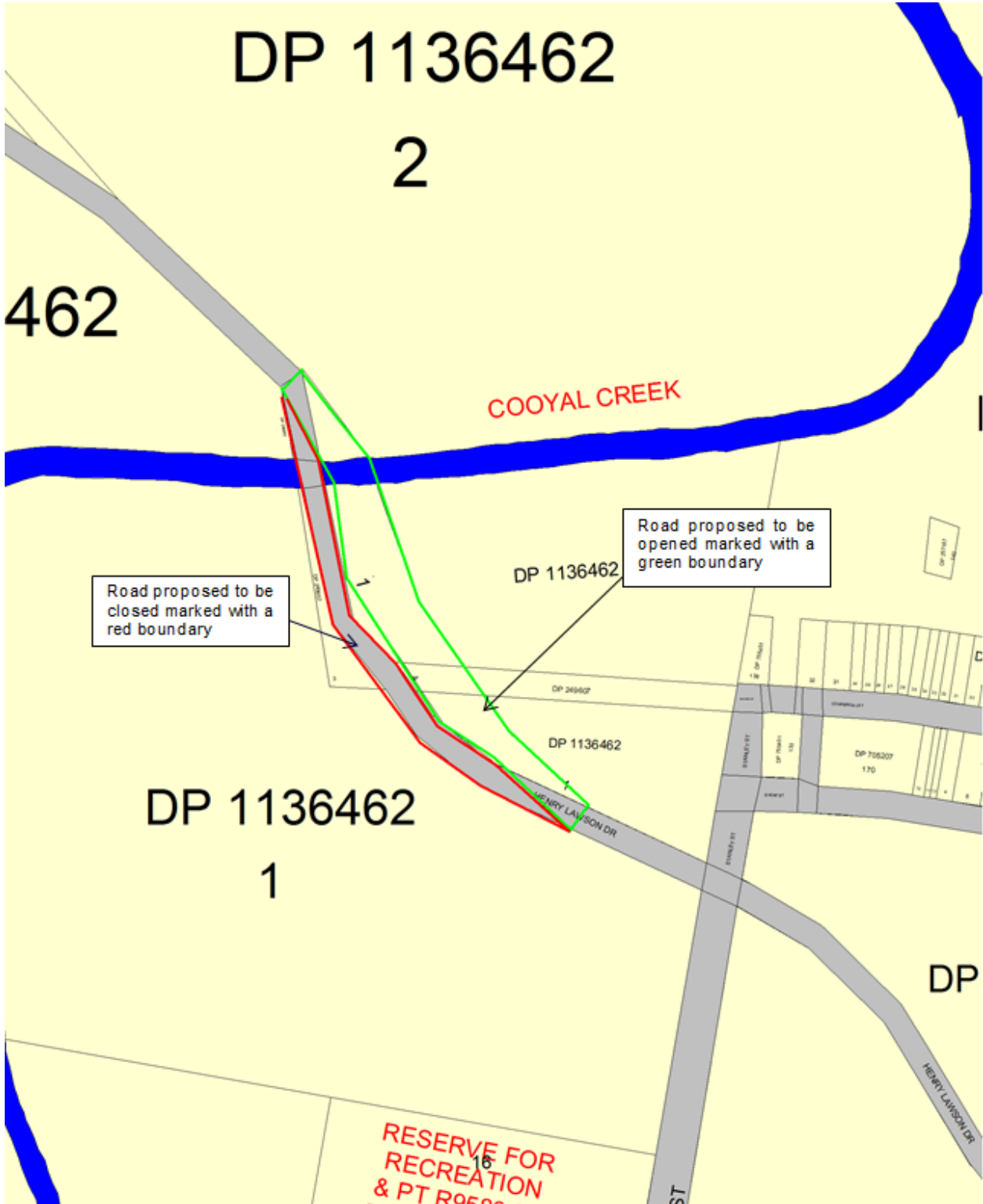


DIAGRAM SHOWING LOTS 1, 2, 3 AND 4 1:2000

LEGEND
 F1 - OLD NETTING WITH 2 BARB
 F2 - NEW HINGE JOINT, 2 BARB, 1 PLAIN
 X - NEW STEEL POST AT CORNER





6.2.22 Policy Reviews – Pensioner Concessions and Road Naming

REPORT BY THE REVENUE & PROPERTY MANAGER TO 17 JUNE 2015 COUNCIL MEETING

Policy Review - Pensioners & Road Naming

GOV400043, RAT700040, A0340002, R0790141, R0790041, A0100021

RECOMMENDATION

That:

1. **the report by the Manager Revenue & Property on the Policy Reviews - Pensioner Concessions and Road Naming be received;**
2. **Council adopt the revised Pension Concession Policy; and**
3. **Council adopt the revised Road Naming Policy.**

Executive summary

The Pensioner Concessions Policy and the Road Naming Policy have been reviewed and proposed amendments are suggested as part of Council's ongoing policy review program.

Detailed report

The proposed changes to Pensioner Concessions Policy and the Road Naming Policy are consistent with the intent of the existing policies and are primarily minor amendments to achieve clarity and consistency and reflect the scope of Council's current business operations and current business practices.

All proposed amendments are shown as "track changes" on the copies of the Policies attached to this report.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

This report meets Community Plan

Theme 5: Good Governance

Goal 1: Strong Civic Leadership

Strategy 1.2: Provide accountable and transparent decision making for the community

DIANE SAWYERS
REVENUE & PROPERTY MANAGER


CLARE PHELAN
DIRECTOR, CORPORATE

22 May 2015

Attachments: 1. Pensioner Concessions Policy with track changes


2. Road Naming Policy with track changes

APPROVED FOR SUBMISSION:

A handwritten signature in black ink, consisting of a large, stylized capital letter 'B' followed by a horizontal line extending to the right.

BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

	POLICY	ADOPTED C/M 6/2/2013 Minute No. 46/13
	Pensioner Concessions	REV: February 2015 May 2017 FILE No. A0140326, A0340004

OBJECTIVE

To provide eligible pensioners with the statutory pensioner concession relating to rates and charges as specified in Section 575 of the Local Government Act 1993 ([LGA](#)).

RELEVANT LEGISLATION

- Local Government Act 1993
- Local Government (General) Regulation 2005

RELATED POLICIES

- Debt Recovery Policy
- Hardship Provision Policy

POLICY**Entitlement to Statutory Pensioner Concession – [Sec 575 LGA](#)**

The [Local Government Act 1993 LGA](#) Division 1 Part 8 of Chapter 15 provides concessions for eligible pensioners.

Entitlement is granted under section 575 [of the Local Government Act 1993 LGA](#) which provides that if an eligible pensioner is the person solely liable, or a person jointly liable with one or more other persons, for a rate or charge levied on land on which a dwelling is situated, the rate or charge is, on application to the council and on production to the council of evidence sufficient to enable it to calculate the amount of the reduction, to be reduced in accordance with this section.

~~Section 134 of the Local Government (General) Regulation 2005 defines eligible pensioners as:~~

- ~~(a) persons who receive a pension, benefit or allowance under Chapter 2 of the Social Security Act 1991 of the Commonwealth, or a service pension under Part III of the Veterans' Entitlements Act 1986 of the Commonwealth, and who are entitled to a pensioner concession card issued by or on behalf of the Commonwealth Government,~~
- ~~(b) persons who receive a pension from the Commonwealth Department of Veterans' Affairs as:~~
- ~~(i) a war widow or war widower within the meaning of the Veterans' Entitlements Act 1986 of the Commonwealth, or~~
- ~~(ii) the unmarried mother of a deceased unmarried member of the Australian Defence or Peacekeeping Forces, or~~
- ~~(iii) the widowed mother of a deceased unmarried member of the Australian Defence or Peacekeeping Forces,~~
- ~~and do not have income and assets that would prevent them from being granted a pensioner concession card (assuming they were eligible for such a card),~~
- ~~(b1) persons who have received a lump sum mentioned in section 234 (1) (b) of the Military Rehabilitation and Compensation Act 2004 of the Commonwealth or are receiving a weekly amount mentioned in that paragraph, and do not have income and assets that would~~

PENSIONER CONCESSIONS POLICY

~~prevent them from being granted a pensioner concession card (assuming they were eligible for such a card),~~

- ~~(c) persons who receive a general rate of pension adjusted for extreme disablement under section 22 (4) of the Veterans' Entitlements Act 1986 of the Commonwealth, or a special rate of pension under section 24 of that Act,~~
- ~~(d) persons who receive, or who at some point in their life have been eligible for, a Special Rate Disability Pension under the Military Rehabilitation and Compensation Act 2004 of the Commonwealth.~~

Application for Pensioner Concession - Sec 579 LGA

Pensioners requesting a rebate are required to submit an initial application on the prescribed form and the production of a current Pension Concession Card as sufficient evidence to calculate the amount of the rate reduction allowed under the Act LGA.

Validation of eligible pensioner reference card holders will be carried out at least annually in conjunction with Centrelink and Department of Veteran Affairs.

Applications for pensioner rebates must be made during the year the rate is levied. Rebates will not be retrospectively applied to previous years.

Amount of Concession - Sec 575 LGA & Ending of Concession - Sec 584 LGA

The amount of a pensioner concession to be granted is as listed in section 575(3) ~~of the Local Government Act 1993 LGA~~. This is currently as follows:

- (a) The total amount by which all ordinary rates and charges and for domestic waste management services levied on any land for the same year are reduced is not to exceed \$250.
- (b) The total amount by which all water supply special rates or charges levied on any land for the same year are reduced is not to exceed \$87.50.
- (c) The total amount by which all sewerage special rates or charges levied on any land for the same year are reduced is not to exceed \$87.50.

The maximum amounts of the pensioner rebates allowed are adjusted downwards proportionately subject to whether the person making the application is solely liable or jointly liable with eligible dwelling occupiers.

Persons who become, or cease to be, eligible pensioners during the year will receive a concession proportionate to the number of full quarters in which they are an eligible pensioner.

~~Applications for pensioner rebates must be made during the year the rate is levied. Rebates will not be retrospectively applied to previous years.~~

Funding of Concession - Sec 581 LGA

Council receives a Pensioner Concession Subsidy of 55% of all concessions granted for a rating year. The subsidy represents both State and Commonwealth funding.

Council funds the balance of 45% of the pensioner concessions granted.

Council is required to submit an independent Audit Certificate prepared by Council's auditor to the Department Office of Local Government on an annual basis when applying for payment of the Pensioner Concession Subsidy.

PENSIONER CONCESSIONS POLICY

Abandonment of pensioners rates and charges - Section 582 LGA

Council does not provide any additional waiver or reduction in rates, charges and interest due by an eligible pensioner unless in accordance with other related policies.

Privacy

Personal information collected as a consequence of this policy will only be used for the purpose of assessing eligibility under the policy and will not be used for any other purpose or disclosed to any other person unless we are required by law to do so or authorised to do so by the person to whom that personal information relates.

Definitions

"eligible pensioner", as defined in the Dictionary to the LGA:

- (a) who is a member of a class of persons prescribed by the regulations, and
- (b) who occupies that dwelling as his or her sole or principal place of living.

"classes of persons", for the purposes of paragraph (a) of the definition of "eligible pensioner", Section 134 of the Local Government (General) Regulation 2005 defines the following classes of persons as:

- (a) persons who receive a pension, benefit or allowance under Chapter 2 of the *Social Security Act 1991* of the Commonwealth, or a service pension under Part III of the *Veterans' Entitlements Act 1986* of the Commonwealth, and who are entitled to a pensioner concession card issued by or on behalf of the Commonwealth Government.
- (b) persons who receive a pension from the Commonwealth Department of Veterans' Affairs as:
 - (i) a war widow or war widower within the meaning of the *Veterans' Entitlements Act 1986* of the Commonwealth, or
 - (ii) the unmarried mother of a deceased unmarried member of the Australian Defence or Peacekeeping Forces, or
 - (iii) the widowed mother of a deceased unmarried member of the Australian Defence or Peacekeeping Forces,and do not have income and assets that would prevent them from being granted a pensioner concession card (assuming they were eligible for such a card).
- (b1) persons who have received a lump sum mentioned in section 234 (1) (b) of the *Military Rehabilitation and Compensation Act 2004* of the Commonwealth or are receiving a weekly amount mentioned in that paragraph, and do not have income and assets that would prevent them from being granted a pensioner concession card (assuming they were eligible for such a card).
- (c) persons who receive a general rate of pension adjusted for extreme disablement under section 22 (4) of the *Veterans' Entitlements Act 1986* of the Commonwealth, or a special rate of pension under section 24 of that Act.
- (d) persons who receive, or who at some point in their life have been eligible for, a Special Rate Disability Pension under the *Military Rehabilitation and Compensation Act 2004* of the Commonwealth.

"the person solely liable" or "a person jointly liable...", as defined by Sec 560 LGA - Who is liable to pay rates?:

- (1) The owner for the time being of land on which a rate is levied is liable to pay the rate to the council, except as provided by this section.
- (2) If land owned by the Crown is leased, the lessee is liable to pay the rate.

PENSIONER CONCESSIONS POLICY

(3) If there are two or more owners, or two or more lessees from the Crown, of the land, they are jointly and severally liable to pay the rate.

"Owner", as defined in the Dictionary to the LGA means:

(a) in relation to Crown land, means the Crown and includes:

(i) a lessee of land from the Crown, and

(ii) a person to whom the Crown has lawfully contracted to sell the land but in respect of which the purchase price or other consideration for the sale has not been received by the Crown, and

(b) in relation to land other than Crown land, includes:

(i) every person who jointly or severally, whether at law or in equity, is entitled to the land for any estate of freehold in possession, and

(ii) every such person who is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits of the land, whether as beneficial owner, trustee, mortgagee in possession, or otherwise, and

(iii) in the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme constituted under the Strata Schemes Management Act 1996, and

(iv) in the case of land that is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the association for the parcel, and

(v) every person who by this Act is taken to be the owner, and


(c) in relation to land subject to a mining lease under the Mining Act 1992, includes the holder of the lease, and

(d) in Part 2 of Chapter 7, in relation to a building, means the owner of the building or the owner of the land on which the building is erected.

VARIATION

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

ATTACHMENT 2

	POLICY	ADOPTED C/M 269-13 Date 24 July 2013
	ROAD NAMING	REVIEW: July 2015, June 2017 FILE No. A0100021, R0790141, R0790041

OBJECTIVE

This policy has been developed:

- To provide consistent guidelines for developers, the community and Council when allocating new road names or re-naming existing roads; and
- To ensure names are allocated that will stand the test of time and are of local or historical significance.

BACKGROUND

In relation to naming or re-naming of roads, the Roads Act 2003 and the Roads Regulation 2008 apply.

The Geographic Names Board ([GNB](#)) is responsible for assigning names to places anywhere in NSW.

The Board has prepared Guidelines for the naming of roads, a copy of which is attached. A copy of this should be provided to all developers to assist them when proposing names to roads within their developments.

POLICY

1. In cases involving the naming of an un-named road or the re-naming of an existing named road where:
 - Council receives a request from a member of the community; or
 - Council receives a request from a developer as part of the DA process; or
 - A staff member is of a view that a road should be named or renamed;
 as appropriate:
 - (a) ~~letters~~ Letters will be forwarded to ~~local residents~~ neighbours seeking their views in relation to the submissions for new name(s) proposed. The letters to local residents shall indicate that they should respond within 21 days and.
 - (b) Concurrently advertise in the local newspaper for naming submissions from members of the public.
 - (c) Submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - (d) ~~memorandum~~ Memorandum to Councillors informing them of the proposal.
2. At the expiration of that period of time, a letter will be forwarded to the ~~Geographical Names Board~~ (GNB) indicating that Council is proposing to either name an un-named road or to re-name an existing named road, (as the case may be). The letter should indicate the name(s) proposed, the views of any local residents and whether there are any other names that might be considered. Council must give the GNB at least 30 days to respond.

Road Naming

3. Following the response from the GNB, if there is an objection a review of the name proposed must be conducted.
~~;~~
~~If they object – review name proposed; or~~
 - ~~If they do not object – forward a memorandum to Councillors outlining what is proposed and inviting their input prior to reporting the matter to Council.~~

4. If the GNB approves the proposed name, a Prepare a report is to be presented to Council containing setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB has no objection to the name or names proposed. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.

5. Following a decision by Council to the proposed naming or re-naming of a road:
 - (a) Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what was happening now;
 - (b) Publish a notice of the proposal-proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
 - (c) Notify Land & Property Information (LPI) of the proposed name. LPI will Serve serve a notice of the proposal on the following:
 - (i) Australia Post;
 - (ii) ~~the~~ Registrar General;
 - (iii) the Surveyor General;
 - (iv) ~~the~~ Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) ~~the~~ NSW Rural Fire Service;
 - (vii) ~~the~~ NSW Police Force;
 - (viii) ~~the~~ State Emergency Service;
 - (ix) ~~the~~ New South Wales Volunteer Rescue Association Inc; and
 - (x) ~~in~~ the case of a classified road – the RMS;
~~inviting~~ submissions, in writing to the Council, within 21 days.

6. At the expiration of time for the lodgement of submissions, prepare a further report to Council addressing submissions received and recommending formal adoption of the proposed road name and Gazettal of the new name.

7. If the Council resolves to adopt the proposed name:
 - (a) ~~publish-Publish~~ a notice in the Government Gazette and in a local newspaper giving (in the case of a road that is being named for the first time) a brief description of the location of the road; and
 - (b) Notify LPI of the new name. LPI will inform the following ~~of the new name~~, giving sufficient particulars to enable the road to be identified:
 - (i) Australia Post;
 - (ii) ~~the~~ Registrar General;
 - (iii) the Surveyor General;
 - (iv) ~~the~~ Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) ~~the~~ NSW Rural Fire Service;
 - (vii) ~~the~~ NSW Police Force;
 - (viii) ~~the~~ State Emergency Service;
 - (ix) ~~the~~ New South Wales Volunteer Rescue Association Inc; and
 - (x) ~~in~~ the case of a classified road – the RMS.

Road Naming

- (c) Inform everyone who has made a request or submission and neighbours of Council's decision.
8. Once confirmation has been received that the notice has appeared in the Government Gazette:
- (a) Update Council records – mapping, property and roads database
 - (b) Organise street signs
 - (c) Notify affected property owners of any new addressing allocated to the newly named road.

VARIATION

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

6.2.23 Summary of Outcome - Sale Of Land To Recover Overdue Rates And Charges – Chapter 17, Part 2, Division 5, Section 713 Of The Local Government Act 1993 conducted on 9 May 2015

REPORT BY THE REVENUE & PROPERTY MANAGER TO 17 JUNE 2015 COUNCIL MEETING
Summary of Outcome – Sale of Land to Recover Overdue Rates & Charges 9 May 2015
GOV400043, RAT700040, A0340011

RECOMMENDATION

That:

1. **the report by the Revenue & Property Manager on the Summary of Outcome - Sale Of Land To Recover Overdue Rates And Charges – Chapter 17, Part 2, Division 5, Section 713 Of The Local Government Act 1993 conducted on 9 May 2015 be received;**
2. **Council note the outcomes summarised in this Report.**

Executive summary

This report has been prepared to inform Council of the outcomes in relation to the sale of land to recover unpaid rates and charges that was conducted under Chapter 17, Part 2, Division 5, Section 713 of the Local Government Act 1993 on 9 May 2015.

Detailed report

Section 713(1) of the Local Government Act, 1993, states that Council may sell land where a rate or charge is overdue if it has remained unpaid for more than 1 year from the date on which it became payable in the case of vacant land, and in the case of any other land, it has remained unpaid for more than 5 years.

Council resolved on 17 December 2014, to sell 12 properties at auction with outstanding rates and charges totalling \$98,221.77.

Prior to the public auction on 9 May 2015, 3 properties were withdrawn from the sale following full payment of the outstanding rates and charges (in total \$28,034). Expenses incurred by Council up to the date of payment of these overdue amounts were recovered in full from the owner of two of these properties and a suitable arrangement for the payment of expenses has been entered into with the owner of the 3rd property.

10 properties (one assessment comprised 2 allotments that were submitted separately), were auctioned on 9 May 2015 and all were sold at the fall of the hammer.

7 of the properties sold at auction were of little commercial value, having either no legal access or no dwelling entitlement and were of interest only to adjoining owners. The prices realised at the auction for these properties will be less than the expenses incurred in connection with the sale and/or the amount of the overdue rates and charges. In accordance with Section 719 of the Local Government Act, where proceeds from the sale are insufficient to satisfy these debts, the shortfall following the sale will be written off. Where the price realised at auction exceeds the expenses

incurred in connection with the sale and the overdue rates and charges and other disbursements, the surplus will be held by Council pending documented claims from the owner/interested parties. At the date of writing this Report, Council's sale expenses are still being finalised. Settlement of the 10 properties will occur by mid-June 2015 and the finalisation of Council's expenses, calculation of the shortfalls/surpluses and the write-off of rates and charges where applicable, will be completed by 30 June 2015.

The attached table summarises the results of the 10 properties sold.

Financial and Operational Plan Implications

Sections 718, 719 & 720 of the Act provide for the application of purchase money as follows:-

718 Application of purchase money -

The council must apply any purchase money received by it on the sale of land for unpaid rates and charges in or towards payment of the following purposes and in the following order:

- (a) firstly, the expenses of the council incurred in connection with the sale,*
- (b) secondly, any rate or charge in respect of the land due to the council, or any other rating authority, and any debt in respect of the land (being a debt of which the council has notice) due to the Crown as a consequence of the sale on an equal footing.*

719 What if the purchase money is less than the amounts owing?

If the purchase money is insufficient to satisfy all rates, charges and debts referred to in section 718 (b):

- (a) the amount available is to be divided between the rates, charges and debts in proportion to the amounts owing on each, and*
- (b) the rates, charges and debts are taken to have been fully satisfied.*

720 What if the purchase money is more than the amounts owing?

(1) Any balance of the purchase money must be paid into the council's trust fund and held by the council in trust for the persons having estates or interests in the land immediately before the sale according to their respective estates and interests.

(2) The council may pay the balance of the purchase money or any part of the balance to or among the persons who are, in its opinion, clearly entitled to it, and the receipt of the person to whom any payment is so made is an effectual discharge to the council for it.

The payment of rates and charges by the owners of 3 properties before the auction date and the successful auction of the remaining 10 properties listed means that \$98,221.77, to 5 November 2014, in outstanding rates and charges will be removed, either by way of write-off or full monetary payment, from Council's outstanding debtors listing.

The sale of land process should favourably influence Council's Outstanding Rates and Charges key performance indicator, by approximately half a percent (0.005) for 2014/2015.

This indicator assesses the impact of uncollected rates and annual charges on liquidity and the effectiveness of Council's debt recovery. The percentage of rates and annual charges that are unpaid at the end of a financial year is a measure of how well a council is managing debt recovery.

Community Plan implications

This report meets Community Plan Theme 5 Good Government:

Goal 5.3: An effective and efficient organisation

Strategy 5.3.3 Prudently manage risks associated with all Council activities

DIANE SAWYERS
REVENUE & PROPERTY MANAGER



CLARE PHELAN
DIRECTOR, CORPORATE

19 May 2015

Attachments: 1. 2014-2015 Sale of Land for Unpaid Rates - Outcomes

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

Summary of Outcomes - Sale of Land for Unpaid Rates and Charges 9 May 2015					
Property No	Legal Desc	Area of Prpoerty	Property Address	Rates Total Amount Due (to 5/11/2014)	Amount Realised at Sale
4196	Lot 423 DP 755433	1657 m2	4-6 Happy Valley Road GULGONG NSW 2852	\$15,678.00	\$ 33,000
5294	Lot 10 Sec 22 DP 758501	1499 m2	61 Lindsay Street HARGRAVES NSW 2850	\$ 7,593.61	\$ 7,500
6387	Lot 120 Sec 4 DP 750764	4047 m2	433 Tucklan Road TALLAWANG NSW 2852	\$ 3,466.94	\$ 8,000
10390	Lot 1 DP 169898 VOL 3307 FOL 90	5261 m2	446 Henry Lawson Drive EURUNDEREE NSW 2850	\$ 6,420.89	\$ 1,000
13024	Lot 1 DP 1062898 BK 1527 No 824	90.58 m2	Right of Way Douro Street MUDGEES 2850	\$13,648.03	\$ 5,000
Part 13159	Lots 1, 2 & 3 DP 250309 VOL 13278 FOL 195 &		Part 357 White Cedars Road KAINS FLAT NSW 2850	\$ 6,408.49	\$ 100
Part 13159	Lot 3 DP 587739 VOL 13278 FOL 194		Part 357 White Cedars Road KAINS FLAT NSW 2850	as above	\$ 50
13846	Lot 150 DP 750748	4047 m2	6140 Ulan Road TURILL NSW 2850	\$ 1,832.35	\$ 32,500
14426	Lot 3 Sec 18 DP 758249	2023 m2	26 Farrelly Street CLANDULLA NSW 2848	\$ 9,990.63	Withdrawn - Rates paid in full
14427	Lot 4 Sec 18 DP 758249	2023 m2	28 Farrelly Street CLANDULLA NSW 2848	\$ 9,336.20	Withdrawn - Rates paid in full
18861	Lot 21 DP 756917 VOL 87 FOL 189	8094 m2	128 Kyewong Road WINDEYER NSW 2850	\$ 8,748.23	\$ 100
19972	Lots 63 & 72 DP 755783	343.78 HA	239 Bylong Valley Way ILFORD NSW 2850	\$ 8,707.20	Withdrawn - Rates paid in full
19979	Lot 8 DP 114602 VOL 2711 FOL 207	3.027 HA	Closed Road 1047 Lee Creek Road LEE CREEK NSW 2849	\$ 6,390.70	\$ 500
				\$98,221.27	

6.2.24 Constitutional Referendums

REPORT BY THE GOVERNANCE COORDINATOR TO 17 JUNE 2015 COUNCIL MEETING

Constitutional Referendums

GOV400043, GOV400006

RECOMMENDATION

That:

1. **the report by the Governance Coordinator on Constitutional Referendums be received;**
2. **the Council election process remain unchanged for the 2016 election.**

Executive summary

Council is required under Section 224 of the Local Government Act 1993, to determine the number of Councillors it wishes to have for the next term of Council. This determination must take place at least 12 months prior to the next election. If Council wants to change the number of Councillors, it must first obtain the approval of a referendum.

It is recommended that Council retain its current structure of nine Councillors of whom one is elected by the Councillors as the Mayor.

Detailed report

The LOCAL GOVERNMENT ACT 1993 - Section 224 provides as follows:

“How many councillors does a council have?”

1. *A council must have at least 5 and not more than 15 councillors (one of whom is the mayor).*
2. *Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office.*
3. *If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.”*

All Councils must consider their structure and decide before 8 September 2015, whether or not they wish to change the number of Councillors to form the Council. At the same time, Councils may consider whether they wish to change the method of election of the mayor, i.e. to election by the people as the alternative to election by the Councillors, from among their number.

Councils may also vote to change or introduce ward boundaries. All of these changes require the support of a Constitutional Referendum, which costs about the same as an Ordinary election, if conducted outside of the normal election cycle. The only matter considered in this report, is the one required by the Act, related to the number of Councillors to form the new Council.

The Circular to Councils from the then Division of Local Government (dated October 2011) is attached for information as it provides further detail.

While this report seeks to confirm Council's intention for the next election, it is also an indication that if Council seeks changes to its electoral structure at the 2020 local government election, then the 2016 election represents the most cost-effective way of undertaking the required constitutional

referendum. It is also worth noting that the current local government reform agenda may provide for some legislative changes regardless and so a status quo approach at this point in time may be appropriate.

This report recommends that the Council's structure and constitution remain unchanged for the election of 2016. The report is submitted only because the matter is required under the Act, to be determined by the Council.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

This report links to the Good Government section of the Community Plan - 1.1.3 Provide strong representation for the community at Regional, State and Federal levels.

TONY GEARON
GOVERNANCE COORDINATOR


SIMON JONES
DIRECTOR, COMMUNITY

2 June 2015

Attachments: 1. Circular to Councils - Constitutional Referendums – October 2011

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER



Circular to Councils

Circular No. 11-30
Date 6 October 2011
Doc ID: A259378

Contact Helen Damaschin
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CONSTITUTIONAL REFERENDUMS

Councils will be aware that the *Local Government Act 1993* has been amended by the *Local Government Amendment (Elections) Act 2011* (the Amending Act) to return responsibility for administering elections, constitutional referendums and polls to general purpose councils. If councils prefer, they can engage the services of the New South Wales Electoral Commission to administer the September 2012 elections on their behalf. A resolution to this effect must be made by 30 November 2011.

Further details of the arrangements arising from the legislative amendments made to return the administration of elections, constitutional referendums and polls can be found in Circular to Councils 11-11.

Councils will also be aware that the Amending Act introduced a number of new provisions in relation to councils' constitutional arrangements, including a one-off opportunity to reduce councillor numbers and abolish wards without the need to hold a constitutional referendum. For more information about these amendments, councils are referred to Circular to Councils 11-12.

While councils may decide to improve their governance structures without costly referendums by utilising these new provisions, it is open to councils to decide to hold a constitutional referendum if they consider it is in the best interests of their communities.

If councils choose to hold a constitutional referendum in conjunction with the 2012 elections, councils are reminded that the following matters can be determined through a constitutional referendum:

1. divide a council area into wards or abolish wards (sections 16, 210 and 210A of the Act);
2. change the number of councillors (section 224(2) of the Act);
3. change the method of electing the mayor to either direct election by the electors every 4 years or election by the councillors every year (sections 228 and 229 of the Act);
4. change the method by which councillors are elected where the council's area is divided into wards (sections 279(2), 280 and 281 of the Act).

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Divide an area into wards or abolish wards

Section 210(5) of the Act requires a council to seek the approval of its electors at a constitutional referendum to either divide an area into wards or to abolish wards. After receiving elector approval, and before dividing its area into wards, a council must undertake the consultation required by section 210A of the Act.

A constitutional referendum held in conjunction with the next ordinary elections in 2012 where approval is given by electors to divide the council area into wards would, after compliance with the consultation required by section 210A of the Act, come into effect for the electoral term commencing in September 2016. Compliance with section 210A is not required in the instance where approval has been given by electors at a referendum to abolish wards.

Change the number of councillors

Section 224(2) of the Act requires that not less than 12 months before the next ordinary election the council must determine the number of its councillors for the following term.

Council must then seek and receive the approval of its electors at a constitutional referendum for any change. This approval would have the effect of changing the number of councillors for the electoral term commencing in September 2016.

However, if the approval to reduce the number of councillors was obtained at a constitutional referendum held in conjunction with the 2012 elections, then a casual vacancy in the office of a councillor (but not a mayor elected by the councillors) occurring at any time before the September 2016 elections should not be filled if the number of councillors will remain at or above the number approved at the referendum (section 294B of the Act).

Alter ward boundaries

The council of an area that is divided into wards is required by section 211 of the Act to keep ward boundaries under review. If a review is undertaken, the council is required, among other things, to consult the Electoral Commissioner.

The Electoral Commissioner has advised that any council seeking to refer an alteration of ward boundaries must do so by 31 December 2011. For more information about ward name changes and boundary alterations, councils are referred to Circular to Councils 11-26.

Change the way the mayor is elected

The Act provides two methods by which a mayor can be elected — by popular vote at an ordinary election or by vote among the councillors. Section 228 of the Act permits a council to change the way the mayor is elected by seeking approval of its electors at a constitutional referendum.

3

Councils with areas that are divided into wards are reminded that section 280(2) of the Act excludes a popularly elected mayor from consideration when determining the number of councillors to be elected for each ward.

In those circumstances councils should be mindful that changing the method of electing the mayor could result in an increase or decrease in the number of councillors to be elected.

If electors at a constitutional referendum conducted in conjunction with the 2012 ordinary council elections approve a change to the way the mayor is elected, that change will come into effect for the electoral term commencing in September 2016.

Alter the method of electing councillors

The councillors for an area that is divided into wards are to be elected in accordance with either section 280 or 281 of the Act.

The method of election under section 280 (method 1) is to apply unless a decision made at a constitutional referendum is in force, which requires the method of election to be conducted under section 281 (method 2).

The decision made at a constitutional referendum must also specify the number of councillors to be elected by the ward electorate and the number of councillors (if any) to be elected by the area electorate.

If electors at a constitutional referendum conducted in conjunction with the 2012 ordinary elections approve a change to the method for electing councillors, this change will come into effect for the electoral term commencing in September 2016.

Conducting a constitutional referendum

If a council resolves that a constitutional referendum is to be conducted by the Electoral Commissioner, the council should refer to clause 274(3) of the Local Government (General) Regulation 2005 and comply with the notification requirements contained in Schedule 10 of the Regulation.

It is of critical importance that the referendum question or questions are carefully framed to ensure that workable decisions are achieved. All questions put at a referendum should be clear, concise, and capable of being responded to with a 'yes' or 'no' answer.

If more than one referendum question is being asked on a particular subject then extra care needs to be taken to ensure that the possible combinations of 'yes' and 'no' answers do not produce a conflicting decision.

Councils are responsible for the preparation and publicity of the required explanatory material. Councils must ensure this material presents a balanced case both for and against any proposition to be put to a constitutional referendum.

4

This Circular supersedes Circular to Councils 07-30.

A handwritten signature in black ink, appearing to be 'S. Orr', written over a light-colored rectangular background.

Steve Orr
Acting Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

6.2.25 Councillor Induction and Professional Development Plan

REPORT BY THE GOVERNANCE COORDINATOR TO 17 JUNE 2015 COUNCIL MEETING

Councillor Induction and Professional Development Plan

GOV400043, GOV400013

RECOMMENDATION

That the report by the Governance Coordinator on the Councillor Induction and Development Plan be received.

Executive summary

Elections for local councils are held every four years on the second Saturday in September (S.287(1)). The election process is described in Chapter 10 of the Local Government Act 1993 (NSW).

The 2016 Local Government Elections will take place on Saturday, 10 September 2016. In the lead up and over the term of the new Council, an induction and development programme will be implemented to assist candidates and then elected councillors, to transition to the role of Councillor and to continue to develop the professional knowledge and skills appropriate for the role of Councillors.

In recognition of the advice of the Department of Premier and Cabinet, a Training and Development plan will be implemented early during the term of the new council, to provide Councillors with continuing professional development in specific areas including financial and enterprise risk management and strategic planning, in much the same way as is deemed essential for relevant staff development.

Detailed report

THE NSW ELECTORAL COMMISSION

The NSW Electoral Commission (NSWEC) has advised it will conduct one election Candidate Information Session (CIS) at a time and location to be determined. The NSWEC will notify Council of the time, date and location of the CIS within a reasonable period of time after those details are determined by the Electoral Commissioner in consultation with Council. The NSWEC will not be producing election brochures, as it has for past elections. Other material yet to be defined, may possibly be produced for the assistance of intending candidates, by Local Government NSW (LG NSW) or the NSW Office of Local Government (OLG).

Council may also conduct one or more further CIS events prior to the election, depending on the demand for this service.

THE INDUCTION AND DEVELOPMENT PLAN

Following the election, an Induction and Development Plan will be implemented, to inform first time Councillors and bring re-elected councillors up to date, about current expectations of the OLG, with policies, procedures and processes associated with the Councillor role and with current, correct meeting procedure. Some Councils set aside a weekend for the first tranche of this induction training, due to the importance of the message for both newly elected and returning councillors.

It will be important that Councillors, both new and returning, attend all training provided, to benefit from updated information and to facilitate discussion of the subjects. The OLG takes an interest in these programmes and in their participation by Councillors.

A suggested model program might appear as follows, with training proposed for weekends, but noting that dates and agenda are not yet fixed. Course content can be spread over more days, depending on the availability of councillors. The attachment to this report provides a guide to the types of material deemed by the OLG, as essential for the advice of new Councillors.

DATE	ACTIVITY	MATTERS TO BE COVERED
September 2016 – Date to be confirmed.	NSWEC Candidate Information Session	<ul style="list-style-type: none"> • The role of a Councillor • The election process • Other relevant information
Saturday 10/09/16 – Date to be confirmed.	Election	Declaration of the Poll occurs usually by the end of the following week.
Saturday 24/9/2016 or 1/10/2016 – Date to be confirmed.	First Councillor induction day	<ul style="list-style-type: none"> • GM function and Council structure. Introduction of Executive staff and explanation of Divisional functions. Mention of Council's Auditors, Legal advisors. • Roles of Mayor and Councillors explained. • Councillors' powers – what they are and are not. • Councillors and Staff contact protocols • Councillors and their communities – representation. • Conflicts of Interest. • Pecuniary interest provisions. • Code of Conduct and Conduct review processes. • Mayoral and Committee election processes. • Facilities access. • Facilities and Benefits – processes. • Expenses and Allowances. Policy and Procedures.
Sunday 25/9/2016 or 2/10/2016 – Date to be confirmed.	Second Councillor induction day	<ul style="list-style-type: none"> • NCAT • ICAC Function • Code of Meeting Practise - Council meeting procedure • Council committees, working parties; explanation of roles – functions. • Council meetings and committees dates • Details of the continuing Councillor development Programme – dates, topics.

The induction process should at an appropriate stage and time also include familiarisation inspections of Council facilities, such as the Sewer Treatment Plant, Waste recycling facility, Glen Willow Regional Sporting Complex and others, including in the surrounding townships. This is best done when Council staff are on duty to answer questions as appropriate.

Induction and development training material and content will be developed over the course of the next 12 months in consultation with OLG and LG NSW guidelines, other industry professional bodies and joint organisations of Councils, to ensure that MWRC Councillors receive induction and

ongoing development training which compares favourably with industry best practice and current standards. The identification of appropriate facilitators will also be considered, so that Councillors can be assured of obtaining a suitable standard of professional, objective advice.

This Plan will continue to be developed in the time between now and the 2016 election.

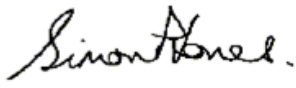
Financial and Operational Plan implications

Not applicable.

Community Plan implications

1.1.3 - Provide strong representation for the community at Regional, State and Federal levels

TONY GEARON
GOVERNANCE COORDINATOR


SIMON JONES
DIRECTOR, COMMUNITY

2 June 2015

Attachments: 1. Councillor Induction and Professional Development – A Guide for Councils

APPROVED FOR SUBMISSION:



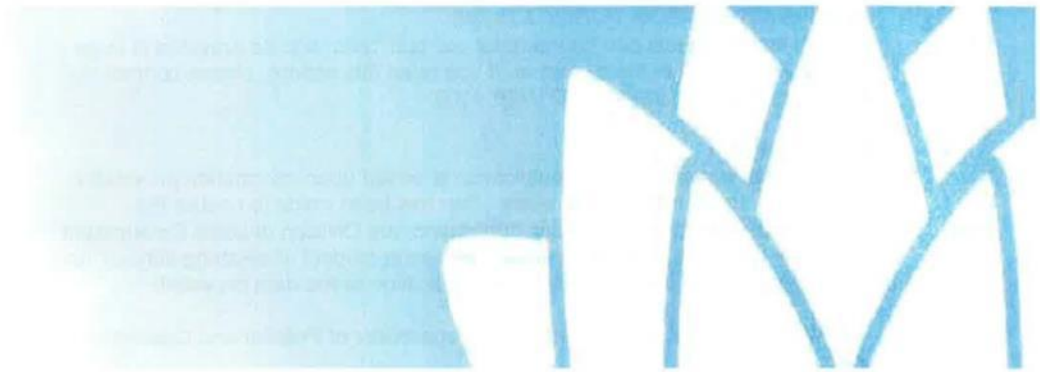
BRAD CAM
GENERAL MANAGER

ATTACHMENT 1



COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT

A GUIDE FOR COUNCILS



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Special arrangements can be made for our publications to be provided in large print or an alternative media format. If you need this service, please contact our Executive Support Group on 02 9289 4100.

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INTRODUCTION

Councillors are from a range of diverse backgrounds and bring different and valuable skills to the role. Despite this, few new councillors have extensive knowledge of the system of local government, how a council works or the full range of their roles and responsibilities.

From their first council meeting councillors will be required to make important decisions on behalf of their communities and take responsibility for those decisions. Those decisions often involve significant use of public money, assets or natural resources.

Some councillors may need to develop skills in areas that are unfamiliar to them. These may include skills in understanding council meeting procedures, the rules of debate or interpreting financial statements, to name just a few.

A number of councillors may have specific needs or require assistance. For example, for those with a physical disability or impairment that affects their mobility, hearing or vision or those whose first language is not English.

Even experienced councillors say they can find it challenging to keep abreast of changes to the legislative and policy context for local government as well as changes to a council's policies and procedures.

No matter what the individual circumstances of the councillors on a council, their role is an important one and their responsibilities are wide-ranging.

This Guide seeks to help councils ensure that councillors have every opportunity to clearly understand their role and responsibilities and to develop the skills and knowledge to perform their job well and in the best interests of the community they represent.

This Guide provides information for councils to assist with the development and implementation of councillor induction and continuing professional development programs. Councils are strongly encouraged to implement such programs.

ABOUT THE GUIDE

The Guide is divided into three parts.

Part A provides guidance to councils on developing and implementing an induction program for their newly elected councillors. An induction program is the starting point of a professional development program for councillors.

Part B provides guidance to councils on developing and implementing ongoing training and professional development programs that assist councillors to continue to develop their skills and knowledge throughout their term in office as the need and opportunity arises.

It is acknowledged that many councils have councillor induction programs in place and a number have continuing professional development programs. It is also recognised that local needs and circumstances vary as do the skills and needs of individual councillors.

This Guide is designed to be used flexibly by councils. It includes:

- a framework for the development of councillor induction and continuing professional development programs
- information about the developmental stages of each program and what to consider at each stage
- checklists of what could be included in each program to assist councils to develop the content of their programs to ensure that they best suit local needs and circumstances
- information on learning and professional development opportunities available to councillors.

PART A

INDUCTION PROGRAMS FOR COUNCILLORS

Benefits of a councillor induction program

An induction program is important as it enables councillors to quickly become familiar with how the council works, the 'rules' under which a council operates and the complexities of the role.

An induction program also provides an opportunity to set a positive tone, establish clear roles and responsibilities and to build positive working relationships from the outset. This lays the foundations for a successful term in office for new councillors.

Benefits of an induction program for councillors include:

- Understanding of the new council and the local government area
- Meeting, building rapport, sharing knowledge and experiences, forming positive working relationships with other councillors and key staff
- Understanding key legislation and legislative role and responsibilities
- Briefing on the 'big picture', including key issues and tasks for the new council
- Understanding key council information, policies and procedures
- Enabling more active and rapid participation in the business of the council
- Increasing confidence in ability to undertake the role
- Providing clarity for new councillors about what the role entails
- Providing an opportunity for appropriate mentoring relationships to be established between experienced and new councillors
- Providing essential information to assist councillors to function well in their role and to make informed and effective decisions from the start of their term in office
- Opportunity for all councillors, both new and experienced, to receive essential information in a structured and consistent way
- Opportunity to meet, build rapport and form positive working relationship with senior staff

Because local government is complex and changing, all councillors, both new and experienced, should attend a council's induction program at the commencement of each term.

What information do new councillors initially need?

In the first few weeks new councillors will need to know:

- ✓ The legislation or 'rules' under which councils operate
- ✓ Their roles and responsibilities and formal obligations
- ✓ What the council does and how the council operates
- ✓ Council's management structure and key staff
- ✓ Key policies and procedures
- ✓ Meeting times, venues and procedures
- ✓ Where to go to get more information or assistance
- ✓ Information on the mayoral process (where applicable)
- ✓ Information to appoint councillors to committees.

The following is a checklist of suggested content for councillor induction programs.

Councillor Induction Program - Content Checklist

Induction Program	
Topic Area	Suggested Content
Orientation to council facilities and local government area	<ul style="list-style-type: none"> ✓ Orientation to council chambers, offices and facilities available to councillors ✓ Demographic profile of local government area ✓ Social, environmental and economic issues ✓ Guided tour of local government area including council facilities, significant sites and projects
Legal and political context of local government	<ul style="list-style-type: none"> ✓ Destination 2036 ✓ The relationship of State and Federal tiers of government to local government ✓ A Council's Charter under the <i>Local Government Act 1993</i> (the Act) ✓ Roles and responsibilities of oversight agencies such as the Division of Local Government, the Department of Planning and Infrastructure, the Independent Commission Against Corruption, the Ombudsman's Office
Roles and responsibilities of councillors and staff	<ul style="list-style-type: none"> ✓ Provisions in the Act regarding the role of councillors, the mayor and the General Manager; and delegations ✓ Balancing the dual role of a councillor as a member of the governing body and as an elected representative ✓ Councillors' role: guide the strategic direction of the council; staff role: implement the decisions of the council ✓ Responsibility of councillors in overseeing performance of the General Manager ✓ Council's policy on councillor/staff interaction
Legal and ethical responsibilities and risk management	<ul style="list-style-type: none"> ✓ General legal responsibilities of councillors as members of the governing body under the Act and other legislation ✓ Up-to-date accountability and compliance requirements ✓ Code of Conduct ✓ Risk management ✓ Personal legal responsibilities (for example, WH&S, anti-discrimination, privacy, records)

Induction Program	
Topic Area	Suggested Content
	management, surcharging)
Decision making	<ul style="list-style-type: none"> ✓ Meeting procedures, the provisions of the Act and the Regulation, and Council's own Code of Meeting Practice ✓ Closed meetings, business papers, minutes and councillor access to information
Overview of the key functional areas of council operations, staffing and major policy documents	<ul style="list-style-type: none"> ✓ Council's organisational structure, with a focus on key directorates, senior staff and functions ✓ Planning and other regulatory functions, assets and infrastructure, financial management, community services and governance ✓ Council's key policies and its responsibility for their review
Strategic planning, including community engagement, change management and the Integrated Planning and Reporting framework	<ul style="list-style-type: none"> ✓ Strategic and operational planning and reporting processes of Council, including land use planning and the Integrated Planning and Reporting framework ✓ Mechanisms for ensuring structured and representative community engagement and participation in planning processes ✓ Current strategic and operational plans and progress in implementation ✓ Change management processes
Financial processes and financial management	<ul style="list-style-type: none"> ✓ Responsibilities of councillors for the financial management of council ✓ Financial processes and relationship with other planning processes ✓ Tools to understand, interpret, develop and effectively manage financial resources of Council
Customer services and complaints handling	<ul style="list-style-type: none"> ✓ Customer service in local government ✓ Council's complaints handling process and how councillors should handle constituents' concerns so that it is consistent
Teamwork, communication and managing different viewpoints in local government	<ul style="list-style-type: none"> ✓ Development of teamwork skills ✓ Development of conflict resolution skills ✓ What supports or undermines the effective functioning of council

Induction Program	
Topic Area	Suggested Content
Support available to assist councillors in the role	<ul style="list-style-type: none">✓ Councillor annual fees✓ Council's policy on the provision of councillor expenses and facilities✓ Councillor training and development needs analysis and programs✓ Informal and formal mentoring strategies

Developing and delivering a councillor induction program

Councillor induction programs are a vital way to ensure new councillors get the information they need to be effective leaders.

Planning and preparation

Forward planning by a council will allow time for a well-structured and effective induction program to be developed. It is suggested that an induction program is planned and budgeted for within, or linked to, a council's training and development plan for councillors. The development and adoption of a councillor training and development plan by Council is discussed in Part B of this Guide.

Forward planning will also enable all of the candidates for elections to be aware of the proposed timetable for the induction program. Candidates may then make tentative arrangements to enable them to attend the induction program if they are elected.

Timing

Preliminary induction training by councils should take place as soon as possible after the polls are declared following a new election and prior to the first council meeting. This should aim to provide councillors with the basic information they need to function in their role, including in meetings.

The rest of the induction program should then be delivered within approximately two months of the polls being declared.

Some councils prefer to deliver the full induction program as soon as possible to provide councillors with all of the information and induction training they need from the start of their term in office. However, this approach can risk the councillors feeling overloaded with information.

Some councils prefer to deliver induction training approximately six weeks after the election so that new councillors have the opportunity to gain some practical experience first. However, this approach can risk councillors not being effective or feeling confident in their role during the weeks preceding the induction training.

Some councils choose to do a mixture of both by staging the induction program over a number of weeks. Ultimately the optimum timing for delivery of an induction program will vary depending on local circumstances.

Preparation of an induction manual

Councils should develop materials such as an induction manual or handbook to support councillors in the first weeks following the induction. This resource may also include relevant background reference material for the longer term. It may be provided prior to or at induction training.

How the information is presented will affect how useful it is. For example, some councils have found that a manual is most likely to be used if the information is presented in a folder. Some councils may consider also providing the

information as an on-line resource. An on-line resource may be easier for councils to keep updated, and can make topic searching easier for users.

Suggested topics for an induction manual include:

- Basic information about the Council
- Profiles (demographic, economic etc) of the local government area
- Information about council meetings
- Key planning and policy documents and information
- Key legislation
- Information about support for councillors
- Other useful resources, such as *Bluett's Local Government Handbook NSW*, and/or details about where they may be accessed.

Appendix A provides a checklist of the content that could be included in an induction manual or on-line resource. It is suggested that on-line resources include hyperlinks to electronic versions of any plans, policies etc referred to in the councillor induction manual.

Structure and Delivery

Where possible or practicable, councillor induction should be conducted in a way that avoids councillors being overloaded with information. This may be achieved by limiting the length of sessions, having a number of short sessions in lieu of one longer session and/or through using a range of delivery modes and materials.

Some councils structure their councillor induction programs intensively over two or more days - possibly a weekend - while others choose to hold shorter, evening sessions over several weeks. Others choose a combination of both.

Councils may consider making use of resource sharing arrangements with other councils, including Regional Organisations of Councils (ROCs), when planning and delivering their induction programs. For example, one part of the induction may be provided at the regional level to cover the more generic and regional issues and another part within the council to cover local issues, policies and procedures.

The program may be delivered using a variety of methods, in a combination of the following strategies:

- Intensive blocks over two or more days (including weekend retreats)
- Evening or dinner sessions over several weeks
- A mix of regional and local level induction sessions
- Briefings from the General Manager and other senior staff

- A guided tour of council's administration building/s, depot, council facilities and local government area
- In-house workshops by council staff and/or professional training providers
- Seminars and conferences
- Panel discussions
- Mock council meeting/s
- Training booklets and discussion papers distributed to councillors to work through at their own pace
- On-line information and/or training resources

Where possible, presentations should be supported by written materials, including an induction manual or handbook that councillors can retain and refer back to.

By-elections

An appropriate induction program should also be organised by councils for newly elected councillors as a result of a by-election for casual vacancies.

Evaluation

An induction program should be evaluated to assist a council to determine its effectiveness and identify improvements.

Evaluation helps a council to determine what elements of the induction program worked well and why. It also helps determine what could be improved and whether there were any gaps or issues that may need to be addressed with the councillors at a later date.

The methodology for the evaluation should be determined when the induction program is being developed to ensure that relevant data is collected.

PART B

PROFESSIONAL DEVELOPMENT FOR COUNCILLORS

Due to the intensive nature and short timeframe of a typical induction program, all of the training and skills development needs of councillors are unlikely to be met.

Councillors should have access to continuing, needs-based training and skills development opportunities throughout their term to enhance the councillors' effectiveness.

Commitment to continuing professional development for councillors

Continuing professional development for councillors is an investment which will enhance the effectiveness of the council's performance in achieving its goals. The council's commitment is needed to ensure an appropriate program is developed.

Policy on the provision of expenses and facilities to councillors

An existing mechanism through which a commitment to continue professional development may currently be met is a council's policy on the provision of expenses and facilities to councillors.

A councillor expenses and facilities policy must be prepared in accordance with section 252 of the *Local Government Act 1993* and the Division's *Guidelines on the provision of expenses and facilities to mayors and councillors in NSW*. These policies must be reviewed and adopted by councils on an annual basis. The guidelines are available on the Division's website.

Clear and adequate provision for relevant training and professional development activities should be included in these policies as legitimate expenses incurred by councillors to assist them to undertake their civic duties.

Other mechanisms

Councils may also wish to consider other mechanisms to reinforce their commitment to councillor training and development and provide a structured approach to implement this.

This may be done through developing and adopting a motion or a charter as a statement of commitment to support councillor training and development. Alternatively, councils may wish to develop and adopt a separate training and development policy. These should include details of how this commitment will be realised in practice.

Identifying training and development needs

The development of an effective training and development plan is based on identifying the skills and knowledge required by councillors to perform their roles and responsibilities effectively.

As well as standard requirements for professional skills sets, individual councils may provide specific services or have particular environmental, social or economic challenges facing their local community that a training and development program should address.

Once the council has determined and prioritised the skills and knowledge required, each councillor will need to assess the level of their abilities and identify areas where they require training and development. This should be done by both new and experienced councillors. Experienced councillors who have previously attended training on a specific topic or issue may still require additional training.

The gap between the skills and knowledge (or competencies) required by the council and those of individual councillors or groups of councillors will form the basis of a training and skills development plan that may be then implemented over time, according to priority.

Self assessment

An example of a simple self-assessment checklist for councillors to identify areas for knowledge and skills development can be found in **Appendix B**. The checklist can be used by councillors to help them to prioritise areas to cover in an ongoing training and development program. Councils may wish to have councillors complete the self-assessment checklist anonymously in the first instance to encourage a frank response.

Such a checklist may be adapted to suit individual councils and should be reviewed on a regular basis to check progress and identify any additional areas for training or development.

A self-assessment tool should be used in conjunction with other activities to collect information regarding the training and development needs of councillors such as questionnaires, interviews or workshops.

A Competency-Based Approach

Another approach that some NSW councils have found useful is to use a councillor competency framework. Such a framework sets out the skills, knowledge and attributes required to be an effective councillor and may define levels of effectiveness.

This could include:

1. Leadership
2. Governance
3. Land use planning
4. Strategy
5. Relationship management
6. Financial management

7. Environmental and asset management

These competencies are drawn from the Municipal Association of Victoria's Councillor Competency Framework. Further details are available on the Municipal Association of Victoria's website at www.mav.asn.au.

Development of a training and professional development plan

Based on the analysis of councillor training and development needs, councils should develop and adopt a councillor training and development plan each year to ensure that councillors have ongoing access to training and professional development opportunities that address their needs as well as those of the council.

A councillor training and development plan may include things such as:

- Training/development need for the council as a whole and for individual councillors
- Priorities
- Timeframe for delivery
- Assigning responsibility for organising training/development
- Approval process
- Estimated cost
- Delivery mode/s

Each year the council should allocate a budget to support the councillor training and development activities to be undertaken that year. Progress against expenditure of the budget allocation should be reported on a quarterly basis as part of the budgetary cycle.

Council will need to determine the size of the budget allocation, which may change annually, depending on training needs. For example, when a new council is elected there will be a need to budget for an induction program. The Delivery Program financial estimates and the Long Term Financial Plan will reflect the varying training and development budget requirements over the term of the council.

Delivery

A range of delivery methods and materials should be used to support the training and development needs of councillors. A council's training and development plan should include possible delivery methods for each training need identified during the needs analysis phase.

Councils should consider making use of resource sharing arrangements with other councils, including Regional Organisations of Councils (ROCs), when planning and delivering their training and development programs.

Training and development programs should be delivered using a combination of the following strategies:

- In-house workshops, seminars and briefing sessions conducted by the council with appropriate staff, trainers and guest speakers.
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of NSW and the Shires Association of NSW (and their training arm, Local Government Learning Solutions), Local Government Managers Australia, and other industry bodies and/or private providers offering courses for councillors to gain new skills and knowledge and to network with other councillors. Further details are provided in **Appendix C** of this Guide.
- Printed material, including training booklets and discussion papers, that may be distributed to councillors for information
- On-line training modules (for example, Blue Mountains City Council and Randwick City Council have developed on-line training programs)

Evaluation

As with the councillor induction program, the training and development program should be evaluated to assist a council to determine the program's effectiveness and to identify improvements.

APPENDIX A COUNCILLOR INDUCTION MANUAL - CONTENT CHECKLIST

Induction Manual	
Topic Area	Suggested Content
Basic information about the council	<ul style="list-style-type: none"> ✓ Composition and structure ✓ Organisational chart ✓ Key function and service areas, senior staff and contacts ✓ Information and/or chart showing the relationships between councillors and council staff and decision making processes ✓ Council facilities and LGA map
Profile of the local government area	<ul style="list-style-type: none"> ✓ Wards, population statistics, land use, business use and major features
Information about council meetings	<ul style="list-style-type: none"> ✓ Agenda and minutes of recent meetings ✓ Meeting times and frequency, venues, deadlines and delivery of minutes ✓ Council committees and their composition
Key planning and policy documents and information	<ul style="list-style-type: none"> ✓ Current Community Strategic Plan, Delivery Program, Operational Plan and Resourcing Strategy ✓ Most recent annual report ✓ End of Term report of last Council ✓ Code of conduct ✓ Meetings code of practice ✓ Policy on the provision of councillor expenses and facilities ✓ Delegations ✓ Policy on access to information ✓ Other relevant plans, policies and procedures ✓ Policy register/list of policies
Key legislation	<ul style="list-style-type: none"> ✓ Advise where a copy of key legislation or relevant excerpts from legislation such as the <i>Local Government Act 1993</i> and the <i>Local Government (General) Regulation 2005</i> is available ✓ List of key legislation under which councils have

Induction Manual	
Topic Area	Suggested Content
	governance responsibilities (for example, the EP&A Act and the POEO Act) as well as personal responsibilities under legislation (for example, the WH&S Act and the State Records Act)
	✓ How to access up-to-date versions of the legislation on line (www.legislation.nsw.gov.au)
Information about support for councillors	<ul style="list-style-type: none"> ✓ Councillor expenses and facilities and how to make requests and claims ✓ Training and skills development needs assessment ✓ Training and skills development programs ✓ Contact details of council officer/s that councillors may contact for information
Other useful resources and/or details about where they may be accessed.	<ul style="list-style-type: none"> ✓ Induction program presentations and materials ✓ Contact details for key organisations such as the Division of Local Government and the Local Government and Shires Associations of NSW ✓ A copy of useful publications such as the Division and Associations' joint publication, <i>Councillor Guide</i>, DLG Circulars and how councillors may subscribe to mailing list, and <i>Bluett's Local Government Handbook NSW</i>

APPENDIX B SKILLS AND KNOWLEDGE SELF-ASSESSMENT - CHECKLIST FOR COUNCILLORS

The following is a list of the key skills and knowledge areas of effective councillors. This list will identify some possible training and developmental areas for you as a councillor and will assist council to prioritise the training and development opportunities provided to councillors.

If you consider that you possess the characteristic to a satisfactory level, place a tick in the check-box.

- Important skills:
- Leadership skills
- Relationship management
- Communication skills including negotiating, conflict resolution, advocacy and lobbying
- Presentation skills
- Problem solving and analytical skills
- Teamwork skills
- Organisational skills

Knowledge of:

- Federal, State and Local Government relationships
- How local government councils operate
- Role of a councillor
- Councillor, General Manager and staff relationships
- Code of Conduct and conflict of interests
- Key aspects of the *Local Government Act 1993*
- Environmental planning and assessment processes
- Whole of community representation
- Social justice principles
- Meeting regulations and procedures
- Strategic management planning and reporting
- Financial management requirements in the Local Government Act and Local Government (General) Regulation and reporting processes
- Asset management
- Knowledge of the demographic profile of my council area and the social, environmental and economic issues facing my community

APPENDIX C FURTHER OPPORTUNITIES FOR COUNCILLOR PROFESSIONAL DEVELOPMENT

1. Local Government Association of NSW and the Shires Association of NSW (the Associations).

As the peak organisation representing elected representatives in NSW, the Associations provide a range of professional development and training opportunities to their members.

As a service to their members, the Associations provide professional development and training specifically catering to the needs of councillors to assist them to understand their role and enhance their skills.

The public workshops are delivered in large regional centres, as well as in metropolitan areas and for Regional Organisations of Councils (ROCs). In-house workshops at the council's own premises and weekend workshops are also available.

Workshop facilitators are experts in their field and have proven experience in the local government industry. The workshops are based on good practice adult learning principles and practice with opportunities for participants to be active learners and to be able to reflect on their experiences.

The Associations' Councillor Professional Development Program includes the following modules:

- Elected life – An essential Induction for NSW Local Government Councillors
- Asset Management for Councillors
- Climate Change Training for Councillors
- Conflict of Interest & the Model Code of Conduct
- Community Leadership
- Councillors as Change Initiators
- Development Approvals – the Heritage Perspective
- Dynamic Presentation Skills
- Effective Chair in Local Government (half day)
- Effective Meeting Skills
- Engaging with the Community
- Financial Issues in Local Government
- Good Governance
- Handling Difficult People for Councillors
- Long Term Strategic and Financial Planning
- Managing Time and Stress
- Media Skills (basic and advanced programs available)
- Mediation Skills for Councillors
- Performance Management of Senior Staff
- Pitching for Success
- Planning Legislation Skills and Knowledge
- Preventing Bullying and Harassment for Councillors

- Speed Reading Skills for Councillors
- Strategic Management
- Understanding Sustainability for Councillors

The Associations' learning arm, Learning Solutions, also offer executive coaching for councillors as well as in-house training tailored to an individual council's needs.

A comprehensive calendar of workshops in Sydney and in regional areas and details about the content of these programs are available on the Associations' website at www.lgsa.org.au.

2. Australian Centre of Excellence for Local Government (ACELG)

The Centre is funded by the Australian Government. Its mandate is to enhance professionalism and skills in local government, showcase innovation and best practice, and facilitate a better-informed policy debate. The Centre aims to build on existing programs and networks and offers the Excellence in Local Government Leadership Program nationally. Further information can be obtained from ACELG's website www.acelg.org.au.

3. Local Government Training Institute

This division of Hunter Councils Inc offers a range of local government specific short courses for councillors as well as council staff and members of the public. Further information can be obtained from www.lgti.com.au.

4. Australian Institute of Company Directors

This national organisation for directors' mission is to make a difference in the quality of governance and directorship and offers Governance Essentials for Local Government, a local government sector-specific version of the Foundations of Directorship program. Further information can be obtained from www.companydirectors.com.au.

6.2.26 LGNSW Annual Conference 2015

REPORT BY THE GOVERNANCE COORDINATOR TO 17 JUNE 2015 COUNCIL MEETING
Local Government NSW Annual Conference 2015
A0040005, COR400021

RECOMMENDATION

That:

1. **the report by the Governance Coordinator on the LGNSW Annual Conference 2015 be received;**
2. **Council approve the following delegates (if any) to attend the Local Government NSW Annual Conference in Sydney between Sunday 11 October – Tuesday 13 October, 2015.**

Executive summary

This year's LGNSW annual conference will be held from 11 October – 13 October. Participating Councils are required to nominate their delegates who have voting rights in the election of Office Bearers and the Board; as well as delegates who may represent the Council in other voting, during the business sessions at the Conference.

Councils are also requested to submit any motions which they wish to have considered, in time for those motions to be listed on the Business Papers.

Detailed report

The LGNSW Annual Conference will be held from 11 October - 13 October 2015 at the Rosehill Gardens Racecourse, James Ruse Drive, Rosehill, Sydney.

This Conference is marketed as “the annual policy-making event for the 152 councils of NSW and the pre-eminent event of the local government year where local councillors come together to share ideas and debate issues that shape the way we are governed.”

The Australian Electoral Commission will conduct elections for the Association Board and its Office Bearers.

Participating Councils who are financial members are requested to nominate their delegates who are to have voting rights in these elections, as well as delegates who may represent the Council in other voting during the business sessions at the Conference.

Councils are also requested to submit any motions which they wish to have considered, in time for those motions to be listed on the Business Papers. Proposed Motions can be submitted on line, after definition by the Council. The Board has several, non-negotiable criteria which a proposed motion must meet, before it will be listed on the business paper, for consideration.

Those criteria are:

1. Motions must be consistent with the objects of the Association (See Association Rule # 4).
2. Motions must relate to Local Government in NSW and/or across Australia.
3. Motions must concern or be likely to concern Local Government as a sector.

4. Motions must seek to advance the local Government policy agenda of the Association and/or improve governance of the Association.
5. Motions must have a lawful purpose. A motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws.
6. Motions must be clearly worded and unambiguous in nature.
7. Motions must not express preference for one or several members over one or several other members.
8. The Member submitting the motion must provide accompanying evidence of support for the motion. Such evidence may include an attachment note or extract from the minutes of the Council meeting, at which the member Council resolved to submit the motion for consideration by the Conference.
9. Motions should be submitted before 24 August 2015, to be included in the Business papers. There is a last minute deadline of 14 September 2015, for late motions, but Councils are requested to observe the August deadline to facilitate business paper preparation.

Further information on the conference can be found at the Association website at:
<http://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference>.

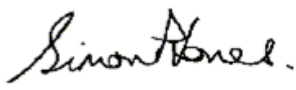
Financial and Operational Plan implications

Not applicable.

Community Plan implications

1.1.3 Provide strong representation for the community at Regional, State and Federal levels

TONY GEARON
GOVERNANCE COORDINATOR


SIMON JONES
DIRECTOR, COMMUNITY

1 June 2015

Attachments: 1. LGNSW Conference 2015_Draft program annual conference 2015_1

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER



Local Government NSW Annual Conference 2015

DRAFT PROGRAM Sunday 11 – Tuesday 13 October, 2015 (as of 2 May 2015)

Main conference venue is Rosehill Gardens Racecourse, Grand Pavilion, James Ruse Drive, Rosehill 2142

This program is correct at the time of printing; speakers and program details may have changed due to unforeseen circumstances.

Sunday 11 October

- 11.00am - 3.00pm Bump in sponsors to Grand Pavilion Level 1
- 3.00pm – 7.00pm Registration opens in the Grand Pavilion Level 1
- 4.30pm – 5.00pm Prebooked local Transfer buses
- 5.00pm – 7.00pm President's Opening Reception in the Grand Pavilion Level 1
- Welcome To Country
 - Welcome from Lord Mayor of Parramatta, Cr Scott Lloyd
 - Opening from Cr Keith Rhoades AFSM, President, LGNSW
 - Premier Sponsor's speech
- 7.00pm Prebooked local Transfer buses

Monday 12 October

Business Session Day 1 - chaired by Cr Keith Rhoades AFSM, Grand Pavilion Level 2

- 8.00am – 5.00pm Registration opens in Ground Floor in the Grand Pavilion Level 1. Distribution of voting materials and electronic handsets
- Trade Exhibition opens in Grand Pavilion Level 1.
- Prebooked local Transfer buses
- 8.00am – 10.00am Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time)
- 9.15am – 9.45am Address from The Hon Mike Baird MP, Premier of New South Wales
- 9.45am – 10.00am Address from Cr Keith Rhoades AFSM, President LGNSW.
- 10.00am – 11.00am Opening and closing of the Federal Conference, Opening of the State Conference and start of the Business session, Adoption of Standing Orders. Demonstration of voting units and Consideration of Motions chaired by Cr Keith Rhoades AFSM. (1 hour)
- 11.00am – 11.30am Morning tea in Trade Exhibition sponsored by TBC.
Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time)
- 11.30am – 1.00pm Consideration of Conference business continued chaired by the President. (1.5 hours)
- 1.00pm – 2.00pm Lunch in Trade Exhibition sponsored by TBC.
Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time)
- 2.00pm – 3.30pm Consideration of Conference Business continued, chaired by the President. (1.5 hours)

- 3.30 – 4.00pm Afternoon tea in Trade Exhibition sponsored by TBC
Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors
(voting for all positions at the one time)
- 4.00pm – 5.30pm Consideration of Conference Business continued, chaired by the President (1.5 hours)
Collection of all electronic handsets and voting cards
- 5.30pm – 6.30pm Delegate networking function and afternoon tea in Trade Exhibition sponsored by TBC.
Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors
(voting for all positions at the one time)
- 6.30pm Trade Exhibition Closes.
- 5.30pm – 6.30pm Prebooked local Transfer buses
Free night for all delegates

Tuesday 13 October
Business Session Day 2 - chaired by Cr Keith Rhoades AFSM, Grand Pavilion Level 2

- 8.00am – 5.00pm Registration opens in Grand Pavilion Level 1
Prebooked local Transfer buses
- 8.15am – 5.30pm Trade Exhibition opens in Grand Pavilion Level 1
- 9.00am – 9.05am Introduction by Master of Ceremonies, **Ellen Fanning**
- 9.05am – 10.45am **Ellen Fanning** presents Reform Q and A Debate: **Hon Paul Toole MP**, Minister for Local Government (invited), **Hon Peter Primrose MP** (invited), Shadow Minister for Local Government, **Professor Brian Dollery** (invited), University of New England Business School, **Professor Percy Allan AM**, Principal, Percy Allan & Associates (invited)
- 10.45am – 11.15am Morning tea in Trade Exhibition sponsored by TBC
- 11.15am – 11.45pm Address: **Hon Paul Toole MP**, Minister for Local Government
- 11.45am – 12.00am Presentation of the AR Bluett Awards
- 12.00 – 12.30pm Address: **Hon Peter Primrose MP**, Shadow Minister for Local Government
- 12.30pm – 1.00pm Messages from Elite and Distinguished Sponsors
- 1.00pm – 2.00pm Lunch sponsored by TBC
- 2.00pm – 3.30pm Federation and Constitutional Issues with **David de Carvalho**, First Assistant Secretary, Federalism White Paper Taskforce at Department of the Prime Minister and Cabinet (invited), **Assistant Professor Tracy Beck Fenwick**, Director of the Australian Centre for Federalism at ANU, **Tim Gartrell**, Campaign Director, RECOGNISE (invited)
- 3.30pm - 3.45pm Address on Association Business from **Cr Keith Rhoades AFSM**, President, **LGNSW**
- 3.45pm – 4.00pm Presentation of the Treasurer's Report

- 4.00pm – 5.30pm Association Business chaired by Cr Keith Rhoades AFSM, President, LGNSW
- 4.30pm – 5.30pm Afternoon tea and Delegate Networking Function in Trade Exhibition sponsored by TBC
- Prebooked local Transfer buses
- Cloak room facilities for those not returning home to change for dinner
- Conference Dinner**
- 7.00pm Arrival drinks on the outside terrace of the Exhibition Building
Prebooked local Transfer buses
- 7.45pm Delegates seated and entrée served
- 8.00pm President introduces Elite Sponsor
- 8.10pm President and Elite Sponsor present the Outstanding Service Awards
Announcement of Incoming LGNSW Board
- 8.30pm Main Course served
- 9.00pm Entertainment and dancing
- 10.00pm First Prebooked local Transfer buses
- 11.00pm Function finishes, final transfer buses
- Close of Conference.

6.2.27 Statement of Business Ethics

REPORT BY THE GOVERNANCE COORDINATOR TO 17 JUNE 2015 COUNCIL MEETING

Statement of Business Ethics

GOV400043, INM700014

RECOMMENDATION

That:

1. **the report by the Governance Coordinator on the Statement of Business Ethics be received;**
2. **Council adopt the revised Statement of Business Ethics.**

Executive summary

Council's Statement of Business Ethics is relied upon to inform all persons who wish to do business with Council, about Council's business ethics, what standards of behaviour can be expected of Council and what Council expects in return. The Statement of Business Ethics is one foundation of Council's strategy in deterring any conduct which if left unchecked, may lead to breaches of Council's Code of Conduct, or the ICAC Act.

Detailed report

Council's policies are each scheduled for periodic review, usually every two years unless annual reviews are prescribed in the Local Government Act or Regulation, at which time they can be fine-tuned to increase their effectiveness or better align them with legislation.

Council's Statement of Business Ethics has received minor amendments, now including volunteers, management of conflicts of interests and revised contact details. A copy of the draft Statement of Ethics and the current adopted version are both attached for the review of Council.

Financial and Operational Plan implications


Not applicable.

Community Plan implications

Council's policies are regularly reviewed to maintain relevance and currency for the assistance of the community. This is in accord with Council's Community plan objective of providing good government, with good communications and engagement.



TONY GEARON
GOVERNANCE COORDINATOR



SIMON JONES
DIRECTOR, COMMUNITY

2 June 2015

- Attachments:*
1. Statement of Business Ethics – draft June 2015.
 2. Statement of Business Ethics – adopted May 2013.

APPROVED FOR SUBMISSION:

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

BRAD CAM
GENERAL MANAGER



*Good
Government*

STATEMENT OF BUSINESS ETHICS

ADOPTED: DATE MIN NO.

REVIEW:

2 JUNE 2015

MID-WESTERN REGIONAL COUNCIL
COMMUNITY: GOVERNANCE

■ ■ ■ ■ ■ TOWARDS 2030



COMMUNITY: GOVERNANCE | STATEMENT OF BUSINESS ETHICS

THIS DOCUMENT HAS BEEN PREPARED BY TONY GEARON, GOVERNANCE COORDINATOR FOR MID-WESTERN REGIONAL COUNCIL.

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
THE GOVERNANCE COORDINATOR OR (02) 6378 2850

DATE OF PUBLICATION: 2 JUNE 2015

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1. INTRODUCTION

This Statement of Business Ethics applies to Council's elected representatives, Council staff, contractors, volunteers and business associates dealing with Council.

Mid-Western Regional Council is committed to conducting its business in a sound commercial and ethical manner and this Statement of Business Ethics sets out the standards the Council requires of its elected representatives, Council staff, contractors, volunteers and business associates. Both Mid-Western Regional Council staff and any person dealing with Council must always be aware of the ethical standards the community demands when Council's resources are used either directly or indirectly.

Mid-Western Regional Council will demonstrate and practice a professional and ethical approach to all its business activities and all Council staff are required to conduct their activities in accordance with Council's Code of Conduct and to observe a high standard of probity, ethical behaviour and integrity in all their business dealings.

All individuals and organisations that seek to deal with Mid-Western Regional Council are required to comply with these standards of ethical behaviour in their dealings with Council.

2. WHAT YOU CAN EXPECT FROM US

Our business dealings will be transparent, impartial, fair and open to public scrutiny wherever possible. The way we deliver our services is driven first and foremost, by a need to ensure and demonstrate that our community receives the best possible value for its investment. We are accountable for ensuring that the provision of best value starts with the elected Council, extending to the General Manager and Council staff at all levels.

Unlike a private business, Council deals with public money and must comply with many legislative requirements, state agency policies and its own policies. These dictate the way Council operates both internally and in its dealings with the community. They also require that most of Council's information is dealt with publicly and is made available for public scrutiny. While they may at times give the impression that there is excessive red tape in dealing with Council, compared to dealing with a private business, these rules, regulations and policies are designed to ensure that Council maintains high standards of ethical conduct, both internally and in its dealings with members of the public.

In assessing overall value for money being achieved, consideration is given to a range of factors, including environmental sustainability, not just achieving the lowest possible cost. We must also strive to measure the true cost of our services and the value they add to the community.

Mid-Western Regional Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods or services, are consistent with the highest standards of ethical conduct.

Staff will ensure that procurement will be conducted with honesty and fairness, that all prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services and that staff will comply with all aspects of Council's purchasing and procurement policies and procedures. Our staff are bound by:

- Council's Code of Conduct,
- The Local Government Act, 1993,
- Delegated Authorities,
- Work Health Safety Act, 2011,
- Council's Procurement Policy,
- Council's Disposal of Assets Policy,
- Council's Risk Management Policy.

Staff will always ensure that no opportunity exists for their personal interest, or those of people they have an association with, to remain in conflict with the proper performance of their public duties. Where any conflict of interests is identified, it will be declared and properly managed. All members of the community must be confident that all decisions made by Council are impartial and in the best interests of the community.

3. OUR VALUES

Council's values are the underlying attitudes that consistently affect all of our actions and decision-making processes.

It is important that these values be consistent across all levels of the organisation. We should use the same set of values in our internal processes within the organisation, as we do in dealing with people external to the organisation, be they ratepayers, visitors, private companies or government departments.

Our values are reflected in the following workplace environment statement:

Our core values are **Respect**, **Integrity** and **Recognition** of each person's contributions.

3.1 Respect

- We respect ourselves, our team mates and our organisation as a whole.
- When we talk or write to each other we show respect by:
 - being positive, polite and truthful,
 - actively listening,
 - politely responding,
 - providing honest feedback,
- We will never tolerate bullying or discrimination in the workplace.

3.2 Integrity

- We are all accountable for our own actions and also for assisting and supporting our fellow workers,
- We seek solutions, we don't cast blame,
- We work for our community and we are proud to show our care for the place in which we live,
- We are committed to action – we do what we say we will do,
- We insist on honesty with each other in everything we say and do and we are committed to open, two-way communication.

3.3 Recognition

- We are committed to a healthy, safe and constructive working environment where everyone's well-being is our major focus,
- We work together to develop employment policies and practices that are adaptable to individual circumstances,
- We celebrate our achievements and recognise that everyone's contribution is essential to this Council's success,
- In supporting each other and working together, we seek to create the right environment in which we all can achieve our very best,
- We seek continuous improvement, both individually and collectively,
- We admit our mistakes and focus on getting better,
- We strive to achieve our personal best and be industry leaders.

DRAFT

4. WHAT WE WILL ASK OF YOU

Mid-Western Regional Council expects that its tenderers, contractors, suppliers and their employees and subcontractors, as agents of Council, will all be guided by the same policies, procedures and practices that bind Council and its staff to act in an ethical manner.

Where delivering a service involves working with the private sector, we work together to plan, manage and deliver the service using a partnership approach, focused on providing the best outcome for the customer. We trust and respect each other.

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

- Deliver value for money,
- Comply with Council's purchasing and procurement policy and procedures,
- Provide accurate and reliable advice and information when required,
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict,
- Act ethically, fairly and honestly in all dealings with the Council,
- Take all reasonable measures to prevent the disclosure of confidential Council information,
- Refrain from engaging in any form of collusive practice, by not offering Council employees gifts, inducements or incentives designed to improperly influence the conduct of their duties,
- Refrain from discussing Council business or information in the media,
- Assist Council to prevent unethical practices in our business relationships,
- Co-operate with Council's post-separation employment guidelines,

A copy of this Statement of Business Ethics will be included in all tender documentation, along with relevant Council policies. This Statement will accompany any other relevant business documentation where Council requires work to be undertaken on its behalf. It will also be included on Council's Website.

4.1 Why should the private sector comply with the above?

By complying with our Statement of Business Ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Mid-Western Regional Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

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

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

- Termination of contracts,
- Loss of future work,
- Loss of reputation,
- Investigation for corruption.

4.2 Ethical Behaviour

A Statement of Business Ethics will not be effective unless the organisation and its employees are committed to it. That will demand explicit commitment by the elected members, senior management, clear commitment by line management, allocation of resources to educating employees and adoption of internal measures for ensuring compliance.

The community rightly expects councillors and staff to be honest, reasonable and equitable in their dealings with them and to have the public interest at heart. Council's adopted Code of Conduct is a key mechanism to assist council officials to act honestly, ethically, responsibly and with accountability.

The Code of Conduct has been developed to assist council officials to:

- Understand the standards of conduct that are expected of them,
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence,
- Act in a way that enhances public confidence in the integrity of local government.

Particular situations in which industry and Mid-Western Regional Council should exercise care include:

4.2.1 Gifts, Benefits and Inducements

While it may be common practice for the private sector to offer incentives to those they want to do business with, as a way of promoting their company or their particular interests, Councillors and staff are constrained by both legislation and Council's Gifts and Benefits policy.

Council decisions on contracts and partnerships with the private sector will be made on merit. There is no need or place for gifts or incentives, when doing business with Council.

Public officials, must never request any gift or benefit for themselves or anyone else in connection with their work or duties, or accept any token gift that may give a perception that the person offering the gift, is seeking to influence the staff member.

Council's Code of Conduct and Gifts and Benefits policy clearly set out Council's position as regards gifts and benefits.

4.2.2 Conflict of Interests

A conflict of interests exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest when carrying out your public duties.

Council's Code of Conduct and Conflict of Interests policy requires that Council officials disclose and resolve any possible conflict of interests and also must not be involved in any discussion or decision making, regarding any matter affected by a conflict of interests.

Please refer to the Council's Code of Conduct and Conflict of Interests policy for further advice in this regard.

4.2.3 Confidentiality of Information

Council deals with all requests for information, under the provisions of the Government Information (Public Access) Act. Council is transparent in all its dealings and will only deal with a matter in confidential session at Council Meetings, in accordance with Section 10 of the NSW Local Government Act 1993.

Council recognises that there is a potential for former employees, who may have had access to confidential or sensitive information during the course of their employment, to disclose or misuse that information for commercial or private purposes. To that end, Council will take all lawful steps to ensure that former employees do not disclose or misuse information acquired during the course of their employment, once that employment or membership of Council ceases.

Importantly, in dealings with Council one should not make any assumptions regarding intellectual property rights. These should be specifically negotiated as part of any relevant dealings.

4.2.4 Ethical Communication

As a general principle, all communication by Council officials with other parties including suppliers to the Council, will be clear, direct and accountable. In turn, Council expects that those parties with whom the Council is doing business, will ensure that their communication with the Council will also be clear, direct and accountable, to minimise the risk of inappropriate influences being brought to bear on the business relationship.

There will be times when some communication needs to be strictly confidential, for commercial-in-confidence or other reasons. This however should not preclude proper accountability and both parties should be able to explain the reasons for instituting specific communication protocols, or keeping some communication confidential.

Public perception of inappropriate influence can be extremely damaging to the reputation of both parties, even if nothing inappropriate has occurred. Therefore it is in the best interests of both parties to ensure that formal communication processes are observed.

4.2.5 Use of Council Resources

Council resources include financial, material and human resources. They should only be used:

- For the benefit of Council
- Effectively, economically and carefully.

4.2.6 Other Employment or Business

Staff shall not engage in outside employment or business that could conflict, or be seen to conflict, with their duties with the Council and can only engage in a second job or business, if they have the approval of the General Manager. Prior to engaging in a second job or business, staff should provide a written request for approval to their supervisor, who will pass it onto the General Manager for approval.

Any second job or business will be done in private time. It must not:

- Adversely affect normal work,
- Lead to a conflict of interests,
- Lead a fair person to think that a conflict of interests may arise,
- Involve the use of Council's resources,
- Involve the use of information obtained from the Council.

4.2.7 Discrimination and Harassment

Staff shall not discriminate against anyone on the grounds of: race, sex, colour, nationality, religious conviction, ethno-religious background, marital status; age; pregnancy; physical, intellectual and/or psychiatric disability; sexual preference; transgender; association or political conviction.

4.2.8 Reporting Corruption and Maladministration

It is the responsibility of staff not only to act honestly, but also to report any instances of possible corruption or maladministration, to their immediate supervisor, Manager, Director or the General Manager.

4.2.9 Work Place Behaviour and Safety

Members of the public and work colleagues are to be treated with respect, empathy and sensitivity.

Staff acknowledge that their actions outside work are a reflection on the Council and how it is perceived by the community.

Staff are aware of their responsibilities in ensuring that they do not attend work under the influence of drugs or alcohol, or consume drugs or alcohol during working hours.

It is acknowledged that Council and those that deal with Council will ensure that workplace safety is of paramount importance and that all legislative and procedural safety requirements are complied with.

4.2.10 Supervisory Responsibility

Supervisors are required to be responsible both for their staff and to Council, for fostering an ethical and equitable work environment. Supervisors are responsible for ensuring that they are effective role models for their staff and that the staff they supervise are aware of the requirements of the Code of Conduct.

4.2.11 Making Contact

If you are concerned about a possible breach of this statement, or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact Mid-Western Regional Council's General Manager (02) 6378 2850, or ICAC on (02) 8281 5999; or toll free on 1800 463 909.

Council's contact officer under the provisions of the Public Interest Disclosures Act (PIDA) is the Governance Coordinator, phone (02) 6378 2850.

MID-WESTERN REGIONAL COUNCIL

Statement of Business Ethics



STATEMENT OF BUSINESS ETHICS

May 2013

MID-WESTERN REGIONAL COUNCIL

Statement of Business Ethics

INTRODUCTION

This Statement of Business Ethics applies to Council's elected representatives, Council staff, contractors and business associates dealing with Council.

Mid-Western Regional Council is committed to conducting its business in a sound commercial and ethical manner and this Statement of Business Ethics sets out the standards the Council requires of its elected representatives, Council staff, contractors and business associates. Both Mid-Western Regional Council staff and private sector employees must always be aware of the ethical standards the community demands when Council money is used either directly or indirectly.

Mid-Western Regional Council will demonstrate and practice a professional and ethical approach to all its business activities and all Council staff are required to conduct their activities in accordance with Council's Code of Conduct and observe a high standard of probity, ethical behaviour and integrity in their business dealings.

All individuals and organisations that deal with Mid-Western Regional Council are agents of the Council and, as such, are required to comply with these standards of ethical behaviour in their dealings with Council.

Warwick Bennett
General Manager

WHAT YOU CAN EXPECT FROM US

Our business dealings will be transparent, impartial, fair and open to public scrutiny wherever possible. The way we deliver our services is driven first and foremost by the need to ensure and demonstrate our community receives the best possible value for its dollar. We are accountable for ensuring best value starts with the elected Council, but extends to the General Manager and Council staff at all levels.

Unlike a private business, Council deals with public money and must comply with legislative requirements, state agency policies and its own policies. These many rules and regulations dictate the way Council operates both internally and in its dealings with members of the public. They also require that most of Council's information is dealt with publicly and is made available for public scrutiny. While they may at times give the impression of excessive red tape in dealing with Council compared to dealing with a private business, they are designed to ensure that Council maintains best practice and the highest standards of ethical conduct both internally and in its dealings with members of the public.

In assessing the overall value for money being achieved, consideration is given to a range of factors, including environmental sustainability, not just achieving the lowest possible cost. We must also measure the true cost of our services and the value they add to the community.

Mid-Western Regional Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods or services are consistent with best practice and of the highest standards of ethical conduct.

Staff will ensure that procurement will be conducted with honesty and fairness, that all prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services, and that staff will comply with all aspects of Council's purchasing and procurement policies and procedures. Our staff are bound by:

- Council's Code of Conduct
- The Local Government Act, 1993
- Delegated Authorities
- Work Health and Safety Act, 2011
- Council's Procurement Policy
- Council's Disposal of Assets Policy
- Council's Risk Management Policy

Staff will always ensure that no opportunity exists for their interest, or those of people they have an association with, conflict with the proper performance of their public duties. All members of the community must be confident that all decisions made by Council are impartial and in the best interests of the community.

Our Values

Council's values are the underlying attitudes that consistently affect all of our actions and decision-making processes.

It is important that these values be consistent across the organisation and at all levels of the organisation. We should use the same set of values in internal processes within the organisation as we do with dealing with people external to the organisation, be they ratepayers, visitors, private companies or government departments.

Our values are reflected in the following workplace environment statement:

Our core values are **Respect**, **Integrity** and **Recognition** of each person's contributions.

RESPECT

- We respect ourselves, our team mates and our organisation as a whole.
- When we talk or write to each other we show respect by:
 - being positive, polite and truthful
 - *really* listening
 - responding politely
 - providing honest feedback
- We never tolerate bullying and discrimination in the workplace.

INTEGRITY

- We are all accountable for our own actions and also for assisting and supporting our fellow workers.
- We seek solutions, we don't cast blame.
- We work for the community and we are proud to show our care for the place in which we live.
- We are committed to action – we do what we say we will do.
- We are honest with each other in everything we say and we do and we are committed to open two-way communication.

RECOGNITION

- We are committed to a healthy, safe and constructive working environment where everyone's well-being is our major focus.
- We work together to develop employment policies and practices that are adaptable to individual circumstances.
- We celebrate our achievements and recognise that everyone's contribution is essential to this Council's success.
- In supporting each other and working together we create the right environment in which we all can achieve our very best.
- We seek continuous improvement both individually and collectively.
- We admit our mistakes and focus on getting better.
- We strive to achieve our personal best and be industry leaders.

WE ARE ONE ORGANISATION AND ONE TEAM

WHAT WE WILL ASK OF YOU

Mid-Western Regional Council expects that its tenderers, contractors, suppliers and their employees and subcontractors, as agents of Council, will all be guided by the same policies, procedures and practices that bind Council and its staff to act in an ethical manner.

Where delivering a service involves working with the private sector, we work together to plan, manage and deliver the service using a partnership approach focused on providing the best outcome for the customer. We trust and respect each other.

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

- Deliver value for money
- Comply with Council's purchasing and procurement policy and procedures
- Provide accurate and reliable advice and information when required
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict
- Act ethically, fairly and honestly in all dealings with the Council
- Take all reasonable measures to prevent the disclosure of confidential Council information
- Refrain from engaging in any form of collusive practice, including offering Council employees inducements or incentives designed to improperly influence the conduct of their duties
- Refrain from discussing Council business or information in the media
- Assist Council to prevent unethical practices in our business relationships
- Co-operate with Council's post separation employment guidelines.

A copy of this Statement of Business Ethics will be included in all tenders and quotation documentation relevant Council policies and will accompany any other relevant business documentation where Council requires work to be undertaken on its behalf. It will also be included on Council's website

WHY SHOULD THE PRIVATE SECTOR COMPLY WITH THE ABOVE?

By complying with our Statement of Business Ethics, you will be able to advance your business objectives and interest in a fair and ethical manner. As all Mid-Western Regional Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

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

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

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Matters being referred for criminal investigation.

ETHICAL BEHAVIOUR

A Statement of Business Ethics will not be effective unless the organisation and its employees are committed to it. That will demand explicit commitment by the elected members, senior management, clear commitment by line management, allocation of resources to educating employees and adoption of internal measures for ensuring compliance.

The community rightly expects councillors and staff to be honest, reasonable and equitable in their dealings with them and to have the public interest at heart. Council's adopted Code of Conduct is a key mechanism to assist council officials to act honestly, ethically, responsibly and with accountability.

The Code of Conduct has been developed to assist council officials to:

- Understand the standards of conduct that are expected of them
- Enable them to fulfill their statutory duty to act honestly and exercise a reasonable degree of care and diligence
- Act in a way that enhances public confidence in the integrity of local government.

Particular situations in which industry and Mid-Western Regional Council should exercise care include:

Gifts, Benefits and Inducements

While it may be common practice in the private sector to offer incentives to those they want to do business with as a way of promoting their company or their particular interests, Councillors and staff are constrained by both legislation and Council's Gifts and Benefits policy.

Council decisions on contracts and partnerships with the private sector will be made on merit. There is no need or place for gifts or incentives when doing business with Council.

Public officials, must never request any gift or benefit for themselves or anyone else in connection with their work or duties or accept any token gift that may give a perception that the person offering the gift is trying to influence you.

Council's Code of Conduct Gifts and Benefits policy clearly set out Council's position as regards gifts and benefits.

Conflicts of Interests

A conflict of interest exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest when carrying out your public duties.

Council's Code of Conduct and Conflicts of Interest policy requires that Council officials disclose and resolve any possible conflicts of interest and also must not be involved in any discussion or decision making regarding the matter.

Please refer to the Council's Code of Conduct and Conflicts of Interest policy for further advice in this regard.

Confidentiality of Information

Council deals with all requests for information under the provisions of the Government Information (Public Access) Act. Council is transparent in all its dealings and will only deal with a matter in confidential session at Council Meetings in accordance with Section 10 of the Local Government Act.

Council recognizes that there is a potential for former employees, who may have had access to confidential or sensitive information during the course of their employment, to disclose or misuse that information for commercial or private purposes. To that end, Council will take all lawful steps to ensure former employees do not disclose or misuse information acquired during the course of their employment once that employment or membership of Council ceases.

Importantly, in dealings with Council one should not make any assumptions regarding intellectual property rights. These should be specifically negotiated as part of any such dealings.

Ethical Communication

As a general principle, all communication by Council officials with other parties including suppliers to the Council will be clear, direct and accountable. In turn Council expects that those parties with whom the Council is doing business will ensure that their communication with the Council abides by these three principles to minimize the risk of inappropriate influences being brought to bear on the business relationship.

There will be times where some communication needs to be strictly confidential for commercial-in-confidence or other reasons. This however should not preclude proper accountability and both parties should be able to explain the reasons for instituting specific communication protocols or keeping some communication confidential.

Public perception of inappropriate influence can be extremely damaging to the reputation of both parties, even if nothing has occurred. Therefore it is in the best interests of both parties to ensure that formal communication processes are observed.

Use of Council Resources

Council resources include financial, material and human resources. They should only be used:

- For the benefit of Council
- Effectively, economically and carefully.

Other Employment or Business

Staff shall not engage in outside employment or business that could conflict, or be seen to conflict, with their duties with the Council and can only engage in a second job or business if they have the approval of the General Manager. Prior to engaging in a second job or business staff should provide a written request for approval to their supervisor who will pass it onto the General Manager for approval.

Any second job or business will be done in private time. It must not:

- Adversely affect normal work
- Lead to a conflict of interest

- Lead a fair person to think that a conflict of interest may arise
- Involve the use of Council's resources
- Involve the use of information obtained from the Council.

Discrimination and Harassment

Staff shall not discriminate against anyone on the grounds of: race, sex, colour, nationality, religious conviction, ethno-religious background, marital status; age; pregnancy; physical, intellectual and/or psychiatric disability; sexual preference; transgender; association or political conviction.

Reporting Corruption and Maladministration

It is the responsibility of staff to act not only honestly, but also to report any instances of possible corruption, or maladministration to their immediate supervisor, Manager, Group Manager or the General Manager.

Work Place Behaviour and Safety

Members of the public and work colleagues are to be treated with respect, empathy, and sensitivity.

Staff acknowledge that their actions outside work are a reflection on the Council and how it is perceived by the community.

Staff are aware of their responsibilities in ensuring that they do not attend work, under the influence of drugs or alcohol or consume drugs or alcohol during working hours.

It is acknowledged that Council and those that deal with Council will ensure that workplace safety is of paramount importance and that all legislative and procedural safety requirements are complied with.

Supervisory Responsibility

Supervisors are both required to be responsible for their staff and to Council for fostering an ethical and equitable work environment. Supervisors are responsible for ensuring that the staff they supervise are aware of the requirements of the Code of Conduct and are an effective role model for their staff.

MAKING CONTACT

If you are concerned about a possible breach of this statement, or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact Mid-Western Regional Council's General Manager (02) 6378 2850, or ICAC on (02) 8281.5999.

Adopted: C/M 1/5/13, Minute No. 160/13

6.2.28 Local Preference Policy Review

REPORT BY THE PROCUREMENT MANAGER TO 17 JUNE 2015 COUNCIL MEETING

Local Preference Policy Review
GOV400043, A0100021

RECOMMENDATION

That:

1. **the report by the Procurement Manager on the Local Preference Policy Review be received;**
2. **Council adopt the revised Local Preference Policy.**

Executive summary

Alterations have been made to the Local Preference Policy as part of the review process defined in each policy.

Detailed report

The Local Preference Policy has been revised to ensure Council’s policy continues to support the preference of engaging local suppliers.

Only minor changes have been made to the policy to ensure clarity and consistency when this policy is applied and the intent of the policy remains the same.

Attached is a copy of the current policy with the proposed alterations shown as “track changes”.

Financial and Operational Plan implications

Nil.

Community Plan implications

The Procurement Policy review meets Community Plan Theme 5 - Good Government:

Theme 3	Building a strong local economy
Goal (3.1)	A prosperous and diverse economy
Strategy (3.1.1)	Support the attraction & retention of a diverse rand of businesses & industries

KRISTIE WARD
PROCUREMENT MANAGER



CLARE PHELAN
DIRECTOR, CORPORATE


18 May 2015

Attachments: 1. Revised Local Preference Policy

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

	POLICY	ADOPTED C/M 7/8/2013 Minute No. 304/13 REVIEW: <u>AUG 17</u> FILE No. A0140326
	Local Preference	

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OBJECTIVE

Council is committed to supporting the local economy and enhancing the capabilities of local business and industry. This objective of this policy is to create a framework that ensures Council gives due consideration to the actual and potential benefits to the local economy of sourcing goods and services locally where possible, whilst maintaining a value for money approach at all times. Locally sourced goods and services will be used where price, performance, quality, suitability and other evaluation criteria are comparable with non-locally sourced goods and services. Locally sourced goods and services are those which are procured from a local supplier or employees based permanently in the Mid-Western Regional Council area. This policy supports Council's commitment to achieve the best value for money outcome to Council and the community, while maximizing opportunities for local business to compete for Council business.

This policy should be included in all tender documents for the provision of goods and services where local content is to be assessed as part of the selection criteria.

RELEVANT LEGISLATION

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Trade Practices Act 1974
- Fair Trading Act 1987 (NSW)

RELATED GUIDELINES AND POLICIES

- Tendering Guidelines for NSW Local Government
- Council's Procurement Policy
- Code of Conduct
- Statement of Business Ethics

POLICY

Mid-Western Regional Council acknowledges that it has an important role to play in the local economy and is committed to assisting local industry engage in business with Council.

To assist local industry and local economic development, Council will:

- Encourage a 'buy local' culture within the Council;
- Advertise all tenders, contracts and expressions of interest in the ~~Community News- Local media~~ and by other means as deemed appropriate;
- ~~Make-Ensure links to~~ all tenders, contracts and expressions of interest are available on Council's website;
- Disseminate contract and tender information to local industry, in a manner deemed appropriate;
- Package requirements in appropriately sized contracts to suit market capacity and encourage competition;
- Ensure that buying practices, procedures and specifications do not disadvantage local suppliers and ensure transparency in quotation, tendering and contract management practices;

~~Local Preference Policy Local Preference Policy Amendment WLB~~

LOCAL PREFERENCE

- Encourage local businesses to promote their goods and services to Council;
- Encourage the use of local distributors within the delivery chain whenever goods, materials or services have to be sourced from outside the local government area; and
- Apply a price preference discount in favour of local suppliers, as set out in this policy.

Value for Money Considerations

Value for money is a key objective of Council's Procurement Policy. It ensures that Council achieves the best possible outcome for the amount of money spent. Value for money does not necessarily mean selecting the bid that offers the lowest initial price. It represents the best return and performance from the money spent over the entire life of the product or service.

Purchasing decisions will be assessed on a value for money basis whilst giving full consideration to:

- Open and effective competition, ensuring tenders are evaluated on equal footing;
- Ethical [behaviour](#) and fair dealing;
- Compliance with specifications, guidelines and requirements
- The advantages of dealing with local businesses including local knowledge, networks and relationships, administrative and operational efficiencies, availability and access to after sales service and maintenance;
- The supplier's knowledge, experience and ability to fulfill the requirements of Council;
- Meeting the needs of the community;
- Local content;
- Whole-of-life cycle costs;
- Compliance with and capability to satisfy technical specifications, guidelines and other requirements such as financial capacity, industry reputation, and quality and safety systems;
- The supplier's commitment to supporting other local businesses through their subcontracting and supplier arrangements;
- Net benefits to Council including the benefits of maintaining an ongoing, innovative and competitive local business environment, including economic benefits and employment;
- Environmental protection; and
- Job creation potential.

Overall, the value for money assessment must deliver quality outcomes at competitive prices, whilst recognising the impact of procurement decisions by Council on local industry and economic development. Notwithstanding this policy, assessments in the selection criteria must also consider all of the above factors in conjunction with price and locality considerations.

Local Content Price Preference

A local price preference will apply to all tenders invited by Council for the supply of goods and services and construction services, unless Council resolves that this policy not apply to a particular tender. The amount and or type of local content is assessed using the selection criteria framework, together with a weighted score system of assessment.

For the purposes of selecting the successful supplier tendered by local and non-local suppliers, the following levels of price preference discounts will be applied under this policy;

[Purchases up to \\$5,000 with local content given 10% discount](#)

[Purchases from \\$5,000 - \\$100,000 with local content given 5% discount](#)

[Purchases over \\$100,000 with local content given 3% discount](#)

LOCAL PREFERENCE

Examples:

OPTION 1:

Bid A \$9,750 (non-local supplier)	No preference is applicable	\$9,750
Bid B \$10,000 (local supplier)	5% price discount applied (\$500)	\$9,500

OPTION 2:

- ~~Purchases up to \$5,000 with local content given 10% discount~~
- ~~Purchases from \$5,000 - \$100,000 with local content given 5% discount~~
- ~~Purchases over \$100,000 with local content given 3% discount~~

The above discounts may also apply to suppliers based outside the Mid-Western Regional Council area where such suppliers:

- Use goods, materials or services of a significant amount via sub-contracts that are sourced within the Mid-Western Regional Council area. The discount applies to the value of the goods, materials or services sourced and used from the local government area; or
- Can demonstrate the use of locally sourced products and services as opposed to using products and services from outside the Mid-Western Regional Council area.

In these circumstances, the discount is only applicable to the local content component of the price, and not the total price submitted.

Normal processes of assessment of non-price considerations still apply, and this policy does not necessarily mean that the lowest tender will be successful. The purpose of the policy is to give preference to local suppliers compared to non-local suppliers, where all else is equal.

COMPLAINTS

Any complaints in relation to the application of this policy should be made in writing to the General Manager.

VARIATION

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

6.2.29 Annual Reporting of Contractual Conditions of Senior Staff

REPORT BY THE GENERAL MANAGER TO 17 JUNE 2015 COUNCIL MEETING
 REPORT Council 2015
 GOV400043, A0385024

RECOMMENDATION

That the report by the General Manager on the Annual Reporting of Contractual Conditions of Senior Staff be received.

Executive summary

This report addresses the statutory requirement for the General Manager to report annually on the contractual conditions of senior staff.

Detailed report

The General Manager is required under Section 339 of the Local Government Act 1993 to report on an annual basis the contractual conditions of senior staff.

Section 334 of the Act provides that the General Manager is a senior staff position and in determining the organisational structure a council must, in accordance with Section 332(1) of the Act, determine those positions that are also to be considered senior staff positions. The council has determined that the following positions are senior staff:

- Director Community
- Director Corporate
- Director Development
- Director Operations

The contractual conditions of senior staff are in accordance with the Office of Local Government (OLG) Standard Contracts of Employment.

The following table lists the senior staff, the terms of their contracts and the expiry date.

Name and Position	Term	Expiry Date
Brad Cam, General Manager	5 years	29 June 2019
Simon Jones, Director Community	5 years	26 October 2019
Clare Phelan, Director Corporate	5 years	30 November 2019
Catherine Van Laeren, Director Development	5 years	30 June 2019
Daryl Colwell, Director Operations	5 years	26 October 2019

Financial and Operational Plan implications

Not applicable.

Community Plan implications

Not applicable.

1 June 2015

Attachments: (included in the confidential section of the business paper):

1. Standard Contract of Employment for Senior Staff (other than General Managers)
2. Standard Contract of Employment General Managers

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

BRAD CAM
GENERAL MANAGER

6.2.30 Employee Opinion Survey Results 2015

REPORT BY THE MANAGER, HUMAN RESOURCES TO 17 JUNE 2015 COUNCIL MEETING
Employee Opinion Survey 2015
GOV400043, PER400044

RECOMMENDATION

That the report by the Manager, Human Resources on the Employee Opinion Survey Results 2015 be received.

Executive summary

The Operational Plan 2014 – 2015 requires that Council undertakes an annual Employee Opinion Survey. In February this year the survey was undertaken on behalf of Council by Insync Surveys, a specialist survey provider. Council received 185 completed responses (76% response rate) and a detailed report is attached.

Detailed report

Insync Surveys was engaged by Council to conduct the Employee Opinion Survey for 2015. The survey addresses issues considered important in driving continuous improvement and organisational success. It is designed to provide Council with a means to identify key employee concerns that exist within the organisation and to align management and employee expectations. The survey will allow Council to measure and benchmark workplace satisfaction variables over time.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

The Employee Opinion Survey fits within the Delivery Program Theme 5: Good Government.

Strategy 5.3.2 Promote Council as a great place to work for talented people.

Action: Conduct annual Employee Opinion Surveys.



MICHELE GEORGE
MANAGER, HUMAN RESOURCES

29 May 2015

Attachments:

1. Employee Opinion Survey Results Flyer (distributed to all staff).
2. MWRC Employee Opinion Survey Overall Report; All respondents March 2015 (included at the end of the business paper)

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER



MWRC Employee Opinion Survey 2015

185 Responses!

- ### Our Top Performance Scores
- * Providing a safe working environment
 - * Looking after the health and wellbeing of employees
 - * Working as a team in my work area
 - * Being listened to by my direct Manager/Supervisor
 - * Achieving work goals and objectives



Overall Satisfaction Score : 4.96 out of 7

Council's Weighted Performance Index = **66.9%**
(Council is ranked 3rd when compared to the other 19 NSW Councils that Insync survey)

Employee Engagement Score 62%



Council's satisfaction score is ranked fourth out of the 19 NSW Councils that Insync Survey!

- ### What Matters Most to Staff?
- * Having a safe work environment
 - * Being satisfied in my job
 - * Cooperating across work areas
 - * Achieving my team's goals and objectives
 - * Balancing work and life demands



MWRC Employee Opinion Survey 2015

Thank you to everyone that filled the survey out!



Insync Surveys was engaged by Council to conduct the survey for 2015. The survey addressed workplace issues considered important in driving continuous improvement and organisational success.

The survey is designed to provide our Council with a means to identify key employee concerns that exist within the organisation and to align management and employee expectations. By facilitating greater workplace satisfaction and engagement we will also be contributing to greater productivity within the workplace and making Council a better place to work!

**Areas for Improvement
(Top 5 Gap Scores *)**

1. Keeping skilled employees
2. Trust
3. Valuing employees
4. Cooperating across work areas
5. Incentives and rewards

* Gap Score = Importance score minus Performance score

Where do we get most of our information about what is going on in Council?

- ⇒ Supervisors (40%)
- ⇒ Other employees (35%)
- ⇒ GM's Staff update meetings (33%)
- ⇒ Council meeting debriefs (31%)
- ⇒ Community News (27%)
- ⇒ GM's email updates (22%)
- ⇒ Managers (17%)
- ⇒ Team meetings (14%)
- ⇒ Team Talk (9%)
- ⇒ Council's website and Intranet (9%)
- ⇒ Mudgee Guardian (9%)
- ⇒ Noticeboards (5%)
- ⇒ Council's Facebook page (3%)

These are the areas we will focus on and work towards making improvements in the coming months. All feedback welcome! Suggestions can be made to your Manager, Consultative Committee member, HR or the GM's office.

6.2.31 MRTI Quarterly Report March 2015

REPORT BY THE GENERAL MANAGER TO 17 JUNE 2015 COUNCIL MEETING
MRTI Quarterly Report March 2015
GOV400043, F0770077

RECOMMENDATION

That the report by the General Manager on the MRTI Quarterly Report March 2015 be received.

Detailed report

As per the funding and performance agreement entered into in March 2014 between Mudgee Regional Tourism Inc (MRTI) and Council, MRTI is required to report quarterly to Council on their performance.

The March 2015 quarterly report has been delivered to Council in accordance with this requirement and is attached for Council's consideration.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

Not applicable.



BRAD CAM
GENERAL MANAGER

7 May 2015

Attachments: 1. MRTI Quarterly Report – March 2015



Q3: January to March 2015
Tourism Quarterly Report

prepared for

MID-WESTERN REGIONAL COUNCIL

Introduction

Mudgee Region Tourism Inc (MRTI) tables this report to the Mid Western Regional Council (MWRC) as a requirement of the contract between MWRC and MRTI, an agreement subject to the following key performance indicators:

- i) Monitor 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 an annual targeted campaign for participation in surveys about visitor experience in the Region
- ii) Provide all tourism related businesses in the Region, whether a member of MRTI or not, with the opportunity to have a free website listing
- iii) Attend and promote the Region at a minimum of 4 events per year held outside the Region to increase the number of domestic tourists to the Region (at least 2 events to be held in new target markets)
- iv) Ensure monthly marketing communication with subscriber database
- v) Promote tourism-related Council events in MRTI marketing material without normal membership limitations, where the event benefits the Region. The events promoted will be decided by the CEO of MRTI and the Council Events Coordinator or Economic Development Officer
- vi) Ensure at least 15% of MRTI produced press releases for the Region's media coverage (achieved through PR activity) represents tourism businesses and attractions in Kandos, Rylstone and Gulgong
- vii) Ensure at least 2-3 different or new tourism businesses or attractions are pitched to media outside the Region each quarter
- viii) Ensure all major events in the Region presented to MRTI are featured in What's On and Events Calendar
- ix) Develop an annual marketing plan which provides the specific details of all marketing and promotional activities that will be undertaken on a monthly basis to actively promote the Region as a tourism destination and provide opportunity for Council's input

Executive Summary

MRTI Team

New team structure implemented Jan 15.

MRTI Board

Governance training conducted Jan 15.

IT Systems + Support

Review conducted by MWRC with recommendations + proposed monthly support fee adopted by the board. MWRC IT support commenced Feb 15 (following a computer virus security threat at MRTI, MWRC IT responded quickly and efficiently).

Retail Review

A comprehensive retail review conducted at both Mudgee + Gulgong VICs. Implemented new initiatives (enforced requirement that all retailers were members, 95% of stock to be locally made, active promotion of highest earning products, retail sales incorporated into event activity and display area enhanced to represent new brand positioning) resulting in an increase in retail +event sales, currently exceeding budget by \$1,169.

Rylstone VIC Review

Identified cost saving opportunity of \$13,800 annually if VIC services were opened up for Expressions of Interest to other Rylstone businesses (requesting a 'zero fee to MRTI' commitment). Proposal adopted by the board with 3 businesses expressing interest. Decision to move services to Coffee Concrete (located in prime position at 47 Lue Street, Rylstone) communicated to all vendors (including existing location at Lollipop Shop, with one month's notice provided) in Apr 15. Change scheduled for implementation May 15.

VIC Statistics Summary

Comparing FYTD against last year, visitation to Visitor Information Centre's across the region was down 8.7%.

Memberships

- 12 new membership applications received + approved
- CEO attended meetings/site visits with 16 individual members

A proactive membership drive (personal visits from CEO and Tourism Office Manager) mid-year has resulted in a positive response, currently exceeding membership budget by \$7,183.

Proposed changes adopted by the Board to the 2015-16 Membership Prospectus, to be developed for launch Apr 15 (key changes: <3% increase in fees, 5% discount applies to upgrades from existing membership packages, removal of 'Friends of MRTI' and 'Sixth Sense' packages which did not sell well in 14-15, highlighted the benefits of higher tier memberships and the weekly cost to a business, broader distribution to non-tourism specific businesses who benefit from the tourism industry).

Financial Summary

The Treasurers report demonstrates the trading result for the financial year to 31 March 2015. The overall result of actual to budget was an anticipated a loss of \$42,806.58. See the Treasurers report for details.

Marketing & Promotions Summary

Swell Design were engaged to develop new tourism brand assets (based on recommendations made by Leap Agency), with design concepts and recommendations presented and adopted by the Board. Executed Jan 15 and launched to our target market in Feb at Sydney Cellar Door.

MRTI and MWGGA partnered with Fairfax Events to sponsor a Mudgee Region activation site at the NSW Food + Wine Festival's Sydney Cellar Door event (27 Feb to 01 Mar). 15 wine stalls, 4 food/produce stalls and tourism stall (including MRTI, Parklands + Domayn) secured through MRTI

efforts. Exclusive Mudgee Region activation site/seating area secured with a total cost saving negotiated of \$24K+ (passed onto stall holders). Primary activity in the quarter surrounded the launch of Mudgee Region Tourism's new destination brand at the Sydney Cellar Door event in Hyde Park. Post event report circulated to MRTI Board, MWRC and Members Mar 15.

Continued PR focus on our Visiting Journalist Program (securing 3 highly influential journalists to visit the region in the quarter, with expressions of interest to participate in our VJP offered to members).

Visitor Guide cover shoot took place, with proposed cover (back + front) adopted by the Board Mar 15.

Round two investment of the Central NSW Tourism 'Unearth Campaign' secured by MRTI, campaign to promote a heritage focus. MRTI submitted its Top Ten features for development in the campaign with MRTI CEO to participate in the Unearth Marketing Committee.

Press releases were written and distributed for the promotion of Mudgee's participation and brand launch at Sydney Cellar Door, the local MudFest event, Rosby Art Workshops and Spencer Cocoa's Gold Medal win in Melbourne - securing strong regional coverage.

42 positive news articles about the Mudgee Region were published in the quarter.

Top-line summary of PR activity and results for Mudgee Region to date sourced in relation to our investment in the Central NSW Tourism Unearth Campaign. CNSWT will prepare a final campaign report providing details on the entire partnership campaign. A few key stats and visuals from the weddings activity (Facebook, brochure and the Central NSW website) as follows:

- Bride magazine – distributed to more than 20,000 prospective brides each quarter (Mudgee is in December 2014 and March 2015 editions)
- Bride.com.au receives more than 35,000 visitors per month; EDM will be distributed to more than 14,000 members and they have more than 15,000 social media fans/followers

The collage features several promotional elements:

- Facebook Posts:** Two posts from Central NSW Tourism. The first, dated December 4, 2014, promotes showcasing wedding vendors. The second, dated December 13, 2014, highlights the Wild Oats Pavilion as a wedding venue.
- Weddings Page Snippet:** A section titled 'Weddings' with the URL <http://visitcentralnsw.com.au/things-to-do/weddings/>. It describes historic venues and professional suppliers.
- Wild Oats Pavilion Page Snippet:** A section titled 'Wild Oats Pavilion' with the URL <http://low.ly/Foqqj>. It describes the venue as a world-class chef's kitchen and a world-class wine cellar.
- Weddings Webpage Section:** A section titled 'Weddings' with the sub-header 'Essential ingredients for your perfect wedding'. It lists 'Perfect places & places', 'Unmatched, Untetherable, Years to Unearth', and 'Country hospitality, country values'.
- UNVEILED IN MUDGEE Brochure:** A large brochure featuring a couple in a field. The text reads 'UNVEILED IN MUDGEE' and 'visitcentralnsw.com.au'. It also includes the NSW logo and 'Authentic Australia' branding.

New brand execution for Lithgow billboard now in place, receiving positive feedback from members. See below:



Social Media

Continued to see strong engagement across all social media channels. With two new social media milestones achieved in the quarter, 2K+ Instagram and 1K+ Twitter followers. In addition, Australia.com featured Mudgee Region via Facebook + Twitter three times in the quarter (Australia.com Facebook page has over 6.2 million followers and 227K+ followers on Twitter).

Mudgee Region's engagement levels were higher than My Barossa, Taste Orange and Hunter Valley in the quarter. This confirms we are delivering relevant and compelling content to our fans.

Facebook

Followers increased 2% (84) to 5,084. Note: from 15-31 March page likes increased by 27 fans (see below). Facebook applied a change to exclude all deactivated accounts from total page likes. This resulted in Mudgee Region's page likes decreasing from 5,143 to 5,057 on 15 March. For more information visit:

<https://m.facebook.com/business/news/page-likes-update>

Highest post reach of 5,482 for 'Green + Gold as far as the eye can see. Happy Australia Day. With love, Mudgee Region x' post (screenshot below)



Instagram

Followers increased 19% (328) to 2,024

Twitter

Followers increased 7% (69) to 1,043

Key Performance Indicators met March 2015 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 25 July 2013 between Mid-Western Regional Council and Mudgee Region Tourism Inc. These are outlined below:

- i) *Monitor 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 an annual targeted campaign for participation in surveys about visitor experience in the Region.*

MRTI currently collects postcode data and survey information from visitors to the region through the Mudgee, Gulgong and Rylstone Visitor Information Centres.

Date	Size	Location
Jan- Mar 2015	6,855	AVIC stats – postcode only (Mudgee, Gulgong & Rylstone VICs)

Total visitation across all three VICs in Q3 decreased by 7.1% on same quarter last year. FYTD VIC numbers are down 8.7% across the region compared to same period last year.

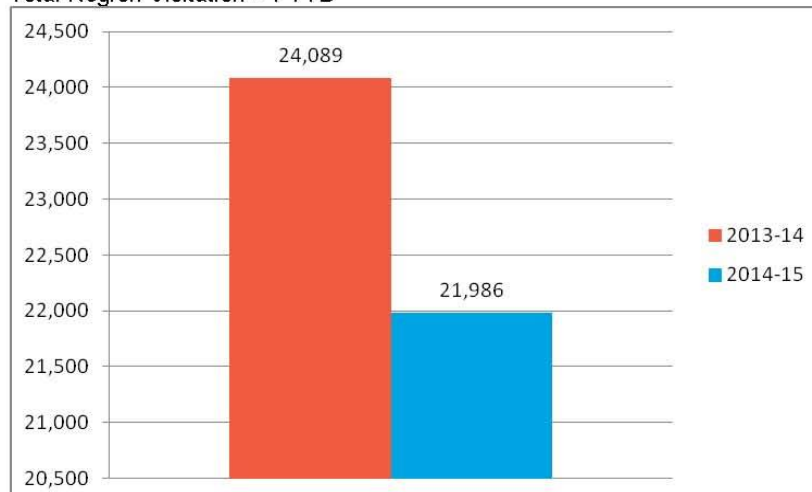
Mudgee was down 9% (attributed to lack of major events in 2015, compared to same period 2014), Gulgong decreased significantly due to change in trading hours year-on-year (down 35%) and Rylstone increased significantly with extended opening hours at the Lollipop Shop (up 26%).

Note: figures are based on manual recording of visitor activity and MRTI team members had no control over Gulgong recording accuracy in 2014 as the centre there was run by Gulgong RSL staff during this period. Additionally, Rylstone figures are manually recorded by the Lollipop Shop (who offers visitor services in partnership with MRTI).

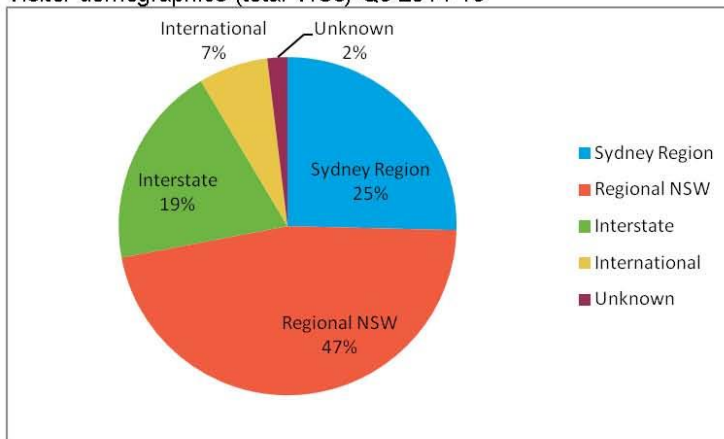
Visitor Survey conducted in Mar 15, in line with CNSWT guidelines (results pending).

2015	Mudgee	Gulgong	Rylstone	Total	2014	Mudgee	Gulgong	Rylstone	Total
Jan-Mar 15	4,862	588	1,405	6,855	Jan-Mar 14	5,365	899	1,118	7,382
		YTD	2014-15	21,986			YTD	2013-14	24,089

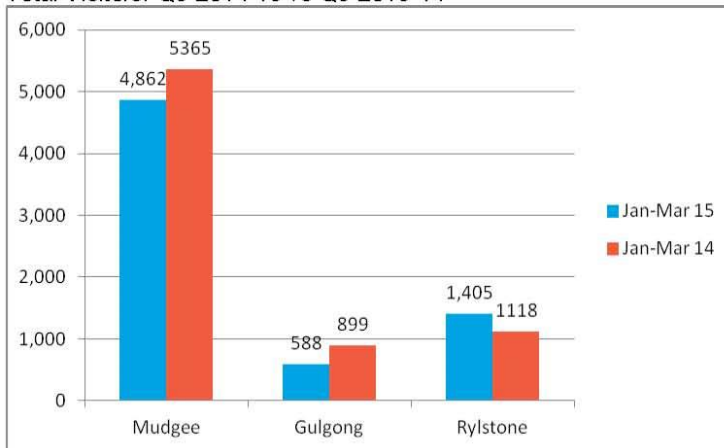
Total Region Visitation – FYTD



Visitor demographics (total VICs) Q3 2014-15



Total Visitors: Q3 2014-15 vs Q3 2013-14



	Jan-Mar 2015	Jan-Mar 2014
Telephone Enquiries		
VICs	1,618	3,482
Website		
Unique Visitors	114,647	53,439
Page Views	210,284	143,614

Significant increase in website unique visitors (115%) and overall page views (46%) in Q3 compared to same period last year, attributed to strong strategic marketing activity with the launch of our new brand at SCD and website/social media call to action focus.

- ii) Provide all tourism related businesses in the Region, whether a member of MRTI or not, with the opportunity to have a free website listing.

A directory listing form is available at the Mudgee Visitor Information Centre or via email. No additional businesses have requested a listing in this quarter.

- iii) *Attend and promote the Region at a minimum of 4 events per year held outside the Region to increase the number of domestic tourists to the Region (at least 2 events to be held in new target markets).*

Date	Event	Description of Activities	Existing Target Market	New Target Market	How this will lead to increase in tourism to LGA?
Feb 15	Sydney Cellar Door	Major event, part of the NSW Food + Wine Festival, Hyde Park	Yes		Promote awareness of region and launch of new brand (showcasing our region's hero assets)

For full details, please refer to the post event report circulated to MWRC Mar 15.

- iv) *Ensure monthly marketing communication with subscriber database.*

Subscriber database strategy continued in Q3 with member opportunities presented to promote special accommodation packages for MudFest, Sydney Cellar Door and Pyrmont competition prizes. At minimum, monthly subscriber database promotions are distributed. Initiatives in place to increase database (e.g. 227 new subscribers secured during SCD event).

- v) *Promote tourism-related Council events in MRTI marketing material without normal membership limitations, where the event benefits the Region. The events promoted will be decided by the CEO of MRTI and the Council Events Coordinator or Economic Development Officer.*

The following Council events and activities were promoted via our print and digital 'What's On' calendar, social media, individual posters + flyers were distributed actively to visitors across VICs: Australia Day, ANZAC Day, The Carp Muster, Town Hall Movies, Rylstone/Gulgong/Mudgee Shows and Mudgee Health + Fitness Festival.

- vi) *Ensure at least 15% of MRTI produced press releases for the Region's media coverage (achieved through PR activity) represents tourism businesses and attractions in Kandos, Rylstone and Gulgong.*

7 of 42 (17%) pieces of coverage incorporated Kandos/Rylstone/Gulgong in the quarter.

Social media was used to promote all regions with a focus on a number of new members in Rylstone.

- vii) *Ensure at least 2-3 different or new tourism businesses or attractions are pitched to media outside the Region each quarter.*

Date	Tourism Business/Attraction	Type of Media Outreach	Distributed To	Evidence Attached
Jan15 + Feb15	- Sajo's - Capertee Valley Saffron (Rylstone) - Mudgee Gourmet Hazelnuts - SHORT SHEEP	'Not Quite Nigella' Food Blogger	Online followers (250K Unique Monthly Browsers)	See below
Jan15	Polo in the Paddock	Various event print + digital guides	Target event seeker audience	See below
Feb15	Blue Wren (new restaurant)	Social media	Australia.com	See below

Feb15	- Linda's Chilli Relish - Hello Lovelies Cordial	'Not Quite Nigella' To market, Valentine's Day special	Subscriber email	See below
Mar15	Convent + Chapel Wool Shop (Rylstone)	Social media	Facebook, Twitter + Instagram followers	See below
Mar15	Mudgee Cup	SMH – Life + Style	Print + digital	See below
Mar15	- Mudgee Trike Wine Tours - Black Tie BBQ, Burnbrae - Mudgee Brewery - SHORT SHEEP	Take 5 Magazine	Print	See below
Mar15	Mudgee Homestead Guesthouse	Lastminute.com	Digital distribution	See below

Partner
Media Outlet
Circulation
Link
Date

MRTI
Not Quite Nigella – Online
550,000 Unique Monthly Browser
<http://bit.ly/1Bouf7g>
8th January 2015

A Weekend in Mudgee - Part 1
The region of Mudgee is just under two hours drive from Sydney and offers tranquillity in comparison to Sydney's hectic pace. There are also plenty of dining and drinking opportunities as well as historical places to stop.
A funny thing happens when you drive in regional areas of Australia. It's not sure if it happens in other countries but when there are police nearby or an accident, the oncoming cars flash their lights at you in warning. This good sometimes gesture was one of things that I found fascinating when I first started driving.
During our drive to Mudgee, which seemed almost destined to never be reached as numerous hurdles were placed in front of us, yet another road block was put up. An accident. But we were determined and activity was resumed so we continued on our two hour drive. Mr Nigh was driving, I was in the passenger seat and Bekinda was in the back. "Flash your lights at them!" we said as oncoming cars until the accident was a distant memory.
We reach Mudgee after three and a half hour's drive and just see quick pitstop. Our first port of call is the Perry Street Hotel. Part of the Fox & Co series of hotels, it is a boutique hotel consisting of 13 rooms in a renovated two storey building (formerly the 1860s Mechanics Institute). There are touches of modern and rustic in one which makes for an appealing and eye-catching facade and interior. The last time we stayed in Mudgee we stayed at a converted farm house a little outside of town so we thought that we'd try a boutique hotel in town this time.
The welcome at the front desk is delightful, there's mainly a Irish lingo and we take stock of our room #102. It's a suite in that there is a partition separating the bedroom and living room. There is a kitchenette and a complimentary welcoming basket of quality snacks which is a nice touch. A coffee machine, tea and a box of the good bed is comfortable and we have very sound sleep on both nights. Next to the bed there is a single book and two Japanese maps on a wooden board and two yukata robes lie flat on the bed.
The bathroom is L shaped with a bath shower combo. There are Malm & Gorte accessories of shampoo, conditioner, lotion and soap although if you need anything else including a shower cap these need to be brought with you or requested.



Polo returns to the Paddock

Polo in the Paddock
Saturday, February 21, 2015 from 11:00 AM to 5:00 PM (AEDT)
Mudgee, NSW

Mudgee Region winery Bunnamagoo Estate Wines is set to play host to the second inaugural Polo in the Paddock event on Saturday 21 February, 2015.

A picnic-style event for the whole family, Polo in the Paddock will bring together many of NSW's top riders, as well as national and international riders, for a family-friendly day of tournaments, local produce, entertainment and Bunnamagoo Wine.

In addition to the on-field action, Polo in the Paddock also hosts 'The Long Lunch' – a grazing style feast in a private tent with perfect polo viewing.

Tickets are available online now, starting at \$30 for general admission. Event manager Olivia Morgan anticipates a second sell-out event.

"The strong emphasis on food and wine will continue, as it underpins the success of the event. Guests can enjoy a family-friendly day as the perfect opportunity to celebrate any occasion; a birthday, reunion or just an excuse to have a fun day out."

Gourmet hampers are also available to purchase for \$100, private tents can be booked for groups of 12 or more and special packages are available with local accommodation at Mudgee's Perry Street Hotel.

Bunnamagoo Estate wines will be flowing all day, with guests also being able to enjoy other Mudgee Region produce such as Milnes of Mudgee, High Valley Cheese, Rylstone Olive Press oils, The Goose Apple cider and Mudgee Lamb.

A number of local charities and groups will be supported from funds raised from the event, including the Mudgee Rugby Union Club and Westpac Rescue Helicopter Service.



Australia.com added 9 new photos to the album: What Australia ate this Weekend #RestaurantAustralia February 9

A sunny day in the beautiful Mudgee Region is the perfect excuse to enjoy a glass of rosé and sample some locally made cheeses. Photo: @mudgeeregion (via IG)

106 shares

Chris Kennedy Would love to go to one of their vineyards Like Reply February 11 at 10:36am

Barbara Jones never been to Whittunday islands but been to atralia 5 times and wish I was there right now beautiful country too old now Like Reply February 11 at 5:45am

Rose Rose Like Reply February 9 at 10:19am

Fatemeh Mousavi yummy Like Reply February 9 at 2:33pm

Mary Emmons Yummy! Like Reply February 9 at 10:15am

View 13 more comments

Write a comment.

41,273 likes 351 comments 3,003 shares

Mudgee Region added 3 new photos.
 Posted by Caron Reynolds [?] · March 24 · Edited [?] ·
 Knitting is cool. Cool weather is on its way. Grab your woolle goodies and get cracking. #rylstone



1,072 people reached Boost Post
 Like · Comment · Share
 Helen Reynolds, Gemma Braiding and 38 others like this. Most Relevant

If you are into clean country air and full-bodied reds, you've come to the right place.

submit
 embed article · Print · Reports & commissions



The Mudgee Cup ... a day at the country races is great fun.

How far away is it?

It took us 3 hours and 45 minutes to drive from the Sydney CBD.

Who should go?



Hotel Review | Mudgee Homestead Guesthouse

"Driving to the countryside always gives me a nostalgic feel, like I'm off on a family road trip. So who better to take on a food and wine weekend in Mudgee, than my totally awesome mum."

GPS switched on, coffee in hand, tunes on the radio, we hit the open road excited for our mother and daughter weekend of food, wine and country air. Ahhhh, we're relaxed already.

Just a 3.5 hour drive from Sydney is our destination: beautiful, chilled out Mudgee. As a Mudgee first-timer, this cute little town makes a great first impression. It's one of those special places that manages to blend country town vibes with incredible wineries, a sophisticated foodie scene and an eclectic arts culture. (More on that to come later)

And while we love all of Mudgee, it's our accommodation that really tops it off.

Enter [Mudgee Homestead Guesthouse](#).

To Market To Market, Valentines Day 2015 Edition!

Love From Mudgee

We recently visited Mudgee and two brands that we loved were Hello Lovelies cordials and Linda's Chilli Relishes. Hello Lovelies cordials are made in small batches with seasonal fruit, vegetables and fragrant herbs and all ingredients are local to Mudgee. The water doesn't come from a treatment plant, instead it is pure rainwater and the only thing to keep nasties out is citric acid. It comes in delicious flavours like 'Oh Regina' (Grove Park oranges, cinnamon, clove and ginger) and 'Lola' (Mudgee cherries, Aniseed, black tea and spice). Linda's chilli relishes are also made in Mudgee and she makes four varieties of Sweet Chilli Relish and a Luscious Hot Chocolate Sauce. The only preservatives in these award winning products are white vinegar and sugar and they are also gluten free and low in sodium. The hot chocolate sauce even has a hint of chilli giving new meaning to the name hot chocolate sauce!

Thanks to Hello Lovelies and Linda's Chilli Relishes, one lucky Not Quite Nelligs reader will receive a pack containing the Oh Regina and Lola cordials and the hot chocolate sauce!



YOUR Holiday
 Insider tips and the best places to go

Postcard from Mudgee

"We always loved wine and had been hankering to visit one of NSW's many wine regions for a while, but I could never decide where. Then last year a friend took me to a wine festival where a collection of wine makers from the Mudgee region had gathered to let visitors sample their finest. When I learnt that Mudgee meant a 'nest in the hills' and that it had a 150-year history in making wine, I knew I had to visit. So my friend Becky and I hired a car with Hertz, and headed on a road trip.

From 'Top Goddard, 28, Bondi Junction, NSW.

A quaint little nest among the hills

Where to stay
 Mudgee itself is full of charming B&Bs with fantastic views of the endless vineyards. But as the area is surrounded by lush green rolling hills, I wanted to really immerse myself in the beautiful countryside and booked a cottage in a local farm called the Peppercorn Hill Homestead. The accommodation had the most beautiful views overlooking the land. One morning we saw kangaroos hop past us as we ate our breakfast.

Where to eat
 Well so much fresh produce grows locally, there were heaps of delicious places to eat. One morning we had breakfast at the Mudgee Brewing Company, which for very reasonable prices gave you huge portions. The pancakes with bacon and maple syrup are a must try.

Another evening we treated ourselves to a meal at the Pile-Clay Pumpshouse on the Robert Mann highway. The food is home style and designed for sharing and - at 118 a club - great value for money. We liked the squid spaghetti and the beef fillet, both of which were delicious.

Best bits
 Among the driving wineries was definitely my highlight - after all, it's what Mudgee is famous for. Our favourite cellar doors were the small ones run by families as it's more personal and often you'll meet the winemakers themselves. Our visit to Skir's Sheep was really fun as we were shown



- viii) *Ensure all major events in the Region presented to MRTI are featured in What's On and Events Calendar.*

Our online events calendar reflects all current major events for the region.

- ix) *Develop an annual marketing plan which provides the specific details of all marketing and promotional activities that will be undertaken on a monthly basis to actively promote the Region as a tourism destination and provide opportunity for Council's input.*

We now have the foundations in place (comprehensive review of our region's tourism assets, identified target markets, new brand and positioning, new team structure and social media strategy in place) to effectively develop a two year marketing plan (currently under development, for commencement 01 July 2015), final funding will be determined by the results of our 2015-16 membership drive. Budget planning is scheduled to commence May 2015.

Finance

Mudgee Region Tourism Inc - Treasurer's Report - Q3 Mar 2015

1. Nature of Report

- a. This is the financial report for the third quarter of the MRTI 2014-15 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 quarter ended 31 March 2015.

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.

Overall Result

- a. The overall result of actual to budget is a loss of \$42,806.58. Our current position indicates a net loss, this is due to the Board's decision to use funds from our saving accounts to actively market the region.

3. Trading Income

Retail trading income indicates a \$495.82 surplus to budget (+0.9%), cost of goods sold is less than budget \$2,173.79 (-6.2%). MRTI has seen a decrease in Ticket Sales Commission \$4,528.50 less than budget (-30.2%) as there have been fewer significant events in Mudgee.

4. Total Income

Overall income indicates an excess to budget of \$3,212.37 being +0.6% above the budget forecast for the 2014-15 Financial Year.

5. Total Expenses

- a. Total expenses are \$54,741.07 (10.3%) over budget due to marketing spend yet to be amortised to EOFY and the Board's decision to spend some saving reserves on additional regional marketing.
- b. The organisation continues to be under financial control.

6. Cash Funds

At the end of Q3 of the 2014-15 Financial Year the majority of the current assets is cash \$176,329.96.

7. Balance Sheet

- a. A balance sheet is included as part of this report.

Mudgee Region Tourism Inc84 Market Street
MUDGEES NSW 2850**Balance Sheet****As of March 2015**30/04/20
12:04:12 PM

Assets	
Current Assets	
Cash on Hand	\$176,329.96
Debtors	\$3,578.20
Stock on Hand	\$13,944.47
Prepayments	\$33,918.70
Total Current Assets	<u>\$227,771.33</u>
Non-Current Assets	
Motor Vehicle (Nett)	\$49,719.81
Office Furn & Equip (Nett)	\$12,806.65
Intangible Assets	\$3,141.00
Total Non-Current Assets	<u>\$65,667.46</u>
Total Assets	<u>\$293,438.79</u>
Liabilities	
Current Liabilities	
Trade Creditors	\$51,004.16
Accruals	\$19,139.91
Hire Purchase	\$37,070.85
GST Liabilities	\$7,723.98
Payroll Liabilities	\$9,823.08
Total Current Liabilities	<u>\$124,761.98</u>
Prepaid Income	
Prepaid Income 14/15	\$75,042.21
Ticket Sales	\$7,820.80
Old Accounts	
Total Liabilities	<u>\$207,624.99</u>
Net Assets	<u>\$85,813.80</u>
Equity	
Retained Earnings	\$128,620.38
Current Earnings	-\$42,806.58
Total Equity	<u>\$85,813.80</u>

Mudgee Region Tourism Inc

84 Market Street
MUDGEE NSW 2850

Profit & Loss [Budget Analysis]

July 2014 through March 2015

30/04/20
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	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Retail Sales	\$58,237.48	\$57,741.66	\$495.82	0.9%
Ticket Sales Commission	\$10,471.49	\$14,999.99	-\$4,528.50	(30.2%)
Membership Income	\$220,933.14	\$213,750.00	\$7,183.14	3.4%
Events Income	\$5,172.72	\$4,500.00	\$672.72	14.9%
Booking Agency Fees	\$142.55	\$374.99	-\$232.44	(62.0%)
MWRC Contract	\$276,210.00	\$276,210.00	\$0.00	0.0%
Interest Received	\$3,746.64	\$4,125.01	-\$378.37	(9.2%)
Total Income	\$574,914.02	\$571,701.65	\$3,212.37	0.6%
Cost Of Sales				
COGS Retail	\$33,103.43	\$35,277.22	-\$2,173.79	(6.2%)
Total Cost Of Sales	\$33,103.43	\$35,277.22	-\$2,173.79	(6.2%)
Gross Profit	\$541,810.59	\$536,424.43	\$5,386.16	1.0%
Expenses				
Advertising	\$3,512.53	\$3,375.00	\$137.53	4.1%
Audit Fees	\$2,999.97	\$3,000.01	-\$0.04	0.0%
Bank Charges	\$512.61	\$225.00	\$287.61	127.8%
Bank Charges - Merchant	\$3,138.32	\$2,930.00	\$208.32	7.1%
Cleaning	\$2,430.80	\$2,624.99	-\$194.19	(7.4%)
Computer Expenses	\$4,930.74	\$3,749.99	\$1,180.75	31.5%
Depreciation	\$11,250.00	\$11,250.00	\$0.00	0.0%
Electricity	\$1,461.80	\$1,875.01	-\$413.21	(22.0%)
Visitors Centre Costs	\$352.50	\$1,125.00	-\$772.50	(68.7%)
Insurance	\$2,701.44	\$2,475.00	\$226.44	9.1%
Insurance - Workers Comp	\$1,015.48	\$1,125.00	-\$109.52	(9.7%)
Motor Vehicle Running	\$4,405.20	\$7,647.02	-\$3,241.82	(42.4%)
MV Interest	\$940.66	\$1,381.33	-\$440.67	(31.9%)
Office Supplies	\$1,329.13	\$1,499.99	-\$170.86	(11.4%)
General Postage	\$199.22	\$374.99	-\$175.77	(46.9%)
Member Expenses	\$1,841.85	\$1,499.99	\$341.86	22.8%
Printing & Stationery	\$1,096.66	\$2,250.00	-\$1,153.34	(51.3%)
Professional Fees	\$15,769.54	\$17,025.00	-\$1,255.46	(7.4%)
Rent Mudgee Visitors Centre	\$456.00	\$456.00	\$0.00	0.0%
Gulgong Visitors Centre	\$5,257.76	\$4,500.00	\$757.76	16.8%
Rylstone running costs	\$9,811.08	\$9,811.07	\$0.01	0.0%
Repairs & Maintenance	\$92.55	\$750.01	-\$657.46	(87.7%)
Staff Amenities & Ent	\$3,332.16	\$1,774.99	\$1,557.17	87.7%
Seminars & Training	\$1,754.09	\$1,946.25	-\$192.16	(9.9%)
Subscriptions & Memberships	\$13,739.15	\$14,099.99	-\$360.84	(2.6%)
Sundry Expenses	\$2,007.08	\$1,949.99	\$57.09	2.9%
Telephone, Fax & Internet	\$9,084.08	\$6,703.51	\$2,380.57	35.5%
Travel Expenses	\$0.00	\$750.01	-\$750.01	(100.0%)
Website Expenses	\$1,057.00	\$750.01	\$306.99	40.9%
Visitor Guide Exp	\$84,643.33	\$86,629.67	-\$1,986.34	(2.3%)
Wages and Salaries	\$239,029.60	\$229,759.04	\$9,270.56	4.0%
Regional Marketing Expenditure	\$154,464.84	\$104,562.24	\$49,902.60	47.7%
Total Expenses	\$584,617.17	\$529,876.10	\$54,741.07	10.3%
Operating Profit	-\$42,806.58	\$6,548.33	-\$49,354.91	(753.7%)
Other Income				
Other Expenses				
Net Profit/(Loss)	-\$42,806.58	\$6,548.33	-\$49,354.91	(753.7%)

PR Report (Klick Communications)

Tactic	Activity
Visiting Journalist Programme	
Paul Ewart - Yahoo Travel	Klick liaised with MRTI for the coordination of famil activities for Paul Ewart from Yahoo Travel for a trip in February
Lastminute.com	Klick liaised with Destination NSW to coordinate a famil for lastminute.com
NSW Food & Wine Festival opening night	Klick invited journalists to the opening night of the NSW Food & Wine Festival and attended with Lost at e-minor and Woman's Day. Klick also provided speech notes for the Deputy Premier and Creative Director.
Not Quite Nigella 'To Market To Market'	Klick liaised with Not Quite Nigella to partner with Hello Lovelies and Linda's Chilli Relishes for a blog piece called 'To Market To Market'
Better Homes & Gardens	Klick provided recommendations for a feature on Better Homes & Gardens (broadcast) to Destination NSW.
Media Releases	
Spencer Chocolate Media Release	Klick drafted a media release based on material sent from MRTI. K
MudFest Media Release	Klick drafted and distributed a release announcing Mudfest for 2015
Invitation to Mudgee Smugglers - MudFest	Klick drafted and distributed an invitation to the Mudgee Smugglers from last year to reinvite them to Mudfest
Rosby Art Workshps release	Klick drafted and distributed a release to consumer, local and national media to announce the Rosby Art Workshops for 2015
Polo in the Paddock release	Klick pitched Polo in the Paddock to short leads
Sydney Cellar Door Activity	
Invitations to Sydney Cellar Door	Klick drafted and distributed invitations to a range of consumer and trade journalists, as well as bloggers, to attend SCD. Klick managed the RSVP list
SCD Individual news pitches	Liaised with Liquid Ideas (PR agency for SCD) to pitch stories to media around the event, including putting forward Mudgee spokespeople for
Copy for SCD newsletters	Klick drafted three sets of copy for SCD newsletters
Media hosting at Sydney Cellar Door	Of the 23 journalists confirmed, 20 of these came down throughout the weekend. These journalists were: <ul style="list-style-type: none"> - Morgan Reardon +1, Woman's Day - Florence Sandford, Destination NSW - Laura Kelly, Destination NSW - Hugh Cavill, Destination NSW - Maggie Scardifield +1, Australian Gourmet Traveller - Julia Grlsberg, KarryOn - Angie Kelly +1, Fairfax - Sian +1, The Blonde Tourist - Deb Carr +1, Sydney Chic - Judy Skatsoon +1, AAP - Paul Ewart +1, Channel 7 - Simone Mitchell +1, Fairfax Life and Style
Pymont Festival Activity	
Quote and contract	Klick prepared a quote and contract for MRTI and Mike O'Malley to proceed with Pymont Festival 2015.
PR Plan	Klick prepared PR plan for the Pymont Festial project - including all processes, work and timings
Diary release	Klick drafted and distributed the first diary release of Pymont Festival to long leads and event listings
Launch Event Media List	Klick sent the draft list to Cara and Mike for approval. Final additions to be made and invite to be sent w/c April 13

6.2.32 Gulgong Memorial Hall Committee

REPORT BY THE MANAGER, HEALTH AND BUILDING TO 17 JUNE 2015 COUNCIL MEETING

Gulgong Memorial Hall Committee Report
GOV400043, A0100024

RECOMMENDATION

That:

1. **the report by the Manager, Health and Building on the Gulgong Memorial Hall Committee be received;**
2. **Council note the minutes from the Gulgong Memorial Hall Committee meeting held on 1 June 2015.**

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Gulgong Memorial Hall Committee meeting held on 1 June 2015.

Detailed report

The Gulgong Memorial Hall Committee met on the 1 June 2015 as part of their ongoing monthly meetings.

Financial and Operational Plan implications

Not applicable.

Community Plan implications

Theme	Strategy	Goal
Looking After Our Community	4. Meet the diverse needs of our community and create a sense of belonging	4.3 Provide equitable access to a range of places and spaces for all in the community

TIM O'REILLY
MANAGER, HEALTH & BUILDING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

3 March 2015

Attachments: 1. Minutes of ordinary meeting 1 June 2015

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

Gulgong Memorial Hall Meeting 1/6/2015**Opened:** 16:14**Present:** Charles Vassel, Pauline Hannaford, Percy Thompson, Chris Hannaford, Bill Clifford, Cheryl Vassel**Apologies:** Vaughan Smith, Tim O'Reilly**Minutes from last meeting:** Accepted Bill Clifford, 2nd Pauline Hannaford**Matters arising from Minutes:** Markets, will address when Tim comes back, Fusion markets must be informed that if they use the Hall they must pay \$110. Fusion must be informed as a matter of urgency as to the charges.

The rotunda lights are turned off at night.

Hall cleaning – toilets in ladies still disgusting smell, but the smell is not coming from down stairs. The Eisteddfod once again blocked the Men's Shed toilets. There are two issues – one the amount of paper used, as in hand towels, so if possible could hand driers be installed in the three lots of toilets; 2nd the ladies are flushing hygiene products down the toilets, could the Eisteddfod committee hire Sanibins?

When the extensions of the Kindergarten occur this will be over the top of the plumbing for the Memorial Hall, so could possibly cause future problems.

Message from Vaughan – Nativity scene is under control.

Chris has asked members of the Men's Shed to organise baby animals, and pool fencing.

Windows have been repaired.

Pest control – the Hall is under pest control – sprayed for spiders, will spray for white ants 2/6.

Gossip – advertising to commence in August issue.

Like to see more people join the Memorial Hall Committee – could we get more people involved in the Christmas Celebration Committee? Put an ad in the Gossip.

Someone needs to speak to Santa as had some concerns - Charlie will talk to him.

Charlie met Craig Holden – he mentioned the PA system, but the RSL already had hired one.

Promotion for Christmas Celebration – nothing till August.

If people do not turn up to MH meetings then not on committee anymore.

As there are frequently issues, if Tim cannot come then the Committee request that another Council Employee attend the meeting.

Meeting closed: 1638**Next meeting:** 6/7/15 4pm at the Men's Shed**Action Plan**

Person Responsible	Action	Result
Vaughan	Nativity scene	Has this sorted out
Chris	Baby animals	Has asked for help from Men's Shed members
Tim	Check whether the power to ANZAC Park come from the	

	M.H.?	
Chris	Contact RSL re sound equipment for ANZAC day	Had hired their own equipment
Tim	Repairs to broken windows in the lower part of the Hall	Fixed
Ray	Pest control in kitchen – Sonic	2/6
Charlie	Gossip re Christmas Celebration	August
Tim	Hand driers in Memorial Hall and Men's Shed toilets	
Tim	Kindergarten extension and Memorial Hall plumbing	
Charlie	Talk to Santa	
Tim	Request another Council Employee come to the meetings if Tim cannot attend	

6.2.33 Cultural Development Committee Meeting Minutes

REPORT BY THE ACTING MANAGER, COMMUNITY SERVICES TO 17 JUNE 2015 COUNCIL MEETING

Cultural Development Committee – May 2015
GOV400043, REC800019

RECOMMENDATION

That:

1. **The report by the Acting Manager, Community Services on the Cultural Development Committee Meeting Minutes be received;**
2. **Council note the minutes of the Cultural Development Committee meeting held on 13 May 2015;**
3. **Council endorse the appointment of Lizzy Galloway to the Cultural Development Committee.**

Executive summary

The Cultural Development Committee meets to highlight and promote cultural issues in the region.

The next meeting is due to be held on Wednesday 22 July 2015 at 5.00pm.

Detailed report

The Cultural Development Committee has been continuing its discussions regarding options for a potential regional gallery or similar within the region along with a range of other cultural issues.

Other matters discussed are included in the attached minutes.

The Committee have considered the appointment of Lizzy Galloway, and now request the endorsement of Council for her appointment.

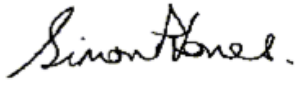
Financial and Operational Plan implications

Not applicable.

Community Plan implications

Not applicable.

FIONA TURNER
ACTING MANAGER, COMMUNITY SERVICES


SIMON JONES
DIRECTOR, COMMUNITY

20 May 2015

Attachments: 1. Minutes of Cultural Development Committee Meeting held 13 May 2015

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

**MINUTES OF MEETING OF THE
MID-WESTERN REGIONAL COUNCIL CULTURAL DEVELOPMENT COMMITTEE
HELD ON WEDNESDAY 13 MAY 2015
MEETING IN THE GREEN ROOM, MUDGE TOWN HALL THEATRE AT 5.08pm.**

PRESENT: Scott Etherington, Margot Palk, Lizzy Galloway, Sam Paine, Simon Jones, Virginia Handmer and Fiona Turner

1. **WELCOME:** Scott opened the meeting.
2. **APOLOGIES:** Lucy White and Amber Hooper
3. **PREVIOUS MINUTES:** 11 February 2015

Moved – M Palk

Seconded – V Handmer

Carried

4. **OTHER BUSINESS ARISING FROM MINUTES**

4.1 **Wood Sculpture Symposium**

Entries now closed. Fourteen proposals from 10 artists were received. The selection panel will consider up to 10 proposals and is comprised of Kent Buchanan (Western Plains Cultural Centre), Sarah Gurich (Bathurst Regional Art Gallery) and Alicia Leggett (Orana Arts).

4.2 **Public Art Plan**

One submission received by Council from Joan Tamburini regarding use of the People's Park in Gulgong. The report will go to Council 20 May 2015.

4.3 **Waste to Art**

Gai Rayner has asked for assistance setting up on the Monday (1 June) from 12 noon, and clean-up on Saturday (13 June) from 11am, as well as assistance manning the exhibition from Wednesday (3 June) to Thursday (11 June). There are shifts available from 10am until 1pm or from 1pm until 4pm or all day. Sam will arrange workshops with the schools. The event also needs to be promoted.

4.4 **Strategy Workshop**

The notes from the workshop will form part of the report to go to Council on 20 May 2015 to question whether further site exploration/drawings, etc are necessary. Statement of Intent also included within that report. Unfortunately, Council was unsuccessful in a recent funding opportunity.

5. **GENERAL BUSINESS**

5.1 **Membership**

Introduction of Lizzy Galloway. A motion was put that Lizzy be accepted as a member of the Committee.

Motion: That the Committee supports the nomination of Lizzy Galloway to be a member of the Cultural Development Committee.

Moved – Scott Etherington Seconded – Margot Palk **Carried**

There are still two vacancies. Following on from advertising, word-of-mouth is the best way to promote membership on the Committee.

5.2 Resignations

Notice of resignation has been received from Judith James. A suggestion was made that letters be sent to her and Gai Rayner acknowledging their contributions to the Committee.

Motion: That the Committee write to Judith James and Gai Rayner thanking them for their contributions to the Committee.

Moved – Scott Etherington Seconded – Virginia Handmer **Carried**

5.3 Frequency of meetings

There was some discussion about the frequency of meetings and the need to reschedule a meeting if there is no quorum present. The Public Art Advisory Panel will continue meeting monthly for the time being. There is a reluctance to merge it with the Cultural Development Committee given the specific roles that the CDC and PAAP play as part of the Public Art Policy.

Motion: That meetings for the Cultural Development Committee be held every second month.

Moved – Scott Etherington Seconded – Sam Paine **Carried**

There being no further business the meeting closed at 6.01pm.

Next proposed meeting dates:

22 July 2015 at 5pm in the Green Room, Town Hall Theatre.

9 September 2015 at 5pm in the Green Room, Town Hall Theatre.

6.2.34 Mudgee and Gulgong Access Committee Minutes

REPORT BY THE ACTING MANAGER, COMMUNITY SERVICES TO 17 JUNE 2015 COUNCIL MEETING

Mudgee & Gulgong Access Committee Meeting Minutes – May 2015
GOV400043, A0060008

RECOMMENDATION

That:

1. **the report by the Acting Manager, Community Services on the Mudgee and Gulgong Access Committee Minutes be received;**
2. **Council note the minutes of the Mudgee and Gulgong Access Committee meeting held on 5 May 2015.**

Executive summary

The Mudgee and Gulgong Access Committee meetings monthly to highlight and promote accessibility issues in the region. The next meeting is to be held on Tuesday, 2 June 2015.

Detailed report

A number of matters arose at the meetings as well as discussions related to ongoing issues. These are included in the minutes.


Financial and Operational Plan implications

Not applicable.

Community Plan implications

Not applicable.

FIONA TURNER
ACTING MANAGER COMMUNITY SERVICES


SIMON JONES
DIRECTOR, COMMUNITY

8 May 2015

Attachments: 1. Access Committee Minutes 5 May 2015.

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

ATTACHMENT 1

**MINUTES OF THE ORDINARY MEETING OF THE MUDGEES AND GULGONG ACCESS
COMMITTEE HELD ON TUESDAY 5 MAY 2015
COMMENCING 3.00PM IN THE COUNCIL COMMITTEE ROOM, MUDGEES.**

1. WELCOME**PRESENT:**

Access Committee members: Councillor Percy Thompson, Mary Lovett, Victoria Barrett, Renee Lamshed, Stephen Waller, Rodger Barnes, Pamela Morris, Les Leighton

Council staff: Tim O'Reilly, Fiona Turner

2. APOLOGIES: Simon Jones**3. CONFIRMATION OF PREVIOUS MINUTES 7 APRIL 2015**

The minutes were confirmed.

Moved: P Thompson Seconded: R Barnes

4. MATTERS ARISING FROM MINUTES:**4.1 Public toilets (T O'Reilly, Manager Health & Building)**

Current budget for works to the Goolma and Gulgong public toilet facilities (general upgrades), and new facilities at Percy Nott Rest Area, Cudgegong Waters and Mudgee Cemetery.

Discussion on disability standards in existing facilities, particularly the height of the flush buttons, absence of back rails and the weight of the doors. As each facility is addressed, attempts will be made to bring these facilities in line with current disability standards having regards to existing infrastructure layout and budgetary restrictions.

Possibility of accessibility upgrades for all facilities over a three year timeframe? May be possible with grants assistance. Suggestion this request be put to Council.

Moved: V Barrett Seconded: R Barnes

Public toilets in Byron Place Arcade – original discussion concerned signage. T O'Reilly confirmed that the signage appropriately covered all usage of the facility. Discussion about possibly changing the wording to ensure that the nursing feature of the facility was unisex. T O'Reilly requested a works request be lodged to address the issue of the heavy door.

Moved: V Barrett Seconded P Morris

T O'Reilly also discussed the works of Penrith Council in terms of accessible facilities: spare ramps for loan to the public and smaller second bowls within disabled toilets for the draining of urostomy bags. Committee will bear this latter idea in mind when any development application including public toilet facilities are referred.

M Lovett questioned whether Council was still exploring the option of Community Rooms. The matter will be readdressed by Council in the next financial year.

4.2 Missing tactile indicators at corner of Church and Mortimer Streets (F Turner)

Matter has been raised as a works request. Roads are programming a concreting team to carry out this and various other works in the CBD in relation to lifting tactile.

3.35pm T O'Reilly, R Barnes and R Lamshed departed.

4.3 Mobility carparking at The Bridge Complex, Church Street (F Turner)

The pram ramps have been installed. Signs will be erected and the road painted shortly.

4.4 Access to BBQ facilities in Lawson Park (Fiona Turner)

Two options regarding eastern barbeque facilities: Mobility parking (two spaces) on the Short Street side of the facility (with access via the existing pathway) or a new path from the river side of the facility. Committee favoured the former option and works request to be lodged.

Moved: Les Leighton Seconded: P Morris

Works request for new footpath to access the western barbeque facilities.

Moved: L Leighton Seconded: V Barrett

4.5 Reminder letter to local bus operators and disability services regarding MLAK key facilities (F Turner) – Carried over from previous minutes.

5. CORRESPONDENCE

Inward: Nil.

Outward: Nil.

6. DEVELOPMENT APPLICATIONS

Nil

7. GENERAL BUSINESS

7.1 Draft Business Use of Footpath Policy – Seeking Committee feedback (F Turner)

Committee grateful for the opportunity to provide feedback where an applicant seeks to circumvent the requirement for a 1.8m clearance between the business and any business-related footpath activity. Noted that advertising hanging from the buildings above footpaths is preferable to footpath impediments.

7.2 Traffic stops removed from disabled car spaces at Glen Willow (L Leighton)

Council to be thanked for actioning this item.

Moved: L Leighton Seconded: V Barrett

Next Meeting Date – Tuesday, 2 June 2015 at 3.00pm

Meeting closed 4.05pm

6.2.35 Local Traffic Committee Minutes of Meetings held 10 April and 8 May 2015

REPORT BY THE MANAGER, DEVELOPMENT ENGINEERING TO 17 JUNE 2015 COUNCIL MEETING
LTC Minutes of Meeting April and May 2015
GOV400043, A0100009

RECOMMENDATION

That:

- 1 the report by the Manager, Development Engineering on the Local Traffic Committee Minutes of Meeting held 10 April 2015 items 15/01 – 15/06, and Meeting held 8 May 2015 items 15/11 to 15/14 be received; accepted and endorsed.
 - 2 Council note the event – “Gulgong Henry Lawson Festival” Saturday, 6 June 2015 – was classified by the LTC as a Class 2 event under the “Guide to Traffic and Transport Management for Special Events Version 3.4” and proceeded with the following conditions:
 - a. A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.4 and submitted to and approved by Council prior to the event;
 - b. Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
 - c. Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*;
 - d. Reimbursing Council for the cost of damage repairs;
 - e. Complying with Council's Law Enforcement Officers' reasonable directives;
 - f. Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
 - g. A Traffic Control Plan (TCP) certified by a person with a ‘Select & Modify’ or a ‘Design & Audit’ certificate be included in the TMP;
 - h. Any person directing traffic on a public road is required to possess an appropriate traffic controller’s certificate;
 - i. Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to note that Council, NSW Police and the RMS are indemnified against any possible action as the result of the event;
 - j. The event convener is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing;
 - k. Maintain a four-metre wide emergency vehicle lane;
 - l. Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date; and
 - m. The organiser is to have a debrief with Council and Police with all traffic control documentation and controls tabled for review.
-

Executive summary

The purpose of this report is to advise Council and seek support of the considerations and recommendations of the Local Traffic Committee (LTC) meetings held on 10 April and 8 May 2015, and to advise that the Gulgong Heritage Festival was held on 6 June following consideration by the LTC.

Detailed report

The minutes and discussion notes for the LTC meetings held 10 April and 8 May 2015 are attached.

A report on the Gulgong Heritage Festival was distributed via email on 25 May 2015 to the LTC for consideration. All members of the LTC supported approval of this event which was held on 6 June 2015.

Financial and Operational Plan implications

Minimal with maintenance budgets.

Community Plan implications

Not applicable.

THOMAS NATSA
MANAGER DEVELOPMENT ENGINEERING



CATHERINE VAN LAEREN
DIRECTOR, DEVELOPMENT

9 June 2015

Attachments: 1. Minutes and discussion notes of LTC meetings – 10 April and 8 May 2015
(reports available upon request)

APPROVED FOR SUBMISSION:



BRAD CAM
GENERAL MANAGER

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
HELD ON TUESDAY, 10 APRIL 2015**

Present: Daryl Colwell (Chairperson MWRC), Prue Britt (RMS), Cr John Weatherley, Insp Ian Youman (NSW Police), Thomas Natsa (MWRC – Manager Development Engineering) and Mette Sutton (MWRC – Executive Secretary).

Apologies: Acting Superintendent Julie Boon (NSW Police)

The LTC meeting commenced at 9.30am.

The minutes of the previous meeting held 13 February 2015 accepted as correct.
Moved: Prue Britt; Seconded: John Weatherley.

15/06 MATTERS IN PROGRESS – nil

ITEM	ACTION
Cox St-Nicholson St-Rheinberger Ave Intersection Control	Letter sent out to residents in local streets seeking submissions on proposal to install a give way sign and associated line marking on Rheinberger Avenue at the intersection of Cox Street, Nicholson Street and Rheinberger Avenue. No submissions received. Recommend council install a give way sign and associated line marking on Rheinberger Avenue.
Disabled car park in Herbert St, Gulgong	Article placed in Gulgong Gossip seeking submissions on proposal to relocate the disabled parking spot adjacent to the intersection of Herbert and Mayne Streets in Gulgong to the western side of Herbert Street outside NRMA. Closing date for submissions is 17 April 2015. Report on submissions and final recommendation on this proposal to be reported in a future LTC meeting.
Mudgee Fire Station - Permit Parking	Council officer consulted Mudgee Fire Brigade officers on number of parking spaces required etc. Outcome has been forwarded to RMS for review and decision. RMS – information available regarding permissible signage is conflicting.
Request to review the speed zone on Rocky Waterhole Road	Council has formally requested the RMS to review. RMS currently conducting speed zone review.

Lower Piambong Road/Goolma Road intersection	Still awaiting traffic counts. Council officer will follow up with the traffic counts and the Transport Co-ordinator at Transport for NSW (stationed in Bathurst) to assess the viability of options.
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15/07 SPECIAL EVENT DEBRIEF – nil

15/08 GENERAL BUSINESS

The following recommendation was moved by Prue Britt, seconded by Insp Ian Youman and carried as a recommendation to Council.

That the items discussed in General Business be noted.

15/09 SMALL FARM FIELD DAYS – 10 & 11 JULY 2015

The following recommendation was moved by Cr John Weatherley, seconded by Insp Ian Youman and carried as a recommendation to Council.

That consideration of this item be deferred pending clarification of traffic movements.

15/10 MUDGEE CYCLE CLUB EVENTS 2015

The following recommendation was moved by Insp Ian Youman, seconded by Cr John Weatherly and carried as a recommendation to Council.

That Council write to the Mudgee Cycle Club requesting clarification of event traffic management.

DISCUSSION NOTES FROM THE 10 APRIL 2015
LOCAL TRAFFIC COMMITTEE MEETING

Any items not listed in the discussion notes generally had minor discussions prior to the recommendation to the report being resolved by the Committee. In all those cases the items were relatively straight forward and the Committee agreed with the content of the reports.

15/08 GENERAL BUSINESS

- 2015 Alpine Classic – 24 to 25 October 2015

Support in principle of this event, pending circulation of maps to Committee for review.

- 42nd Mudgee Endurance Ride – 16 to 17 May 2015

Support in principle of this event, pending circulation of TMP to Committee for review.

- Cooee March 2015 – 4 to 8 November 2015

Support in principle of this event, pending circulation of TMP being prepared by NSW Police Major Events Unit and NSW Transport Management Centre to Committee for review.

The Committee recommended that the items discussed in general business be noted.

Moved by Prue Britt, seconded by Insp Ian Youman

15/09 SMALL FARM FIELD DAYS – 10 & 11 JULY 2015

Concerns raised by RMS regarding TCPs and signage. No TCP presented for the intersection of Castlereagh Highway and Rocky Waterhole Road. Signage in the past at this location has been inadequate. Concerned that vehicles turning right off the Highway into Rocky Waterhole Road will have to negotiate oncoming traffic in a 100kph zone, also the possibility of rear end collisions from vehicles travelling downhill around the sweeping bend towards Mudgee. Concerns supported by Committee. Suggested use of Lewis Street in Mudgee as alternate Route, further suggestion of Douro/Market/Putta Bucca instead of Lewis. Consideration given to increased traffic movements in the Mudgee CBD.

'Workman' signage on TCP not appropriate for special events. 'Changed Traffic Conditions ahead' signage would be preferable. RMS provided examples of suitable temporary signage which would need to be purchased.

TCP 421 – suggested that the 40m distance from the workman on Henry Lawson Drive to the detour witches hat (between Ulan Road and Putta Bucca Rd) be increased to 60m.

RMS has confirmed with the organiser that the reduced speed zone on Putta Bucca Road is only required from Chestnut Close to Henry Lawson Drive, and not the entire length of Putta Bucca Road as requested in the TMP.

Committee agreed that further clarification of traffic movements and detour route is required.

15/10 MUDGEES CYCLE CLUB EVENTS 2015

Daryl noted that the TCPs had not been signed by an accredited person and therefore have been returned to Barnsons for certification.

Phillip noted that as a member of the VRA he has previously been involved with cycle events and that the VRA have made a decision not to assist any future cycle races. Just one area of concern is cyclists turning into Mud Hut Creek Road from Ulan Road. Cyclists ride in large groups, more than 2 abreast and when turning left at this intersection will ride into the oncoming lane prior to negotiating the left hand turn. This type of left hand manoeuvre, riding in the wrong traffic lane and as a large group happens consistently throughout the races. Some cyclists as well as some motorists have little respect for direction given by VRA marshals. Insp Ian Youman noted that it is very difficult to police this type of cyclist behaviour during a race. It was suggested that water filled barriers could be used to keep riders in the left lane and stop them from riding into the oncoming lane when negotiating a left hand turn.

The TMP does not specify who will be providing traffic control for the cycle events.

Committee agreed that Council should write to the Cycle club seeking clarification of traffic management for the cycle events.

OTHER MATTERS RAISED

Parking in Short Street behind Big W – Phillip Blackman

Suggested removal of parking on southern side of Short Street behind Big W. Parking lane is very narrow, vehicles on northern side often don't park close to the kerb making it difficult for trucks to pass.

Daryl suggested this will need consultation.

Court Street near Walkers Oval – Phillip Blackman

There are no side rails on concrete bridge over stormwater channel. Also, there is no 'No Through Road' signage. Possibility of vehicles running into the stormwater drain.

Works request to be raised.

Cox Street Stormwater Trap

During recent rains the lid on the stormwater trap in Cox Street (between Short and Market) blew off resulting in a huge water fountain in the middle of the road.

Works request to be raised.

Cartage of Dangerous Goods and Fuels – Phillip Blackman

Phillip tabled photos of damage that can occur from gas bottles exploding, noting concerns of heavy vehicles transporting dangerous goods past our schools.

Daryl advised this is not a matter for the LTC to consider.

Polo Carnival at Parklands – Cr John Weatherley

Cr Weatherley noted that an upcoming polo event to be held at Parklands Resort is scheduled to be held on the same day as the Mudgee races. Concerned that the float/truck entrance to be used for the polo event is opposite the entrance to the Mudgee Race course.

A TMP for the Polo event has not been received by Council. Daryl to write to the Polo Club requesting information regarding traffic movements for their event.

The meeting closed at 10:40am

Next meeting to be held Friday, 8 May 2015.

ATTACHMENT 2

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
HELD ON FRIDAY, 8 MAY 2015**

Present: Thomas Natsa (MWRC – Chairperson), Daryl Colwell (MWRC – Director Operations), Prue Britt (RMS), Cr John Weatherley, Insp Ian Youman (NSW Police), Will Hopcroft (MWRC – Development Engineer) and Mette Sutton (MWRC – Executive Secretary).

Apologies: Acting Superintendent Julie Boon (NSW Police), Phillip Blackman (Community representative).

The LTC meeting commenced at 9.30am.

The minutes of the previous meeting held 10 April 2015 accepted as correct.

Moved: Prue Britt; Seconded: Cr John Weatherley.

15/11 MATTERS IN PROGRESS – nil

ITEM	ACTION
Disabled car park in Herbert St, Gulgong	<p>Article placed in Gulgong Gossip seeking submissions on proposal to relocate the disabled parking spot adjacent to the intersection of Herbert and Mayne Streets in Gulgong to the western side of Herbert Street outside NRMA.</p> <p>No submissions received.</p> <p>Recommend council relocate the disabled parking spot as requested.</p> <p>Confirmed not a heritage gutter. Needs to be built to standard.</p> <p>Committee agreed with relocation of disabled car park.</p>
Mudgee Fire Station - Permit Parking	<p>RMS provided the following options for Council to use;</p> <ul style="list-style-type: none"> • 'No Parking, permit holders excepted, Fire & Rescue NSW Area' sign, and then issues the permits to Fire & Rescue. • 'Business Parking Scheme' <p>Recommend council change signage to 'No Parking, permit holders excepted, Fire & Rescue NSW Area' and issues permits to the Brigade.</p> <p>Noted that Council needs to control permits issued.</p> <p>Committee agreed with option one above: 'No Parking, permit holders excepted, Fire & Rescue NSW Area' sign, and then issues the permits to Fire & Rescue'</p>
Lower Piambong Road/Goolma Road intersection	<p>Council officer to follow up with the traffic counts and the Transport Co-ordinator at Transport for NSW (stationed in Bathurst) to assess the viability of options.</p> <p>Council to analyse traffic counts that have been received.</p>

15/12 SPECIAL EVENT DEBRIEF – nil

15/13 GENERAL BUSINESS

Traffic issues associated with Big W store

The removal of this parking zone will improve site vision for vehicles turning out of Perry Street into Short Street. Management of Big W have been consulted and no objections were raised.

Committee support the removal of the parallel parking lane on the southern side of Short Street, along the back of Big W, and that 'no stopping' signs be installed in this section of Short Street.

Intersection of Church Street and Spring Road

RMS representative has inspected intersection. In the morning traffic movements at this intersection were predominately from the eastern leg of Spring Road turning right into Church Street.

Committee support the installation of a 'Give Way' sign with kerb lane separation on the Church Street leg of this intersection.

39th National Chevrolet Festival

Committee supports this event.

Mudgee Running Festival 2015 – 23 August 2015

Committee supports this event.

On-Street parking outside High Cube Café at 94 Lions Drive, Mudgee

The Committee agreed to conduct a site inspection of 94 Lions Drive Mudgee and proceeded to the site.

Insp lan Youman left the meeting due to another appointment and did not partake in the site inspection. Any advice of the LTC can only be returned to the elected Council by the LTC if the views of the RTA and the NSW Police Force have been obtained. As the Police representative was not present for the site inspection and the balance of the meeting, any advice of the LTC from this point onwards will be presented to the next LTC meeting for reconsideration, prior to presentation to Council.

As a result of the site inspection, the Committee considered the following options which will be considered at the next Local Traffic Committee:

- 1 Council funds and installs a paved 2 car parking bay on the road verge outside the small gate (that accesses the takeaway area) outside the premises as this is a recently approved Council DA. The tree in this area will need to be removed as part of this process;
- 2 No parking signs are installed within the vicinity of the bend so that no parking occurs on the road;

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- 3 an advisory sign be installed directing customers to parking area within the site;
 - 4 Council Manager Development Engineering to consult with the business owner on the acceptability of recommendations 1, 2 & 3 and report back in a future LTC meeting.

The Committee recommends that the items discussed in general business be noted.

Moved by Cr John Weatherly, seconded by Prue Britt.

15/14 OTHER BUSINESS

RMS representative noted that the second Friday of each month is not a suitable meeting date as it is also the meeting date of the Dubbo LTC. Prue to consider alternate suitable date and advise.

The meeting closed at 10:50am

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