



2017

COUNCIL BUSINESS PAPERS

Ordinary Meeting WEDNESDAY 15 FEBRUARY 2017



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8 February 2017

Dear Councillor

MEETING NOTICE
Ordinary Meeting
15 FEBRUARY 2017
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 five 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", written over a horizontal line.

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 14 December 2016

Council Decision:

That the Minutes of the Ordinary Meeting held on 14 December 2016 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

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.
Saleyards Subdivision	Res 228/14 Ordinary Mtg 4/6/14	<p>That Council:</p> <ol style="list-style-type: none"> 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. 	<p>Council has completed the demolition of the old SES building, and the survey of the subdivision is also complete.</p> <p>Further discussion with Council to decide the best timing to call for a tender of this subdivision.</p>
Negotiation with Mudgee Golf Club regarding road realignment and Fairways Estate acoustic barrier/buggy corridor maintenance	447/15 Ordinary Mtg 16/12/15	<p>That:</p> <ol style="list-style-type: none"> 1. the General Manager be authorised to be negotiate with the Mudgee Golf Club regarding land acquisition for a road realignment and footpath construction; and 2. the General Manager be authorised to negotiate the agreement for the ongoing maintenance of the buggy corridors within the Fairways Estate. 	<p>Continued discussions with the General Manager of Mudgee Golf Club.</p> <p>The Mudgee Golf Club is to satisfy the conditions of consent for their DA.</p> <p>The Mudgee Golf club is to be responsible for the ongoing maintenance of the buggy corridors.</p>

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Efficiency Plant Report	331/16 Ordinary Mtg 16/11/16	That: 1. Council investigate alternate options for the future purchase of road maintenance equipment; and 2. a report be brought back to Council identifying efficiencies and cost savings	Negotiations have been finalised. To be reported to Council at a future Council meeting.
Feasibility of a solar farm for mid-western regional council	360/16 Ordinary Mtg 14/12/16	That: 1. Council staff conduct a preliminary assessment on the feasibility of a solar farm for Mid-Western Regional Council.	Discussions taking place with a number of industry experts to determine the best course of action.

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

Nil

Item 7: Office of the General Manager

7.1 Review of Human Resources Policies

REPORT BY THE EXECUTIVE MANAGER, HUMAN RESOURCES
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, A0100021

RECOMMENDATION

That Council:

1. **receive the report by the Executive Manager, Human Resources on the Review of Human Resources Policies; and**
2. **adopt the revised Anti-Discrimination and Equal Employment Opportunity Policy, Workplace Bullying Policy and Work Health and Safety Policy.**

Executive summary

The Anti-Discrimination and Equal Employment Opportunity Policy, Workplace Bullying Policy and Work Health and Safety Policy have recently been reviewed to ensure compliance with relevant legislation and to ensure they are relevant for Council's requirements.

Disclosure of Interest

Nil.

Detailed report

The Workplace Bullying Policy defines workplace bullying and legal responsibilities and establishes an informal and formal complaints procedure to ensure complaints are dealt with appropriately. The policy has some minor changes to include volunteers and reflect correct position and organisation titles.

The Anti-Discrimination and EEO Policy aims to provide an environment where employees and others in the workplace are treated fairly and with respect and are free from unlawful discrimination, harassment, vilification and bullying. The policy has some minor changes to make it clear it includes social media and changes to reflect correct position titles.

The Work Health and Safety Policy was reviewed during a recent WHS Audit against the Australian Standard for WHS Management Systems (AS4801). As a result a new concise one page policy has been developed to replace the previous two page policy. The intent of the policy remains the same and that is to confirm Council's commitment to providing a safe and healthy work environment so far as is reasonably practicable and to provide an overview of WHS responsibilities.

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Promote Council as a great place to work for talented people

Financial implications

Not applicable.

MICHELE GEORGE
EXECUTIVE MANAGER, HUMAN RESOURCES


31 January 2017

Attachments:

1. Workplace Bullying Policy February 2017.
2. Anti-Discrimination and EEO Policy.
3. Work Health and Safety Policy.
4. Work Health Safety Policy 2014.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

	POLICY	ADOPTED Council 401/14 Date.
	Workplace Bullying	REF: HRM 1D REV: 65 FILE No. A0100021

1. Aim

- 1.1. Mid-Western Regional Council ('Council') is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. **Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by the Council.**
- 1.2. This Policy outlines the Council's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of the Council and employees in relation to preventing bullying in the workplace.

2. Commencement of Policy

- 2.1. This Policy will commence on ~~1/04/2014~~15/2/2017. It replaces all other bullying policies (whether written or not).

3. Scope

- 3.1. This Policy covers all employees of the Council (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, volunteers, subcontractors, agents, consultants, and temporary staff) (collectively 'workers').
- 3.2. This Policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties and client functions. This Policy does not form part of any employee's contract of employment. Nor does it form part of any contract for service.

4. Legal responsibilities

- 4.1. Everyone at the workplace has a legal responsibility to prevent bullying from occurring.
- 4.2. Under relevant health and safety legislation (the 'Legislation') the Council has the primary duty to eliminate or minimise, as far as reasonable practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying. This Policy will assist the Council in complying with its legal responsibilities.
- 4.3. Workers are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Council's workplace. They must also comply with any reasonable instruction given by the Council. Compliance with this Policy will assist workers in meeting their legal responsibilities.

5. What is workplace bullying?

- 5.1. Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.
- 5.2. 'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – ie a pattern is being established from a series of events).
- 5.3. 'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

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6. Examples of workplace bullying

6.1. Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying:

Direct bullying:

- abusive, insulting or offensive language
- spreading misinformation or malicious rumours
- behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming
- displaying offensive material
- inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences
- teasing or regularly making someone the brunt of pranks or practical jokes
- interfering with a person's personal property or work equipment, or
- harmful or offensive initiation practices.

Indirect bullying:

- unreasonably overloading a person with work, or not providing enough work
 - setting timeframes that are difficult to achieve, or constantly changing them
 - setting tasks that are unreasonably below, or above, a person's skill level
 - deliberately excluding or isolating a person from normal work activities
 - withholding information that is necessary for effective work performance
 - deliberately denying access to resources or workplace benefit and entitlements, for example training, leave
 - deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers
- 6.2. The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours which may constitute bullying and therefore unacceptable to the Council.
- 6.3. A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.
- 6.4. A person's Intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person actually have that effect.
- 6.5. Bullying in the workplace is harmful not only to the target of the behaviour but damages the Council's culture and reputation. It is unacceptable and will not be tolerated.

7. What does NOT constitute workplace bullying?

- 7.1. Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counselling staff. Examples of reasonable management practices include:
- setting reasonable performance goals, standards and deadlines in consultation with workers and after considering their respective skills and experience;
 - allocating work fairly;

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- fairly rostering and allocating working hours;
- transferring a worker for legitimate and explained operational reasons;
- deciding not to select a worker for promotion, following a fair and documented process;
- informing a worker about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements;
- informing a worker about inappropriate behaviour in an objective and confidential way;
- implementing organisational changes or restructuring; and
- performance management processes.

8. What steps will the Council take to prevent workplace bullying?

8.1. The Council will take all reasonable steps to prevent bullying through a risk management process. This process includes:

- identification of bullying risk factors- these are things and situations which could contribute to bullying such as the way in which staff are managed, or organisational change such as redundancies
- assessing and eliminating the risks, as far as reasonable practicable, or controlling, or minimising, them as far as reasonable practicable; and
- training workers about bullying, how to deal with it and its impact on the workplace.

9. Complaint Procedure

9.1. If a worker feels that they have been bullied, they should not ignore it.

9.2. Any bullying issue should be brought to the Council's attention as soon as possible.

9.3. There are a number of options available for workers who feel they have been bullied:

Confront the Issue

If a worker feels comfortable doing so, they should address the issue with the person concerned. A worker should identify the bullying behaviour, explain that the behaviour is unwelcome and offensive and ask that it stop.

This is not a compulsory step. If a worker does not feel comfortable confronting the person, or the worker confronts the person and the behaviour continues, the worker should report the issue to their manager. If the manager is the alleged perpetrator, then the matter should be reported to a senior manager, or to the [Manager People & Culture/Executive Manager Human Resources](#).

If at any time, a worker is unsure about how to handle a situation they should contact the [Manager People & Culture/Executive Manager Human Resources](#) for support and guidance.

Report the Issue

There are two complaint procedures that can be used to resolve bullying complaints: informal and formal (detailed further below). The type of complaint procedure used depends on the nature of the complaint that is made. The aim is to ensure that workers are able to return to a productive and harmonious working relationship as soon as possible.

10. Informal Complaint Procedure

10.1. Under the informal complaint procedure there are a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. The manager or [Manager People & Culture/Executive Manager Human Resources](#) will determine which process to follow. The possible options include, but are not limited to, the manager or [Manager People & Culture/Executive Manager Human Resources](#):

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- discussing the issue with the person against whom the complaint is made; and/or
- facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

10.2. The informal complaint procedure is more suited to less serious allegations that if founded, may not warrant disciplinary action being taken.

11. Formal Complaint Procedure

11.1. The formal complaint procedure involves the worker making a written complaint and a formal investigation of that complaint. It is appropriate for more serious allegations, or if senior management are involved. Formal investigations may be conducted by the Council or by an external investigator appointed by the Council.

11.2. An investigation generally involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Council or the external investigator will make recommendations about what actions should be taken to resolve the complaint and any appropriate disciplinary action.

11.3. If Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, workers will be paid their normal pay during any such period.

12. Dealing with bullying complaints

12.1. In handling bullying complaints, the Council will adopt the following principles:

- Take all complaints seriously.
- Act promptly.
- Not victimise any person who makes a complaint, any person accused of bullying, or any witnesses.
- Support all parties.
- Be impartial.
- Communicate the investigation or complaint process to all parties involved, including estimating length of time for resolution.
- Maintain confidentiality - the Council will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workers in order to determine what happened, to legal representatives or the Council's senior managers. It will also be necessary to speak to those against whom the complaint has been made in order to afford fairness. All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint. Spreading rumours or gossip may expose the worker responsible to a defamation claim.
- Act appropriately - if a complaint is made and it appears that bullying has occurred, the Council will endeavour to take appropriate action in relation to the complaint.
- Keep records – documentation is essential. A record of all meetings and interviews stating who was present and agreed outcomes should always be maintained.

13. Possible outcomes

13.1. The possible outcomes of an investigation will depend on the nature of the complaint. Where an investigation results in a finding that a person has engaged in bullying behaviour, that person will be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained

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against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker and the Council.

13.2. The Council may take a range of disciplinary action. Examples include, but are not limited to:

- Providing training to assist in addressing the problems underpinning the complaint
- Monitoring to ensure that there are no further problems
- Implementing a new Policy
- Mentoring and support ~~form from a~~ senior manager
- Requiring an apology or an undertaking that certain behaviour stop
- Changing work arrangements
- Transferring to another work area
- Issuing a written warning (this can be a first or final warning depending on the circumstances)
- Dismissal.

14. Management and Supervisor's role

14.1. Managers and supervisors have a key role in the prevention of workplace bullying. Managers and supervisors must:

- ensure that they do not bully employees, other managers or supervisors, clients or customers;
- ensure that they do not aid, abet or encourage other persons to engage in bullying behaviour;
- ensure all staff who report to them are aware and understand this Policy and their responsibility to comply with it;
- ensure that all staff who report to them understand that any bullying in any form is unacceptable and will not be tolerated by the Council;
- act promptly and appropriately if they observe bullying behaviours;
- ensure that all staff who report to them understand that they should report any bullying behaviour;
- ensure all staff who report to them are aware and understand the complaint procedures; and
- act promptly if a complaint is made. If this is not possible, or is inappropriate, inform the ~~Manager People & Culture~~ Executive Manager Human Resources as soon as possible.

15. Workers role

15.1. All workers must:

- understand and comply with this Policy;
- ensure they do not engage in any conduct which may constitute bullying towards other workers, customers/clients or others with whom they come into contact through work;
- ensure they do not aid, abet or encourage other persons to engage in bullying behaviour;
- follow the Council's complaint procedure if they experience bullying;
- report any bullying they see occurring to others in the workplace in accordance with this Policy; and
- maintain confidentiality if they are involved in the incident complained of.

Workplace Bullying Policy

16. Breach of this Policy

- 16.1. The Council takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All workers are required to comply with this Policy.
- 16.2. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed.
- 16.3. If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

17. More information

- 17.1. If a worker is unsure about any matter covered by this Policy, or requires more information about workplace bullying they should seek the assistance of their manager, or of the [Manager People & Culture Executive Manager Human Resources](#). They may also wish to seek external advice from the relevant regulatory authority, such as [WorkCoverSafe Work](#).

Variations

The Council reserves the right to vary, replace or terminate this Policy from time to time.

Associated documents

- Anti-Discrimination and Equal Employment Opportunity Policy
- Code of Conduct
- [Workplace Environment Statement](#)
- [Social Media Acceptable Use Procedure](#)

	POLICY	ADOPTED Council 101/14 Date: 15/2/17
	Anti-Discrimination & Equal Employment Opportunity	REF: HRM 1C REV: 4 FILE No. A0100021

1. Purpose

Mid-Western Regional Council ('the Council') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

The Council aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. The Council also aims to create a work environment which promotes good working relationships.

2. Commencement of Policy

This policy will commence from ~~1 April 2014~~ **15 February 2017**. It replaces all other Anti-Discrimination & Equal Employment Opportunity Policies (whether written or not).

3. Application of Policy

This Policy covers all employees of the Council (whether full time, part time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, **volunteers**, agents, consultants, and temporary staff) (collectively "workers").

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. **This policy applies to verbal and written commentaries, including commentary made through social media.** Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

This Policy does not form part of any Council employees contract of employment. Nor does it form part of any other Council employees contract for service.

4. EEO laws

Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

5. Discrimination

5.1 Direct discrimination

Direct discrimination in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the Federal, State and Territory laws and include sex, race, age etc. A full list of the grounds of discrimination which operate federally and in NSW will be relevant, and are listed out below.

- Race (including colour, nationality, descent, ethnic, ethno-religious or national origin, immigrant status)
- Sex
- Pregnancy (including potential pregnancy)
- Religious belief or activity
- Marital status, relationship status
- Homosexuality, transexuality, sexuality, sexual **orientation preference**, lawful sexual activity, gender identity, **transgender, intersex status**

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- Carers' responsibilities, family responsibilities, carer or parental status, being childless
- Disability, including physical, mental and intellectual disability
- Breastfeeding
- Age (including compulsory retirement)
- Industrial/trade union membership, non-membership or activity
- Political belief or activity
- Employer association membership, non-membership or activity
- Criminal record
- Temporary absence from work because of illness or injury
- Medical record
- HIV/AIDS
- Defence service
- Spent convictions
- Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited)

5.2 Indirect discrimination

Indirect discrimination may occur when an employer imposes a policy, requirement or condition which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (ie - a prohibited ground of discrimination).

Example: The Council imposes a height restriction on all applicants for the position of 'Parking Officer', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex.

Discrimination also includes the situation where a worker harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

6. Vilification

Vilification is a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, transgender, transsexuality or HIV/AIDS. Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.

7. Sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workers can also be unlawful.

Examples of sexual harassment include, but are not limited to:

- 7.1 physical contact such as pinching, touching, grabbing, kissing or hugging
- 7.2 staring or leering at a person or at parts of their body
- 7.3 sexual jokes or comments
- 7.4 requests for sexual favours
- 7.5 persistent requests to go out, where they are refused

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- 7.6 sexually explicit conversations
- 7.7 displays of offensive material such as posters, screen savers, Internet material etc
- 7.8 accessing or downloading sexually explicit material from the Internet
- 7.9 suggestive comments about a person's body or appearance
- 7.10 sending rude or offensive emails, attachments or text messages.

8. Bullying

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten. Single incidents of unreasonable behaviour can also create a risk to health and safety and may escalate into bullying. There is no requirement that bullying be intentional.

It is not bullying for a manager or supervisor to counsel a worker about their performance. Performance counselling is a necessary part of ensuring that workers meet the Council's standards of work and behaviour. Also, other reasonable managerial actions such as disciplinary action, work directions and orders, and allocation of work in compliance with business needs and systems do not constitute bullying.

9. Victimisation

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workers must not retaliate against a person who raises a complaint or subject them to any detriment.

10. Rights and responsibilities

All workers must:

- 10.1 understand and comply with this Policy;
- 10.2 comply with the Council's Code of Conduct;
- 10.3 ensure they do not engage in any unlawful conduct towards other workers, customers/clients or others with whom they come into contact through work;
- 10.4 ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- 10.5 follow the complaint procedure in this Policy if they experience any unlawful conduct;
- 10.6 report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- 10.7 maintain confidentiality if they are involved in the complaint procedure.

Workers should be aware that they can be held legally responsible for their unlawful conduct.

Workers, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

11. Breach of this Policy

All workers are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed. For other workers a breach of this Policy could result in you losing your position.

If a person makes an unfounded complaint or a false complaint in bad faith (eg - making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

Anti-Discrimination & Equal Employment Opportunity Policy

12. Complaint handling procedure

If a worker feels that they have been subjected to any form of unlawful conduct contrary to EEO laws this Policy or the Council's Code of Conduct, they should not ignore it. The Council has a complaint procedure for dealing with these issues. The complaint procedure has numerous options available to suit the particular circumstances of each individual situation. The manner in which a complaint will be handled is solely at the discretion of the Council's Complaint Officer.

13. Examples of the ways in which a complaint can be dealt with

13.1 Confront the Issue

If a worker feels comfortable doing so, they should address the issue with the person concerned. A worker should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a worker does not feel comfortable confronting the person, or the worker confronts the person and the behaviour continues, the worker should report the issue to the Council's Complaints Officer.

If a worker is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact an EEO Contact Officer for support and guidance. The EEO Contact Officers aim to assist people uncertain about their rights. EEO Contact Officers are the [Senior Human Resources Officer](#) and the [WQHS Coordinator](#).

13.2 Report the Issue

A worker should report the issue to ~~the a Council~~ Complaints Officer. The Complaints Officers in the Council's workplace ~~are~~ is the [Manager People & Culture Executive Manager Human Resources and the Senior Human Resources Officer](#).

The Complaints Officer will aim to deal with the workers complaint in accordance with this Policy. There are two complaint procedures that can be used: informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

13.3 Informal Complaint Procedure

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- a) the Complaints Officer discussing the issue with the person against whom the complaint is made; and/or
- b) the Complaints Officer facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

13.4 Formal Complaint Procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by the Complaints Officer or a person from outside the Council, appointed by the Council.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Complaints Officer or the external investigator will make recommendations about resolving the complaint.

Anti-Discrimination & Equal Employment Opportunity Policy

If the Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, workers will be paid their normal pay during any such period.

14. Confidentiality

The Complaints Officer will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workers in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, the Council will endeavour to take appropriate action in relation to the complaint.

All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint. Spreading rumours or gossip may expose workers to a defamation claim. Workers may discuss the complaint with a designated support person or representative (who is not a worker employed or engaged by the Council). However, the support person or representative must also maintain confidentiality.

15. Possible outcomes

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct, breach of this Policy or breach of the Code of Conduct that person may be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker and the Council.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy or the Council's Code of Conduct, may have their contracts with the Council terminated or not renewed. For other workers, a breach of this Policy or the Council's Code of Conduct could result in the loss of their position.

The Council may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

- 15.1 training to assist in addressing the problems underpinning the complaint;
- 15.2 monitoring to ensure that there are no further problems;
- 15.3 implementing a new policy;
- 15.4 requiring an apology or an undertaking that certain behaviour stop; and/or
- 15.5 changing work arrangements.

16. Questions

If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the [Manager People & Culture](#) ~~Executive Manager Human Resources~~ or the [Senior](#) Human Resources Officer.

Variations

The Council reserves the right to vary, replace or terminate this policy from time to time.

Associated documents

- Workplace Bullying Policy
- Code of Conduct
- [Workplace Environment Statement](#)

Anti-Discrimination & Equal Employment Opportunity Policy

- [Social Media Acceptable Use Procedure](#)

	<h2>WORK HEALTH AND SAFETY POLICY</h2>			
	ADOPTED	VERSION NO		5
	COUNCIL MEETING MIN NO	REVIEW DATE		FEBRUARY 2019
DATE: 15 FEBRUARY 2017	FILE NUMBER	A0100021		

Mid-Western Regional Council is committed to providing a safe and healthy work environment for all workers and others in the workplace, so far as reasonably practicable. This is achieved with consultation between Management and Workers in accordance with the requirements of the Work Health and Safety Act 2011 and Regulations.

To facilitate this, Mid-Western Regional Council will establish, implement and maintain a Work Health and Safety Management System (WHSMS). The Work Health and Safety Management System forms the foundation of a proactive, systematic and coordinated approach to the management of health and safety risks arising out of the business' undertakings that embraces the risk management principles prescribed in AS/NZS 31000:2009 and provides for fair and effective workplace consultation, cooperation and issue resolution in relation to work health and safety. Everyone within the workplace including Contractors, has a work health and safety responsibility.

Mid-Western Regional Council's Work Health and Safety Management System aims to provide a framework to support everyone in upholding their responsibilities on a daily basis.

Aims of the Work Health and Safety Management System

- Provision and maintenance of a work environment without risk to health and safety
- Provision and maintenance of safe plant and structures
- Provision and maintenance of safe systems of work
- To continually monitor, identify and eliminate or reduce hazards and risks to health and safety
- Safe use, handling and storage of substances, structures and plant
- Provision and maintenance of adequate facilities for the welfare of workers
- Provision of adequate information, training, supervision for its workers
- Provision of health programs, activities and monitoring for its workers

WHS Objectives

- Identification and management of work health and safety risks and compliance with the Work Health and Safety Act 2011 and Regulations;
- To eliminate workplace incidents, injuries or illnesses;
- Monitoring, review, reporting and continuous improvement of the WHSMS

WHS Responsibilities

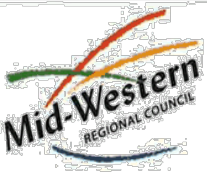
SENIOR MANAGEMENT : The General Manager, Directors and those involved in strategic decision making must exercise due diligence in ensuring that Mid-Western Regional Council complies with the duties of a "PCBU" defined in Section 19 of the Work Health and Safety Act 2011.

WORKERS : Workers have a duty to take reasonable care of themselves and others at the workplace. A worker includes a person who carries out work in any capacity for Council, including work as: an employee, a contractor, subcontractor, outworker, volunteer, apprentice or trainee and work experience students.

VISITORS : Visitors to Council's workplaces have a duty to take reasonable care of themselves and others at the workplace and cooperate with any reasonable instruction given by an employee of Mid-Western Regional Council.

GENERAL MANAGER

DATE

	POLICY	ADOPTED C/M 21 May 2014 Minute No. 209/14
	Work Health and Safety	REF: HS-1-P1 REV: 4 th Revision FILE No. A0100021

Mid-Western Regional Council is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

Mid-Western Regional Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees, volunteers and contractors are required to comply with those changes.

Scope

This policy applies to:

1. all Councillors and employees of Mid-Western Regional Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Mid-Western Regional Council (for example volunteers, contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as “**workers**”); and
2. all of Mid-Western Regional Council’s workplaces and to other places where workers may be working or representing Mid-Western Regional Council for example, when visiting a customer, client or supplier (collectively referred to as “**workplace**”).

Mid-Western Regional Council’s Health and Safety System

The Work Health and Safety system relates to all aspects of health and safety including (without limitation):

- WHS Plan;
- Defined WHS Responsibilities;
- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to manage health and safety risks;
- Consultation with Persons Carrying on a Business or Undertaking (“PCBU”) and employees on matters related to health and safety;
- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured employees.

Mid-Western Regional Council’s Health and Safety Objectives

- To provide a safe and healthy work environment for all our employees, volunteers, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources;
- To comply with all relevant laws, rules, standards and codes of practice.

WORK HEALTH AND SAFETY POLICY

Management Responsibilities

All Councillors, Officers, Managers and Team Leaders/Supervisors are responsible and accountable for the safety of workers and Council property under their control so far as reasonably practicable. Managers and Team Leaders/Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times. Breaches of responsibility under the Act or failure to lead or observe the requirements of Council policies and procedures may result in disciplinary action, including termination of employment, and/or prosecution by the relevant authorities.

Councillors and Employees Responsibilities

All Councillors and employees are required to comply with health and safety legislation and Mid-Western Regional Council's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties. Breaches of responsibility under the Act or failure to comply with Council policies and procedures may result in disciplinary action, including termination of employment, and/or prosecution by the relevant authorities.

Volunteer Workers Responsibilities

All volunteer workers who provide unpaid services to Mid-Western Regional Council have the same responsibilities as an employee under the work health and safety legislation and must comply with the health and safety legislation as amended from time to time and with Mid-Western Regional Council's policies and procedures.

Compliance for volunteer workers includes but is not limited to:

- observing all directions on health and safety given by management;
- taking reasonable care for their own health and safety and not creating risks to others;
- providing and wearing appropriate Personal Protective Equipment (PPE);
- being appropriately licenced, ticketed, trained and qualified to undertake the work;
- complying with the requirements of other relevant authorities, for example *Roads and Maritime Services* when working on roadsides or providing Community Transport services.

Failure to comply with or observe the requirements of the legislation or Council policies and procedures will be considered a breach and sufficient grounds for the working arrangement to be terminated. Breaches of the legislation may result in prosecution of the volunteer worker by the relevant authorities.

Contractors Responsibilities

All contractors engaged to perform work for Mid-Western Regional Council are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of Mid-Western Regional Council as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract. Furthermore, breaches of the legislation may result in prosecution by the relevant authorities.

DEFINITIONS

In this policy: 'Person Carrying on a Business or Undertaking' (PCBU) means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

Brad Cam
General Manager



Dated: 3/1/15

7.2 Code of Meeting Practice

REPORT BY THE ACTING GENERAL MANAGER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, GOV400020

RECOMMENDATION

That Council:

1. **receive the report by the Acting General Manager on the Code of Meeting Practice for Council Meetings;**
2. **place the amended Code of Meeting Practice on public exhibition for a period of 28 days, but allowing a period of at least 42 days during which submissions may be made to the Council, in accordance with s.361 of the *Local Government Act 1993*; and**
3. **adopt the amended Code of Meeting Practice if no submissions are received within the 42 day submission period.**

Executive summary

At the meeting held on 28 September 2016, Council established a sub-committee to review the Code of Meeting Practice. This report comes as a result of the discussions held by this sub-committee.

Disclosure of Interest

Nil

Detailed report

This report provides an opportunity for Council to consider its Code of Meeting Practice. The sub-committee that was formed has made a recommendation to Council that it consider a dress code for Council meetings and this has been included in the draft. No other changes are recommended at this stage. It is important that Councillors are aware of the clauses in the Code as well as the notes that are included within the documentation which provide guidance on procedures.

These changes are also considered within the context of the *Local Government Amendment Act (Governance and Planning) 2016* which includes the development of a Model Code of Meeting Practice for all Councils in New South Wales. It is likely that this Code will require some compulsory clauses as well as some optional ones. However the detail of this Model Code is not yet known nor is there a timeframe for its introduction. When the Model Code is developed it will be reported to Council.

Any changes to the Code of Meeting Practice are required to be publicly exhibited and for there to be a period of 42 days for submissions to be received.

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Pursue excellence in service delivery

Financial implications

Not applicable

SIMON JONES
ACTING GENERAL MANAGER

31 January 2017

Attachments: 1. Code of Meeting Practice suggested changes for 2017 - tracked changes.
(separately attached)

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

7.3 MRTI Quarterly Report October to December 2016

REPORT BY THE ACTING GENERAL MANAGER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, F0770077

RECOMMENDATION

That Council receive the report by the Acting General Manager on the MRTI Quarterly Report October to December 2016.

Executive summary

As per the funding and performance agreement entered into in July 2016 between Mudgee Regional Tourism Inc (MRTI) and Council, MRTI is required to report quarterly to Council on their performance.

Disclosure of Interest

Nil.

Detailed report

The October to December 2016 MRTI quarterly report has been delivered to Council in accordance with the funding and performance agreement entered into in July 2016 between Mudgee Regional Tourism Inc (MRTI) and Council, and is attached for Council's consideration.

Community Plan implications

Theme	Building a Strong Local Economy
Goal	A prosperous and diversified economy
Strategy	Support the attraction and retention of a diverse range of businesses and industries

Financial implications

Nil.

SIMON JONES
ACTING GENERAL MANAGER

2 February 2017

Attachments: 1. MRTI Quarterly Report - Q2 Oct to Dec 2016.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



Q2: October – December 2017
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:

#	Objective	Metric/KPI
1	Measure tourism numbers to the LGA and where they are from	<p>Analyse trends in tourism visitation and demographics in the Mudgee Region by capturing and reporting:</p> <ol style="list-style-type: none"> 1. VIC visitation (post codes, reason for visiting) 2. Overnight visitation via accommodation members (room nights, ALOS, average spend, demographics) <p>Share all tourism data on a regular basis with members and stakeholders.</p>
2	Provide all tourism related businesses in the LGA with the opportunity for promotion	<ol style="list-style-type: none"> 1. Maintain or increase total number of MRTI memberships 2. Provide a business listings page on website (for all tourism members and non-members) at no cost. Web page to be visually sponsored by MWRC (logo)
3	Attend and promote the region at events outside the region	<p>Identify at least 4 key trade and/or consumer shows annually (within specified target markets) to promote the Region. For example (these may vary year to year):</p> <ol style="list-style-type: none"> 1. <i>Sydney Cellar Door, NSW Food & Wine Festival (Feb)</i> 2. <i>Pymont Food & Wine Festival (May)</i> 3. <i>Balmoral Mudgee Food & Wine Festival (Aug)</i> 4. <i>Vino Paradiso (Nov)</i>
4	Provide monthly marketing communication to subscriber database, report on social media reach and website visitation statistics	<ol style="list-style-type: none"> 1. Annual subscriber database health check 2. Increase subscribers year on year 3. Distribute monthly subscriber emails (maintain brand integrity) 4. Distribute weekly member newsletters 5. Prepare monthly digital media statistics (social media, website & app), track trends, increase engagement
5	Promote all tourism-related council and major regional events	Promote MWRC and major events through Visitor Guide, subscriber database, digital channels, MRTI stalls (e.g. Flavours of Mudgee) and other promotional channels (e.g. radio, Mudgee Guardian articles, etc)
6	Develop annual marketing plan providing details of all marketing and promotional activities planned to be undertaken on a monthly basis to promote LGA as a tourism destination and provide quarterly updates	<ol style="list-style-type: none"> 1. Develop & maintain Mudgee Region DMP 2. Develop & maintain 2 year strategic destination marketing plan (outlining planned campaign activity) 3. Prepare report and meet MWRC quarterly to discuss KPI and financial outcomes (including financial statements and balance sheet)

Executive Summary

Visitor Information Centre Statistics Summary

Comparing quarter 2 against last year's quarter, visitation to all Visitor Information Centers across the region was down slightly by some 0.5%

Mudgee Region Tourism Memberships

Total = 288 members, Acting CEO attended a number of meetings/site visits including Mudgee Region Tourism AGM, hosting media – Weekend Today, Mudgee Smugglers, Destination NSW and Sydney Weekender. Attended the NSW Tourism Awards and Parramatta City Council to discuss outer region events.

Weekend Today

Our Mudgee Region was broadcast live to over 2 million national viewers who tuned into Channel 9 and syndicated stations to watch Weekend Today on Saturday 15th October. The exposure was brilliant, delivering on our key messages of our region's sophisticated food + drink experience. Total air time was 16 minutes with an estimated advertising value of \$547,000.

Annual General Meeting 29th November at Cellar by Gilbert

Over 60 members attended the AGM. Board Appointments were made, the board now consists of Russell Holden (Chair) Council Representative, Jess Chrcek (Vice Chair) – Moothi Estate, Rob Duffy (Treasurer) – Image Signs, Joe Adendorff – Aden Group, Peter Flood – Parklands Resort. One year casual vacancies were fulfilled by Simon Staines – Artisan on Lewis + Mudgee Fine Food Group, Buzz Sanderson (Secretary) – Kandos Museum. Nathan Williams – Baker Williams Distillery resigned and Margot Palk – Rylstone Convent Wool + Chapel has taken a one year casual vacancy.



NSW Tourism Awards

Mudgee Region Tourism announced as number one in the state for Destination Marketing, competed against - Destination Southern Highlands, Parkes Shire Council, Sydney Outback, Unspoilt South Coast Marketing Campaign and Wild about Whales. We are now finalist at the Australian Tourism Awards to be held in February 2017 in Darwin.

Sydney Weekender

Following on from our success at the NSW Tourism Awards Channel 7 Sydney - Weekender landed in region to film a segment on Mudgee Region. Sydney Weekender selected a handful of winners to feature in the February episode. Due to air Sunday 19th February at 530pm.

Mudgee Smugglers

In partnership Klick we activated our Mudgee Smugglers campaign for the second time this year. We smuggled 5 online bloggers + social influences to the region for a 3 day immersion tour. Photo Editor of NW Magazine (circulation over 52K) The Carousel (145K) The Juggernauts (over 32K) Breakfast with Audrey (13K followers) Mr Christopher Haggarty (over 47K) Over 20 members participated in the itinerary.

Destination NSW International Country Managers

Mudgee Region Tourism welcomed eight DNSW International Country Managers, who represent each of DNSW's key international markets such as US, New Zealand, Japan, Shanghai, India, UK, South and South-East Asia, Singapore, Malaysia, Indonesia and Hong Kong. Along with DNSW Trade Events & Famils Coordinator - Tenille Jenkins and DNSW International Partnerships Coordinator - Alexandra Demetriadis. The group were in region for two days and visited over a number of our Food + Drink assets.

Financial Summary

The Treasurers report demonstrates the trading result for the end of quarter 2 to 31st December 2016.

Key Performance Indicators meet in Quarter 2 – October – December 2016

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 (with amendment to KPIs confirmed in Q3 FY14-15) between Mid-Western Regional Council and Mudgee Region Tourism Inc. These are outlined below:

1	Measure tourism numbers to the LGA and where they are from	<p>Analyse trends in tourism visitation and demographics in the Mudgee Region by capturing and reporting:</p> <ol style="list-style-type: none"> VIC visitation (post codes, reason for visiting) Overnight visitation via accommodation members (room nights, ALOS, demographics) <p>Share all tourism data on a regular basis with members and stakeholders.</p>
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1.1. MRTI currently collects postcode data and survey information from visitors to the region through the Mudgee, Gulgong, Rylstone and Kandos Visitor Information Centres.

Date	Size	Location
Oct - Dec 2016	6,858	AVIC stats – postcode only (Mudgee, Gulgong, Rylstone + Kandos VICs)

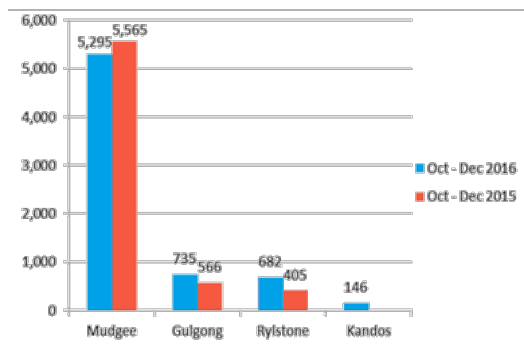
Total visitation across all VICs in Q2 decreased by 0.5% on same quarter last year.

Note: figures are based on manual recording of visitor activity and MRTI team members have limited control over Rylstone and Kandos figures which are manually recorded by Capertee Valley Saffron and Kandos Museum (offering visitor services in partnership with MRTI).

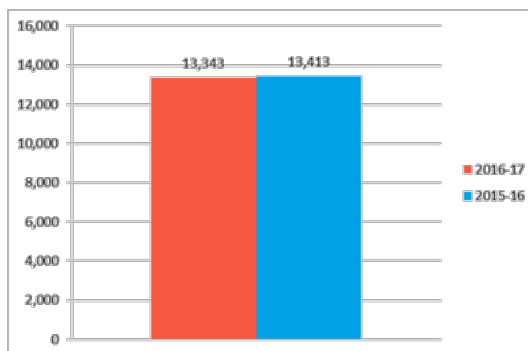
Telephone Enquiries	Oct - Dec 2016	Oct – Dec 2015
VICs	1,816	2,524

FY2016	Mudgee	Gulgong	Rylstone	Kandos	Total	FY2015	Mudgee	Gulgong	Rylstone	Total
Oct - Nov 2016	5,295	735	682	146	6,858	Oct - Nov 2015	5,565	566	405	6,536
			FYTD	2015-16	13,343			FYTD	2014-15	13,413

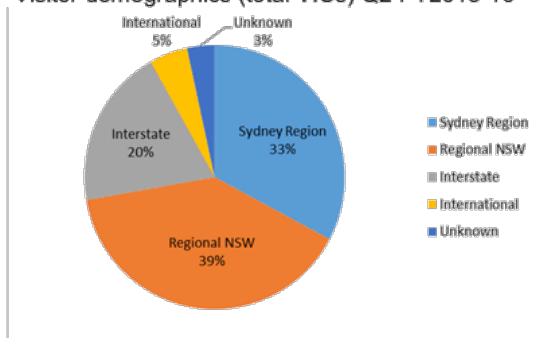
Total Visitors: Q2 2016-17 vs Q1 2015-16



Total Region Visitation – FYTD



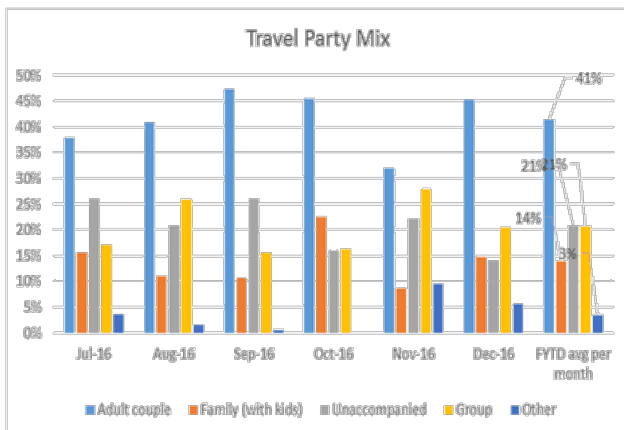
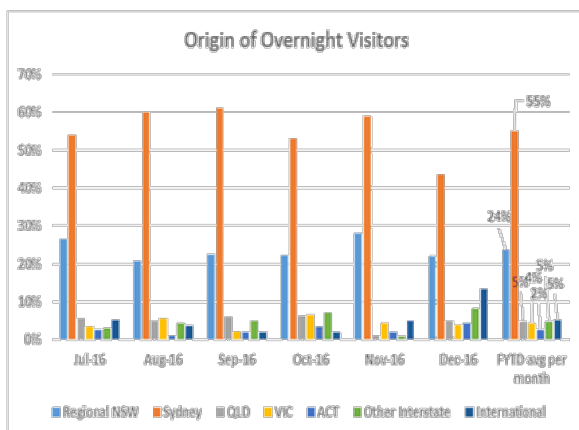
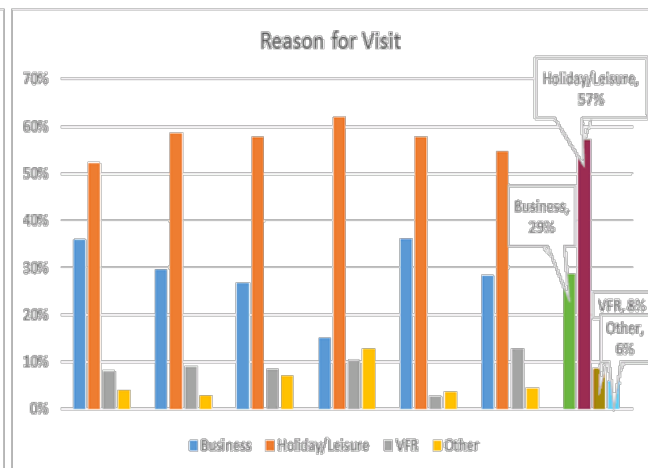
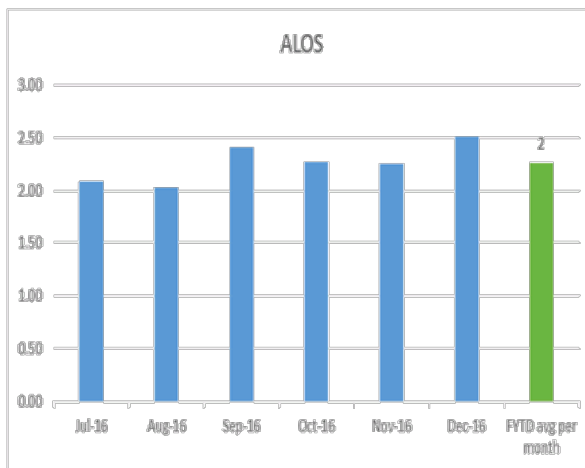
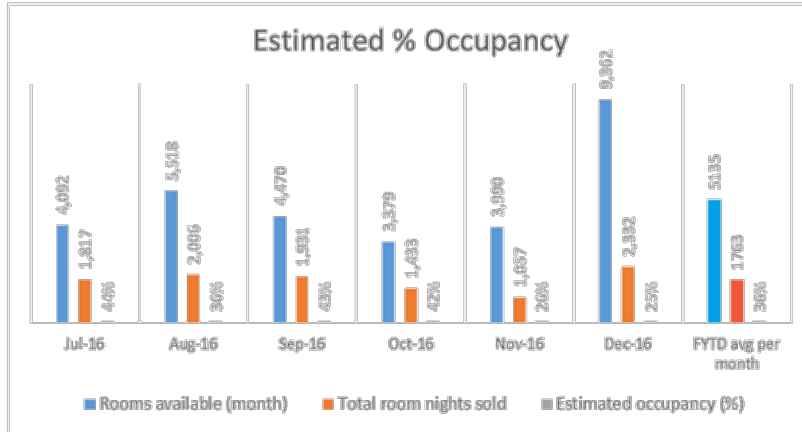
Visitor demographics (total VICs) Q2 FY2015-16



1.2. Additionally, monthly surveys were distributed to accommodation members to obtain overnight visitation data and trends. Below is a summary of FYTD results:

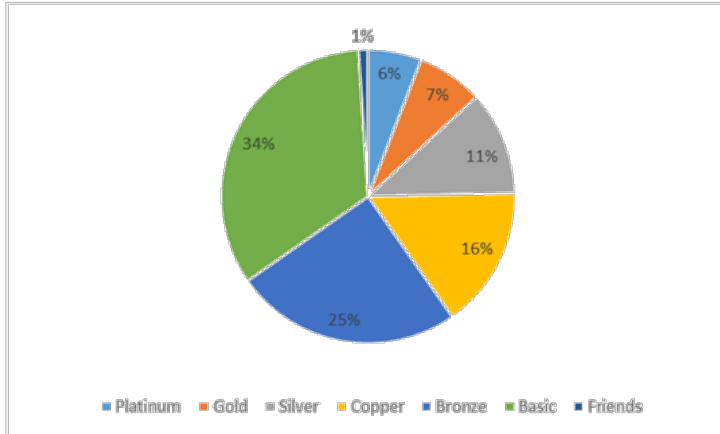
- Survey response rate = 21% (88 survey's sent)
- Average occupancy based on survey responses = 36%
- Average length of stay = 2.2 nights
- Average nightly rate = \$256

FYTD Graphs –



2	Provide all tourism related businesses in the LGA with the opportunity for promotion	<ol style="list-style-type: none"> Maintain or increase total number of MRTI memberships Provide a business listings page on website (for all tourism members and non-members) at no cost. Web page to be visually sponsored by MWRC (logo)
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2.1. 2016-17 Membership year in Q2. Total = 288 members



1.1.A full business directory can be found on the new MRTI website (<http://www.visitmudgeeregion.com.au/visitor-services/business-directory>) with MWRC logo at base of page.

3	Attend and promote the region at events outside the region	<p>Identify at least 4 key trade and/or consumer shows annually (within specified target markets) to promote the Region. For example (these may vary year to year):</p> <ol style="list-style-type: none"> Sydney Cellar Door, NSW Food & Wine Festival (Feb) Pyrmont Food & Wine Festival (May) Balmoral Mudgee Food & Wine Festival (Aug) Vino Paradiso (Nov)
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No events were attended this quarter, Vino Paradiso was cancelled. Other outer region events are being investigated

4	Provide monthly marketing communication to subscriber database, report on social media reach and website visitation statistics	<ol style="list-style-type: none"> Annual subscriber database health check Increase subscribers year on year Distribute monthly subscriber emails (maintain brand integrity) Distribute weekly member newsletters Prepare monthly digital media statistics (social media, website & app), track trends, increase engagement
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- 4.1. Subscriber database strategy continued in Q2 with member opportunities presented to promote in region events, these events included – Huntington Music Festival, Cinema Di Lusso, Rylstone StreetFeast, Pick your own cherries, Christmas Day Lunch, Gulgong Folk Festival, Shakespeare in the Vines, Waratahs + Brumbies Match
- 4.2. Current subscriber total of 13,356 at the end of Q2.
- 4.3. Monthly subscriber emails distributed throughout the quarter – 6th + 20th October, 3rd + 17th November, 9th + 22nd December.
- 4.4. Weekly member newsletter distributed each Friday.
- 4.5. Monthly digital media statistics recorded in CEO's report, see below:

Website	Oct - Dec 2016	Oct - Dec 2015
Unique Visitors	42,457	27,859
Page Views	144,155	119,882

Social Media Channels	Oct – Dec 2016	Oct – Dec 2015
Facebook followers	10,367	6,410
Instagram followers	6,320	3,756
Twitter followers	1,610	1,277

Social Media followers continue to significantly increase (60%) during Q2 compared to same period last year. This is contributed to a consistent strategic social media strategy of our current Let's Skip Town Together campaign, paid Facebook advertising, Mudgee Smugglers PR, user content, engaging members, key tourism stakeholders and highly influential bloggers reaching our target audiences.

Highlights included:

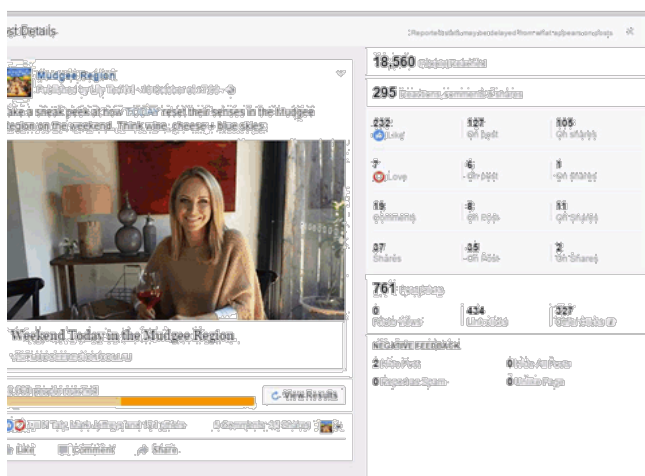
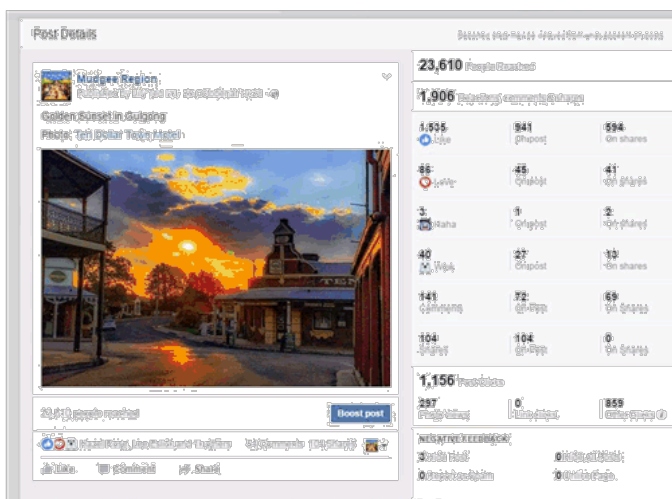
Most popular post: Shared user generated content of a Golden Sunset in Gulgong. Reached over 23,000 people.

Mudgee Region sneak peek of the Weekend Today Show, major PR activation for Let's Skip Town Together Campaign, reach over 18,000 people.

Mudgee Region filming with Mike Whitney for a Sydney Weekender Episode due to air in February 2017.

User generated content to promote Cherry Picking in Mudgee Region, shared by Australia.com, gained over 680 likes.

User generated content to promote long weekends in Mudgee Region at Logan's, picked up by Australian.com and shared with over 7.3M followers.



Google Analytics – Mudgee Region Website

- 42,457 visitors
- 144,155 total page views

Top Referral Websites

- Facebook
- Visit NSW
- Mudgee Region Lovers eDM

5	Promote all tourism-related council and major regional events	Promote MWRC and major events through Visitor Guide, subscriber database, digital channels, MRTI stalls (e.g. Flavours of Mudgee) and other promotional channels (e.g. radio, Mudgee Guardian articles, etc)
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The following Council events and activities were promoted via our print and digital 'What's On' calendar, social media, individual posters + flyers distributed actively to visitors across VICs: Town Hall Movies, MWRC Community Plan Program, Waratahs + Brumbries Match.

6	Develop annual marketing plan providing details of all marketing and promotional activities planned to be undertaken on a monthly basis to promote LGA as a tourism destination and provide quarterly updates	<ol style="list-style-type: none"> 1. Develop & maintain Mudgee Region DMP 2. Develop & maintain 2 year strategic destination marketing plan (outlining planned campaign activity) 3. Prepare report and meet MWRC quarterly to discuss KPI and financial outcomes (including financial statements and balance sheet)
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- 6.1. DMP developed and approved by MRTI Board June 2015. Shared with and approved by DNSW in July 2015.
- 6.2. Strategic marketing plan developed for 2015-16 FY. Let's Skip Town Together is a marketing campaign resulting from the success of RVEF Round 2 funding from DNSW.
- 6.3. Here lies within MWRC Quarterly Report, including financial statements.

Marketing + Promotions Results Q2**Weekend Today**

Our Mudgee Region was broadcast live to over 2 million national viewers who tuned into Channel 9 and syndicated stations to watch Weekend Today on Saturday 15th October. The exposure was brilliant, delivering on our key messages of our region's sophisticated food + drink experience. Total air time was 16 minutes with an estimated advertising value of \$547,000. Social media posts reached over 27K

NSW Tourism Awards

Mudgee Region Tourism announced as number one in the state for Destination Marketing, competed against - Destination Southern Highlands, Parkes Shire Council, Sydney Outback, Unspoilt South Coast Marketing Campaign and Wild About Whales, this does not include the regions who submitted at Regional level. Mudgee Region Tourism is now recognised as one of the top 8 regions for excellence in Australia for Destination Marketing. We are now finalist at the Australian Tourism Awards to be held in February 2017 in Darwin.

Sydney Weekender

Following on from our success at the NSW Tourism Awards Channel 7 Sydney - Weekender landed in region to film a segment on Mudgee. NSW Tourism Awards. Sydney Weekender selected a handful of winners to feature in the February episode. Mike Witney, Susan Elliott the Producer + crew across two days of filming, featuring a focus on local produce and Mudgee's newest visitor experience – The Farm Gate Trail, di Lusso, Rylstone Olive Press + Horizon Mudgee.

Mudgee Smugglers

In partnership Klick we activated our Mudgee Smugglers for the second time this year. We smuggled 5 online bloggers + social influences to the region for a 3 day immersion tour. Photo Editor of NW Magazine (circulation over 52K) The Carousel (145K) The Juggernauts (over 32K) Breakfast with Audrey (13K followers) Mr Christopher Haggarty (over 47K) Over 20 members participated included Rylstone 29 Nine 99 - Na Lan's Yum Cha, De Beaurepaire Wines Rylstone's, Artisan on Lewis, Mudgee Homestead + Guesthouse we were fortunate enough to partner with Robert Oatley and host the media in the VIP area at the Mudgee Cup Race Day before flying the media back with FlyPelican on the Friday. During their visit we received strong social coverage with further exposure to come.

Destination NSW International Country Managers

Mudgee Region Tourism welcomed eight DNSW International Country Managers, who represented each of DNSW's key international markets such as US, New Zealand, Japan, Shanghai, India, UK, South and South-East Asia, Singapore, Malaysia, Indonesia and Hong Kong. Along with DNSW Trade Events & Famils Coordinator - Tenille Jenkins and DNSW International Partnerships Coordinator - Alexandra Demetriadis.

An itinerary was built for their visit in partnership with 12 of our members who are actively becoming export ready and offer a food + drink experience. This included – experiencing the Mudgee Farmers Market, High Valley Cheese tasting, long lunch at the Zin House, Baker Williams Distillery, Dinner at the Brewery and Cherry Picking.

The international Managers were overwhelmed with how well the visit was organised and the collaboration shown amongst the members. They were thrilled to be recognised, everyone knew who they were and where they were going to next. Trade Events & Famils Coordinator - Tenille Jenkins said it was one of the best famils she has been on.



TUNING IN: Weekend Today weather presenter Julie Snook (third from right) with winemakers James Manners, Jacob Stone, Lisa Bray, Peter Logan and David Lowe

ROAD TRIP

AMAZING JOURNEYS, INSPIRING DESTINATIONS



Strike it rich in the west

The 1000km road trip through the west of NSW is a journey of discovery and adventure. From the rugged mountains of the Blue Mountains to the rolling hills of the Central West, the region offers a wealth of natural beauty and historical sites. The trip is a perfect opportunity to explore the diverse landscapes and experiences that the west has to offer.

THE TAKE AWAY

The west of NSW is a region of incredible beauty and diversity. From the rugged mountains of the Blue Mountains to the rolling hills of the Central West, the region offers a wealth of natural beauty and historical sites. The trip is a perfect opportunity to explore the diverse landscapes and experiences that the west has to offer.

These in the know believe a great deal of Gulgong's glittering riches remain under the town itself.



STAYED

Stayed at the Gulgong Hotel, a historic building with a rich history. The hotel is a perfect example of the region's architectural heritage and offers a comfortable and convenient stay for travelers.

RENT AND WIN WITH THRIFTY!

Thrifty is the best choice for your road trip. With a wide range of vehicles to choose from, you can find the perfect car for your needs and budget. Thrifty also offers a variety of services and amenities to make your trip as easy and enjoyable as possible.



DINED

The world-renowned 286kg 'Moffatt Nugget' was pulled out of the ground here.

The Moffatt Nugget is a massive piece of gold ore that was discovered in the town of Moffatt in the 19th century. It is one of the largest pieces of gold ever found and is a major attraction for visitors to the region.

PR Report (Klick Communications)

Over 29 positive news articles about the Mudgee Region were published in the quarter.

Tactic	Activity
Journalist Programme	
Bauer Media's 'Adventures' Group - Caravan World, Camper Trailer Australia magazine	Klick confirmed famil with Mudgee Region Tourism. Famil occurred in November
Photo Editor of NW Magazine (circulation over 52K)	Klick liaised with Mudgee to confirm Mudgee Smuggler dates and famil itinerary. Klick confirmed media, visit occurred in December.
Mudgee Smuggler Programme - The Carousel (145K)	Klick liaised with Mudgee to confirm Mudgee Smuggler dates and famil itinerary. Klick confirmed media, visit occurred in December.
Mudgee Smuggler Programme - The Juggernauts (over 32K)	Klick liaised with Mudgee to confirm Mudgee Smuggler dates and famil itinerary. Klick confirmed media, visit occurred in December.
Mudgee Smuggler Programme - Breakfast with Audrey (13K followers)	Klick liaised with Mudgee to confirm Mudgee Smuggler dates and famil itinerary. Klick confirmed media, visit occurred in December.
Mudgee Smuggler Programme - Mr Christopher Haggarty (over 47K)	Klick liaised with Mudgee to confirm Mudgee Smuggler dates and famil itinerary. Klick confirmed media, visit occurred in December.
'Travel In'	Klick confirmed famil with Mudgee Region Tourism. Famil occurred in December. Social coverage during visit, newsletter in January
The Searching Cyclist	Klick is liaising with The Searching Cyclist for possible filming in Mudgee
Media Releases + Publicity	
Mudgee Region Winners at NSW Tourism Awards	Press release sent
Deals & Offers Pitching	Klick has commenced outreach for deal and offers publicity for Cobb + Co and Horizon Mudgee. Received media interest from Australian Women's Weekly (October issue), News Corp supplement - Escape and Dubbo Weekender
RVEF- Weekend TOADY Show	Klick confirmed weather cross for Saturday 15 October. Klick liaised with TODAY Show and Mudgee to confirm production itinerary. Klick also attended the filming of the overlay and the live broadcast in Mudgee across 2x days
AGM	
AGM	Klick travelled to Mudgee and presented at the AGM, highlighting key activities, coverage and results. Presentation shared with MRT

Finance

Mudgee Region Tourism Inc - Treasurer's Report – Q2 December 2017

1. Nature of Report

- a. This is the financial report for the first quarter of the MRTI 2016-17 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 December 31st 2016.

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. Operating Profit is \$50K above budget. This is due to membership income being above budget and expenses are below budget.

3. Trading Income

Retail trading income YTD indicates a \$1.9K above budget (5%). Ticket Sales Commission is behind budget some \$6K (48%) due to lack of contracted events. Membership income is above YTD budget \$13K (+4%)

4. Total Income

Overall income is \$2K behind budget due to DNSW last instalment payment for funding not due until March.

5. Total Expenses

Total expenses are \$54K below budget mainly due to the half payment of CNSWT membership (July – Dec 16) allocation of Regional Marketing

- a. The organisation continues to be under financial control.

6. Cash Funds

At the end of Q2 of the 2016-17 Financial Year the majority of the current assets is cash \$131,331

7. Balance Sheet

- a. A balance sheet is included as part of this report.

Mudgee Region Tourism Inc
 84 Market Street
 MUDGEE NSW 2850

Balance Sheet

As of December 2016

31/01/20
 11:25:00 AM

Assets		
Current Assets		
Cash on Hand	\$131,331	
Visa Debit Cards	\$852	
Undeposited Funds	\$1,221	
Float	\$350	
ING Management Account	\$7	
Debtors	\$5,545	
Stock on Hand	\$4,372	
Prepayments	\$954	
Total Current Assets		\$144,633
Non-Current Assets		
Motor Vehicle (Nett)	\$36,549	
Office Furn & Equip (Nett)	\$10,022	
Intangible Assets	\$28,449	
Total Non-Current Assets		\$75,020
Total Assets		\$219,653
Liabilities		
Current Liabilities		
Trade Creditors	\$31,567	
Sundry Creditors	\$11	
Accruals	\$15,941	
Hire Purchase	\$25,056	
GST Liabilities	\$3,569	
Payroll Liabilities	\$18,961	
Total Current Liabilities		\$95,105
Ticket Sales		
Ticket sales - General	-\$4	
Seat Advisor EFT	\$1,718	
Countrylink Tickets	-\$29	
Total Ticket Sales		\$1,683
Total Liabilities		\$96,788
Net Assets		\$122,865
Equity		
Retained Earnings	\$31,056	
Current Earnings	\$91,809	
Total Equity		\$122,865

Mudgee Region Tourism Inc84 Market Street
MUDGEE NSW 2850**Profit & Loss [Budget Analysis]****July 2016 through December 2016**

31/01/20

11:26:23 AM

	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Retail Sales	\$39,958	\$38,000	\$1,958	5.1%
Ticket Sales Income	\$8,397	\$12,400	-\$6,003	(48.4%)
Membership Income	\$308,634	\$295,000	\$13,634	4.6%
Grants - DNSW (round 2)	\$37,450	\$49,200	-\$11,750	(23.9%)
Booking Agency Fees	\$4	\$100	-\$96	(95.6%)
MWRC Contract	\$216,200	\$216,200	\$0	0.0%
Interest Received	\$755	\$750	\$5	0.6%
Total Income	\$809,398	\$811,850	-\$2,254	(0.4%)
Cost Of Sales				
COGS Retail	\$26,188	\$23,450	\$2,738	11.7%
COGS Ticketing	\$429	\$1,125	-\$696	(61.8%)
Total Cost Of Sales	\$26,615	\$24,575	\$2,040	8.3%
Gross Profit	\$582,781	\$587,075	-\$4,294	(0.7%)
Expenses				
Advertising	\$2,920	\$1,250	\$1,670	133.6%
Audit Fees	\$2,250	\$2,250	\$0	0.0%
Bank Charges	\$122	\$25	\$97	388.0%
Bank Charges - Merchant	\$760	\$1,250	-\$490	(39.2%)
Cleaning	\$1,140	\$1,100	\$40	3.6%
Computer Expenses	\$2,738	\$2,750	-\$12	(0.4%)
Depreciation	\$10,533	\$10,550	-\$17	(0.2%)
Electricity	\$1,311	\$1,300	\$11	0.8%
Visitors Centre Costs	\$495	\$1,000	-\$505	(50.5%)
Insurance	\$1,617	\$1,400	\$217	15.5%
Insurance - Workers Comp	\$1,026	\$1,250	-\$224	(18.0%)
Motor Vehicle Running	\$5,451	\$3,750	\$1,701	45.4%
MV Interest	\$943	\$1,150	-\$207	(18.0%)
Office Supplies	\$65	\$275	-\$210	(76.3%)
General Postage	\$310	\$150	\$160	106.8%
Member Expenses	\$318	\$1,000	-\$682	(68.2%)
Printing & Stationery	\$1,998	\$1,850	\$148	7.9%
Professional Fees	\$11,145	\$14,825	-\$3,780	(25.3%)
Rent Mudgee Visitors Centre	\$0	\$484	-\$484	(100.0%)
Rylstone/Kandos running costs	\$43	\$250	-\$207	(82.8%)
Repairs & Maintenance	\$105	\$850	-\$745	(87.6%)
Staff Amenities & Ent	\$1,192	\$1,350	-\$158	(11.7%)
Seminars & Training	\$82	\$1,500	-\$1,418	(94.5%)
Subscriptions & Memberships	\$11,330	\$19,000	-\$7,670	(40.4%)
Security	\$268	\$400	-\$134	(33.4%)
Telephone, Fax & Internet	\$3,659	\$4,000	-\$341	(8.5%)
Travel Expenses	\$0	\$250	-\$250	(100.0%)
Website Expenses	\$5,528	\$4,638	\$890	19.2%
Visitor Guide Exp	\$107,929	\$111,688	-\$3,739	(3.3%)
Wages and Salaries	\$105,475	\$108,643	-\$1,168	(0.7%)
Fringe Benefits Tax	\$3,000	\$3,000	\$0	0.0%
Regional Marketing Expenditure	\$147,220	\$184,615	-\$37,395	(20.3%)
Total Expenses	\$490,972	\$545,853	-\$54,881	(10.1%)
Operating Profit	\$91,809	\$41,222	\$50,587	122.7%
Other Income				
Other Expenses				
Net Profit/(Loss)	\$91,809	\$41,222	\$50,587	122.7%

Item 8: Development

8.1 DA0135/2017 - Animal Boarding and Training Establishment - 120 Rocky Waterhole Road, Mount Frome

REPORT BY THE TOWN PLANNER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, DA0135/2017

RECOMMENDATION

That Council:

- A. Receive the report by the Town Planner on the DA0135/2017 - Animal Boarding and Training Establishment - 120 Rocky Waterhole Road, Mount Frome;
- B. Approve DA0135/2017 - Animal Boarding and Training Establishment - 120 Rocky Waterhole Road, Mount Frome subject to the following conditions:

APPROVED DEVELOPMENT

1. Development is to be carried out generally in accordance with the following stamped plans:

Plan Title	Reference No.	Date	Prepared by
Site Plan	N/A	January 2017	Unspecified
Stables	N/A	January 2017	Unspecified
Vehicle movements	N/A	January 2017	Unspecified

and the Application received by Council on 09/11/2016 and the further information submitted 19/01/2017 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. The use of the tracks is not to occur before 7:15am during June, July and August and 5:45am in all other months. No operation is to occur on Sundays.
3. 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 ISSUE OF THE CONSTRUCTION CERTIFICATE – BUILDING

The following conditions must be complied with prior to Council or an accredited Certifier issuing a Construction Certificate for the proposed building.

4. In accordance with the provisions of Section 94A of the Environmental Planning & Assessment Act 1979 and the Mid-Western Regional Council Section 94A Development Contributions Plan, a levy of 1.0% of the cost of carrying out the development shall be paid to Council prior to issue of the Construction Certificate. A cost summary report prepared by a Quantity Surveyor who is registered with the Australian Institute of Quantity Surveyors and undertaken in accordance with Clause 25J of the Environmental Planning & Assessment Regulation 2000 is to be lodged with Council to determine the cost of works to be applied.
5. Prior to release of the Construction Certificate, approval pursuant to Section 68 of the Local Government Act, 1993 to carry out water supply, stormwater and sewerage works is to be obtained from Mid-Western Regional Council.
6. Prior to the issue of a Construction Certificate the applicant is to submit a Waste Management Plan to Mid-Western Regional Council for approval, addressing the collection, storage and disposal methods for all solid and liquid waste that will be generated from the proposed development. A geotechnical engineering report and trade waste application may be required to be submitted to approve any required waste management facility.
7. A schedule of existing and proposed fire safety measures is to be submitted to the Principal Certifying Authority with the application for the Construction Certificate.

PRIOR TO THE COMMENCEMENT OF WORKS – BUILDING

8. 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.

9. 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

10. A sign must be erected in a prominent position on any work site whilst the erection or demolition of a building is carried out;
 - a) stating that unauthorised entry to the work site is prohibited;
 - 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; and
-

- d) the sign shall be removed when the erection or demolition of the building has been completed.
11. Prior to the commencement of works on site, the applicant shall advise Council's Operations Department in writing, of any existing damage to Council property.
12. 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 in place;
 - c) Construction equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained; and
 - 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.
13. A landscaping plan prepared by an appropriately qualified landscape professional is to be lodged with and approved by Council prior to the issue of a Construction Certificate. The landscaping is to assist with screening to the dwellings to the west and north of the site and is to consist primarily of native endemic species.

BUILDING CONSTRUCTION

14. 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.
15. All plumbing and drainage work must be carried out by a licensed plumber and drainer and must comply with the Plumbing Code of Australia.
16. 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.
17. 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.
18. The approved stables are to be installed in accordance with the manufacturer's requirements.
19. Structural members subject to attack by subterranean termites shall be
-

protected by one of the methods outlined in AS 3660.1 and a durable notice must be permanently fixed to the building in a prominent location, such as a meter box or the like, indicating:

- a) the method of protection;
 - b) the date of installation of the system;
 - c) where a chemical barrier is used, its life expectancy as listed on the National Registration Authority label; and
 - d) the need to maintain and inspect the system on a regular basis.
20. The strength of the concrete used for the reinforced concrete floor slab must be 25Mpa.
21. 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.
22. The list of measures contained in the schedule attached to the Construction Certificate are required to be installed in the building or on the land to ensure the safety of persons in the event of fire in accordance with Clause 168 of the Environmental Planning and Assessment Regulation 2000.
23. All building work is to comply with the requirements of the Access to Premises Standard.
24. In the event of any Aboriginal archaeological material being discovered during earthmoving/construction works, all work in that area shall cease immediately and the Office of Environment and Heritage (OEH) notified of the discovery as soon as practicable. Work shall only recommence upon the authorisation of the OEH.

CIVIL CONSTRUCTION

25. The existing access to Rocky Waterhole Road is to be upgraded to comply with Council's Access to Premises Policy.
26. All earthwork, filling, building, driveways or other works, are to be designed and constructed (including stormwater drainage if necessary) so that at no time will any ponding of stormwater occur on adjoining land as a result of this development.
27. A total number of 6 car parking spaces are to be provided within the site of the development and comply with AS 2890.1:2004 and comply with the following requirements:
- a) Each parking space is to have a minimum dimension of 5.5m x 2.6m; and
 - b) One disabled car parking space is to be in accordance with the provisions of AS 2890.6:2009.

PRIOR TO ISSUE OF THE OCCUPATION CERTIFICATE

The following conditions are to be completed prior to occupation of the building and are provided to ensure that the development is consistent with the provisions of the Building Code of Australia and the relevant development consent.

28. 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.
29. All landscaping required by this consent is to be established prior to the issue of an Occupation Certificate. The landscaping is to be maintained in perpetuity for the life of the development.
30. A satisfactory final inspection report undertaken by Council's Development Engineer for the property access upgrade is to be provided prior to the issue of an interim occupation certificate.
31. A management plan for the overall facility is to be prepared to the satisfaction of Council prior to the issue of an interim occupation certificate. The plan is to include waste management (details of composting or disposal to a suitable waste facility), dust suppression management, sediment control, training schedule and noise minimisation as detailed in the application. All staff are to operate the facility in accordance with the management plan.
32. The development is to comply with the requirements of Planning for Bushfire Protection (PBP) 2006 in regard to:
 - Provision of Asset Protection Zones
 - Sitting & design
 - Access requirements
 - Water & utilities
 - Landscaping

GENERAL

The following conditions have been applied to ensure that the use of the land and/or building is carried out in a manner that is consistent with the aims and objectives of the environmental planning instrument affecting the land.

33. The facility is to be operated in accordance with the NSW Animal Welfare Code of Practice No 3 – Horses in Riding Centres and Boarding Stables.
 34. The stables are to be cleaned daily in accordance with the NSW Animal Welfare Code of Practice No 3 and waste is to be disposed of promptly.
 35. All exterior and interior 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".
-

Executive summary

OWNER/S:	William & Linda McDarmont
APPLICANT:	David Smith & Natasha Binks
PROPERTY DESCRIPTION:	120 Rocky Waterhole Road, Mount Frome
PROPOSED DEVELOPMENT	Animal Boarding or Training Establishment
ESTIMATED COST OF DEVELOPMENT:	\$400,000
REASON FOR REPORTING TO COUNCIL:	Number of submissions exceed staff delegations (7)
PUBLIC SUBMISSIONS:	7

Council is in receipt of a development application for the use of 120 Rocky Waterhole Road, Mount Frome for the purposes of an *Animal Boarding or Training Establishment*, in particular for the boarding and training of horses.

The operation is expected to employ 5 staff members (including an onsite manager residing in the existing dwelling).

The subject property has an area of 10.15ha and is surrounded by other similar sized properties undertaking a variety of rural land uses, including a vineyard on the opposite side of Rocky Waterhole Road on a larger property.

The application was notified to neighbours in accordance with Section 1.12 Community Consultation of Council's DCP. During the notification period, ending 30 November 2016, a total of seven (7) submissions were received, raising various concerns. These are detailed and addressed later in the report.

The application is recommended for approval subject to conditions.

Disclosure of Interest

Nil

Detailed report

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.

THE PROPOSAL

As per the applicant's Statement of Environmental Effects and further information, the application seeks consent for:

- Erection of a Colorbond barn-style building to be used as stables located north west of the existing shed. The building would be 40.7m long, 11.8m wide, have an overall height of 6.05m and contain 22 stables;
- Establishment of a horse walker (16m diameter);
- Conversion of the central tree lined paddock into 20 separate paddocks, each with a shared Colorbond field shelter (2.5m x 7m);
- Construction of a 4 metre wide grass trotting track, set back 3 metres from all boundaries;
- Construction of a 4 metre wide wax fibre trotting track set 2 metres inside of the grass track; and
- 6 bay carpark (as amended).

The proposed development will be used to train up to 20 racehorses. Training is to occur between the hours of 5:00am and 10:30am in summer and a delayed start time of 6:30am in winter. The day paddocks are to be utilised passively afterwards until approximately 3pm at which point the horses are put into the walking machine for up to 45 minutes before returning to the stables for the evening. The early morning training has been broken down into staggered sessions with limited horses, which is detailed later in this report.

The development would operate 6 days a week (Monday to Saturday). The property will not be open to the public. Any visitors will be by appointment only.

The development will have a total of five (5) staff (including an onsite manager residing in the existing dwelling).

No signage is proposed as part of the development.

Figure 1: Site plan

To gain a better understanding of the operating procedures of the development and thus gain a better understanding of the impacts to adjoining properties, an extract from the applicant's further information submission has been provided below.

The use of the tracks would be slightly different depending on the day of the week. The track use would be the same for Mondays, Wednesdays and Fridays (MWF) and the same for Tuesdays, Thursdays and Saturdays (TTS).

Each day would commence with feeding of the horses within the barn building. Four (4) horses would be saddled up within the barn and walked to the walker. They would be exercised concurrently within the walker for 30 to 45 minutes. The boxes in the barn would be cleaned out whilst the horses are on the walker. The horses would be walked to the track.

On MWF's only the wax fibre track would be used. Each horse would complete one (1) trotting lap of the track and then four (4) cantering laps of the track. The horses would run two abreast. From there, they would be walked back to the stables and hosed down in the hose bays of the barn building.

On TTS's both the wax fibre track and the grass track would be used. Each horse would complete one (1) trotting lap of the wax fibre track and then one (1) galloping lap of the grass track. The horses may run two abreast or singularly. The timing of the running of the horses would ensure that they commence the galloping lap immediately after the trotting lap and therefore commencement for each lap would be staggered.

The horses would then be walked to the walker following the galloping lap, where they would cool down for 10 to 15 minutes on the walker. From there, they would be walked back to the stables and hosed down in the hose bays of the barn building.

Following being hosed down on all days, all horses would return to their stable. This process would be repeated a maximum of four (4) times to exercise the total of 20 horses.

Once all horses had returned and finished their initial morning feed, they would be moved to the day paddocks. It is likely that they would remain in the day paddocks until 2 or 3pm. They would be relocated back to the stables via a 30 to 45 minute period on the walker. All horses would be housed and fed within the stable by dark.

The development would operate slightly different hours during summer and winter. In summer staff would commence work at 5am. The first four (4) horses would be on the walker at approximately 5:10am and commence riding on track at approximately 5:45am. It is expected that the horses would be in their day paddocks by 10:30am at the latest. In winter, it is expected that staff would commence at 6:30am, with the first horses on the walker by 6:40am and riding commencing at 7:15am. The earlier morning start in summer is required to avoid the hot summer temperatures. All horses are expected to be returned to their stables and fed by 7pm in summer and 5pm in winter.

REQUIREMENTS OF REGULATIONS AND POLICIES

State Environmental Planning Policies (SEPPs)

State Environmental Planning Policy No. 55 – Remediation of Land

A review of the site did not reveal any potentially contaminating activities that would be of concern to the proposed development. Accordingly, no further consideration is warranted.

NOTE: While a number of other SEPPs apply to the land, none are specifically applicable to this development.

Mid-Western Regional Local Environmental Plan 2012 (MWRLEP 2012)

The land is zoned RU4 Primary Production Small Lots pursuant to MWRLEP 2012. *Animal Boarding or Training Establishments* are permissible with consent in the zone.

As per the MWRLEP 2012, an **animal boarding or training establishment** is defined as:

a building or place used for the breeding, boarding, training, keeping or caring of animals for commercial purposes (other than for the agistment of horses), and includes any associated riding school or ancillary veterinary hospital.

The objectives of the RU4 zone are as follows:

- To enable sustainable primary industry and other compatible land uses.
Comment: The proposal is permissible in the zone and is considered to be a compatible land use for the site.

- To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature.
Comment: The proposal is not a primary industry, however, it will not hinder current and future opportunities on the site for other primary industry enterprises.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
Comment: Appropriate conditions have been recommended to ensure the use of the proposal results in minimal conflict with other surrounding land uses including the adjacent residences within the vicinity.
- To ensure that land is available for intensive plant agriculture.
Comment: A section of the site within the horse tracks remains available for intensive plant agriculture.

It is considered that the development conforms to the objectives of the zone.

The following clauses of MWRLEP 2012 have been assessed as being relevant and matters for consideration in assessment of the Development Application:

Clause 5.10 Heritage Conservation

The applicant has undertaken an Aboriginal Heritage Information Management System (AIHMS) search of the property to determine whether there are any sites or places of Aboriginal significance on or near the property. No such sites or places were identified.

Furthermore, a search of the State Heritage Register and Mid-Western Regional Local Environmental Plan 2012 was undertaken for the site and its immediate surrounds. There are no known items or places of European or Aboriginal cultural heritage on or within the vicinity of the site.

A standard condition is recommended to be imposed requiring works to cease should any objects be discovered and the appropriate reporting to the NPWS be undertaken.

Clause 6.1 Salinity

Council's mapping does not indicate that the proposal will be located within an area of risk for salinity. Notwithstanding this, a standard condition has been recommended regarding the proposed concrete slab to ensure the impacts from salinity on the development are minimised.

Clause 6.3 Earthworks

The proposal will involve minimal earthworks to facilitate the erection of the stables and other improvements. These earthworks are not considered to generate any significant impact.

No further consideration is necessary.

Clause 6.4 Groundwater Vulnerability

The land is identified as groundwater vulnerable. However, the proposed development is not likely to cause groundwater contamination, have an effect on any groundwater dependent ecosystems or have a cumulative impact on groundwater.

Furthermore, the applicant has searched the available bore logs in the vicinity of the site, which demonstrates that standing water is at a great depth (i.e. more than 25m below the ground surface). Therefore, the proposed development is not expected to adversely impact on groundwater.

Clause 6.9 Essential Services

All relevant essential services appear to be available to the site.

Mid-Western Regional Development Control Plan 2013

An assessment is made of the relevant chapters and sections of this DCP. Those chapters or sections not discussed here were considered not specifically applicable to this application or are discussed elsewhere in this report.

Part 6.1 Dwellings in Rural Areas

Although the proposal is not for a dwelling, Council generally applies the dwelling setback provisions to all substantial rural buildings to assist in preserving amenity. The DCP 2013 prescribes a minimum side/rear boundary setback of 20m and front setback of 60m. The proposed stable building will be located approximately 50m from the nearest side boundary, being the northern boundary, and approximately 100m from the front boundary.

IMPACT OF DEVELOPMENT

Context and Setting

The proposed development, being within the RU4 Primary Production Small Lots zone, is permissible with consent and is considered to be an appropriate development for the context of land within this zone. The zone allows for a variety of rural uses that are generally more intensive in nature as suggested by the objectives of the zone.

Specific measures and procedures have been proposed as a part of this particular development to assist in reducing any negative impacts that could arise.

Access, Transport and Traffic

The proposal is to utilise the existing property access from Rocky Waterhole Road. Council's Manager Development Engineering has advised a Safe Intersection Site Distance (SISD) of 181m is required for an access within a section of 80km/h road. The proposal currently achieves the required SISD. Additionally, some works will be required to improve the physical access to comply with Council's Access to Properties Policy, this has been recommended as a condition of consent.

As per the SEE, the proposed development will have five (5) staff, one of which will live on site. The four (4) non-resident employees would access the site for the morning shift and then the afternoon shift, therefore generating 16 vehicle trips per day (vpd). Furthermore in relation to the on-site manager, the RTA's Guide to Traffic Generating Developments uses a rate of 9 vpd for dwelling houses. Given the resident works on site, it can be reasonably assumed that this would decrease in this case by half, therefore generating 4.5 vpd. Therefore, the development would generate 20.5 vpd.

The applicant in their SEE has also advised, in terms of heavy vehicles accessing the site, the largest vehicle would be a 19m articulated vehicle. Plans submitted with the application demonstrate it can manoeuvre through the site and enter and exit in a forward direction. It is expected that such a truck would access the site a maximum twice per month for dropping off supplies for the development. It is also expected that a horse truck, likely heavy rigid vehicle, would access the site once per week for dropping off horses.

Council's Manager Development Engineering has also provided comments on the general traffic impacts associated with Rocky Waterhole Road indicating that the proposal is considered low traffic generating and the traffic counts available for the road suggest it is below the threshold required for any upgrades in general.

Accordingly, the proposed development is considered to be appropriate with regards to the current utilisation of Rocky Waterhole Road.

Public Domain

Not applicable.

Utilities

The subject site is connected to electricity and telephone.

Heritage

No artefacts or relics are expected to occur within the development footprint. Notwithstanding this a standard condition of consent has been recommended ensuring work cease should an artefact be uncovered.

Other Land Resources

None applicable.

Water

The proposed development will utilise the existing bore and dam on site for water supply.

Furthermore, the composting and disposal of manure is to be in accordance with a management plan that is recommended to be prepared as a condition of consent. There are no creeks or drainage lines of note within the property or vicinity and impacts on water in general are expected to be negligible.

Soils

Excavation considered to have minimal impact for a rural location.

Air and Microclimate

Odours to be minimised through various recommended conditions of consent relating to cleaning and appropriate disposal of waste.

The applicant has stated that the proposed development would undertake regular cleaning of the stables and proper management of waste so as to avoid adverse odour impacts. The facility is to be operated in accordance with the NSW Animal Welfare Code of Practice No.3 - Horses, including daily cleaning of stables.

Flora and Fauna

Some vegetation may be required to be removed to facilitate the race track along the northern boundary. However, the vegetation is primarily casuarinas and not considered of high biodiversity value. The applicant has proposed to re-vegetate parts of the site to assist in screening from adjacent dwellings. A condition has been recommended requiring the preparation of a landscape plan, including the planting of native endemic species where possible.

Waste

To be disposed of consistent with a management plan.

Energy

Not applicable.

Noise and Vibration

In considering noise, it is noted that the closest residences are located to the west, north and south, located approximately 50m, 45m and 140m off the common boundaries. The residences are positioned so that they will generally only be impacted upon for one section of the track and not the entire length.

The use of the training tracks are expected to generate noise in the morning periods as per the schedule prepared by the applicant. The two tracks will be utilised starting at 5:45am (later in winter – 7:15am) with track work expected to last for a total time of 1 hour and 40 minutes.

The applicant has broken this down further for different days of the week, stating that there will be 5 separate sessions within the expected timeframe with only 4 horses on track in each session. The worst of the training scenarios proposed is the lap of the track undertaken as a 'trot', which is expected to last for 4.6 minutes and is to occur once per session, with up to 4 faster laps undertaken depending on which day of the week.

Appropriate condition on the consent imposed prescribing that the use of the track is not to occur before 7:15am during June, July and August and 5:45am in all other months. No operation is to occur on Sundays.

The applicant has stipulated that no mega phones, loud speakers or whistles will be used on site. Occasional chatting between trainers and riders is expected whilst the horses are on the track.

Given the staggered nature of the training sessions, the fact only 4 horses will be on track at any one time, the relatively short periods of noise disturbance experienced by the adjoining residences, and the available separation distances, the impacts of noise are considered to be reasonable.

Natural Hazards

The proposal is located outside of the flood risk mapping area.

The site is identified as bushfire prone in accordance with Council's bushfire mapping. Council's Health & Building Surveyor has reviewed the proposal and provided a recommended condition ensuring the layout is generally complying with the document 'Planning for Bushfire Protection 2006'.

It should be noted that the closest vegetation line considered a bushfire threat is approximately 600m to the east, upslope.

Technological Hazards

Not applicable.

Safety, Security and Crime Prevention

There is expected to be an increase in passive surveillance as a result of the proposed development.

Social Impact in the Locality

No significant social impact expected.

Economic Impact in the Locality

The proposal, being a commercial operation, is expected to generally contribute to the local economy.

Site Design and Internal Design

As discussed throughout this report the proposal is adequately sited, designed and managed to minimise any direct impact upon the surrounding area and the adjacent residences.

It should be noted, the applicant has indicated that any change to the layout of the track, i.e. reducing the diameter of the track to increase setbacks from adjoining residences, would render the horse training operation unfeasible. The track size is already at a minimum. Accordingly, the application has been assessed based on the original proposal.

Construction

To comply with the BCA.

Cumulative Impacts

Nil expected.

SUITABILITY OF SITE FOR DEVELOPMENT

Does the proposal fit in the locality

As discussed throughout the report the proposal is expected to be erected and operate on an ongoing basis with minimal impact subject to recommended conditions of consent.

Are the site attributes conducive to development

Yes. The site is not burdened by any significant natural constraints, does not have any known items of heritage significance, no critical habitat, threatened species, or endangered habitats on site.

SUBMISSIONS MADE IN ACCORDANCE WITH ACT OR REGULATIONS

Public Submissions

The application was advertised and notified in accordance with the provisions of MWRDCP 2012, Section 1.12 Community Consultation. As a result, seven submissions were received during the notification period, ending 30th November 2016. No amendments to the proposal were provided that would warrant re-notification.

The submissions raised are considered below.

- Traffic and Access

Comment: Various concerns have been raised regarding road safety, road upgrades, traffic volumes, and access arrangements off Rocky Waterhole Road, scale of car park, speed of traffic and sight distances.

As discussed previously Council's Manager Development Engineering has reviewed the proposal and provided the following comments:

An assessment of the likely impact has been undertaken in accordance with Austroads Guide to Road Design and RMS Supplements to determine the suitability of the proposed access arrangement and Traffic Impact using the proposed vehicle movements from the SEE. RMS Supplement to Austroads Guide to Road Design Part 4: Intersections and Crossings – General provide that:

For access to low traffic generators, such as a rural dwellings, a risk assessment should be carried out to determine if there is a need to supplement the rural property access treatment with a BAR treatment. The use of BAR is generally only warranted for locations that have poor sight distance, are used by heavy vehicle movements or when traffic volumes on the main road greater than 3000 vehicles per day.

From the proposed Vehicle Movements provided in the SEE, the development is considered low traffic generating. The increase access treatment is not warranted based on a site assessment that determined that Safe Intersection Sight Distance are well in excess of that required by Austroads. Traffic counts indicate that vehicle movements are less than 3000 vehicles per day and one expected truck movement a week would not warrant an increase to the access arrangement above the requirements of the Council's Access to Properties Policy.

Amended plans have also been lodged reducing the size of the proposed carpark down to a size more commensurate with the expected staff numbers, i.e. six (6) car parking spaces.

- Scale of Development

Comment: The scale of the development is considered appropriate for the RU4 Primary Production Small Lot zone. The land use is permissible in the zone, and the proposed maximum

number of 20 horses to be housed and trained on site by 5 employees is considered acceptable, particularly given the open/rural nature of the infrastructure required to facilitate the use, i.e. tracks and horse paddocks with small colourbond field shelters (2.5m x 7m).

- Permissibility

Comment: Concerns were raised regarding the permissibility of the proposal. In assessing an application the determining authority is required to apply the best fit definition to a land use in accordance with the MWRLEP 2012. As discussed previously the proposal best fits the definition of an '*Animal boarding or training establishment*', which is permissible with consent in the RU4 zone.

- Proximity to Existing Houses

Comment: One submission, made by the existing property owner, raised concerns with the proximity of the training tracks to existing houses. No other submissions raised this specific issue. The concern centres on the associated dust, noise and impacts to residential rural life style experience to adjoining neighbours. These matters have been addressed specifically below.

- Visual Impacts and Amenity

Comment: General concerns around amenity and context of the surrounding area and the visual impacts were raised. The general amenity of the area and context is linked to the various other concerns, which have been discussed. The stable is the main building of a notable size to be erected as a part of the proposal. The building is of a size considered to be common in the rural area and is positioned in a location on the property below the dam and screened by vegetation to the west. Subsequently, no significant amenity disturbances are expected.

Furthermore, the nature and scale of the development is considered appropriate, given the open/rural nature of the infrastructure required to facilitate the use, i.e. tracks and horse paddocks with small colourbond field shelters (2.5m x 7m).

As discussed previously a condition has been recommended requiring the preparation of a landscape plan to assist with screening to those residences in close proximity to the track.

- Social and Economic Impacts

Comment: General concerns raised regarding social and economic impacts on the area, with particular reference to tourism impacts, loss of income and reduced property values, resulting from the detrimental impacts of the proposed development.

None of the submissions submitted any firm evidence demonstrating there will be a real chance of detrimental social and/or economic impacts occurring. Furthermore, it is considered the economic and social impact upon immediate neighbours will be negligible and the impacts upon the wider locality non-existent. This is owing to the relatively small scale and nature of the development, proposed management techniques adopted by the proponent and recommended conditions of consent.

- Stock Stress and Biological Threats

Comment: Concerns raised with biological threats associated with water runoff from stored horse faeces, and additional flies, plus stock stress associated with horses galloping past at a close distance.

No evidence submitted to demonstrate stock will be stressed by horses galloping in close proximity. Wastes will be managed appropriately, horse manure will be collected from the yards daily and will be composted on a concrete pad and reused on site, or occasionally taken to the tip. Liquid effluent will be disposed of on site and will be subject to a Section 68 Application to Council.

- Noise

Comment: Concerns were raised regarding noise, primarily from the use of the training tracks, which extend around the perimeter of the site.

In considering noise, it should be noted that residences in close proximity to the development are set back 50m off the western boundary, 45m to the northern boundary and 140m off the southern boundary. All residences are positioned so that they will generally only be impacted upon for one section of the track and not the entire length.

As per advice from the applicant, in summer staff would commence work at 5am. The first four (4) horses would be on the walker at approximately 5:10am and commence riding on track at approximately 5:45am. It is expected that the horses would be in their day paddocks by 10:30am at the latest. In winter, it is expected that staff would commence at 6:30am, with the first horses on the walker by 6:40am and riding commencing at 7:15am. The earlier morning start in summer is required to avoid the hot summer temperatures. All horses are expected to be returned to their stables and fed by 7pm in summer and 5pm in winter.

The applicant has broken this down further for different days of the week, stating that there will be 5 separate sessions within the expected timeframe with only 4 horses on track in each session. The worst of the training scenarios proposed is the lap of the track undertaken as a 'trot', which is expected to last for 4.6 minutes and is to occur once per session, with up to 4 faster laps undertaken depending on which day of the week.

The applicant has stipulated that no mega phones, loud speakers or whistles will be used on site. Occasional chatting between trainers and riders is expected whilst the horses are on the track.

Given the staggered nature of the training sessions, the fact only 4 horses will be on track at any one time, the relatively short periods of noise disturbance experienced by the adjoining residences and the available separation distances, the impacts of noise are considered to be reasonable.

Further concerns were also raised concerning the noise impacts upon stock on adjacent properties and the 'spooking' that may occur whilst in the yards. The infrequent nature of the use of the tracks is not expected to significantly hinder the ability of adjacent properties to undertake agricultural related activities.

- Dust

Comment: Concerns were raised around dust generation, in particular from the tracks. The applicant has provided some further clarification regarding the material to be used in the preparation of the tracks. The smaller track is to consist of a wax fibre (sand) track comprising a mixture of polypropylene fibres and sand. The product is promoted as not requiring irrigation and will not result in any dust.

The larger track will be a standard grass track consistent with racing tracks. Subject to adequate ongoing irrigation the grass track should not create any significant dust. A condition of consent has been recommended requiring the track be maintained at all times to ensure dust is minimised. This is expected to be achievable through irrigation from the existing dam and a water truck when necessary.

The applicant has noted that a clean dust free environment is essential to the health of the racing horses and is an expectation of their clients.

- Odours and Waste

Comment: Concerns were raised regarding the expected odours that may arise from the facility and stockpiling of waste. Any odours are expected to be minimised through the proper management of the facility in line with a management plan to be produced. A further recommended condition is also included requiring the facility to operate in accordance with the NSW Animal Welfare Code of Practice No. 3 – Horses in riding centres and boarding stables. This document was prepared by the NSW Department of Primary Industries and covers numerous management requirements including cleanliness of stable facilities and waste disposal.

- Flies

Comment: Concerns were raised around the increased number of expected flies as a result of the facility. The occurrence of flies is generally related to waste generated from the proposal. It is considered that sufficient management practices of the waste will assist in reducing any increased incidences of flies.

It should be noted that the applicant has indicated that reducing flies is a priority in ensuring the general health of the racing horses.

- Erosion and Run-off

Comment: Concerns were raised regarding general run-off from the site and any associated waste run-off. Erosion and sediment control during construction is to be managed as required by Council's standard conditions of consent. A further condition is recommended requiring ongoing sediment control measures to be implemented within a management plan to ensure waste and run-off is minimised and disposed of to a waste management facility if a nuisance arises. A geotechnical report is recommended as a condition to determine what further waste management mechanisms may be necessary.

It should be noted, other submissions not specifically addressed above were received during the notification period. These issues have been previously considered in the report, constituting a specific planning consideration under S79C, and or the MWRLEP2012, and do not warrant special consideration again. These matters include; ground water impact, bushfire, and water supply.

Submissions from public authorities

Nil.

THE PUBLIC INTEREST

Federal, State and local government interests and community interests

There are no matters other than those discussed in the assessment of the Development Application above that would be considered to be contrary to the public interest.

SECTION 94 DEVELOPER CONTRIBUTIONS

Pursuant to Council's Section 94A Development Contributions Plan 2005-2021, the site is located within Catchment 4, and with a Proposed Cost of Development totalling \$400,000 a levy of 1.0% is payable to Council. An appropriate condition has been imposed requiring payment of the levy.

CONSULTATIONS

Health & Building

Council's Health & Building Department has reviewed the proposal and recommended various standard conditions of consent, which have been included in the recommendation.

Development Engineer

Council's Manager Development Engineering has reviewed the proposal and has raised no concerns to the proposal subject to standard access conditions.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Protect and enhance our natural environment
Strategy	Minimise the impact of mining and other development on the environment, both natural and built

Financial implications

N/A

DREW ROBERTS
TOWN PLANNER

LINDSAY DUNSTAN
MANAGER, STATUTORY PLANNING

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

13 January 2017

Attachments: 1. Response to submissions and revised plans. (separately attached)
2. Submissions. (separately attached)

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

8.2 Amendment to Mid-Western Regional Council Comprehensive Land Use Strategy - 2ha Criteria for Rural Residential Development

REPORT BY THE MANAGER, STRATEGIC PLANNING
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, LAN900070

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Strategic Planning on the Amendment to Mid-Western Regional Council Comprehensive Land Use Strategy – 2ha Criteria for Rural Residential Development;**
2. **adopt with minor changes to the supporting sentences the Amendment to Mid-Western Regional Council Comprehensive Land Use Strategy - Criteria for Rural Residential Development with a two hectare minimum lot size; and**
3. **undertake a review of the Mid-Western Regional Council Comprehensive Land Use Strategy to strategically identify land for rural residential opportunities with a two hectare minimum lot size.**

Executive summary

The purpose of this report is to consider submissions received during the public exhibition period of the proposed amendment to the Mid-Western Regional Council Comprehensive Land Use Strategy (Comprehensive Land Use Strategy). The amendment will become an addendum to the Comprehensive Land Use Strategy Part C – Strategy and provide criteria for consideration when zoning land for rural residential development with a minimum lot size of 2 hectares.

The amendment was placed on public exhibition for 28 days which closed Friday 16 September 2016. Six submissions were received. The issues raised have been considered by both Council's Development and Operations Directorates.

After consideration of the exhibited criteria and matters raised in the submissions, some minor changes are recommended to the supporting sentences to provide greater detail. As the intent of the criteria is unchanged, there is no requirement to re-exhibit the criteria again prior to adoption.

Disclosure of Interest

Nil.

Detailed report

Background

Rural residential lots with a minimum area of 2 hectares around the Mudgee town area are not identified in Council's Comprehensive Land Use Strategy. The majority of land presently zoned R5 Large Lot Residential (rural residential) measures between 10 and 12 hectares.

The Urban Release Strategy endorsed by the Department of Planning and Environment and adopted by Council on 18 December 2014 identified a demand for this form of rural residential lot size.

The Urban Release Strategy estimates a current supply of 70 lots with a 2 hectare minimum lot size on the fringe of Mudgee. Most of these lots have an additional provision which enables subdivision down to 2000 – 4000 square metres subject to servicing. Accordingly, these lots are not expected to satisfy the 2 hectare rural residential demand.

Planning proposals have been lodged for 2ha lots at Broadhead Road (21 lots), Burrundulla/Spring Flat (25 lots), Menah (25 lots) and Robert Hoddle Grove (5 serviced lots). All have been endorsed by Council for a combined total of 76 lots and three have received a Gateway Determination from the Department of Planning and Environment. Prior to the planning proposals proceeding to public exhibition, the conditions of the Gateway Determinations must be satisfied. One of the Gateway Determination conditions requires Council to amend the Comprehensive Land Use Strategy with the inclusion of criteria for rural residential development with a minimum area of 2 hectares.

Council consulted the Department of Planning and Environment on the draft criteria before placing it on public exhibition.

Submissions

The amendment to the Comprehensive Land Use Strategy was placed on public exhibition from Friday 19 August 2016 and closed Friday 16 September 2016. A copy of the original criteria placed on exhibition is included in Attachment 1. The six submissions received have been included as Attachment 2.

The matters raised in all submissions have been summarised in the table below and a staff comment provided from Council's Development or Operations Directorates.

Matter raised in the submission	Staff Comment
Local real estate agents continually receiving enquiry for 2 hectare sized rural residential lots within close proximity to Mudgee town.	Council is progressing with the inclusion of the 2 hectare criteria within the Comprehensive Land Use Strategy to address this demand.
Provision of a sustainable water supply that does not place pressure on groundwater.	Council has considered the advice from Department of Primary Industries – Water (DPI-Water) in defining a sustainable water supply. Criteria 10 references the DPI – Water document ‘How much water do I need for my rural property’ as one methodology to calculate a sustainable water supply that does not place pressure on groundwater.
Groundwater sensitivity and potential impact from onsite sewerage disposal systems.	The supporting sentence for Criteria 6 has been amended and would require any future Planning Proposal proponent to demonstrate no adverse impact on the groundwater system.
Ability to achieve the 250 metre buffer requirement between groundwater bores and septics as outlined in the Water Sharing Plan.	DPI – Water would consider any future bore licence application in accordance with the required 250 metre buffer to any onsite sewerage disposal system.
Servicing of both water and sewer to mitigate impacts to water resources and future conflicts between landowners in accessing water supplies.	A sustainable water supply can be achieved by various means including the provision of reticulated water, roof water catchment or accessing water in accordance with the Water Management Act. Criteria 6 requires the proponent to demonstrate that the proposal will not adversely impact water resources.
Typo in title ‘Region’	The title will be amended to Mid-Western <u>Regional</u> Comprehensive Land Use Strategy.
Reference to the Urban Release Strategy should be included in Criteria 5 to provide clarity around land use potential for landowners.	The inclusion of the reference to the Urban Release Strategy is too limiting. There are additional areas identified by the Comprehensive Land Use Strategy that need to be secured for potential future general residential opportunities.
‘Biophysical strategic agricultural land’ is a term primarily used in relation to new mining projects and developed under the State Environmental Planning Policy (Mining, Petroleum and Extractive Industries) 2007. Submission questioned whether it is appropriate for this criteria to refer to these maps.	Council consulted the Department of Planning and Environment prior to placing the draft criteria on public exhibition. Council was advised that reference to previously utilised ‘agricultural land capability assessment class 1-11 agricultural land’ was outdated and the correct reference should be to ‘Biophysical Strategic Agricultural Land’. Accordingly, the criteria references ‘Biophysical Strategic

	Agricultural Land' mapping.
The supporting sentence for Criteria 10 (sustainable water supply) does not overly assist in portraying the intent. Proposed wording for the supporting sentence was provided 'There is an efficient water supply for the future dwelling, gardens fire-fighting and considers minimisation of water use (possible re-use of wastewater or stormwater).'	Council has considered the advice from Department of Primary Industries – Water (DPI-Water) in defining a sustainable water supply. Criteria 10 references the DPI – Water document 'How much water do I need for my rural property' as one methodology to calculate a sustainable water supply that does not place pressure on groundwater.
The wording of Criteria 2 is confusing. Proposed wording provided 'The area is not constrained by flooding and is able to provide a flood free access out of the property and/or locality'.	Council consulted the Department of Planning and Environment prior to placing the draft criteria on public exhibition. The Department of Planning and Environment provided specific comment regarding the wording of this criteria that was incorporated and exhibited.

The matters raised in the submissions as summarised above do not change the intent of the original criteria. The only minor changes required are to supporting sentences for Criteria 6 and Criteria 10 to provide greater detail. Accordingly, it is recommended that Council proceed to adopt the criteria as exhibited with the minor changes as detailed in Attachment 3.

It is important to note that the criteria will provide an interim measure to ensure that all 2 hectare rural residential development opportunities may be captured until the Comprehensive Land Use Strategy is reviewed to strategically identify land for rural residential opportunities with a 2 hectare minimum.

Community Plan implications

Theme	Looking After Our Community
Goal	Vibrant towns and villages
Strategy	Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning

Financial implications

Not Applicable.

SARAH ARMSTRONG
MANAGER, STRATEGIC PLANNING

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

30 January 2017

- Attachments:*
1. Original 2ha Criteria Placed on Exhibition.
 2. Submissions.
 3. Final Addendum to the Comprehensive Land Use Strategy.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

PROPOSED ADDENDUM TO MID-WESTERN REGION COMPREHENSIVE LAND USE STRATEGY

The following criteria must be applied for identification of 2ha Rural Residential Development in the Mid-Western Regional Local Government area.

The land:

- 1. Can be managed to avoid land use conflict**
Rural residential development should have regard to the surrounding agricultural land use and must provide a buffer to agricultural land.
- 2. Is unconstrained by flooding, as it is above the flood planning level of the 1 in 100 ARI**
The area is not affected by flooding and has unconstrained flood free access out of the property and/or locality.
- 3. Can be connected to the existing road network by sealed road access**
The area can be connected to the existing sealed road network by sealed road access and is fully serviced by a sealed road.
- 4. Is not visually intrusive**
There is no impact on the visual amenity or sensitive corridors identified in the CLUS on the Mudgee Town Structure Plan.
- 5. Will not undermine future residential land opportunities**
It should be located on land that is not, or unlikely to be suitable for general residential land at some point in the future.
- 6. Will not adversely impact on the groundwater system**
Mudgee is fully within an area identified by the NSW Office of Water as being significant in terms of groundwater vulnerability. Any development, and in particular unserviced development, should have regard to the potential impact on the groundwater system.
- 7. Can be justified in terms of supply and demand**
Reference should be made to the Urban Release Strategy in terms of the likely anticipated demand (excluding land zoned but having a 2,000-4,000 square metre option subject to servicing).
- 8. Can be managed to reduce bushfire hazard**
Bushfire hazards in the area can be appropriately managed or reduced.
- 9. Should avoid Biophysical Strategic Agricultural Land**
Reference should be made to BSAL mapping which identifies the existence of any BSAL at the site of potential development.
- 10. Has access to a sustainable water supply**
The ability to provide a sustainable water supply can be demonstrated.

“AS PLACED ON PUBLIC EXHIBITON”



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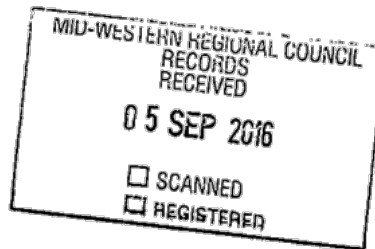
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REF: TOB/AN

31 August 2016

ATT Mr Brad Cam
General Manager
Mid-Western Regional Council
86 Market Street
MUDGEE NSW 2850



Dear Sirs & Mesdames,

**RE CRITERIA FOR 2HA RURAL RESIDENTIAL DEVELOPMENT FROM COUNCILS
ORDINARY MEETING 17TH AUGUST 2016**

In relation to the proposed amendment to the Mid-Western Region comprehensive land use strategy to include criteria for 2HA Rural Residential development, we would like to voice our full support for the proposed amendment.

As an agency working with sellers and buyers of all land types within the district, and despite the number of smaller residential blocks currently on offer for sale, I consistently field enquiry from buyers looking for lots of 2HA and above yet seldom are we able to satisfy this demand.

There are many buyers looking to purchase land close to town where they are able to spread out on a few acres and perhaps have a horse etc, and whilst there are a number of 1HA blocks currently on offer, there are very few lots within 'striking' distance of town above this size available and history shows that there have been very few ever offered previously.

Thankyou for your consideration and we hope council see fit to approve this amendment to help satisfy this void in the market place.

Yours faithfully
FIRST NATIONAL REAL ESTATE MUDGEE

Tim O'Brien
Principal

THE PROPERTY SHOP
58 Market Street
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ARERA 2015 WINNER
ARERA 2015 WINNER

E-MAILED
24 August 2016

MID-WESTERN REGIONAL COUNCIL
RECORDS RECEIVED
25 AUG 2016
 SCANNED
 REGISTERED

The General Manager
Mid-Western Regional Council
86 Market Street
Mudgee NSW 2850

Dear Mr. Cam,

Re: Proposed addendum to Mid-Western Region Comprehensive Land Use Strategy

I refer to Council's consideration for the residential development in the Mid-Western Regional Council area.

I particularly make reference to a current need for 2ha lots in the Mudgee township environs.

Noticeably a strong market has developed for larger lot living, which does not conflict with the current residential land releases.

Demand for the larger lots is being determined by a pent up enquiry both locally and the from the metropolitan area.

As a large provider of land in Mudgee, our agency does not currently have any 2ha – 4ha lots available for sale. There is no question sales would be active if there were lots of this nature for sale.

I am aware of land on the 'Menah' property north-west of Mudgee which we believe would be highly suited to this type of zoning, and in keeping with the criteria required for proposed 2ha residential development.

Yours faithfully,

Hugh Bateman
Director
hugh@thepropertyshop.com.au

MID-WESTERN REGIONAL COUNCIL
RECEIVED
24 AUG 2016
CUSTOMER SERVICE CLIP



Department of
Primary Industries

OUT16/33536

Sarah Armstrong
Mid-Western Regional Council
PO Box 156
MUDGEES NSW 2850

council@midwestern.nsw.gov.au

Dear Ms Armstrong,

**Mid-Western Regional Council Comprehensive Land Use Strategy
Comment on the Amendment to the Comprehensive Land Use Strategy**

I refer to your email of 1 September 2016 to the Department of Primary Industries in respect to the above matter.

Comment by DPI Water

DPI Water understands Council proposes to amend the Comprehensive Land Use Strategy to include criteria for identification of 2ha Rural Residential Development, which consists of 10 points. DPI Water supports the use of criteria to determine suitable areas of land to be zoned as minimum 2ha lots. DPI Water has reviewed the criteria and our comments are in relation to the following criteria.

- **Criteria 6. Will not adversely impact on the groundwater system**
- **Criteria 10. Has access to a sustainable water supply**

DPI Water considers access to a sustainable water supply a key factor in determining suitable locations for future development and an issue Council should give careful consideration to. DPI Water has provided comment on a number of planning proposals in the mid-western regional council area recently and our comments have focused on ensuring there is an adequate and secure water supply to service any potential new developments.

The water demands for a rural residential lot require consideration of both potable and non-potable requirements. A number of planning proposals recently reviewed were relying on rainwater to service the developments which may not be sustainable in areas of varied rainfall, such as the Mudgee area. DPI Water's preference is for all new developments to be serviced by reticulated water supply. In areas where this is not feasible, DPI Water recommends appropriate studies are undertaken for areas identified for future development to ensure the required volumes of water can be supplied long term and in times of varied climate, without placing pressure on groundwater resources.

Mudgee is fully within an area identified by DPI Water as being significant in terms of groundwater vulnerability. DPI Water has concerns about potential contamination impacts on groundwater in areas where there are no council services. Consideration should be given to the potential increase of effluent disposal systems as a result of additional dwellings. There is the potential for groundwater impacts if onsite sewerage disposal systems are used. The Environment and Health

NSW Department of Primary Industries
Level 11, 323 Castlereagh Street Sydney NSW 2000
Tel: 02 9934 0805 landuse.enquiries@dpi.nsw.gov.au ABN: 72 189 919 072

Protection Guideline: On-site Sewage Management for Single Households (1998) recommends appropriate buffer widths between potential contamination sources and water supply sources.

DPI Water also advises Council of the 250 metre buffer requirement between groundwater bores and septic systems as outlined in the Water Sharing Plan. The 2ha lot size may not be able to meet this requirement. It is recommended Council give consideration of an appropriate lot size to meet this requirement.

DPI Water recommends Council give consideration to providing adequate servicing for both water and sewer to mitigate impacts to the water resources and future conflict between landholders in accessing water supplies.

Whilst Council has developed criteria to identify land suitable to be zoned as 2ha rural residential development, it is important adequate studies are undertaken and appropriate mitigation measures are developed to support any rezoning proposals and development applications, particularly in relation to water supply and potential groundwater contamination impacts.

For further information please contact Christie Jackson, Water Regulation Officer, Tamworth, 02 6763 1426, christie.jackson@dpi.nsw.gov.au

Yours sincerely,



Mitchell Isaacs
Director, Planning Policy & Assessment Advice
9 September 2016



46 Market St
PO BOX 464
Mudgee NSW 2850
Mob: 0439 724 980
yule.atlas@gmail.com

ABN: 79718726016

15 September 2016
Our Ref: CLUS Submission

The General Manager
Mid-Western Regional Council
PO BOX 86
MUDGEES NSW 2850

Dear Sir,

SUBMISSION – PROPOSED ADDENDUM TO THE MID-WESTERN REGIONAL COMPREHENSIVE LAND USE STRATEGY

Please accept this correspondence as a submission regarding the document currently on exhibition. Comment is made with regard to the following:

1. Typo in heading – document is Mid-Western Regional Comprehensive Land Use Strategy.
2. The criteria 5. states:

"5. Will not undermine future residential land opportunities.

It should be located on land that is not, or unlikely to be suitable for general residential land at some point in the future".

This criteria is linked to other criteria. For example criteria 10 regarding water supply - If services are provided, the likelihood of further development in the future for smaller allotments is more likely. It also assumes that future residential land opportunities are well defined, however the reference to – '*some point in the future*'; is particularly vague and does not tie to Council's planning strategies, especially compared to the criteria 7, which refers directly to the Urban Release Strategy. This may put some landholders/developers at a standstill or disadvantage due to some perceived future opportunity that may or may not be formally acknowledged. It is suggested that the strategy be referred to similar to criteria 7.

3. Further with reference to criteria 9 –

'Biophysical Strategic Agricultural Land' is a term referred primarily in relation to new mining projects. It is understood that a site verification process has been developed under the State Environmental Planning Policy



(Mining, Petroleum Production and Extractive Industries) 2007, to determine the existence of BSAL at the site of a potential development.

Is it appropriate for the criteria for 2ha Rural Residential Development to refer to maps that have been prepared and included in mining/coal seam gas related legislation?

It is suggested that BSAL mapping may be a useful tool and could be referred to in the further description of the criteria as a reference, but it would be more appropriate to have the criteria directed to the interpreted intent. It is suggested for example:

"9. Should allow for the protection of high-quality agricultural land.

Reference should be made to existing land use and available mapping which identifies soil, type, water resources, and biophysical strategic agricultural land at the site of potential development. "

4. Comment is also made with regard the final criteria:

"10. Has access to a sustainable water supply.

The ability to provide a sustainable water supply can be demonstrated."

Where the other criteria are supported by a descriptive sentence to assist in the interpretation of the criteria, this supporting sentence does not overly assist in portraying the intent. It is suggested that the supporting sentence be modified to provide some further insight to the word 'sustainable' used in the criteria or alternatively make reference to having an 'adequate' supply which also makes a connection to supply of appropriate volume and efficiency.

Thank you for your consideration of these matters.

Yours faithfully

EMMA YULE

BAppSc, Grad Dip URP

Atlas Environment and Planning



46 Market St
PO BOX 464
Mudgee NSW 2850
Mob: 0439 724 980
yule.atlas@gmail.com

ABN: 79718726016

15 September 2016
Our Ref: CLUS Submission DeKantzow

The General Manager
Mid-Western Regional Council
PO BOX 86
MUDGEES NSW 2850

Dear Sir,

SUBMISSION – PROPOSED ADDENDUM TO THE MID-WESTERN REGIONAL COMPREHENSIVE LAND USE STRATEGY

Please accept this correspondence as a submission regarding the document currently on exhibition. The following comments are made on behalf of Mr Michael DeKantzow of Menah:

- With regard the second of the criteria pertaining to flooding, it is considered that the description supporting the criteria requires rewording. It is considered more fitting and reasonable if the terms used were not confused.

The criteria states:

"2. Is unconstrained by flooding, as it is above the flood planning level of the 1 in 100 ARI.

The area is not affected by flooding and has unconstrained flood free access out of the property and/or locality".

It is considered that land that is 'unconstrained' by flooding may have some flood mapped land but would not impede development or access. It is considered that in the description the term 'affected' by flooding provides a different criteria, and is more restrictive. The land may have parts of the development parcel mapped as low risk flooding satisfying the criteria but contradicts the description. The following example of wording may cause less confusion:

"2. Is unconstrained by flooding, as it is above the flood planning level of the 1 in 100 ARI.

The area is not constrained by flooding and is able to provide a flood free access out of the property and/or locality".



Comment is also made with regard the final criteria:

"10. Has access to a sustainable water supply.

"The ability to provide a sustainable water supply can be demonstrated."

Where the other criteria are supported by a descriptive sentence to assist in the interpretation of the criteria, this supporting sentence does not overly assist in portraying the intent. It is suggested that the supporting sentence be modified to provide some further insight to the word 'sustainable' used in the criteria. The following example is suggested:

"There is an efficient water supply for the future dwelling, gardens, fire-fighting and considers minimisation of water use (possible re-use of wastewater or stormwater)".

Evidence exists that a sustainable water supply can be achieved through rainwater capture in the Mid-Western Regional LGA. With consideration of the provision of suitable storage capacity for rainwater (including dedicated volume for bushfire fighting), the future dwellings in a 2ha Rural Residential Land development would be able to maintain an adequate supply for domestic water, including the watering of gardens based on expected water usage and potential runoff from an average roof area.

Thank you for your consideration of these matters.

Yours faithfully

A handwritten signature in black ink, appearing to read "E Yule".

EMMA YULE

BAppSc, Grad Dip URP

Atlas Environment and Planning



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ABN: 79718726016

14 September 2016
Our Ref. CLUS submission Consadine

The General Manager
Mid-Western Regional Council
PO BOX 86
MUDGEE NSW 2850

Dear Sir,

SUBMISSION RE: EXHIBITION – PROPOSED ADDENDUM TO MID-WESTERN REGIONAL COMPREHENSIVE LAND USE STRATEGY

Please accept this letter on behalf of Mr Peter Consadine with regard the criteria to be applied for 2ha rural residential development in the Mid-Western Regional LGA. The following comments are made in particular to the required 'access to a sustainable water supply'.

As a proponent of a 2ha development currently going the Gateway process, it would serve to have some clarification on this matter. The definition of a sustainable water supply could be met by rainwater tanks and use of grey water to garden areas (without relying on additional bores, or riparian water rights). This is demonstrated by the existing development in Robertson Road, Mudgee. We would support this interpretation of a 'sustainable water supply' which can be justified as an adequate and efficient supply option.

Thank you for your consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'E Yule', written in a cursive style.

EMMA YULE

BAppSc, Grad Dip URP

Atlas Environment and Planning

**PROPOSED ADDENDUM TO MID-WESTERN REGIONAL
COMPREHENSIVE LAND USE STRATEGY**

The following criteria must be applied for identification of ~~2ha~~ Rural Residential Development with a two hectare minimum in the Mid-Western Regional Local Government area.

The land:

1. **Can be managed to avoid land use conflict**
Rural residential development should have regard to the surrounding agricultural land use and must provide a buffer to agricultural land.
2. **Is unconstrained by flooding, as it is above the flood planning level of the 1 in 100 ARI**
The area is not affected by flooding and has unconstrained flood free access out of the property and/or locality.
3. **Can be connected to the existing road network by sealed road access**
The area can be connected to the existing sealed road network by sealed road access and is fully serviced by a sealed road.
4. **Is not visually intrusive**
There is no impact on the visual amenity or sensitive corridors identified in the CLUS on the Mudgee Town Structure Plan.
5. **Will not undermine future residential land opportunities**
It should be located on land that is not, or unlikely to be suitable for general residential land at some point in the future.
6. **Will not adversely impact on the groundwater system**
Mudgee is fully within an area identified by the NSW Office of Department of Primary Industries - Water as being significant in terms of groundwater vulnerability. Any development, and in particular unserviced development, ~~should have regard to the potential impact on the groundwater system.~~ needs to demonstrate that it will not adversely impact on the groundwater system.
7. **Can be justified in terms of supply and demand**
Reference should be made to the Urban Release Strategy in terms of the likely anticipated demand (excluding land zoned but having a 2,000-4,000 square metre option subject to servicing).
8. **Can be managed to reduce bushfire hazard**
Bushfire hazards in the area can be appropriately managed or reduced.
9. **Should avoid Biophysical Strategic Agricultural Land**
Reference should be made to BSAL mapping which identifies the existence of any BSAL at the site of potential development.
10. **Has access to a sustainable water supply**
~~The ability to provide a sustainable water supply can be demonstrated~~ The proposed lot must demonstrate the provision of a sustainable water supply. A sustainable water supply can be achieved by various means including the provision of reticulated water, roof water catchment or accessing water from a river, lake or aquifer in accordance with the Water Management Act 2000. Department of Primary Industries – Water ‘How much water do I need for my rural property’ provides one methodology to calculate a required supply.

8.3 Delivery Program 2014 - 2017 Six Monthly Progress Report

REPORT BY THE DIRECTOR DEVELOPMENT

TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, COR400116

RECOMMENDATION

That Council receive the report by the Director Development on the Delivery Program 2014 - 2017 Six Monthly Progress Report.

Executive summary

Council is required to report on its progress against the adopted Delivery Program at least every six months. This report presents progress against the Delivery Program 2014/2017 for the six months to 31 December 2016.

Disclosure of Interest

Nil.

Detailed report

Council adopted the 2013/14 – 2016/17 Delivery Program on 19 June 2013. A review of the Delivery Program was endorsed by Council on 15 June 2016 as part of the annual budgeting/operational plan process.

Section 404 of the Local Government Act requires the General Manager to ensure progress reports are provided to the council, with respect to the principal activities detailed in the Delivery Program, at least every 6 months.

Community Plan implications

Theme	Good Governance
Goal	Strong civic leadership
Strategy	Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plans

Financial implications

Not applicable

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

1 February 2017

Attachments: 1. 16-17 PULSE Six Monthly Progress Report. (separately attached)

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

8.4 Monthly Development Applications Processing and Determined

REPORT BY THE DIRECTOR DEVELOPMENT

TO 15 FEBRUARY 2017 ORDINARY MEETING

GOV400054, GOV400043, A100055, A100056

RECOMMENDATION

That Council receive the report by the Director Development on the Monthly Development Applications Processing and Determined.

Executive summary

The report presented to Council each month is designed to keep Council informed of the current activity in relation to development assessment and determination of applications.

Disclosure of Interest

Nil.

Detailed report

Included in this report is an update for the month ending 31 January 2017 of Development Applications determined and Development Applications processing. The report will detail:

- Total outstanding development applications indicating the proportion currently being processed and those waiting for further information
- Median and average processing times for development applications
- A list of determined development applications
- Currently processing development applications and heritage applications

Community Plan implications

Theme	Looking After Our Community
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Goal	Vibrant towns and villages
------	----------------------------

Strategy	Maintain and promote the aesthetic appeal of the towns and villages within the Region
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Financial implications

Not applicable.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

2 February 2017

Attachments: 1. Monthly Development Applications Currently Processing and Determined January 2017.

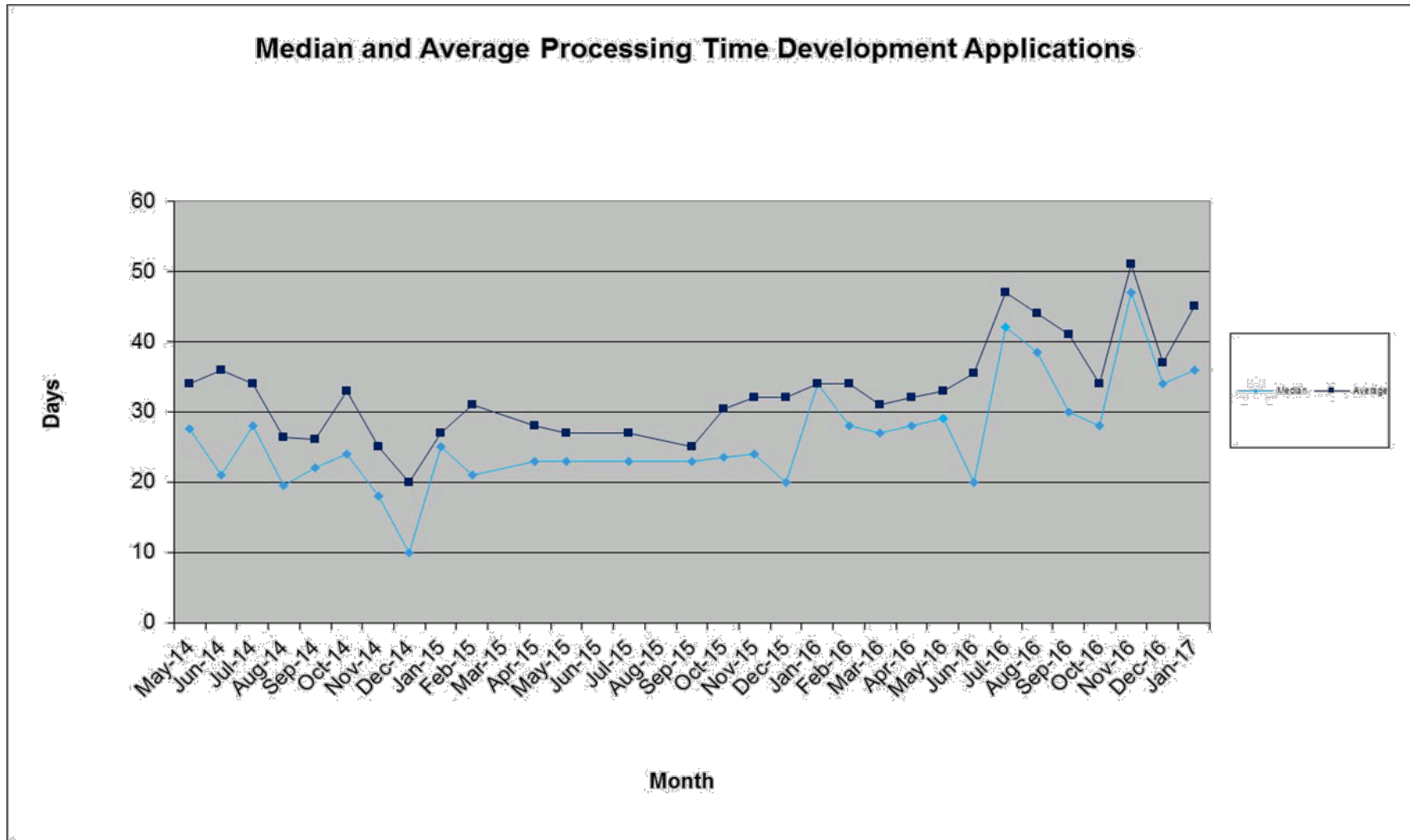
APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

Monthly Development Application Processing Report – January 2017

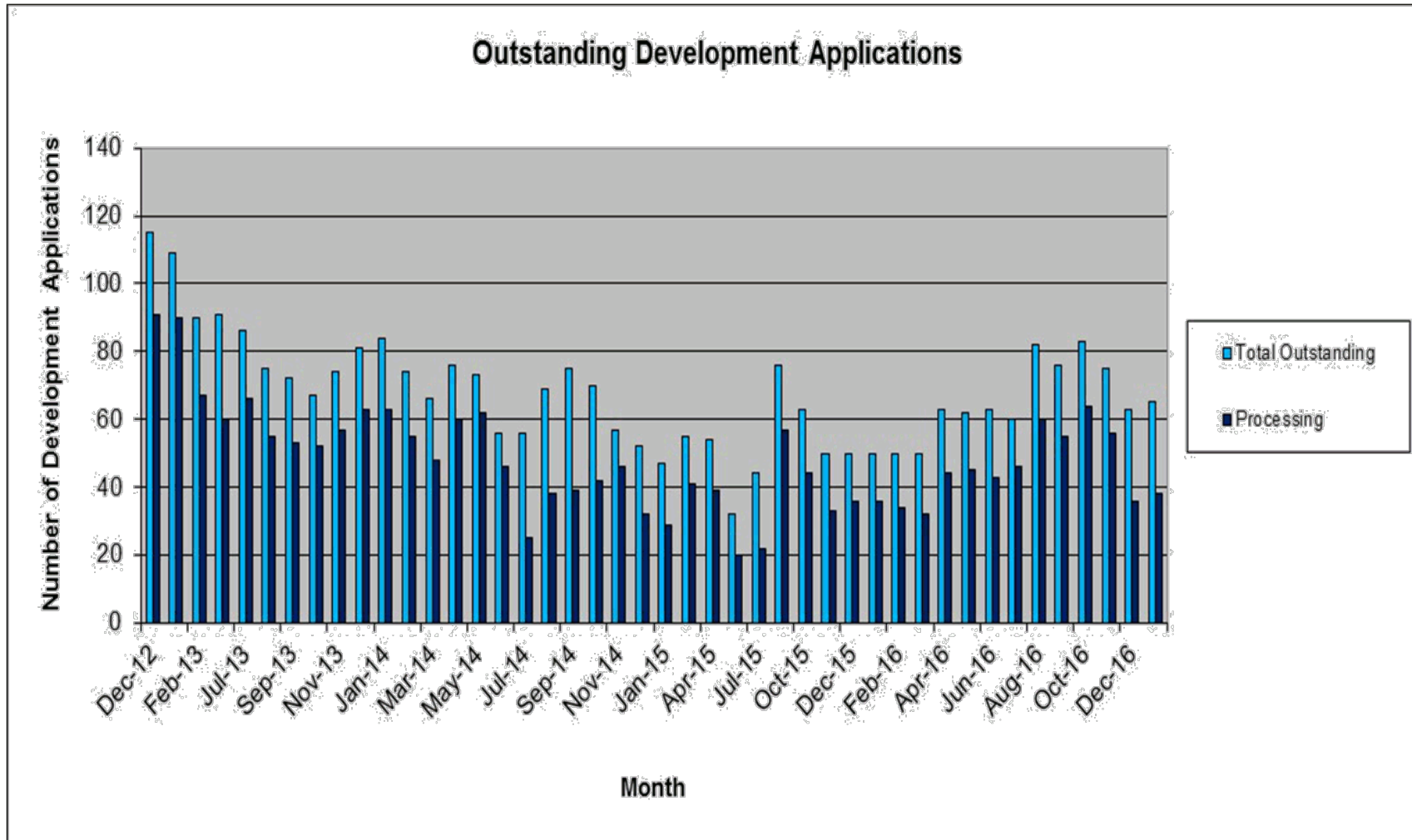
This report covers the period for the month of January, 2017.

Graph 1 indicates the processing times up to 31, January 2017 with the month of January having an average of 45 days and a median time of 36 days.



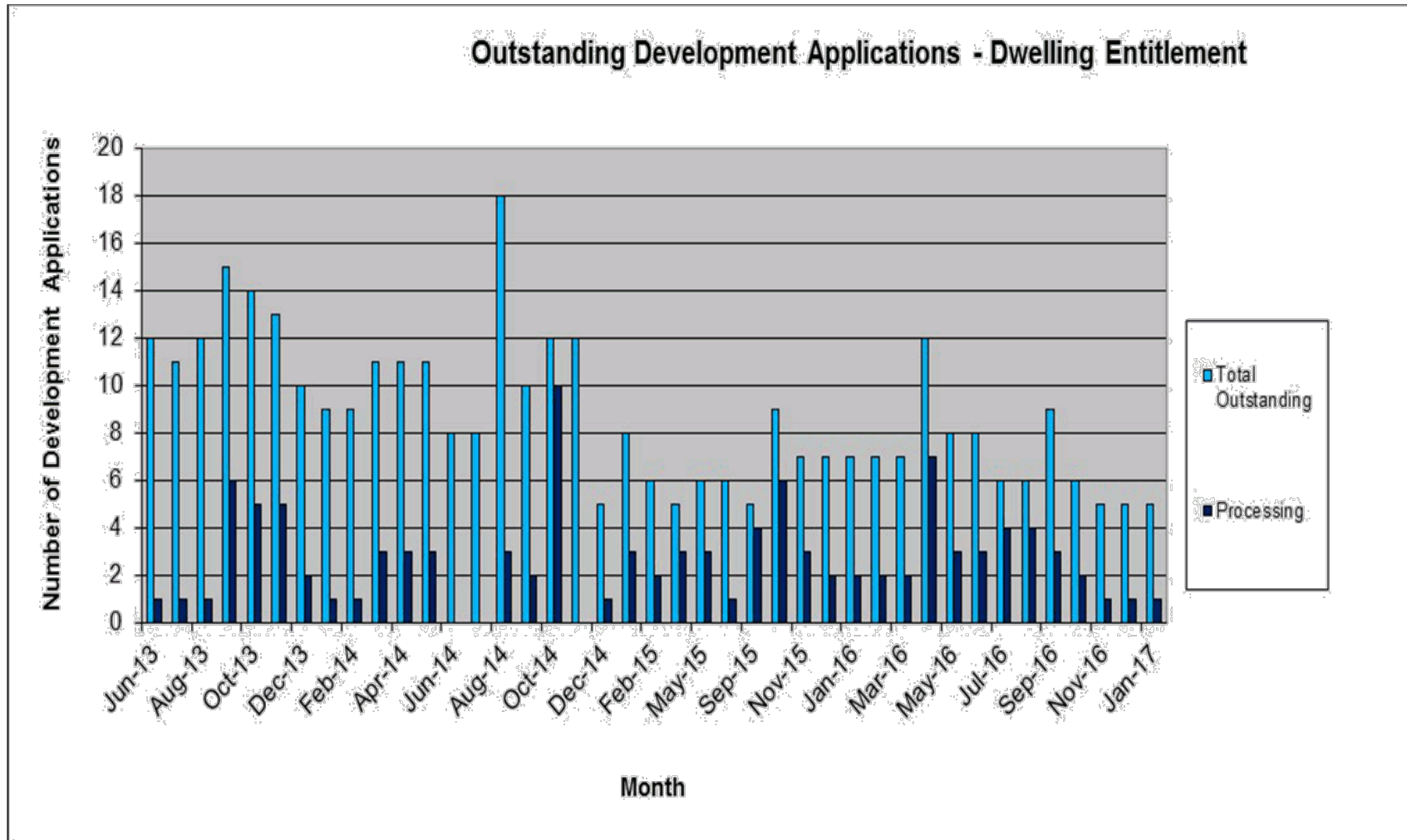
Monthly Development Application Processing Report – January 2017

Graph 2 indicates the total number of outstanding applications (excluding dwelling entitlements), the number currently being processed and the number on “stop clock”.



Monthly Development Application Processing Report – January 2017

Graph 3 relates solely to dwelling entitlements and indicates the number of outstanding dwelling entitlement applications, the number on stop clock and the number being processed.



Monthly Development Application Processing Report – January 2017

The Planning and Development Department determined 13 Development Applications either by Council or under delegation during January, 2017.

Development Applications Determined – January, 2017.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0261/2016	Subdivision - Torrens Title	986	Crudine Road	CRUDINE
DA0094/2017	Dwelling House	5269	Castlereagh Highway	RUNNING STREAM
DA0115/2017	Pergola	206	Mortimer Street	MUDGEE
DA0124/2017	Screen Enclosure	318	Goolma Road	GULGONG
DA0125/2017	Change of use	13	Oporto Road	MUDGEE
DA0129/2017	Dwelling House	1532	Blue Springs Road	BUNGABA
DA0146/2017	Residential Shed	921	Aarons Pass Road	CARCALGONG
DA0153/2017	Alterations & Additions	91	Horatio Street	MUDGEE
DA0155/2017	Dwelling House	109	Tongbong Road	RYLSTONE
DA0162/2017	Alterations & Additions	28	Dunn Street	KANDOS
DA0166/2017	Dwelling House	8	Stuart Street	GULGONG
DA0172/2017	Shed >150m2	43	Beragoo Road	GRATTAI
DA0178/2017	Swimming Pool	15	Market Street	MUDGEE

Monthly Development Application Processing Report – January 2017

Development Applications currently being processed – January, 2017.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0175/2017	Alterations & Additions	43	Beragoo Road	GRATTAI
DA0138/2017	Alterations & Additions	306	Windeyer Road	GRATTAI
DA0170/2017	Alterations & Additions	27	Short Street	MUDGEE
DA0114/2017	Alterations & Additions	300	Dry Creek Road	BOTOBOLAR
DA0138/2016	Alterations & Additions	1541	Henry Lawson Drive	ST FILLANS
DA0073/2016	Alterations & Additions	71	Lions Drive	MUDGEE
DA0046/2016	Alterations & Additions	1581	Yarrabin Road	YARRABIN
DA0176/2017	Carport	2	McGregor Place	MUDGEE
DA0147/2017	Carport	61	Perry Street	MUDGEE
DA0187/2017	Carport	74	Fairydale Lane	CAERLEON
DA0278/2014	Change of use	2012	Aarons Pass Road	AARONS PASS
DA0325/2016	Change of use	179	Denison Street	MUDGEE
DA0142/2017	Change of use	473	Black Springs Road	BUDGEE BUDGE
DA0137/2017	Change of use	15	Clare Court	MUDGEE
DA0177/2017	Commercial Alterations/Additions	56	Sydney Road	MUDGEE
DA0027/2016	Commercial Alterations/Additions	8	Bell Street	MUDGEE
DA0171/2017	Commercial Alterations/Additions	24	Industrial Avenue	MUDGEE
DA0184/2017	Dwelling House	45	Dunn Street	KANDOS
DA0041/2017	Industrial Activity	10	Toole Road	ULAN
DA0102/2016	Dwelling House	705	Windeyer Road	GRATTAI
DA0186/2017	Dwelling House	17	Redbank Road	MUDGEE
DA0148/2017	Dual Occupancy	21	Callaghan Street	CLANDULLA
DA0140/2017	Dwelling House	1235	Glen Alice Road	DABEE
DA0163/2017	Dwelling House	15	Lions Drive	MUDGEE
DA0154/2017	Dwelling House	162	Ulan Road	BOMBIRA
DA0214/2011	Dwelling House	663	Castlereagh Highway	BURRUNDULLA
DA0335/2016	Dwelling House	346	Powells Road	PYANGLE
DA0169/2017	Farm Building	122	Strikes Lane	EURUNDEREE
DA0315/2016	tourist and visitor accommodation	345	Bylong Valley Way	ILFORD
DA0135/2017	Animal Boarding or Training Establishment	120	Rocky Waterhole Road	MOUNT FROME
DA0267/2014	Signage	33	Sydney Road	MUDGEE

Monthly Development Application Processing Report – January 2017

DA0145/2017	Recreation Area	4882	Ulan Road	ULAN
DA0141/2017	Recreation Facility (outdoor)	1765	Wollar Road	COOYAL
DA0104/2017	Recreation Facility (outdoor)	2970	Hill End Road	AVISFORD
DA0156/2017	Change of use	22	Market Street	MUDGEE
DA0174/2017	Residential Shed	124	Bellevue Road	MUDGEE
DA0127/2017	Residential Shed	156	Robertson Street	MUDGEE
DA0180/2017	Residential Shed	183	Beragoo Road	GRATTAI
DA0179/2017	Residential Shed	23	Denison Street	MUDGEE
DA0344/2016	Residential Shed	23	Ferris Street	CLANDULLA
DA0327/2011	Shed >150m2	23	Horatio Street	MUDGEE
DA0334/2016	Dwelling House	109	Tinja Lane	EURUNDEREE
DA0267/2016	Dwelling House	82	Nugget Lane	GULGONG
DA0183/2017	Industrial Building	54	Depot Road	MUDGEE
DA0134/2017	Subdivision - Torrens Title	11	Tongbong Street	RYLSTONE
DA0191/2015	Subdivision - Torrens Title	196	Robertson Road	MUDGEE
DA0168/2017	Subdivision - Torrens Title	565	Gollan Road	GOOLMA
DA0178/2014	Subdivision - Torrens Title	7291	Castlereagh Highway	ILFORD
DA0182/2017	Subdivision - Torrens Title	452	Burrundulla Road	BURRUNDULLA
DA0034/2017	Subdivision - Torrens Title	38	Hill End Road	CAERLEON
DA0101/2017	Telecommunications Facility	4269	Wollar Road	WOLLAR
DA0161/2017	Telecommunications Facility	3221	Goolma Road	GOOLMA
DA0343/2016	Commercial Alterations/Additions	137	Ulan Road	PUTTA BUCCA
DA0036/2017	Dwelling House	2352	Lue Road	HAVILAH
DA0050/2015	Dwelling House	3634	Bylong Valley Way	RYLSTONE
DA0327/2016	Dwelling House	37	Snlesons Lane	GULGONG
DA0134/2015	Dwelling House	4156	Lue Road	CAMBOON
DA0135/2015	Dwelling House	4156	Lue Road	CAMBOON

Monthly Development Application Processing Report – January 2017

Heritage Development Applications currently being processed – January, 2017.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0043/2017	Alterations & Additions	44	Louee Street	RYLSTONE
DA0271/2011	Alterations & Additions	87	Short Street	MUDGEE
DA0112/2017	Alterations & Additions	156	Gladstone Street	MUDGEE
DA0173/2017	Change of use	51	Lewis Street	MUDGEE
DA0165/2017	Change of use	47	Market Street	MUDGEE
DA0160/2017	Commercial Alterations/Additions	19	Church Street	MUDGEE
DA0157/2017	Commercial Alterations/Additions	19	Church Street	MUDGEE
DA0085/2017	Commercial Premises	122	Mayne Street	GULGONG
DA0181/2017	Demolition	7	Nandoura Street	GULGONG
DA0185/2017	Dual Occupancy	18	Mealey Street	MUDGEE
DA0122/2017	Dual Occupancy	1	Lewis Street	MUDGEE
DA0091/2017	Residential Shed	42	Louee Street	RYLSTONE

Item 9: Finance

9.1 Community Grants Program Applications - Quarter 3

REPORT BY THE GRADUATE ACCOUNTANT - GRANTS & CONTRIBUTIONS
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, FIN300122

RECOMMENDATION

That Council:

1. receive the report by the Graduate Accountant - Grants & Contributions on the Community Grants Program Applications - Quarter 3;
2. provide financial assistance to the following applicants in accordance with the criteria and guidelines of the Community Grants Program Policy, subject to those requirements being met;

Mudgee Show Society	\$3,000
NSW National Parks and Wildlife Services	\$2,500
BreastScreen Greater Western	\$1,450
Mudgee Civilian Rifle & Small Bore Club Inc	\$1,500
Rylstone Pony Club	\$406
Mudgee Lions Club – Plein Air Art Exhibition	\$168

3. do not collect a facility hire bond from the following applicant for the event details in this report;

Rylstone Pony Club
Mudgee Lions Club – Plein Air Art Exhibition

4. do not support the following requests for financial assistance, for the reasons provided in the report;

Raelene Tant “Nott So Fast”
Vision Australia Black & White Committee

Executive summary

This report considers requests for financial assistance under Council’s Community Grants Program Policy.

Disclosure of Interest

Nil.

Detailed report

Provision is made in Council's Community Grants Program Policy to provide financial assistance to not-for-profit community based organisations, groups and individuals that offer a significant contribution to community outcomes and goals as provided in the Towards 2030 Community Plan.

All applications were first reviewed for eligibility and then assessed by a panel of three staff against the following criteria relative to the amount of funding requested:

- Degree of benefit to the community aligned with the community plan
- Amount of resident participation
- Level of consultation and collaboration with other local groups
- Organisational capacity to deliver the program or project

Even though an application meets the criteria it may be judged that there is not a significant enough benefit to the community in order to fund or fully fund the request.

A summary of each application is shown below, together with panel assessment scoring and a recommendation.

The following scale illustrates the scoring results:



Mudgee Show Society

The Mudgee Show Society has been running for over 150 years; showcasing Mudgee's finest Livestock, Cooking, Gardening, Art and many more community projects.

The Show Society is requesting financial assistance for their 2017 annual show to the value of \$3,000.

3 ★★★
Benefits and link to the community plan

3 ★★★
Amount of resident participation

3 ★★★
Consultation and collaboration with other local groups

3 ★★★
Capacity to deliver the program or project

RECOMMENDATION **\$3,000**

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

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

Link to Community Plan: Strategy 3.2.1 Promote the Region as a great place to live, work, invest and visit.

NSW National Parks

The NSW National Parks and Wildlife Service has a long and well established record of managing one of Mudgee's prime cultural/tourist attractions 'The Drip'.

With the site being visited by approximately 20,000 people each year – the need for improvement to the current facilities is paramount. The project to upgrade involves redevelopment and upgrading of visitor facilities, of which NSW National Parks have requested full waiver of both Developer Application and Construction Certificate costs estimated at \$2,500.

3 ★★★★★
Benefits and link to the community plan

3 ★★★★★
Amount of resident participation

2 ★★
Consultation and collaboration with other local groups

3 ★★★★★
Capacity to deliver the program or project

RECOMMENDATION **\$2,500**

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

Link to Community Plan: Strategy 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles.

Link to Community Plan: Strategy 1.2.1 Respect and enhance the historic character of our Region and heritage value of our towns.

Link to Community Plan: Strategy 2.3.3 Support programs that create environmental awareness and promote sustainable living.

BreastScreen Greater Western

BreastScreen NSW provides free screening mammograms for women between the ages of 50 and 74 across NSW. The BreastScreen NSW mobile van last visited Rylstone in early 2015 and is due to return to Rylstone in January 2017. This service will ensure that the women of Rylstone have access to free screening mammogram.

BreastScreen have requested assistance with transportation cost of the BreastScreen mobile van from Minto to Rylstone which are expected to be \$1,450.

3 ★★★★★
Benefits and link to the community plan

2 ★★
Amount of resident participation

3 ★★★★★
Consultation and collaboration with other local groups

3 ★★★★★
Capacity to deliver the program or project

RECOMMENDATION **\$1,450**

Link to Community Plan: Strategy 1.1.1 Maintain the provision of high quality, accessible community services that meet the needs of our community.

Link to Community Plan: Strategy 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles.

Link to Community Plan: Strategy 1.4.3 Support programs which strengthen the relationships between the range of community groups.

Mudgee Civilian Rifle & Small Bore Club Inc.

The Mudgee Civilian Rifle & Small Bore club has been active in our region since 1887. The club hosts many annual shooting competitions, with annual participants exceeding 300 people. Increased gun safety is the clubs main aim – which has led to a partnership with Roads and Maritime Services, offering the clubs facilities for sighting in firearms. The Mudgee Civilian Rifle & Small Bore club have requested the reimbursement of their annual rates to the value of \$1,500.

1 ★

Benefits and link to the community plan

2 ★★

Amount of resident participation

1 ★

Consultation and collaboration with other local groups

2 ★★

Capacity to deliver the program or project

RECOMMENDATION **\$750**

Link to Community Plan: Strategy 1.3.1 Provide infrastructure and services to cater for the current and future needs of our community.

Rylstone Pony Club

The Rylstone Pony club aim to assist training children in handling and riding horses safely, whilst providing children with an interest in a small community. The club has been operating for over 50 years, and operates on a volunteer basis.

The club have requested in-kind support for hire of the Rylstone showground to the value of \$812, and will cover the following:

- 10 days club events
- 4 days gymkhana events

2 ★★

Benefits and link to the community plan

2 ★★

Amount of resident participation

0

Consultation and collaboration with other local groups

2 ★★

Capacity to deliver the program or project

RECOMMENDATION \$406

Link to Community Plan: Strategy 1.1.3 Supports networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles.

Mudgee Lions Club

The Mudgee Lions Club are hosting the “Plein Air” art exhibition, showcasing approximately 40 visiting artists.

The expected visitor attendance is estimated of up to 200 people, with extensive advertising hoping to maximise attendees. The Lions club have requested in-kind support of 2 days Stable hire to the value of \$168.

3 ★★ ★
Benefits and link to the community plan

2 ★ ★
Amount of resident participation

2 ★ ★
Consultation and collaboration with other local groups

3 ★ ★ ★
Capacity to deliver the program or project

RECOMMENDATION \$168

Link to Community Plan: Strategy 1.4.3 Support programs which strengthen the relationships between the range of community groups.

Raelene Tant “Nott So Fast”

Raelene Tant, along with three other local health professionals from Mudgee and Gulgong districts will be participating in Coastrek 2017.

Coastrek is a 30 kilometre trek located at Sydney aimed to raise awareness and money towards the Fred Hollows Foundation. Raelene’s team “Nott So Fast” have requested a donation amount of \$1,000.

0
Benefits and link to the community plan

1 ★
Amount of resident participation

0
Consultation and collaboration with other local groups

1 ★
Capacity to deliver the program or project

NOT RECOMMENDED

It is not recommended to support this application as it does not score above 5 stars and reflects minimal consultation, collaboration, and resident participation within the community.

Vision Australia – Black & White Committee

The Black & White committee will be hosting a St. Patrick’s Day luncheon at Augustine’s. They are expecting approximately 120 guests to attend this three course lunch, with all proceeds raised to be provided to local residents in need of support.

The Black & White Committee have requested a donation towards the administration of this event to the value of \$2,000

0

Benefits and link to the community plan

2 ★★

Amount of resident participation

0

Consultation and collaboration with other local groups

2 ★★

Capacity to deliver the program or project

NOT RECOMMENDED

It is not recommended to support this application as it does not score above 5 stars and reflects minimal consultation, collaboration, and resident participation within the community.

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Prudently manage risks association with all Council activities

Financial implications

Funding of \$185,165 is provided in the Operational Plan for Financial Assistance. \$109,607 has already been allocated, leaving a balance of \$75,558.

Should Council approve the recommendations provided in this report, totalling \$9,024, a balance of \$66,534 will remain.

ALISON CAMERON
GRADUATE ACCOUNTANT - GRANTS & CONTRIBUTIONS

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

10 January 2017

- Attachments:*
1. Mudgee Show Society. (separately attached)
 2. NSW National Parks and Wildlife Service. (separately attached)
 3. BreastScreen Greater Western. (separately attached)
 4. Mudgee Civilian Rifle & Small Bore Club Inc.. (separately attached)
 5. Rylstone Pony Club. (separately attached)
 6. Raelene Tant "Nott So Fast". (separately attached)
 7. Mudgee Lions Club. (separately attached)
 8. Vision Australia - Black & White Committee. (separately attached)

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

9.2 Monthly Statement of Investment and Bank Balances as at 31 December 2016

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, FIN300053

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Financial Planning on the Monthly Statement of Investment and Bank Balances as at 31 December 2016; and**
2. **note the certification of the Responsible Accounting Officer.**

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.

Disclosure of Interest

Nil.

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.

Following adoption of the revised Investments Policy this month, Council's \$500,000 term deposit with Family First Credit Union now falls outside of the credit quality limits in the policy. In order to reduce credit risk Council's new policy limits investments with unrated institutions to the Commonwealth Guarantee amount of \$250,000. This breach of limitation was unavoidable due to the change in policy and in accordance with the procedures will be corrected at the maturity date of 25 January 2017.

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Prudently manage risks association with all Council activities

Financial implications

Not applicable.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

11 January 2017

Attachments: 1. Investment Balances.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

For the month ended: **31-Dec-16**

Bank Account	Opening Balance	Receipts	Payments	Closing Balance	Overdraft Limit
National Australia Bank (Cheque Account)	\$ 2,199,118	\$ 15,892,558	\$ 18,143,573	\$ (51,898)	\$ 700,000

The bank balances have been reconciled to the General Ledger as at 31/12/2016

Investments	Type	Amount \$'000	Yield %	Maturity Date	Term
National Australia Bank	At Call	2,720	1.80%	NA	At Call
National Australia Bank	Term Deposit	1,000	3.00%	15/02/2017	364
National Australia Bank	Term Deposit	1,600	2.92%	5/07/2017	364
National Australia Bank	Term Deposit	1,500	2.73%	4/10/2017	364
National Australia Bank	Term Deposit	1,000	2.76%	25/10/2017	364
National Australia Bank	Term Deposit	1,000	2.70%	7/06/2017	203
National Australia Bank	Term Deposit	2,000	2.70%	14/06/2017	203
National Australia Bank	Term Deposit	1,500	2.68%	26/07/2017	217
St George Bank	Term Deposit	1,500	2.85%	25/01/2017	231
St George Bank	Term Deposit	1,000	2.75%	12/04/2017	224
St George Bank	Term Deposit	500	2.75%	12/04/2017	224
St George Bank	Term Deposit	2,000	2.80%	19/04/2017	224
St George Bank	Term Deposit	500	2.80%	19/04/2017	224
St George Bank	Term Deposit	1,500	2.75%	10/05/2017	224
St George Bank	Term Deposit	500	2.70%	5/04/2017	175
St George Bank	Term Deposit	500	2.70%	3/05/2017	203
St George Bank	Term Deposit	2,500	2.70%	12/07/2017	217
Bankwest	Term Deposit	1,500	2.54%	29/03/2017	217
Bankwest	Term Deposit	1,000	2.53%	26/04/2017	245
Bankwest	Term Deposit	1,500	2.52%	17/05/2017	238
ANZ	Term Deposit	2,300	2.66%	28/06/2017	210
AMP	Term Deposit	1,000	2.90%	4/01/2017	189
AMP	Term Deposit	2,000	2.85%	8/02/2017	189
AMP	Term Deposit	1,000	2.95%	15/03/2017	210
AMP	Term Deposit	1,000	2.95%	5/04/2017	217
Suncorp Metway	Term Deposit	2,000	2.50%	8/03/2017	208
Suncorp Metway	Term Deposit	1,500	2.55%	22/03/2017	210
Suncorp Metway	Term Deposit	1,000	2.55%	3/05/2017	231
Suncorp Metway	Term Deposit	2,000	2.70%	31/05/2017	210
Suncorp Metway	Term Deposit	1,000	2.71%	24/05/2017	182
Bank of Queensland	Term Deposit	800	3.00%	4/01/2017	224
Bank of Queensland	Term Deposit	2,000	3.00%	1/02/2017	224
Bank of Queensland	Term Deposit	800	2.75%	22/02/2017	203
Bank of Queensland	Term Deposit	1,000	2.80%	24/05/2017	196
Bank of Queensland	Term Deposit	1,000	2.80%	21/06/2017	203
Bendigo & Adelaide Bank	Term Deposit	1,000	2.80%	1/11/2017	364
ING Bank	Term Deposit	1,500	3.10%	1/03/2017	364
Members Equity Bank	Term Deposit	2,000	2.68%	26/04/2017	231
Beyond Bank	Term Deposit	1,500	3.00%	11/01/2017	224
Beyond Bank	Term Deposit	1,500	3.00%	18/01/2017	231
Newcastle Permanent	Term Deposit	1,500	2.80%	22/02/2017	196
MyState Bank	Term Deposit	1,000	2.70%	29/03/2017	217
MyState Bank	Term Deposit	1,000	2.88%	19/07/2017	210
Defence Bank	Term Deposit	1,000	2.88%	13/09/2017	280
Family First Credit Union	Term Deposit	500	3.00%	25/01/2017	224
Total Investments		59,720			

Average Yield 2.73%

MWRC Policy Requirements:

Investments by Institution	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Policy Limit
National Australia Bank	AA-	12,320	21%	30%
Bankwest	AA-	4,000	7%	30%
St George Bank	AA-	10,500	18%	30%
ANZ	AA-	2,300	4%	30%
AMP	A+	5,000	8%	15%
Suncorp Metway	A+	7,500	13%	15%
Bank of Queensland	A-	5,600	9%	15%
Bendigo & Adelaide Bank	A-	1,000	2%	15%
ING Bank	A-	1,500	3%	15%
Beyond Bank	BBB+	3,000	5%	5%
Members Equity Bank	BBB+	2,000	3%	5%
Newcastle Permanent	BBB+	1,500	3%	5%
MyState Bank	BBB+	2,000	3%	5%
Defence Bank	BBB+	1,000	2%	5%
Family First Credit Union	Unrated	500	1%	\$250,000*
		59,720	100%	

*Limited to the Commonwealth Guarantee amount

Investments by S&P Rating	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Limit
	AAA to AA-	29,120	49%	100%
	A+ to A-	20,600	34%	40%
	BBB+ to BBB-	9,500	16%	20%
	TCorp	-	0%	15%
	Unrated	500	1%	5%
		\$ 59,720	100%	

Term to Maturity - Minimum Limits

Term to Maturity	Amount \$'000	Actual	% of Portfolio	
			Cumulative Actual	Cumulative Minimum
Less than 3 months	25,320	42%	42%	20%
Between 3 months and 1 year	34,400	58%	100%	40%
Between 1 year and 2 years	-	0%	100%	50%
Between 2 years and 4 years	-	0%	100%	85%
More than 5 years	-	0%	100%	0%
	59,720	100%		

Monthly Investment Portfolio Activity:

The below table shows monthly investment activity within the portfolio including investments that have matured and have been redeemed or re-invested, and new investments placed.

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	3,012		2,720	-0.25%	0	1.80%
People's Choice CU	1,500	1,500		Redeemed		
St George Bank			2,500	New Deposit		2.70%
Defence Bank			1,000	New Deposit		2.88%
Bankwest	2,000	2,000		Redeemed		
National Australia Bank	1,500		1,500	-0.35%	0	2.68%
MyState Bank			1,000	New Deposit		2.88%
	8,012		8,720			
Investment Portfolio Movement	708	Addition				

9.3 Monthly Statement of Investment and Bank Balances as at 31 January 2017

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, FIN300053

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Financial Planning on the Monthly Statement of Investment and Bank Balances as at 31 January 2017;**
2. **note the certification of the Responsible Accounting Officer.**

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.

Disclosure of Interest

Nil.

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.

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Prudently manage risks association with all Council activities

Financial implications

Not applicable.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

2 February 2017

Attachments: 1. Investment Balances.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

For the month ended:

31-Jan-17

Bank Account	Opening Balance	Receipts	Payments	Closing Balance	Overdraft Limit
National Australia Bank (Cheque Account)	-\$ 51,898	\$ 9,838,342	\$ 9,657,776	\$ 128,668	\$ 700,000

The bank balances have been reconciled to the General Ledger as at

31/01/2017

Investments	Type	Amount \$'000	Yield %	Maturity Date	Term	Long Term Rating
National Australia Bank	At Call	2,597	1.80%	NA	At Call	AA-
National Australia Bank	Term Deposit	1,000	3.00%	15/02/2017	364	AA-
National Australia Bank	Term Deposit	1,600	2.92%	5/07/2017	364	AA-
National Australia Bank	Term Deposit	1,500	2.73%	4/10/2017	364	AA-
National Australia Bank	Term Deposit	1,000	2.76%	25/10/2017	364	AA-
National Australia Bank	Term Deposit	1,000	2.70%	7/06/2017	203	AA-
National Australia Bank	Term Deposit	2,000	2.70%	14/06/2017	203	AA-
National Australia Bank	Term Deposit	1,500	2.68%	26/07/2017	217	AA-
St George Bank	Term Deposit	1,000	2.75%	12/04/2017	224	AA-
St George Bank	Term Deposit	500	2.75%	12/04/2017	224	AA-
St George Bank	Term Deposit	2,000	2.80%	19/04/2017	224	AA-
St George Bank	Term Deposit	500	2.80%	19/04/2017	224	AA-
St George Bank	Term Deposit	1,500	2.75%	10/05/2017	224	AA-
St George Bank	Term Deposit	500	2.70%	5/04/2017	175	AA-
St George Bank	Term Deposit	500	2.70%	3/05/2017	203	AA-
St George Bank	Term Deposit	2,500	2.70%	12/07/2017	217	AA-
Bankwest	Term Deposit	1,500	2.54%	29/03/2017	217	AA-
Bankwest	Term Deposit	1,000	2.53%	26/04/2017	245	AA-
Bankwest	Term Deposit	1,500	2.52%	17/05/2017	238	AA-
ANZ	Term Deposit	2,300	2.66%	28/06/2017	210	AA-
AMP	Term Deposit	2,000	2.85%	8/02/2017	189	A+
AMP	Term Deposit	1,000	2.95%	15/03/2017	210	A+
AMP	Term Deposit	1,000	2.95%	5/04/2017	217	A+
AMP	Term Deposit	1,000	2.80%	26/07/2017	203	A+
Suncorp Metway	Term Deposit	2,000	2.50%	8/03/2017	208	A+
Suncorp Metway	Term Deposit	1,500	2.55%	22/03/2017	210	A+
Suncorp Metway	Term Deposit	1,000	2.55%	3/05/2017	231	A+
Suncorp Metway	Term Deposit	2,000	2.70%	31/05/2017	210	A+
Suncorp Metway	Term Deposit	1,000	2.71%	24/05/2017	182	A+
Bank of Queensland	Term Deposit	2,000	3.00%	1/02/2017	224	A-
Bank of Queensland	Term Deposit	800	2.75%	22/02/2017	203	A-
Bank of Queensland	Term Deposit	1,000	2.80%	24/05/2017	196	A-
Bank of Queensland	Term Deposit	1,000	2.80%	21/06/2017	203	A-
Bank of Queensland	Term Deposit	800	2.75%	19/07/2017	196	A-
Bank of Queensland	Term Deposit	1,500	2.80%	2/08/2017	203	A-
Bank of Queensland	Term Deposit	1,000	2.80%	16/08/2017	210	A-
Bendigo & Adelaide Bank	Term Deposit	1,000	2.80%	1/11/2017	364	A-
ING Bank	Term Deposit	1,500	3.10%	1/03/2017	364	A-
Members Equity Bank	Term Deposit	2,000	2.68%	26/04/2017	231	BBB+
Newcastle Permanent	Term Deposit	1,500	2.80%	22/02/2017	196	BBB+
MyState Bank	Term Deposit	1,000	2.70%	29/03/2017	217	BBB+
MyState Bank	Term Deposit	1,000	2.88%	19/07/2017	210	BBB+
Defence Bank	Term Deposit	1,000	2.88%	13/09/2017	280	BBB+
Peoples Choice Credit Union	Term Deposit	1,000	2.76%	30/08/2017	217	BBB+
Total Investments		58,097				

MWRC Policy Requirements:

Investments by Institution	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Policy Limit
National Australia Bank	AA-	12,197	21%	30%
Bankwest	AA-	4,000	7%	30%
St George Bank	AA-	9,000	15%	30%
ANZ	AA-	2,300	4%	30%
AMP	A+	5,000	9%	15%
Suncorp Metway	A+	7,500	13%	15%
Bank of Queensland	A-	8,100	14%	15%
Bendigo & Adelaide Bank	A-	1,000	2%	15%
ING Bank	A-	1,500	3%	15%
Members Equity Bank	BBB+	2,000	3%	5%
Newcastle Permanent	BBB+	1,500	3%	5%
MyState Bank	BBB+	2,000	3%	5%
Défence Bank	BBB+	1,000	2%	5%
Peoples Choice Credit Union	BBB+	1,000	2%	5%
		58,097	100%	

*Limited to the Commonwealth Guarantee amount

Investments by S&P Rating	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Limit
	AAA to AA-	27,497	47%	100%
	A+ to A-	23,100	40%	40%
	BBB+ to BBB-	7,500	13%	20%
	TCorp	-	0%	15%
	Unrated	-	0%	5%
		\$ 58,097	100%	

Term to Maturity - Minimum Limits

Term to Maturity	Amount \$'000	Actual	% of Portfolio	
			Cumulative Actual	Cumulative Minimum
Less than 3 months	26,897	46%	46%	20%
Between 3 months and 1 year	31,200	54%	100%	40%
Between 1 year and 2 years	-	0%	100%	50%
Between 2 years and 4 years	-	0%	100%	85%
More than 5 years	-	0%	100%	0%
	58,097	100%		

Monthly Investment Portfolio Activity:

The below table shows monthly investment activity within the portfolio including investments that have matured and have been redeemed or re-invested, and new investments placed.

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	2,720		2,597	-0.25%	0	1.80%
Bank of Queensland	800		800	-0.25%	-28	2.75%
AMP	1,000		1,000	-0.10%	14	2.80%
Beyond Bank	1,500	1,500		Redeemed		
Bank of Queensland			1,500	New Deposit		2.80%
Beyond Bank	1,500	1,500		Redeemed		
Bank of Queensland			1,000	New Deposit		2.80%
Family First Credit Union	500	500		Redeemed		
St George	1,500	1,500		Redeemed		
People Choice Credit Union			1,000	New Deposit		2.76%
	9,520		7,897			
Investment Portfolio Movement	(1,623)	Reduction				

9.4 Quarterly Budget Review Statement December 2016

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, FIN300065

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Financial Planning on the Quarterly Budget Review Statement December 2016;**
2. **amend the 2016/17 Operational Plan in accordance with the variations as listed in the Quarterly Budget Review Statement attachment to this report;**
3. **approve the transfer of \$4,700,000 into the Land Development reserve for future investment in Council's commercial property portfolio, as detailed in the December Quarterly Budget Review Statement; and**
4. **note the opinion of the Responsible Accounting Officer regarding the satisfactory financial position of Council, based upon the revised estimates of income and expenditure.**

Executive summary

This report, with its incorporated attachment, makes up the December 2016 Quarterly Budget Review Statement of the 2016/17 Operational Plan. Proposed budget variations to the Operational Plan with relevant financial implications are included in the attachment.

Disclosure of Interest

Nil.

Detailed report

Clause 203(1) of the Local Government (General) Regulation 2005 requires a council's responsible accounting officer to prepare and submit a quarterly budget review statement (QBRS) that shows, by reference to the estimate of income and expenditure set out in the operational plan adopted by council, a revised estimate of income and expenditure for that year.

The QBRS presents a summary of council's financial position at the end of each quarter. It is the mechanism whereby councillors and the community are informed of council's progress against the operational plan and the last revised budget along with recommended changes and reasons for major variances.

A quarterly budget review statement must include or be accompanied by:

- a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
- b) if that position is unsatisfactory, recommendations for remedial action.

Certification

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2005:

As the responsible accounting officer, it is my opinion that the December Quarterly Budget Review Statement for Mid-Western Regional Council indicates that Council's projected financial position as at 30 June 2017 will be satisfactory, having regard to the projected estimates of income and expenditure for the 2016/17 financial year.

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Prudently manage risks association with all Council activities

Financial implications

Proposed budget variations to the 2016/17 Operational Plan are included in the quarterly budget review statement attachment (attachment 1). Financial implications are also discussed in the attachment.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

2 February 2017

Attachments: 1. Quarterly Budget Review Statement December 2016. (separately attached)

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

9.5 Minor Locality Boundary Adjustment between Two Mile Flat & Piambong Localities

REPORT BY THE PROPERTY SUPPORT OFFICER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, R0790121

RECOMMENDATION

That Council:

1. **receive the report by the Property Support Officer on the Minor Locality Boundary Adjustment between Two Mile Flat & Piambong Localities; and**
2. **approve this Locality boundary adjustment, to enable Property Numbers 7675, 6178 & 6928 to be sited in the Two Mile Flat Locality.**

Executive summary

A Locality boundary adjustment is required between the Localities of Two Mile Flat and Piambong to solve a mail delivery issue for properties which receive mail delivery from Gulgong Post Office but are located within a Locality with a 2850 postcode.

Disclosure of Interest

Nil

Detailed report

Australia Post have four delivery centres within the Mid-Western Regional Council area, Gulgong (2852), Kandos (2848), Mudgee (2850) and Rylstone (2849). Several Localities in the Mid-Western Regional Council area are serviced by two of those delivery centres and are therefore affected by two postcodes. However Australia Post's systems will only accept one postcode per Locality. This can cause mail delivery delays while the "wrong" delivery centre receives the mail then forwards it to the "right" delivery centre. There are also issues with online address databases which are limited to only the one postcode per Locality which can exacerbate the mail delivery issue.

Three properties (PNs 6178, 6928 & 7675) on a section of Donnelly Road situated in the Locality of Piambong (postcode 2850) are serviced by Gulgong mail delivery which requires addressing with a 2852 postcode. To solve this issue, and ensure addressing for the three affected properties is concurrent across all property databases, an amendment to the Locality boundary between the Localities of Piambong and Two Mile Flat (postcode 2852) is required to ensure that these properties will have addresses with the postcode of 2852.

Council staff have discussed this matter with Australia Post who have no objections to the Locality boundary adjustment. Council wrote to the affected property owners on 30 November 2016 and no objections were received.

Should this matter be approved by Council, staff will then write to the Geographical Names Board to officially request the minor Locality boundary adjustment on behalf of Council and the affected property owners.

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

Financial implications

Not applicable.

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

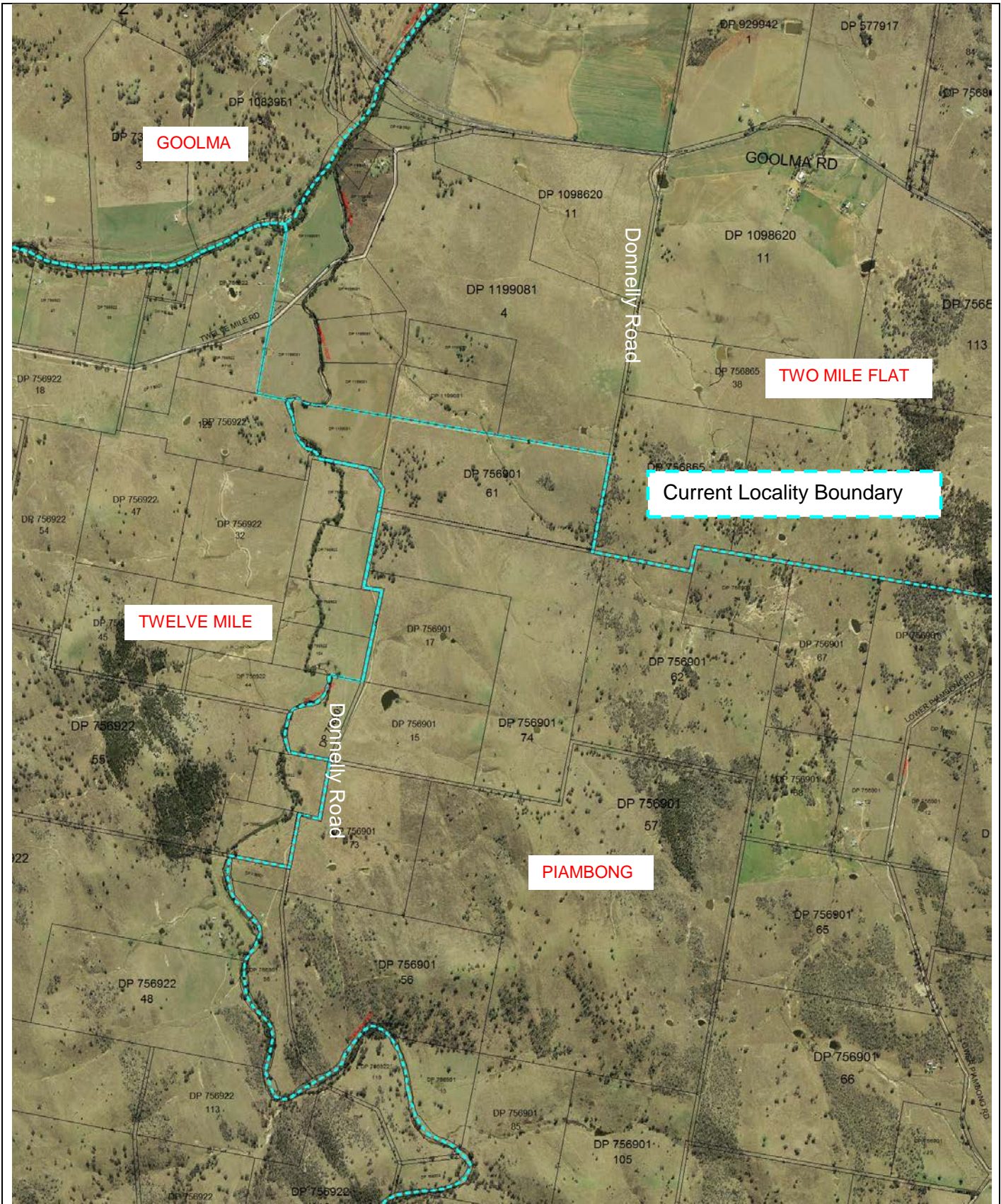
LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

30 January 2017

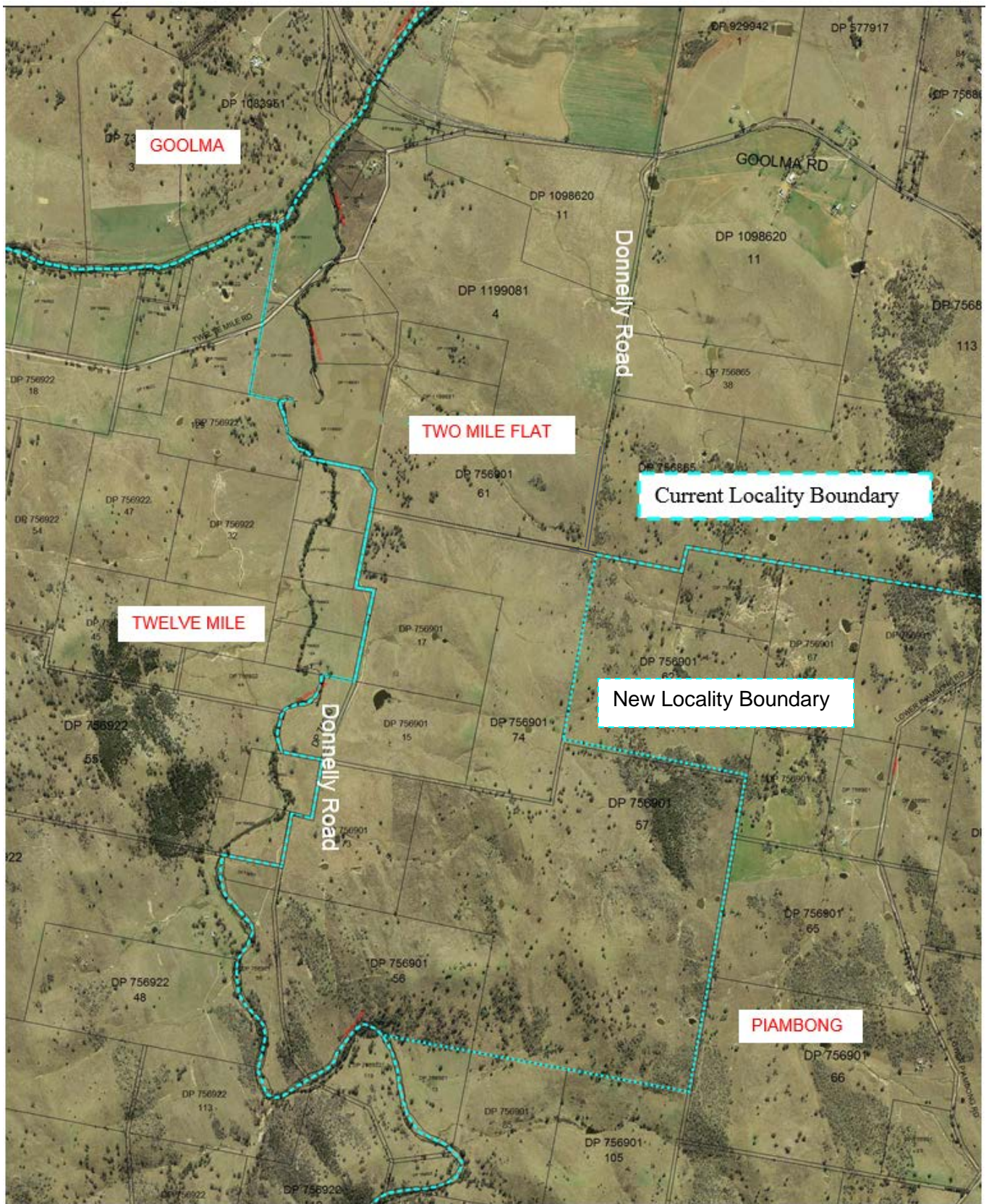
Attachments: 1. Map of current Locality boundaries.
2. Map of proposed Locality boundary adjustment.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



Map 1 – Current Locality boundaries



Map 2 – Proposed Boundary Adjustment – New boundary lines

9.6 Minor Locality Boundary Adjustment between Cope & Ulan Localities

REPORT BY THE PROPERTY SUPPORT OFFICER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, R0790212

RECOMMENDATION

That Council:

1. **receive the report by the Property Support Officer on the Minor Locality Boundary Adjustment between Cope & Ulan Localities; and**
2. **approve this Locality boundary adjustment, to enable Property Numbers 13909, 13910, 13911, 13912, 13913, 13914, 13916, 13917, 13918, 13920, 13923, 14035 & 19210 to be sited in the Cope Locality.**

Executive summary

A Locality boundary adjustment is required between the Localities of Cope and Ulan to solve a mail delivery issue for properties which receive mail delivery from Gulgong Post Office but are located within a Locality with a 2850 postcode.

Disclosure of Interest

Nil

Detailed report

Australia Post have four delivery centres within the Mid-Western Regional Council area, Gulgong (2852), Kandos (2848), Mudgee (2850) and Rylstone (2849). Several Localities in the Mid-Western Regional Council area are serviced by two of those delivery centres and are therefore affected by two postcodes. However Australia Post's systems will only accept one postcode per Locality. This can cause mail delivery delays while the "wrong" delivery centre receives the mail then forwards it to the "right" delivery centre. There are also issues with online address databases which are limited to only the one postcode per Locality which can exacerbate the mail delivery issue.

Thirteen properties (PNs 13909, 13910, 13911, 13912, 13913, 13914, 13916, 13917, 13918, 13920, 13923, 14035 & 19210) on a section of Cope Road situated in the Locality of Ulan (postcode 2850) are serviced by Gulgong mail delivery which requires addressing with a 2852 postcode. To solve this issue, and ensure addressing for the thirteen affected properties is concurrent across all property databases, an amendment to the Locality boundary between the Localities of Ulan and Cope (postcode 2852) is required to ensure that these properties will have addresses with the postcode of 2852.

Council staff have discussed this matter with Australia Post who have no objections to the Locality boundary adjustment. Council wrote to the affected property owners on 19 December 2016 and no written objections were received. Four property owners telephoned Council to confirm they had no

issues with the boundary adjustment and one property owner called objecting to Council trying to solve an issue that he believed was Australia Post's issue to solve.

Should this matter be approved by Council, staff will then write to the Geographical Names Board to officially request the minor Locality boundary adjustment on behalf of Council and the affected property owners.

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

Financial implications

Not applicable

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

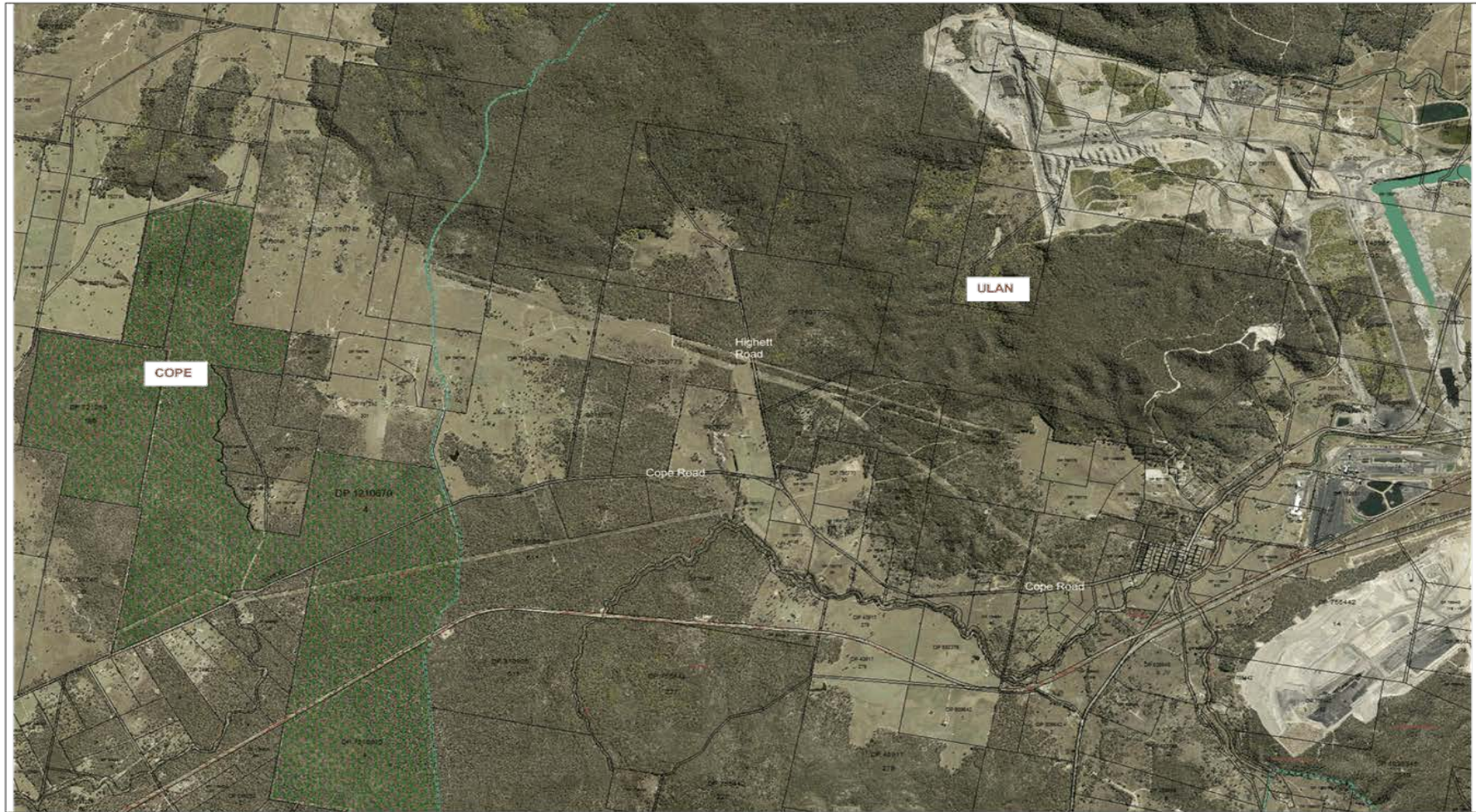
LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

30 January 2017

Attachments: 1. Map of Current Locality Boundaries.
2. Map of Proposed Locality Boundary Adjustment.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



Map 1 – Current Locality boundaries



Map 2 – Proposed boundary adjustment – New boundary lines

9.7 Naming of unnamed road off Bylong Valley Way Upper Growee

REPORT BY THE PROPERTY SUPPORT OFFICER

TO 15 FEBRUARY 2017 ORDINARY MEETING

GOV400054, R0790051

RECOMMENDATION

That Council:

1. **receive the report by the Property Support Officer on the Naming of unnamed road off Bylong Valley Way Upper Growee;**
2. **name this road Greenhills Swamp Lane;**
3. **requires cost and installation of one street sign to be met by Mr Johnston.**

Executive summary

In an effort to provide clear and concise addressing for multiple properties using one access point it is requested Council name this unnamed road and right of way off Bylong Valley Way in the Locality of Upper Growee.

Disclosure of Interest

Nil

Detailed report

Council has a requirement, under the Addressing Standard, to provide clear and concise addressing for all properties within the Council area. As part of the ongoing Rural Addressing Project it was noted that 6 properties are accessed via an unnamed road and a right of way off Bylong Valley Way. Separately, Council received a request from one of the affected property owners for the road and right of way to be named for addressing purposes. At the moment the addressing for these properties relates to the point where the unnamed road leaves Bylong Valley Way rather than the actual point at which their properties are accessed.

Council wrote to the affected property owners on 1 December 2016 advising that Council was looking at naming the road and requesting their naming suggestions. Submissions closed on 23 December 2016 and during this period no submissions were received. The original request included a submission for Green Hills Swamp Lane, this was later amended to Greenhills Swamp Lane or Greenhills Lane. This is the only submission received:

Greenhills Swamp Lane
Greenhills Lane

The Geographical names Board has been advised of this possible road name and has no objection to Greenhills Swamp Lane. Greenhills Lane was not approved due to Greenhills Lane in the Locality of Turill.

The recommended name relates to Greenhills Swamp Creek which runs through the Upper Growee area and across the land encircled by this unnamed road and right of way.

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

Financial implications

Cost and installation of one street sign. The cost of the second street sign will be met by the original submitter.

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

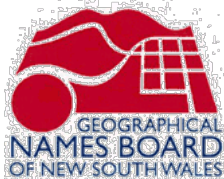
13 January 2017

Attachments:

1. Correspondence received from the GNB.
2. Submission 1 - Johnston.
3. Submission 2 - Johnston.
4. Map of the road to be named.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



PO Box 143
Bathurst NSW 2795
T: 02 6332 8214
F: 02 6332 8217
E: gnb@lpi.nsw.gov.au
www.gnb.nsw.gov.au

Your Reference: CA-R0790041
Our Reference:
Contact Officer: Rhet Humphrys
Telephone No: 02 6332 8214
Email: GNB@lpi.nsw.gov.au

The General Manager
Mid-Western Regional Council
PO Box 156
MUDGEES NSW 2850

ATTENTION: Carolyn Atkins

Dear Carolyn

**ROADS ACT 1993, ROADS (GENERAL) REGULATION 2008
SECTION 162 – NAMING OF PUBLIC ROADS**

I refer to your letter dated 9th November 2016, which proposed the following public road names:

GREENHILLS SWAMP LANE or GREENHILLS LANE

On behalf of the Geographical Names Board (GNB) and Surveyor General (SG), the names have been reviewed under the GNB NSW Addressing User Manual and the following objection has been raised:

GREENHILLS LANE - objection is raised under *Principle 6.7.4 Uniqueness, Duplication* of the NSW Addressing User Manual. There is a **GREENHILLS LANE** located in Turill.

Should you wish to proceed with adoption of the name to which objection has been raised, then Council should write to the **Secretary of the Geographical Names Board, PO Box 143, Bathurst NSW 2795** setting out reasons why the name is valid. The matter will then be put to the Board who may choose to overturn the objection.

GREENHILLS SWAMP LANE is approved for use.

Kind Regards,

Rhet Humphrys
Statutory Officer
Geographical Names Board of NSW
21 November 2016

Robert Johnston
Robmar
4255 Bylong Valley Way
Rylstone NSW
NSW 2848
Ph: (02) 63791127

RE: Proposal 'Right of Carriage Way' Naming and signage.

Mid-Western Regional Council,

I wish to propose the idea of naming a 'right of carriage way' which goes through several properties. The reason for this is that there are several owners that use the 'right of carriage way' and it is difficult for visitors to find particular properties from the main road being Bylong Valley Way.

I own the land for the 'right of carriage way' and from the roadway (Bylong Valley way) it splits between the properties 4255 and 4345 Bylong Valley Way. All properties are addressed as being Bylong Valley way, however they do not have direct road frontage access to Bylong Valley Way. The properties that utilise this 'right of carriage way' include 4255, 4257, 4261 and 4263.

The history of this land goes back many years were it way known by locals as "Green Hills Swamp". I would like to propose the idea that the "right of carriage way" be named "**Green Hills Swamp Lane**".

The naming of the "right of carriage way" will make it easier for land owners, visitors and emergency services to find blocks in the area.

If you have any questions can you please contact me on (Robert Ph 63791127) I am happy to pay for the sign if required.

Thanks Robert Johnston

To Diane Sawyers
Manager Revenue & Property
Mudgee Regional Council
Phone 1300 765 002

RE- Naming of right of way off Bylong Valley Way

Thank you for your reply to my submission for naming a right of way. Through map investigation we have found that the area that surrounds the 'right of way' was named Greenhills Swamp and that Greenhills was one word. We accessed a map published by the Central Mapping Authority of New south Wales in 1974.

We did not realise that Green Hills Lane had been taken by another locality more than 40km away.

Our proposal for the right of way has now changed to Greenhills Swamp which we feel has more meaning and historical significance towards the location of the road. After a recent discussion about the naming protocols I still feel that we should name an area that best represents its historical past.

The two names that I would like to put forward are:

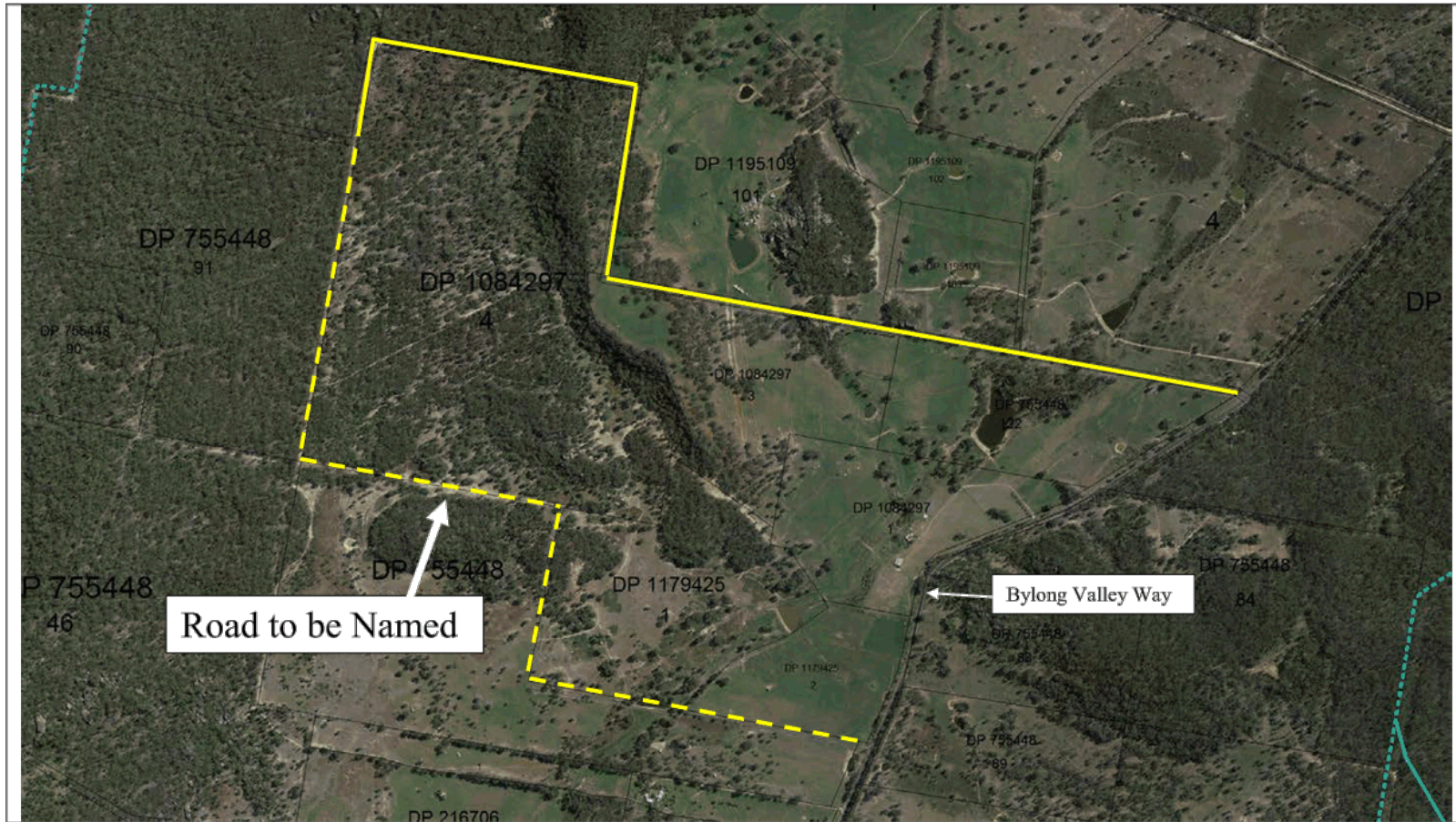
- * Greenhills Swamp (1st Choice)
- * Greenhills Lane (2nd Choice)

I am happy to pay for the installation of the signage if required.

Please contact me if you have any questions

Robert Johnston

'Robmar' 4255 Bylong Valley Way
Upper Growee NSW 2849
Phone 02 63791127













Map Scale: 1:14,690

Disclaimer

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

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

Legend

 Parcel	 Parish	 LGA Boundary	 Road	 Waterway
 Crown Land	 Localities	 National Park	 Railway	 State Forest

NORTH



Printed on Thursday, 1 December 2016

9.8 Naming of unnamed road off Bylong Valley Way Upper Growee

REPORT BY THE PROPERTY SUPPORT OFFICER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, R0790041

RECOMMENDATION

That Council:

1. **receive the report by the Property Support Officer on the Naming of unnamed road off Bylong Valley Way Upper Growee; and**
2. **formally approve the name of Jimmy Jimmy Road for this unnamed road.**

Executive summary

Formal approval is requested to name the unnamed road off Bylong Valley Way in the Locality of Upper Growee, Jimmy Jimmy Road.

Disclosure of Interest

Nil

Detailed report

The need to name this unnamed road was noted as part of the Rural Addressing Project to allow for clear and concise addressing for the five properties accessed by this road. In October Council wrote to the affected property owners requesting their naming suggestions. Public consultation was also invited in an advertisement place in the 28th October 2016 issue of the Mudgee Guardian.

From submissions received, Council provisionally approved the name of Jimmy Jimmy Road at their 14th December 2016 meeting.

Jimmy Jimmy is the name of the property that the unnamed road leads to. The road is already known by this name. It is believed that the property was named after two Aboriginal elders of the Rylstone area, Jimmy Lambert and Jimmy McDonald.

The Geographical Names Board has been advised of this road name and has no objection.

Jimmy Jimmy Road was advertised in the 23rd December 2016 issue of the Mudgee Guardian and on Council's website with no additional submissions received.

Notices of the new road name were served on Australia Post, the Registrar General, the Surveyor General, the NSW Ambulance Service, NSW Fire & Rescue, NSW Rural Fire Brigades, NSW Police Force, NSW SES and NSW VRA via the Online Road Naming System 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 this road will allow the completion of rural addressing for the properties using it for access. 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 this new street, notice of the approved name 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.

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

Financial implications

Purchase and installation of 1 street sign at an approximate cost of \$300. This cost is included in the 2016/2017 Operational Plan.

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

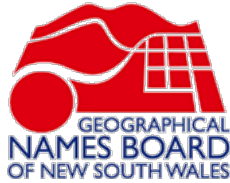
1 February 2017

Attachments:

1. Correspondence received from the Geographical Names Board.
2. Submission - Joe Walker.
3. Submission - Kate York.
4. Map of road to be named.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



PO Box 143
Bathurst NSW 2795
T: 02 6332 8214
F: 02 6332 8217
E: gnb@lpi.nsw.gov.au
www.gnb.nsw.gov.au

Your Reference: CA:R0790041
Our Reference:
Contact Officer: Rhet Humphrys
Telephone No: 02 6332 8214
Email: GNB@lpi.nsw.gov.au

The General Manager
Mid-Western Regional Council
PO Box 156
MUDGEES NSW 2850

ATTENTION: Carolyn Atkins

Dear Carolyn

**ROADS ACT 1993, ROADS (GENERAL) REGULATION 2008
SECTION 162 – NAMING OF PUBLIC ROADS**

I refer to your letter dated 2nd November 2016, which proposed the following public road name:

JIMMY JIMMY ROAD

On behalf of the Geographical Names Board (GNB) and Surveyor General (SG), the name has been reviewed under the GNB NSW Addressing User Manual and there is no objection to its use.

Kind Regards,

Rhet Humphrys
Statutory Officer
Geographical Names Board of NSW
3 November 2016



JOE'S BOXING CLUB SYDNEY

20/118 Queens Rd Five Dock NSW 2046

Caroline Atkins

Revenue & Property Development

86 Market St

Mudgee NSW 2850

29th October 2016

Your reference Ca: R0790041

Proposed Road Naming – Un-named access lane of Bylong Way

Good Morning Caroline

I am the owner of Lot 182 DP 755432 that this unnamed road passes through

As per our discussion this road/track has been always known as 'Jimmy Jimmy' Road because it runs up to the Jimmy Jimmy property that sits at the highest point of the road.

<https://www.realestate.com.au/sold/property-farmlet-nsw-rylstone-7715879>

A google search for Jimmy Jimmy Rylstone also showed the following;

http://www.mudgeehistory.com.au/wiradjuri/wiradjuri_p4.html

"Another well known Aboriginal man in the Rylstone district was Jimmy McDonald an Aboriginal tracker at Rylstone Police Station."

Although Jimmy Jimmy may not directly reference this person it is probably a reasonable name to attribute the road to based on the indigenous history of the area.

Joe Walker

Mob: 0418217244

www.joesboxing.com.au

SOLD

4483 Bylong Valley Way
Rylstone, NSW 2849

A: 0: 0: 0
\$320,000
Famliet. Sold on 09 Oct 2015


Save

McDonald Lawson Pty Ltd

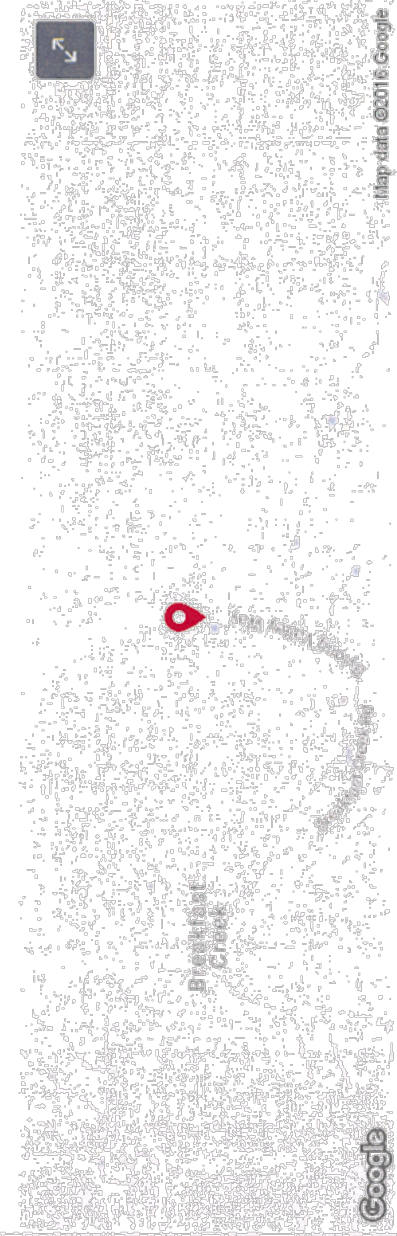
Steve Rose
Phone Profile

McDonald Lawson - Rylstone
74 Louise Street
Rylstone, NSW 2849
Agency profile

Email agent

Moving to Rylstone?
Ask Us About Our Move-in Lights On Guarantee.
Get a quote  EnergyAustralia

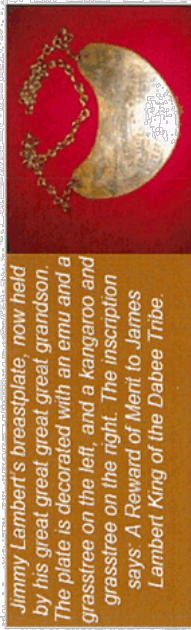
**GET CONFIDENCE
BY YOUR SIDE WITH
NRMA INSURANCE**



Map data ©2016 Google

Jimmy Jimmy
Placed on the edge of a National Park and at the top of a basalt peak is Jimmy Jimmy. It is a well-known 320 acre fattening property with good safe water and pasture improved basalt soils. It is fenced into 7 paddocks that run to a small lane way and onto a set of steel cattle yards, holding yards and loading ramp. A corrugated iron shed/hay shed is close to. [Read more](#)

Wiradjuri Nation: Peggy and Jimmy Lambert, Jimmy McDonald, Tom Penney, P.4



Jimmy Lambert's breastplate, now held by his great great great grandson. The plate is decorated with an emu and a grass tree on the left, and a kangaroo and says: A Reward of Merit to James Lambert King of the Dabee Tribe.

Kieran Fitzpatrick, who was shot in front of his Wollarr hut. (More details following)

Peggy Lambert, the last Aboriginal in Rylstone, east of Mudgee, was born about 1830 and buried in the Aboriginal section of the Rylstone Cemetery in June 1884. Peggy only gave birth to one full blooded Aboriginal child. Her husband, Jimmy Lambert, locally known as the 'King of the Dabee tribe', was given a brass plate in return for 1000 acres of his tribal country. Jimmy Lambert was tribal chieftain of Yerromon Plains Bonegarley. He was born about 1830 and is buried at Aaron's Pass, on the Mudgee Road. His brass plate is now held by his great great great grandson, Paul Perrin of Queensland. Paul also has a silk and gold sash believed to have belonged to Peggy Lambert, Queen of the Dabee Tribe. Paul says a bridge built in Rylstone in the early 1900s was officially opened by Jim Lambert cutting the ribbon, an honour bestowed upon him because of the high esteem he was held in by the people of Rylstone. The peers of the bridge still remain. The Canberra Museum has photos of Jim and Peg Lambert, but it is not presented on this site out of respect for the Aboriginal custom of not presenting photos of an Aboriginal deceased person. Paul is presently researching more on the family and will let us know what he finds. If you have more information, could you please email it to this site and we will pass it onto Paul and his family as well. (For more information, including a possible correction, [CLICK HERE](#))

Another well known Aboriginal man in the Rylstone district was Jimmy McDonald, an Aboriginal tracker at Rylstone Police Station.

William Cox spoke in his memoirs of Tom Penney, the last of all the Aboriginal peoples in the district, who died about 1876. Mr Cox noted Aboriginal people were no longer seen in the area at that time. However, there is conjecture at the moment that Aboriginal woman, Diana Mudgee, lived at Plambong with her third partner and died in 1902, being buried nearby. Diana's third partner, Robert Raynor, acquired a property at Plambong in 1855 after the couple had three children at Gratta. Robert died in 1874 in a dray accident. Because they were not legally married, Robert's property was sold, but Diana was buried at Plambong in 1902. There will be more information on Diana Mudgee included at a later date.

In the 1840s, blankets and other government issues were still being handed out to the Aboriginal people, and corroborees were still held in the Mudgee hills in the 1850s.

In more recent years, Aboriginal people have returned to the Mudgee region. They are banding together to work and encourage each other in reconciliation with the people of the region. Mudgee has its own Aboriginal Land Council.



Carolyn Atkins

From: Kate <katesalt@gmail.com>
Sent: Thursday, 10 November 2016 11:46 AM
To: Council
Subject: Att: General Manager. Re: Proposed road naming - un-named access lane off Bylong Valley Way

To whom it may concern,

As a land owner, I would like to submit a name for the lane leading to our property. After reading about the history and environment of the area, we (my kids and I) feel that a good name for the road would be 'Jimmy Jimmy Road' as it leads up to a place called jimmy jimmy lookout known by the locals and is tied to the history of an indigenous elder who was in that area.

(hope my reading of the history is right) Thanks for the opportunity to input.

Regards
Kate York

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9.9 Naming of unnamed road off Bylong Valley Way Ilford

REPORT BY THE PROPERTY SUPPORT OFFICER

TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, R0790041

RECOMMENDATION

That Council:

1. **receive the report by the Property Support Officer on the Naming of unnamed road off Bylong Valley Way Ilford; and**
2. **formally approve the name of Cotter Lane for this unnamed road.**

Executive summary

Formal approval is requested to name the unnamed road off Bylong Valley Way in the Locality of Ilford, Cotter Lane.

Disclosure of Interest

Nil

Detailed report

The need to name this unnamed road was noted as part of the Rural Addressing Project to allow for clear and concise addressing for the nine properties accessed by this road. In November Council wrote to the affected property owners requesting their naming suggestions. Public consultation was also invited in an advertisement place in the 11th November 2016 issue of the Mudgee Guardian.

From submissions received, Council provisionally approved the name of Cotter Lane at their 14th December 2016 meeting.

Cotter relates to the father of one of the affected property owners. Cyril Thomas Cotter 6/1/21-23/9/02 was an ex-serviceman and Changi POW who moved to the Rylstone area with his family after the war. He worked on the construction of Rylstone Dam wall and then as an employee of Rylstone Shire Council for 30-35 years before his retirement.

The Geographical Names Board has been advised of this road name and has no objection.

Cotter Lane was advertised in the 23rd December 2016 issue of the Mudgee Guardian and on Council's website with one additional submission received objecting to this name. Mr Phil Harding's objection is included in the following attachments.

Notices of the new road name were served on Australia Post, the Registrar General, the Surveyor General, the NSW Ambulance Service, NSW Fire & Rescue, NSW Rural Fire Brigades, NSW Police Force, NSW SES and NSW VRA via the Online Road Naming System 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 this road will allow the completion of rural addressing for the properties using it for access. 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 this new street, notice of the approved name 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.

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

Financial implications

Purchase and installation of 1 street sign and 1 no through road sign at an approximate cost of \$600. This cost is included in the 2016/17 Operational Plan.

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

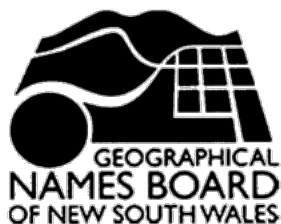
LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

1 February 2017

- Attachments:*
1. Correspondence received from the Geographical Names Board.
 2. Submission - Objection - Harding.
 3. Submission - Brown.
 4. Submission - Camilleri.
 5. Submission - Harding.
 6. Submission - Rogers.
 7. Map of the road to be named.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



PO Box 143 Bathurst NSW 2795
346 Panorama Avenue, Bathurst NSW 2795
Tel 1800 025 700 | 02 6332 8214 | www.gnb.nsw.gov.au

The General Manager
Mid-Western Regional Council
PO Box 156
MUDGEES NSW 2850

Ref: CA:R0790041

Attention: Carolyn Atkins

Dear Carolyn

**RE: ROADS ACT 1993, ROADS (GENERAL) REGULATION 2008
SECTION 162 – NAMING OF PUBLIC ROADS**

Thank you for your letters of 2 December and 5 December notifying new road name proposals. This letter confirms the email sent to you on 5 December 2016.

On behalf of the Geographical Names Board (GNB) and Surveyor General (SG), the following names have been reviewed in accordance with the NSW Addressing User Manual:

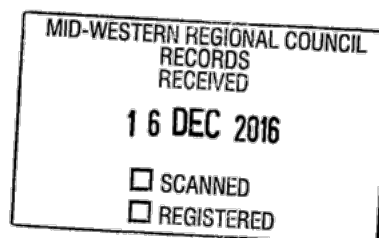
- Cotter Lane – acceptable
- Hector Harding Road or Harding Road – Harding Road is acceptable as long as the person being commemorated is deceased (Hector Harding would not be allowed as presumably it is first and last name)
- Red Springs Road or Lane – is acceptable, no issue as the duplicated road name is outside the 30km radius for rural

Yours sincerely,

Susan Fietz

Statutory Officer, Geographical Names Board

12 December 2016



Carolyn Atkins

From: phil harding <hamel205@gmail.com>
Sent: Friday, 13 January 2017 12:12 PM
To: Council
Subject: Re: Attention Carolyn Atkins. Re Bylong Valley Way road naming

Hi Carolyn

I found the video of the council meeting but it was only by chance on a search i found the submissions of the other property owners.

I understand how you agreed to the Cotter Lane submission. It was a detailed heart felt emotional submission that I admire and understand but the owner of the property has only been on this road a few years. To anyone in the Ilford area Cotter Lane would mean nothing to them. It may as well be called Trump Lane.

My submission of Long Mountain Lane is a significant local geogpical feature or Harding Lane which would acknowledge my family who have lived in the immediate area since 1875 seem more sensible.
 Regards Phil Harding

On 1 Dec 2016 8:42 am, "phil harding" <hamel205@gmail.com> wrote:

Dear Carolyn
 Regarding the proposed naming of the un named access road off Bylong Valley Way.
 My suggestions are:
 "Red Springs Road" - I have been the property owner on this road since 1967 and the Red Springs Creek was part of my original property and a well known location.
 "Long Mountain Road" - The plateau that this is named after is part of my property and is a distinctive feature of the local area and is the last western plateau of the Blue Mountains .
 "Hector Harding Road" - My father, was associated with the area and original owner of the property on this road. My family have been in the Ilford area since 1875
 Regards Phil Harding

PRIVATE AND CONFIDENTIAL - MIDWESTERN REGIONAL COUNCIL

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From: Andrew & Judi Brown [mailto:roundmount@bigpond.com]
Sent: Monday, 21 November 2016 5:21 PM
To: Council <Council@midwestern.nsw.gov.au>
Subject: Proposed Road Naming

Mr AF & JD Brown
233 Bylong Valley Way
Ilford 2850
21/11/16

Mid – Western Regional Council
89 Market St
Mudgee 2850
Att: Carolyn Atkins

PROPOSED ROAD NAMING – UN-NAMED ACCESS LANE OFF BYLONG VALLEY WAY

Dear Carolyn,
To clarify our phone conversation of this morning:

1. As our entrance is on Bylong Valley Way, and as we have a Poll Hereford Stud, all our property signs and show signs show that address, we need assurance that our address of 233 Bylong Valley Way will not change.
2. That the road isn't called Ilford Hall Road.
3. A suggested name be James Bush Road, as he and his family are buried on Round Mount.
4. That a sign NO THROUGH ROAD be erected.
5. ENQUIRY TO COUNCIL OPERATIONS – That the road be upgraded.
As there are ten properties which are serviced by this road reserve and we are the only permanent residents, we have been the only people to maintain the road.
As it is a council road we request that the council regularly upgrade it.

Yours faithfully,
Judi & Andrew Brown



Tue 29/11/2016 1:48 PM

victor Camilleri <vandscamilleri@hotmail.com>

ATTEN CAROLYN

To Council

Atten Carolyn Atkins,

REF CA: R0790041 PN 22553

Proposed Road Naming

I'm the owner if Lot 142, Lot 159, Lot 1, Lot 34, Lot 147, Lot 33 the names I would propose are

1. Hurlstone Creek Lane after the creek running through my property.
2. Long Mountain Lane after the mountain in neighbouring property

Thank you

Victor Camilleri

From: phil harding [mailto:hamel205@gmail.com]
Sent: Thursday, 1 December 2016 8:43 AM
To: Council <Council@midwestern.nsw.gov.au>
Subject: Attention Carolyn Atkins. Re Bylong Valley Way road naming

Dear Carolyn

Regarding the proposed naming of the un named access road off Bylong Valley Way.

My suggestions are:

"Red Springs Road" - I have been the property owner on this road since 1967 and the Red Springs Creek was part of my original property and a well known location.

"Long Mountain Road" - The plateau that this is named after is part of my property and is a distinctive feature of the local area and is the last western plateau of the Blue Mountains .

"Hector Harding Road" - My father, was associated with the area and original owner of the property on this road.

My family have been in the Ilford area since 1875

Regards Phil Harding

From: Kris Rogers [mailto:bundyrogers@gmail.com]
Sent: Friday, 2 December 2016 3:03 PM
To: Council <Council@midwestern.nsw.gov.au>
Subject: Fwd: Attn Diane Sawyers - Proposed Road Naming - Un-named access lane off Bylong Valley Way

G'Day Diane,

I rang you last week in relation to the road naming of the access lane in front of my property at Ilford. I would like to propose that the lane be named after my Grandfathers name/family name to Cotter Rd/lane etc.

When I spoke to you last week you asked me to supply a bit of a blurb about my grandfather and if possible some photos of him in his military uniform etc. My mum wrote a blurb for me and I have decided not to edit it at all as I can really hear my mum telling his story in her writing. I hope that you can gain the same experience that I have. I have also managed to get photos of my pop in his military uniform with his father, in work clothes during his droving days and one with some relatives.

Cyril Thomas Cotter 6/1/1921 - 23/9/2002

Born in Young NSW - left school at age 10 to go on the road droving stock with his Father

Learned to break in horses which would later lead him into riding with the Gill Brothers rough riders around NSW and QLD

Dad joined the Army at 19 as volunteer (no conscription in those days), with basic training completed at Holsworthy army base. His unit was shipped off to Singapore - the 2nd 19th Battalion arrived with minimal training and no weapons. Dad was a message runner, they were only there for a short period before the Fall of Singapore in 1941 by then he had turned 20.

Once captured they were taken to the Changi prison camp, then after a while transferred by ship to Japan. They ended up in a prison camp at Kobe where they worked in the ship yards. Long days, dreadful conditions, lack of proper food and clothing meant a lot didn't survive. Dad sustained a broken foot thanks to Japanese discipline methods - rice was their constant food, never to be eaten once the war finished. When the atomic bomb was dropped in Japan they could see the mushroom cloud in the sky this was the only reason they came home - 4.5 years in a prison camp left a lasting impression - something never discussed at home in front of women and children.

Anzac Day was always a big day - shoes polished, suit pressed, medals put on and off to the March in Rylstone, quite a few drinks with other ex-service men.

Only in 1986 did I hear him talk about prison camp days when we went into Sydney to join his battalion for the ANZAC march - this was the 1st time he had met up with any of them since they were discharged at the end on the war 40 years earlier. We went into the March for a few years until the pain of losing mates became too much.

After the war Dad joined with his Father again, working stock, shearing, breaking in horses and rough riding with the Gill Brothers Travelling Rodeo Show, during this time he met Mum. Dad worked at Cobar, then they moved to Rylstone and he worked on the construction building the Rylstone Dam wall, then he gained employment with Rylstone Shire Council in the early 1950's. Dad drove the trucks and worked on road construction until his retirement some 30 - 35 years later.

Memories of Dad were playing with all the neighbourhood kids in the back yard, he played football at Lue for a couple of years (a couple of rough tackles and scrums seemed to fix a crook back). On Show day in February you would always find Dad at Bobbie Tuites travelling boxing tent - he was supposed to only watch but you would always spot him up on the boardwalk in boxing trunks as Bobbie Tuite used to beat

the drum and call for people to take part in a boxing contest. Tuite always told Dad his kids could come into the tent for free - funny how many extra kids claimed he was their Dad!

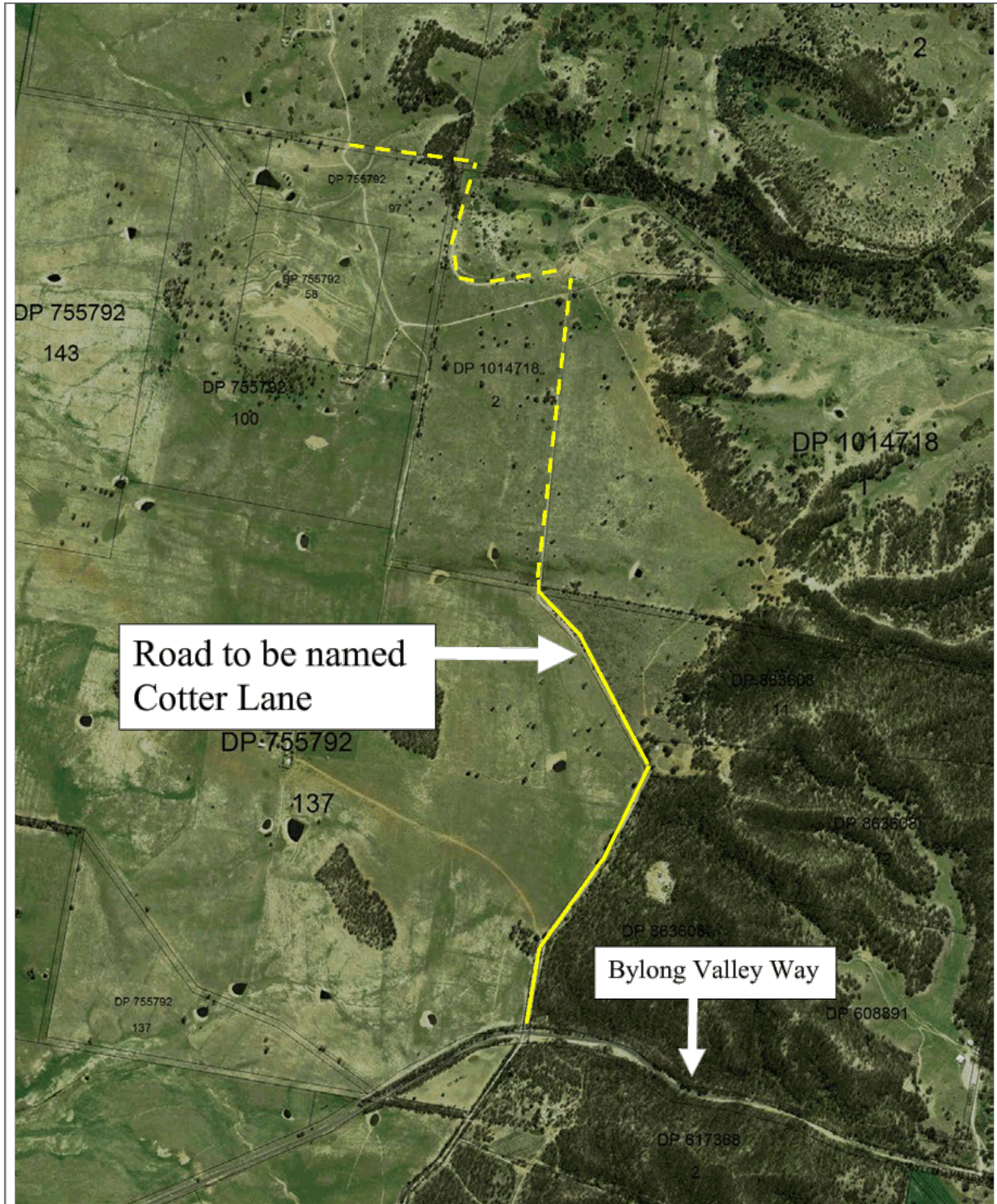
Dad passed away 23/7/2002 leaving a wife, 4 adult children, 3 son in laws, 5 grandchildren and 2 great grandchildren.

Hopefully this is what you are after. Please let me know if you require any further info etc. on 0417 027 003 or via email.

Cheers,

Kris Rogers.





Disclaimer
 This map has been created for the purpose of showing basic locality information over Mid-Western Regional Council. Property boundary line network data is supplied by Department of Lands.
 This map is a representation of the information currently held by Mid-Western Regional Council. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions.

Legend

- | | | | | | |
|--|------------|--|--------------|--|--------------|
| | Parcel | | Parish | | Road |
| | Green Land | | Localities | | State Forest |
| | Railway | | LGA Boundary | | Waterway |

NORTH



Printed on Friday, 2 December 2016

Item 10: Operations

10.1 Black Lead Lane Extension

REPORT BY THE SENIOR WORKS ENGINEER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, R0133002

RECOMMENDATION

That Council:

1. **receive the report by the Senior Works Engineer on the Black Lead Lane Maintenance Extension; and**
2. **not undertake work on the unmaintained section of Black Lead Lane, Gulgong.**

Executive summary

Council have received a request to carry out maintenance works on the unmaintained section of Black Lead Lane for 1km.

Council currently maintains the sealed 1.25km of Black Lead Lane, from Cope Road to Barneys Reef Road. The remainder of the lane is a gravel unmaintained road heading west from Barneys Reef Road.

The area has been the subject of development consents to create a number of lots with development entitlement. Some road construction has occurred as a result of those consents.

Disclosure of Interest

Nil.

Detailed report

There are 10 lots that have primary access from this section of Black Lead Lane. Currently there are 5 residents accessing from the road, including one house that is currently being constructed. The remaining lots are vacant land, many are owned by the same person.

The land is the result of development applications that required some road construction that has been completed. The first 700m of the road is formed and sheeted, while the last 300m of the road has not been constructed. The consents for the last section did not require road construction as they were simple boundary adjustments creating portions with building entitlement.

The consent requiring road construction also noted that the road would not be maintained by Council, rather would need to be maintained by the users of the road as per Council Unmaintained Roads Policy.

It is the intent of Council's Unmaintained and Unformed Roads Policy that Council will not undertake works on the unmaintained road network. There is provision in the Policy for private individuals to perform maintenance works at their cost or engage Council under a private works arrangement to carry out works.

The policy states that:

'Council may perform maintenance on unmaintained roads under a private works arrangement with the affected property owner(s) when plant is in the region and subject to current workloads.'

'Private individuals or Contractors may perform maintenance on public roads that are listed on the unmaintained road register, if and only if:

- *They have submitted an application to perform maintenance - Such application shall detail the extents of proposed maintenance activities, experience of the person performing the works, and plant and equipment to be used for the maintenance;*
- *Appropriate traffic control plans are in place prior to undertaking the proposed works;*
- *The applicant has a current Public Liability Insurance Policy to cover any mishap which may occur with a recommended minimum level of indemnity of \$10 million and such policy shall be suitable endorsed to cover Council'*

The policy also states;

'Roads, or sections thereof that service less than 5 residences will not be considered for addition to the maintained road list, noting that historically, there are roads within the shire that do not meet this requirement.'

Hence the unmaintained section meets the Policy criteria for consideration for inclusion onto the maintained road list. However the development consent that resulted in the lots specifically stated that the road would be an unmaintained road, recognising Councils budgetary limitations.

Community Plan implications

Theme	Connecting Our Region
Goal	High quality road network that is safe and efficient
Strategy	Provide a roads network that balances asset conditions with available resources and community needs

Financial implications

It is estimated that it will cost approximately \$10,000 to bring the road up to standard, followed by grading say every 2nd year at a cost of approximately \$2,000 per grade.

There is no capacity in the 2016/17 Operational Plan for additional roads to be added to the maintained roads list.

ANDREW KEARINS
SENIOR WORKS ENGINEER

SALLY MULLINGER
ACTING DIRECTOR OPERATIONS

1 February 2017

- Attachments:*
1. Black Lead Lane Email request.
 2. Black Lead Photos.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

To Whom this may concern,

My name is Rick Canfield, I am a Paramedic at Gulgong. I have recently purchased 39 acres at Lot 1 155 Black Lead Lane. As the road (Black Lead Lane) is unfunded in from my property, I would like to place an application to have Black Lead Lane graded from the entrance of my property to the funded part of the Road (approx. 200 meters). I support of this application I have provided photos of the current state of the road. As I am an emergency service worker I require good access for the ambulance that I drive on this road when on call (eight days every fortnight). Due to the poor condition of the road I have already been bogged in an Ambulance and had to be towed out.

Rick CANFIELD

Paramedic | **Central West/Western Sector**

m: 0411 220 657 | Rick.Canfield@health.nsw.gov.au

www.ambulance.nsw.gov.au



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10.2 Mudgee Common Plan of Management Post Exhibition Report

REPORT BY THE ENVIRONMENT OFFICER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, PAR300022

RECOMMENDATION

That Council:

1. **receive the report by the Environment Officer on the Mudgee Common Plan of Management Post Exhibition Report; and**
2. **endorse the Mudgee Common Plan of Management with the minor amendments noted.**

Executive summary

At the December 2016 meeting of Council, the draft Mudgee Common Plan of Management was presented and was subsequently placed on public exhibition for 28 days to seek comment from the community. One submission has been received and this is provided with this report for Council's consideration.

Disclosure of Interest

Nil

Detailed report

Following the public exhibition period, the Mudgee Common Plan of Management is now returned to Council for endorsement with some minor amendments. One submission was received from an adjoining neighbour (attached) with various concerns addressed below-

- (1) Concerns regarding how the proposed bike tracks will be constructed- the construction method will be outlined and addressed in the Review of Environmental Factors to be produced prior to any works commencing as required under part 5 of the *Environmental Planning and Assessment Act 1979*. The REF will outline required construction methods and controls.
- (2) Hunting occurring on site- section 5.3 "undesirable uses" in the plan nominates hunting as being a prohibited activity on site. Section 5.3 outlines activities that are not permitted within the reserve and is not a statement of activities that currently do not occur (as purported by the submission).
- (3) Fencing and its current adequacy- adjoining neighbours are responsible for the maintenance of shared boundary fences with the common. No plans are proposed for the upgrade of boundary fencing however adjoining owners may upgrade fencing at their cost
- (4) Rubbish management both collection and removal- all community members who visit the reserve must remove rubbish when leaving, no bins will be installed. The Bike Club will be responsible for clean-up of rubbish after any major club event.

- (5) Fire management and bush fire planning- asset protection lines are determined and implemented by the Rural Fire Service in consultation with Council. The RFS will be approached in relation to this issue.
- (6) Illegal construction of additional Pathways- the purpose of formalising the trails and linking existing trails is to attempt to stop the random and uncontrolled construction of trails. Once club members have formalised loops the necessity to create additional tracks should subside. This will also be monitored by the club.
- (7) Regeneration of the site should cycle club use cease- even if the cycle club decide to discontinue with the use of the reserve the trails will remain in place for use by other community members and groups. The tracks are seen as assets to the reserve that allow many differing types of use within the reserve.
- (8) Weed management and control on site. - Section 5.7 of the plan outlines Council's responsibilities one of which is the ongoing weed control from Council's Weeds Department. No additional funding has been allocated at this stage, however weed issues will be monitored by Council
- (9) Threatened species monitoring- the Office of Environment and Heritage will monitor the population of identified threatened species within the reserve. OEH is the administering body for the *Threatened Species Conservation Act 1995* which determines penalties for harming threatened species.
- (10) Erosion on site from expanded usage- control measures for erosion management during construction will be outlined in the Review of Environmental Factors to be produced prior to any works as required under part 5 of the *Environmental Planning and Assessment Act 1979*.

Amendments have been made to the Plan of Management to address the aforementioned concerns and responsibilities.

Endorsement of the Mudgee Common Plan of Management is recommended to begin the process of development of the Common bike tracks, and ensure expenditure of the existing grant funding prior to the grant expiration in July 2017.

Community Plan implications

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

Financial implications

The grant received in 2013 from Department of Sport and Recreation for the upgrade of bike tracks through the common has been extended each year for 3 consecutive years. The grant must be completed by the end of this financial year. Council has \$32,000 grant funding in budget A.50923 to facilitate the Cycle Club to undertake their works but the updated Plan of Management must be signed off by the Minister for Lands before works can commence.

The Plan of Management stipulates that although Mid-Western Regional Council is the trustee of the Reserve Council's obligations in regard to the maintenance of the Reserve are limited to environmental management such as the threatened species conservation, bushfire hazard

reduction (RFS), weed and pest management, and maintenance of the access to the site. Council will not be responsible for the maintenance of the mountain bike trails.

For Council to meet its environmental management obligations particularly in relation to ongoing weed management Community Proposal Plans will be submitted in alignment with this plan to be considered in the budget process. Note there is currently no budget for weed management in this reserve.

CASSIE LINEY
ENVIRONMENT OFFICER

SALLY MULLINGER
ACTING DIRECTOR OPERATIONS

27 January 2017

Attachments: 1. Mudgee Common Plan of Management submission letter. (separately attached)
2. Mudgee Common Plan of Management. (separately attached)

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

10.3 Easement creation for sewerage and stormwater drainage Lot122 DP1074283

REPORT BY THE MANAGER, WATER AND SEWER AND REVENUE AND PROPERTY MANAGER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, 2299416391

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Water and Sewer and Revenue and Property Manager on the Easement creation for sewerage and stormwater drainage Lot122 DP1074283;**
2. **grant a 3 metre wide easement to drain sewer and a 2 metre wide easement to drain stormwater burdening Lot 122 DP 1074283 (10-12 Burrundulla Avenue Mudgee) and benefitting Lot 1102 DP 1200514 (6A Burrundulla Avenue Mudgee);**
3. **directs that the easements run adjacent to the existing open stormwater channel and in close proximity to the northern boundary of Lot 122 DP 1074283;**
4. **not seek compensation for the grant of a 3 metre wide easement to drain sewer and a 2 metre wide easement to drain stormwater burdening Lot 122 DP 1074283 (10-12 Burrundulla Avenue Mudgee) and benefitting Lot 1102 DP 1200514 (6A Burrundulla Avenue Mudgee) from the owner of Lot 1102 DP 1200514;**
5. **authorises the General Manager to determine any other terms or conditions in relation to the details of the granting of the easements burdening Lot 122 DP 1074283 and benefitting Lot 1102 DP 1200514;**
6. **authorises the General Manager and Mayor to sign all documentation required to give effect to this resolution and**
7. **authorises the Common Seal be affixed to any documentation required to give effect to this resolution.**

Executive summary

The purpose of this Report is to seek a resolution from Council to allow the creation of a 3 metre wide easement to drain sewer and a 2 metre wide easement to drain stormwater over Council owned land being Lot 122 DP 1074283, 10-12 Burrundulla Avenue Mudgee.

Disclosure of Interest

Nil.

Detailed report

Lot 1102 DP 1200514 is currently being privately developed and has previously been provided with Development Consent (MA0059/2014) to install privately owned, operated and maintained sewage pumping stations and stormwater pump out systems to connect to existing Council infrastructure on Burrundulla Avenue.

In regards to operation and maintenance of Council's sewerage infrastructure, it is preferable to connect all serviceable lots directly to the gravity sewerage catchment they are located within.

During the process of development application assessment, it was identified that gravity drainage of Lot 1102 could be achieved via extension of Council's existing gravity sewerage infrastructure through Lot 122 DP1074283. However, the applicant for the development of Lot 1102 was unable to reach agreement to do so with the then owner of Lot 122 DP1074283.

Mid-Western Regional Council has since purchased Lot 122 DP1074283, and it is in Council's interest to allow the developer to proceed with extension of a sewer gravity main through its property.

Connecting all serviceable development to Council's sewerage infrastructure via gravity drainage connections ensures Council's systems remain as simple as possible, having a positive impact on cost of sewerage system operation and maintenance.

It is recommended that Council authorise the General Manager to determine any other terms or conditions in relation to the details of the granting of the proposed easements.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Provide total water cycle management
Strategy	Maintain and manage waste water quality to meet Environmental Protection Agency standards

Financial implications

It is recommended that Council not seek compensation for easement acquisition for the purpose of sewer and stormwater drainage through Lot 122 DP1074283, as the gravity sewerage infrastructure that will be constructed to service development on Lot 1102 DP 1200514, will also become an option for servicing Lot 122 DP1074283, should it be developed in the future.

The land encumbered by the proposed easements is adjacent to an existing open stormwater channel and in close proximity to the northern boundary of Lot 122 DP1074283, and as such is not considered to have a significant impact on the land available for potential future development.

The developer of Lot 1102 DP 1200514 will be responsible for the capital costs of the infrastructure installed and the cost of the easement survey plan, lodgement of the document and associated legal costs.

DIANE SAWYERS
REVENUE AND PROPERTY MANAGER

CLAIRE CAM
MANAGER, WATER AND SEWER

SALLY MULLINGER
ACTING DIRECTOR OPERATIONS

1 February 2017

Attachments: 1. Easement Creation over Lot 122 DP 1074283.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



PROPOSED EASEMENT PLAN
 Coordinate System: GDA94, MGA Zone 55

<p>Design DC Check UI Drawing Sheet AS - 2016:05:01</p>	<p>Drawn UC QA UI</p>	<p>Rev Date A 01/21/17</p>	<p>Amendment ISSUED FOR INFORMATION</p>	<p>Classification Sheet of Drawing Number 21422-PD01 A</p>
<p>Client: Project: Lot 11 BURRUNDULLA AVENUE PROPOSED EASEMENTS, MUDGEE, NSW</p>		<p>Drawing Title: PROPOSED EASEMENT PLAN</p>		<p>Offices Located: Dubbo, Mudgee, Parkes & Bourke Contact Us: T: 1300 120 1877 E: general@barnson.com.au W: www.barnson.com.au</p>



10.4 RFT 2016/25 Sewer Mains Rehabilitation Program 2016-2019

REPORT BY THE SENIOR WATER ENGINEER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, RFT 2016/25

RECOMMENDATION

That Council:

1. **receive the report by the Senior Water Engineer for RFT 2016/25 Sewer Main Rehabilitation Program 2016-2019;**
2. **accept the tender of Interflow Pty Ltd for tender RFT 2016/25 for Sewer Mains Rehabilitation Program 2016-2019 and that Council enter into a contract with Interflow Pty Ltd in accordance with clause 178 of the Local Government (General) Regulation 2005;**
3. **authorise the General Manager to finalise and execute the contract on behalf of Council with Interflow Pty Ltd for Sewer Mains Rehabilitation Program 2016-2019; and**
4. **notify the unsuccessful tenderers that their tenders were unsuccessful.**

Executive summary

As part of its ongoing commitment to service, Mid-Western Regional Council (MWRC) continually monitors and evaluates the condition of the reticulated sewer network as part of its sewer rehabilitation program. The reticulated sewer network is defined as a combination of sewer assets from sewer chambers, pipe work, and house service lines. The assets that are identified as being in need of rehabilitation are included in the tender as a result of containing breakages, root infestation, infiltration or condition has caused sewer overflow or blockages.

MWRC is seeking the services of a Trenchless Sewer Main Rehabilitation Service Provider to undertake these rehabilitation works under a Schedule of Rates contract that will remain valid until 30/6/2019. The quantity of the works will be based on the available budget each financial year.

Tenders were called on 15 December 2016 for Sewer Mains Rehabilitation Program 2016-2019 and closed on 1 February 2017. Four tenders were received.

Advertisements for the tender were placed in the Local Government Tenders section of the Sydney Morning Herald, Tenderlink website and Council's website on 15 December 2016.

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 of the Tender Assessment Panel used the Evaluation Plan and methodology to determine which tenderers offered the best value for money in the provision of Sewer Mains Rehabilitation Program 2016-2019 to Council.

Disclosure of Interest

Nil

Detailed report

Tenders Received

The Tenders received were as follows:

- Interflow Pty Ltd
- Abergeldie Complex Infrastructure Pty Ltd
- Insituform Pacific Pty Ltd
- Relining Solutions Pty Ltd

Tenders have been assessed on the following criteria and their relative evaluation weightings:

- Tender price (70%)
- Demonstrated capacity to meet Statement of Requirements and relationship management based on Referees (20%)
- Ability to meet project program based on proposed delivery program and applicant's anticipated commitments to other works (10%)

Further detail is provided in the confidential section of the Business Paper.

Late Tenders

No late tenders were received.

Conforming Tenders

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

Non-complying or Alternate Tenders

No non-conforming or alternate tenders were received.

Evaluation Methodology

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

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.

Tender Evaluation Process

The evaluation was conducted in five stages:

1. An initial cull of any seriously non-conforming tenders such as late tenders, tenders not following the instructions set out in the Request for Tender documents, or tenders which clearly were not of an acceptable standard to warrant further detailed evaluation. No tenders were culled in this initial stage. Details regarding these tenders are set out above ('Non-conforming or alternate tenders').
2. The Tender Assessment Panel undertook an objective analysis of tenderers' ability to meet both mandatory and desirable criteria.

3. The tendered information and specific questions were listed under the evaluation criteria and weighted in order of importance to the overall evaluation. Team members scored the tenders against the criteria in accordance with the Evaluation Plan.
4. Referee checks were undertaken on each short-listed tenderer in order to determine their capacity to provide the services required. Each referee check was scored and forms part of the overall score.
5. This Tender Evaluation Report detailing the rating of each short-listed tenderer, and the final recommendations of the preferred tenderer for Sewer Main Rehabilitation Program 2016-2019 for the consideration of Council.

Assessment Panel

Employee name	Employee title
Enrique Castillo	Senior Water and Sewer Engineer
Neil Bungate	Manager Financial Planning
Jon Palmer	Water and Sewer Engineer

Evaluation Findings

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

Tenderer	Total Weighted Score
Interflow Pty Ltd	100.00%
Relining Solutions Pty Ltd	96.85%
Insituform Pacific Pty Ltd	92.00%
Abergeldie Complex Infrastructure Pty Ltd	91.79%

Evaluation of tenderers against the specified evaluation criteria indicates the following tenderer has submitted the most superior tender representing the best value to Council for Sewer Mains Rehabilitation Program 2016-2019:

Interflow Pty Ltd

Interflow Pty Ltd has satisfied the Tender Assessment Panel that they are capable of undertaking the works to Council's standards and in accordance with the technical specification. Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed great satisfaction with the standard of work and methods of operation undertaken on their behalf.

Interflow Pty Ltd provided with the most economical rates and their quality and safety management systems are well documented and implemented based on their referees. Referees also commended Interflow Pty Ltd's capabilities in providing on the job technical support when needed.

These factors have been considered making Interflow Pty Ltd the tenderer that offers the best value for money.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Provide total water cycle management
Strategy	Maintain and manage waste water quality to meet Environmental Protection Agency standards

Financial implications

A budget has been allocated during the September quarterly budget review to undertake this work over the contract period.

ENRIQUE CASTILLO
SENIOR WATER ENGINEER

SALLY MULLINGER
ACTING DIRECTOR OPERATIONS

1 February 2017

Attachments: 1. Tender Assessment. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

Item 11: Community

11.1 Mid-Western Disability Inclusion Action Plan

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, COS300015, A0060008

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Mid-Western Disability Inclusion Action Plan;**
2. **endorse the Mid-Western Disability Inclusion Action Plan.**

Executive summary

This report seeks Council endorsement of the Mid-Western Disability Inclusion Action Plan.

Disclosure of Interest

Nil.

Detailed report

The draft Mid-Western Disability Inclusion Action Plan (DIAP) was presented to Council in October 2016 and was subsequently placed on public exhibition for 28 days for additional public comment. Submissions were received from the Mudgee and Gulgong Access Committee and Lifeskills Plus.

The Mudgee and Gulgong Access Committee was concerned about the reliance on electronic forms of communication by Council within the draft DIAP and suggested alternate methods of information dissemination, such as making printed material available in the region's libraries. Council has noted that the draft DIAP still requires Council to provide information in multiple formats, including printed material. The Committee also commended Council on the logical and easy-to-read format of the draft DIAP.

The submission from Lifeskills Plus was more in-depth and questioned the operational development of the strategies outlined within the draft DIAP. Lifeskills also suggested numerous practical approaches to enforce the draft DIAP outcomes. Council's response provided an overview of Council's intentions regarding actioning DIAP strategies and outcomes once the plan is endorsed, including review, or identification, of potential actions.

Copies of the submissions received and Council's responses are attached to this report.

Community Plan implications

Theme	Looking After Our Community
Goal	Meet the diverse needs of the community and create a sense of belonging
Strategy	Provide equitable access to a range of places and spaces for all in the community

Financial implications

Not applicable.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

20 January 2017

Attachments: 1. Draft DIAP submissions and responses - November 2016 to January 2017.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



FLT | COS300015

7 November 2016

The General Manager
Mid-Western Regional Council
PO Box 156
MUDGEE NSW 2850

MID-WESTERN REGIONAL COUNCIL
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E council@midwestern.nsw.gov.au

Dear Mr Cam,

SUBMISSION – DRAFT DISABILITY INCLUSION ACTION PLAN

I am writing this correspondence on behalf of the Mudgee and Gulgong Access Committee.

The Committee wishes to commend Council on its timely preparation and introduction of its draft Disability Inclusion Action Plan as required by the New South Wales Disability Inclusion Act 2014.

Feedback from the Committee concerning the draft is as follows:

1. Actions appear to rely heavily on the dissemination of communications via online media. The Committee suggests that this method of communication has the potential to disadvantage people with learning disabilities (such as dyslexia) and other disabilities (such as low vision), as well as people living within our community without adequate access to the internet. Alternate methods of information dissemination may include the provision of printed material within the region's libraries, for example, as well as an appropriate telephone contact number for further information (ie, rather than redirection to a website).
2. The Committee wishes to commend Council on the logical graphics and colour coding employed throughout the draft document. Both of these methods assist readers navigating and comprehending the document.

Yours sincerely,

VICTORIA BARRETT
CHAIRPERSON, MUDGEE & GULGONG ACCESS COMMITTEE



FLT | COS300015

5 January 2017

MID-WESTERN REGIONAL COUNCIL
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Victoria Barrett
Chairperson, Mudgee and Gulgong Access Committee
Mid-Western Regional Council
PO Box 156
MUDGEE NSW 2850

Dear Victoria,

DISABILITY INCLUSION ACTION PLAN 2016 SUBMISSION FEEDBACK

Mid-Western Regional Council would like to thank the Mudgee & Gulgong Access Committee for its submission in response to the draft Disability Inclusion Action Plan (DIAP). Council has reviewed and is responding to the public submissions received during the public exhibition period.

The following provides a response to the feedback provided by the Committee.

We acknowledge your concern that the DIAP identifies a number of technology-based information platforms which may not necessarily provide equitable access to all people. As part of the research and engagement process, the University of Technology Sydney Institute for Public Policy and Governance identified a number of different methods for Council to consider when disseminating information and communicating with people with disability. The DIAP also requires Council to continue to provide information in multiple communication formats, which includes providing printed material.

We would also like to note your positive feedback on the readability of the document, in particular the graphics and colour-coding.

Thank you again for providing a submission to Council on the draft DIAP. The DIAP will be presented to Council for final endorsement shortly.

If you have any further questions about the DIAP, please do not hesitate to contact Fiona Turner on 6378 2850.

Yours sincerely,

SIMON JONES
DIRECTOR, COMMUNITY



Jeannette Mangan
A/CEO
Lifeskills Plus Inc.

PO Box 710
Mudgee NSW 2850

0421926643
02 6372 6440

02 6372 6516
02 6372 9330

13 Oporto Road
Mudgee NSW 2850

ceo@lifeskills.ngo.org.au

ABN: 48 028 377 229

18 November 2016

Fiona Turner
Community Services Manager
Mid-Western Regional Council
MUDGEE NSW 2850

Dear Fiona,

Thank you for the opportunity to read and provide feedback on the Disability Inclusion Action Plan 2016. Thank you also for the consultation and work that has gone into the development of the plan.

Lifeskills Plus Inc is a not-for-profit community organisation that provides support to people with a disability through the NSW Mid-West Region. We were involved in the workshop consultation group held in March 2016.

We would like to provide the following questions and feedback to assist with the continual development of the plan and outcomes.

1. Will there be specific strategies documented regarding how the DIAP outcomes may be achieved within different areas of council?
 - a. While some of the goals are written in the format of a strategy, many of the goals do not appear to have specific strategies attached to them?
2. Will there be targets that Council may set in terms of employment, access or community engagement and inclusion outcomes?
3. What are the timeframes for specific strategies to be implemented prior to the reporting periods?

As the DIAP states, inclusion is not ‘Not just about increasing physical accessibility; it also includes creating opportunities for social engagement, improving the quality of personal, social and business interactions, and the methods through which information can be accessed’.

In terms of the goals set in the DIAP, I would also like to reinforce the needs of people with an intellectual disability and areas that may be relevant to Council’s plan and areas of expertise.

As you know, people with an intellectual disability have varying needs based on their level of intellectual disability, age, culture, support networks, associated needs and possibly other disabilities.

In general, some of these needs include;

Information

- Information provided in clear and accessible formats and mediums.
- To be kept informed of opportunities through Council as early as possible so that, in the future, they may be able to be linked to their NDIS planning processes.
- Providing varied consultation opportunities for carers that may work in with their work and caring roles.
- Encourage and promote people with varying disabilities to be included in Council advertising and publications.
- Ongoing consultation directly with people with an intellectual disability, and all people with a disability, and their supports about their needs and ideas to meet those needs.

Safety in the community

- Access to supports to engage with the community and maintain safety.

Employment and Work Skills

- Opportunities within Council, local businesses and the community for employment and ongoing employment skills development.
- Opportunities within Council, local business and the community for meaningful work experience and voluntary activities.
- Information and training for staff, businesses and the community to include training about the role of employment support workers to help train/support people with a disability.

Social and recreation

- Safe access to their community, including accessing their local community at night. This includes community activities at night, physical access, security lighting and monitoring in the community. This also provides a benefit to all community members.
- The continued development of safe recreational options for after school and school holidays for children and young people with a disability. This may include secure play

areas where someone with challenging behaviours may enjoy playing with a reduced risk of harm from them suddenly leaving the area onto a road etc.

General Community Access and inclusion

- Access to support in order to access generic community, social, recreational & health information and services.
- Opportunities to access community events - consider how information is provided to the community in general and affordable options to promote more opportunities for people with a disability to participate in community events.
- Educating council staff in all council facilities and events about the role of support workers and how they are an essential resource in order for a person with a disability to access particular venues and events.
- Consider low cost options for people with a disability who will be paying for themselves and a support worker to access the events and facilities.
- Ongoing review and support to promote transport options in order to enable people to access their networks and supports and reduce isolation.
- Disability awareness training for staff that includes understanding the needs for people with an intellectual disability.
- An awareness that EEO policies and procedures benefit all Council employees, not just people with a disability.

Tourism

- Consider promoting the accessible venues and facilities and events throughout the Mid-West Region to encourage people with a disability and their families/carers/friends to visit the region.
- This will be particularly important under the NDIS as people with a disability will have individual funds that will enable them to make decisions for themselves about what services and supports they may purchase. Eg; Currently there are some people with a disability from Sydney who visit Mudgee with their family for weekends and holidays.

Thank you again for the work to create the DIAP. We look forward to the final plan and the outcomes that the Mid-Western Regional Council will achieve with the community.

Yours sincerely,

Jeannette Mangan
Acting CEO,
Lifeskills Plus



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FLT | COS300015

5 January 2017

Jeanette Mangan
Acting CEO
Lifeskills Plus Inc
PO Box 710
MUDGEE NSW 2850

Dear Jeanette,

DISABILITY INCLUSION ACTION PLAN 2016 SUBMISSION FEEDBACK

Mid-Western Regional Council would like to thank Lifeskills Plus for their submission in response to the Draft Disability Inclusion Action Plan ('DIAP').

The additional information provided within your response, outlining the needs of people with intellectual disability will be appropriately considered by Council as part of future monitoring and review processes associated with the DIAP. The following provides a response to the questions raised within your submission.

Will there be specific strategies documented regarding how the DIAP outcomes may be achieved within different areas of council?

The DIAP is a legislative requirement of the NSW Government. The DIAP forms part of Council's Integrated Planning and Reporting (IP&R) framework and progress to achieving the expected outcomes against each action will be monitored and reported on as part of Council's annual reporting.

As part of the IP&R framework, the DIAP in its entirety will be reviewed every four years. This ensures that it continues to reflect the community's needs and aspirations and acknowledges progress made towards inclusion. It also allows for continuity of alignment of the DIAP with other Council strategic plans, goals and activities, including the Community Plan.

The actions developed under the DIAP's inclusion objectives nominate key stakeholders, some of which are specific Council departments or Council more generally. Council departments noted against specific actions will be responsible for developing and implementing the required strategies. Council will also provide overarching progress on actions and outcomes within its Annual Report.

While some goals are written in the format of strategy, many goals do not appear to have specific strategies attached to them? Will there be targets that Council may set in terms of employment, access or community engagement and inclusion outcomes? What are the timeframes for specific strategies to be implemented prior to the reporting periods?

The actions vary in scope and scale and reflect the identified needs and strategic aims of Council and the community. The DIAP includes broad strategic actions for Council to enact as an organisation as well as more tangible and practical actions to be undertaken by Council with key stakeholders. Some of the actions do not provide specific strategies or activities as they should be undertaken in every day practice. Others will be encompassed within specific Council policies as they come up for review or as a component of Council's Community Strategic Plan.

The commencement dates for individual strategies, activities or initiatives identified within the DIAP have not been confirmed. The timing of these will rely on a number of factors.

The research and engagement undertaken as part of the development of the DIAP and the strategies, actions and outcomes outlined within the document will be considered and will be an important reference point for Council in the development of the future Mid-Western Region Community Strategic Plan. The DIAP will also inform Council's Community Strategic plan.

Thank you again for providing a submission to Council on the draft DIAP. The DIAP will be presented to Council for final endorsement shortly.

If you have any further questions about the DIAP, please don't hesitate to contact Fiona Turner on 6378 2850.

Yours sincerely,

FIONA TURNER
MANAGER, COMMUNITY SERVICES

11.2 Commonwealth Home Support Program Quarterly Update

REPORT BY THE MANAGER, COMMUNITY SERVICES

TO 15 FEBRUARY 2017 ORDINARY MEETING

GOV400054, A0060030, COS300013, COS300023, COS300026, COS300025

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Commonwealth Home Support Program Quarterly Update;**
2. **note the activity reports from the Commonwealth Home Support Program funded services.**

Executive summary

This report seeks to inform Council of the activities undertaken by the Commonwealth Home Support Program, as well as Host Family Respite, funded services auspiced by Council. This report covers the period October to December 2016 (inclusive).

Disclosure of Interest

Nil.

Detailed report

Mid-Western Regional Council auspices Community Transport, Home Modifications and Maintenance, Host Family Respite and Meals on Weeks. These services are jointly or separately funded by Ageing, Disability and Home Care (State Government) and the Department of Health (Federal Government).

Community Plan implications

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

Financial implications

Not applicable.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

25 January 2017

Attachments: 1. Commonwealth Home Support Program Q4 2016 Reports.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

MUDGEES COMMUNITY TRANSPORT QUARTERLY UPDATE

OCTOBER TO DECEMBER 2016

Transport figures Q4/2016

98 trips classed as Health Related Transport trips.

1281 trips classed as Commonwealth Home Support Program trips.

279 trips classed as Community Transport Program trips.

45 trips classed as Department of Veterans Affairs trips.

333 trips classed as Community Care Support Program trips.

4 trips classed as Other trips.

Total: **2040 trips**

There have been 35 unmet requests for transport, of which 20 were for health-related transport. The reason for this is usually vehicle or driver unavailability but other reasons include unreasonable appointment times (9.00am in Sydney, for example).

Vehicles

One vehicle had a replacement windscreen after damage on a rural road. No driver or passengers, however, were injured.

Quick Secure Loops were purchased for the wheelchair accessible Multivan. These are specifically designed to secure any brand of electric or manually operator wheelchair in the vehicle, meaning there is a far less risk of having to turn away clients in wheelchairs for safety reasons.

Regular servicing has been undertaken throughout the quarter, as well as specialised mechanical works to particular vehicles as and when identified.

Volunteers

A total of 24 volunteers are currently driving for the service. A Christmas luncheon was held for them in 18 December to thank them for their commitment to the service throughout the year.

Staff

Kim Stanton commenced in the role of Community Transport Coordinator on 10 October. This role had previously been vacant for 20 months.

MUDGEES HOME MODIFICATION AND MAINTENANCE SERVICE**OCTOBER TO DECEMBER 2016**

For this quarter we attended to \$10241.00 worth of modifications for 8 clients, which was 65 hours in total. Work was carried out in Mudgee, Rylstone, Coolah and Running Stream.

During this quarter we also submitted 2 Level Major Modification Applications to Carewest. Currently we have 6 Level 2/3 applications in progress.

At the moment we have 13 Level 1 jobs in progress.

This quarter saw the completion of home modifications for works of the following:

Mudgee

- Installed a timber ramp to front access and a hand held shower – 18 hours. #1120
- Installed a grabrail near toilet, replaced towel rail with grabrail, applied anti-slip tape to edges of steps and paths. 3 hours. #1121

Rylstone

- Installed grabrails to bath, hallway and front access steps. Made a bath access board and fitted securely. Replaced existing basin with smaller one. Installed a hand-held shower. 12 hours. #1114.

Baradine

- Installed a grabrail in shower recess, kitchen and front entrance, installed a hand-held shower, removed the shower hob and added a rubber water retention ramp. 10 hours. #1112

Coonabarabran

- Supplied and installed 6 handrails to: front patio steps, front access, back access, shower wall, shower recess and back access ramp to toilet. Reduced height of shower hob, applied slip resistant treatment to bathroom floor. Removed shower screen and replaced with track and curtain. Removed door jamb and re-fit to swing opposite direction – 43.5 hours #1110
- Supplied bi-lateral handrails to front entrance. Installed handrails to back entrance and laundry access – 12 hours #1116

- Supplied and fitted bi-lateral handrails to front porch steps, installed grabrails to front entrance door, shower recess – including towel rail, and toilet. Applied anti-slip treatment to ensuite floor and shower recess. Installed wedge ramps to foyer area tiles and bedroom ensuite doorway – 15 hours #1117

Relinquishment of auspice

Discussions have commenced with funding bodies regarding the relinquishment of the service from 1 July 2017. In December 2016, the casual Home Modification Officer resigned and the service intends on relying on contractors (and existing Council staff members, where appropriate) until the relinquishment is finalised rather than go through the recruitment and training processes again.

HOST FAMILY RESPITE CARE SERVICE**OCTOBER TO DECEMBER 2016**

912 hours of respite care provided to

7 people with a disability and

1 sibling by

7 volunteer respite families.

Service performance

The service continues to deliver well above funded requirements, the current quarter reflects this performance with total hours of respite care provided nearly double that which is required by the Department of Family and Community Services. Total hours of respite provided in 2016 totalled 3632 hours.

Demand for the service continues to be strong, with a wait list, and new enquiries made each month. Where a family's need for respite is assessed as urgent, or the family is in crisis, referrals to other disability service providers and community supports are made to ensure the family receives timely support, rather than be placed on a wait list.

Volunteers

While there have been challenges in attracting new Volunteers to the service, 2 new Volunteers commenced in the October – December quarter. This has allowed 2 new children to be matched with a Volunteer, with one of the Volunteers hosting their first respite visit in December.

A Volunteer Dinner was held in December to show service volunteers appreciation for their efforts throughout the year.

MEALS ON WHEELS

OCTOBER TO DECEMBER 2016

Main Meals including hot meals, chilled desserts, sandwiches & soups

October	681
November	733
December	568
Total	2002

Frozen Meals including meals, roasted meals and breaky meals

October	76
November	67
December	53
Total	196

Current number of Active Clients for Meals on Wheels 26

Current number of Clients cancelled until further notice, in respite or with family 3

New systems that were being developed are close to completion and many have been implemented for over the past three months. Including:

Electronic logging of daily activities, this allows staff to access details of, phone calls, cancellations, new clients, exited clients and any other day to day events concerning clients and volunteers and co-ordination of Meals on Wheels.

Electronic stocktaking of frozen meals, this allows meal plans to be implemented easily and also gives accurate stocktake of freezer on a daily basis.

Emailing to correspond with Volunteers, to send out reminders for the following week's roster. This has reduced the number of deliveries made by community staff by 40%.

Electronic tracking of services provided to clients which complements accurate reporting of data for compliance reporting and eliminates back tracking of manual records.

Christmas was busy with 9 to 10 clients requiring meals each day. The Lions Club donated Christmas Cakes and Puddings for Clients which we delivered prior to the Christmas break. Clients appreciated these and enjoyed them. Christmas cards were also given to Volunteer groups and Individuals with a complementary Thank You Fridge Magnet showing appreciation for their volunteering efforts.

11.3 Library Services - Quarterly Report

REPORT BY THE ACTING GENERAL MANAGER

TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, F0620020

RECOMMENDATION

That Council receive and note the report by the Acting General Manager on the Library Services - Quarterly Report.

Executive summary

This report seeks to inform Council of the activities undertaken by the Mid-Western Regional Council Library Service, under the broad outlines of Customer Visits, Library Borrowings, Purchased items, Strategic Partnerships, and Sustainable Organisation. The Report covers the period October to December 2016.

Disclosure of Interest

Nil

Detailed report

CUSTOMER VISITS, LIBRARY BORROWINGS, & PURCHASED ITEMS

Visits to our Library branches during the October to December 2016 period remain at similar levels to the same period in 2015.

Quarter	Visits
Oct-Dec 2016	27,277
Oct-Dec 2015	28,234

Across the Library Service, loans of library items have decreased when compared to the Oct-Dec 2015 period.

Quarter	Loans
Oct-Dec 2016	19,642
Oct-Dec 2015	22,937

Loans from the Mobile Library during Oct-Dec 2016 have increased compared to the previous quarter, July-Sept 2016.

Quarter	Loans
Oct-Dec 2016	1,570
July-Sept 2016	1,177

The use of library resources has decreased when compared to the same quarter of the previous year.

Quarter	Accesses
Oct-Dec 2016	765
Oct-Dec 2015	1,649

The Library continues to purchase new items in line with the Collection Development Strategy. These items include audio books, magazines, fiction and nonfiction for adults and children in both print and electronic format, and DVDs.

Quarter	Purchases
Oct-Dec 2016	963

STRATEGIC PARTNERSHIPS

Mid-Western Regional Council Library continued its collaboration with ABC Open – Dubbo, hosting monthly writing workshops for local writers at Mudgee Library.

Mudgee Library continued to provide a venue for Western NSW Community Legal Centre to meet local clients.

SUSTAINABLE ORGANISATION

The Library's Management Software – SPYDUS – was upgraded in November, moving to a web based browser, and enabling easier access by customers at home to the Library's catalogue.

The Library continues to engage with the community through regular newspaper features, items in Council's Community Newsletter, and via the Library's Facebook page. An email is sent monthly to schools and school librarians, which includes posters and instructions for use on a different online library database.

The Library has added around 200 ebooks and eaudiobooks to the Axis 360 platform, providing a diverse offering of over 2,500 adult fiction, biographies, young adult and children's titles, available 24/7.

The Library has also increased its Zinio subscription to 63 online magazine titles, most of which have up to 2 years of back issues available to read.

All branches of the Library hosted a range of well-attended children's craft programs and storytelling during the September school holidays, on a theme of 'Spring'.

Library branches continue to participate with the 'Wrap with Love' program, acting as collection points for knitted squares. Mudgee Library also supports a monthly knitting group at the Library, while Kandos Library is the chosen venue for a fortnightly crochet group. Kandos Library also hosts a weekly French speaking group.

During 2016, the Library facilitated 2 community Book Groups, and 4 U3A Book Groups.

The program of First Monday history talks begun in June continued until year's end, with local historians invited to present on a topic of interest to the wider community. The talks have generated much interest in the community, and will continue in 2017.

Community Plan implications

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

Financial implications

Not applicable

SIMON JONES
ACTING GENERAL MANAGER

31 January 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

11.4 National General Assembly of Local Government 2017

REPORT BY THE ACTING GENERAL MANAGER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, A0110014

RECOMMENDATION

That Council:

1. receive the report by the Acting General Manager on the National General Assembly of Local Government 2017;
2. support the attendance of _____ at the 2017 National Assembly of Local Government.

Executive summary

This report seeks to determine if there is interest from Council in supporting any Councillors attending the 2017 National General Assembly of Local Government.

Disclosure of Interest

Nil

Detailed report

The 2017 National General Assembly of Local Government will be held from 18 - 21 June at the National Convention Centre, Canberra. No program is yet available.

According to the Australian Local Government Association website, "the National General Assembly represents a unique opportunity for leading Australian companies to connect with over 800 delegates from councils across Australia. The NGA is the premiere event in the local government calendar and is an opportunity for key local government representatives to debate issues of national significance, hear from political and academics speakers as well as to develop policy and fiscal strategy for the coming year."

It would be beneficial to determine any interest from Councillors in attending so that reduced early pricing can be secured.

Community Plan implications

Theme	Good Governance
Goal	Strong civic leadership
Strategy	Provide strong representation for the community at Regional, State and Federal levels

Financial implications

Associated costs would be paid from existing budgets to support Councillor development and Council representation.

SIMON JONES
ACTING GENERAL MANAGER

1 February 2017

Attachments: 1. National General Assembly of Local Government 2017.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



**AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION**

2017 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

NATIONAL GENERAL ASSEMBLY (NGA) OF LOCAL GOVERNMENT 18-21 JUNE 2017 NATIONAL CONVENTION CENTRE, CANBERRA

The 2017 NGA will be held from 18 - 21 June at the National Convention Centre, Canberra.

The NGA represents a unique opportunity for leading Australian companies to connect with over 800 delegates from councils across Australia.

The NGA is the premiere event in the local government calendar and is an opportunity for key local government representatives to debate issues of national significance, hear from political and academics speakers as well as to develop policy and fiscal strategy for the coming year.

Local government plays a significant role in the national economy and councils play critical roles in their local economies. The NGA provides an important opportunity for the sector to unite and build on the work of the ALGA Board and State and Territory Local Government Associations strengthen the contribution that local government makes.

Nationally, local government:

- employs 189,000 Australians (around 10 per cent of the total public sector);
- owns and manages non-financial assets with a replacement value of \$437 million;
- raises around 3.4 per cent of Australia's total taxation revenue per annum; and
- has annual operational expenditure of around \$33 billion, or just under 6 per cent of total public sector spending.

REGISTRATION

Registration for the NGA is now open, to register [click here](#).

For more information and to receive updates about the NGA, please subscribe to ALGA News [here](#).

11.5 Mudgee Town Hall Cinema 2016 Activity

REPORT BY THE LIBRARY SERVICES COORDINATOR
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, REC800016, GOV400054

RECOMMENDATION

That Council:

1. **receive the report by the Library Services Coordinator on the Mudgee Town Hall Cinema 2016 Activity; and**
2. **note the significant community patronage, fundraising activity and Rotary volunteer contribution.**

Executive summary

The Mudgee Town Hall Cinema began operation in July 2013, and continues to succeed as a partnership between Council and the two Mudgee based Rotary clubs. This report serves to outline the community patronage, fundraising activity and volunteer contribution of the cinema.

Disclosure of Interest

Nil

Detailed report

The Mudgee Town Hall Cinema operates as a partnership between Mid-Western Regional Council, the Mudgee Rotary Club, and the Rotary Club of Mudgee Sunrise. The cinema operates eight movie sessions on the first weekend of every month.

Council provides the venue, management and distributor negotiation aspects of the project, while the Rotary clubs provide the voluntary staff for candy bar (including stock purchasing), ticket sales, ushering, projectioning and the like.

The success of the Mudgee Town Hall Cinema project is two-fold – it brings new release movies back to Mudgee on a regular basis, and has seen many happy adults and children enjoying cinema in their region. In the preceding 12 month period, a total of 5,937 tickets have been sold.

Added to its success is the candy bar fundraising opportunity provided to Rotary, which has seen many community organisations and projects benefit.

In the preceding 12 months, Rotary have raised a total of \$11,473.30 from the candy bar they operate. In addition to that, Council provide Rotary with a share of the ticket sales profit, and for the preceding 12 months this has added up to \$13,285.00. This means that the total amount of money contributed by Rotary back in to the community in the preceding 12 month period is \$24,758.30.

This is made possible by the many Rotary volunteers who each month serve as popcorn makers, ticket sellers and ushers at the movies. Rotary has estimated that each month, they provide 118 and 124 volunteer hours, which includes:

- 16 hours for candy bar purchasing, candy bar set up, rostering of volunteers and distribution of posters around the Mudgee township
- 10 hours of volunteer projectionist time to screen movies
- Between 92 and 98 hours of volunteer time spend on ticket sales, ushering, and candy bar sales over 8 weekend movie sessions
- A total of between 118 and 124 volunteer hours each month

The volunteer staffing has been roughly estimated to equate to \$3,480 of paid staff hours per month, or \$41,760 per annum.

Community Plan implications

Theme	Looking After Our Community
Goal	Meet the diverse needs of the community and create a sense of belonging
Strategy	Provide equitable access to a range of places and spaces for all in the community

Financial implications

Not applicable

MICHELLE MAUNDER
LIBRARY SERVICES COORDINATOR

2 February 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

Item 12: Reports from Committees

12.1 Mudgee Showground Management Committee

REPORT BY THE MANAGER, PLANT AND FACILITIES
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, F0650007

Recommendation

That Council:

1. receive the report by the Manager, Plant and Facilities on the Mudgee Showground Management Committee; and
 2. note the contents of the minutes of the Mudgee Showground Management Committee Meeting held on 8 November 2016.
-

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Mudgee Showground Management Committee ordinary bi-monthly meeting held on 8 November 2016.

Disclosure of Interest

There are no disclosures of interest for this report.

Detailed report

Not applicable

Community Plan implications

Theme	Looking After Our Community
Goal	Meet the diverse needs of the community and create a sense of belonging
Strategy	Provide equitable access to a range of places and spaces for all in the community

Financial implications

Not Applicable

ANDREW DRUMMOND
MANAGER, PLANT AND FACILITIES

SALLY MULLINGER
ACTING DIRECTOR OPERATIONS

4 January 2017

Attachments: 1. Minutes of the Mudgee Showground Management Committee Meeting held on 8 November 2016.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

MUDGEES SHOWGROUND MANAGEMENT COMMITTEE MEETING — 8 NOVEMBER 2016

Meeting Opened: 5:48 pm

Present: Cr Russell Holden (Councillor), Cr Alex Karavas (Councillor), Daryl Colwell (Director Operations), Bill Robinson (Poultry Group) and Helen Chisholm (Mudgee Dressage Group)

Lesley Burgess (Minute Secretary)

Absent: Dana Willmott (Mudgee Pony Club), Rick Field (Mid-Western Working Horse) & Malcolm Swords (Livestock & Other Animal Groups)

Apologies: Barry Nott (Mudgee Show Society),

First item of business was to elect a new chairperson. Cr Russell Holden was nominated

Moved: Helen Chisholm

2nd: Bill Robinson

Motion Carried

Moved: Bill Robinson, Seconded: Daryl Colwell: Apology be accepted.

Motion Carried

Minutes of August's Meeting – Accepted

Moved: Daryl Colwell

2nd: Bill Robinson

Motion Carried

Matters in Progress

1. As per attached list.
2. The concrete steps that were lying next to the Bridge Club have been removed.
3. Promote the Main Pavilion for Weddings – To organise a quote from Sarah Ferris to decorate the pavilion so that promotional photographs can be taken.
4. To enquire whether the Showground can share Glen Willows commercial oven. The Executive Committee would need to make this call. Recommend to Council through Executive Committee that the oven be relocated to the Showground on a loan basis and this committee would then dispose of our commercial oven in the most effective way.
5. New Grandstand - A structural engineer agreed with Daryl's findings that a new grandstand would cost in the region of \$500,000.00 and a further \$400,000.00 would be needed if an amenities block was built underneath the grandstand. It was agreed that a budget initiative must be initiated and built into next financial year's budget, with the budget initiative in place it would be easier to obtain grant funding.
6. The Poultry Club are being paid to remove pigeons from the Showground, to date they have removed approximately 70 pigeons. The Poultry Club go to showground at night time with nets.
7. Bill would like the Wool Pavilion rollers doors to be replaced. They would like the main door on the ramp replaced with steel doors. This was agreed to by this committee.

Moved: Bill Robinson
2nd: Cr Alex Karavas

Motion Carried

8. Daryl has received a verbal quote of \$2k to clean out the bore. Requirements to reinstate the bore would be -

- Uncap and clean out of bore
- Removal of tree in order to gain access
- Register and license

It was agreed to dedicate \$5k from the budget to get the bore back up and running.

Moved: Bill Robinson
2nd: Helen Chisholm

Motion Carried

Correspondence

1. Nil

Financial Report

1. As at the end of October we are 33% through the year and expenditure is progressing well. Camping income \$15,550.00 this time last year was \$10,330.00
2. The Financial report was accepted -

Moved: Cr Alex Karavas
2nd: Bill Robinson

Motion Carried

General Business

Helen Chisholm

- Advised that the sulo bins purchased by the Horse Groups are not being emptied although they are paying an annual fee for this service. Helen also advised that their bin has gone missing. Helen was advised that the horse groups must place their bins out on Madeira Road the night before collection in order for their bins to be emptied. Ken Jeffrey to be asked to bring the bins in from the side of the road once emptied.
- There is a 44 gallon drum full of rubbish at the showground next to the Pony Club Shed. This drum is to be disposed of.
- Two sections of the main arena's fencing has been removed, there is also loose wire from the fence which is a hazard to riders and horses. Works Request - Fencing to be repaired and wire tighten.
- New Castle Permanent is offering grant funding. Helen would like to apply for this funding for their Dressage Arena to rectify their drainage issue. Currently rain water runs from the equestrian arena into their dressage arena. In order to get this Committee's approval for works to be carried out at the showground, Helen will need to get a drainage engineer to provide a suitable solution.

Lesley

Ken has advised that with the increased number of campers the wheelie bins are constantly full now and they are too heavy for him to ramp into the skip bin. Daryl advised that he would cost a sulo bin lifter for Ken.

Bill Robinson

- Bill advised that the Poultry Club opened their kiosk for the Day on the Green Campers and the lighting around the camp area is very poor. Bill suggested trying to get a grant for solar street lighting, this type of grant, however, would probably be on a dollar for dollar basis. Further investigation needed.
- Mudgee Show Society is looking to hold a rodeo at the showground in December 2017. The loading ramp is too close to the entrance on Madeira Road which means that whilst animals are being off-loaded the gate entrance is obstructed by the truck. The Show Society would like the ramp moved over slightly to rectify the problem.
- Green Up Australia Day, major event, they hired the whole showground - The Poultry Club were only given two days notice to clean out their pavilion and nursery which Bill feels was not enough time, Bill requested that we give him more notice in future.

Daryl Colwell

- The Business Plan requires updating as we now have two Councilor's on our Committee.

Cr Russell Holden

- A new building representative is needed. Cr Holden to approach members of the Cruisers to see if he can find a suitable candidate.

Meeting closed at: 6:52 pm

Next meeting to be held 7 February at 5:30 pm

AT THE OPERATIONS OFFICES

MATTERS ARISING

#	SUBJECT	MEETING DATE	ACTION	WHOM	PROGRESS
1.	Promote the Main Pavilion for Weddings	4/8/15	Brown's photos	All	7/4/15 Consider giving the next wedding a discount in order to use their photos. 6/10/2015 Cr Webb advised that he intends to help promote the Main Pavilion for functions. 4/2/16 We could possibly have a Wedding at the showground on 11/3/17 (Isaac) Look into using their photos to promote the showground on our website - giving them a discount of hire fees to use their photos
2.	Costing to have a grandstand erected	1/12/15		All	
3.	The Borehole to be investigated to see if it would be feasible to use it again.			Council	
4.	The Business Plan needs updating as we now have two Councilor's on our Committee.	8/11/16		Council	
5.	Move the loading ramp as it is too close to the entrance on Madeira Road which means that whilst animals are being off-loaded the gate entrance is obstructed by the truck	8/11/16	Ascertain the cost	All	

12.2 Gulgong Sports Council

REPORT BY THE ACTING GENERAL MANAGER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, A0360003

RECOMMENDATION

That Council:

1. **receive the report by the Acting General Manager on the Gulgong Sports Council Meeting 14 November and 6 December, 2016; and**
2. **note the minutes of the Gulgong Sports Council Meetings held on 14 November and 6 December, 2016.**

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Gulgong Sports Council Meetings held on 14 November and 6 December, 2016.

Disclosure of Interest

Nil.

Detailed report

The Sports Council receives an updated Works Request and Matters in Progress report together with updated financial details each month prior to their meeting.

There are not further matters arising that require consideration by Council at this time, noting that specific requests/recommendations are forwarded to Council under separate cover providing detailed information on requirements. Operational matters raised will be dealt with in due course when staff receive additional information.

Community Plan implications

Theme	Looking After Our Community
Goal	Effective and efficient delivery of infrastructure
Strategy	Provide infrastructure and services to cater for the current and future needs of our community

Financial implications

Not applicable.

SIMON JONES
ACTING GENERAL MANAGER

7 December 2016

Attachments: 1. Gulgong Sports council Meeting 14 November, 2016.
2. Gulgong Sports Council Meeting, 6 December 2016.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

Gulgong Sports Council
Monthly Meeting
Monday, 14th November, 2016

Meeting Opened: 6.30pm

Apologies: B.Rae

Present: C. Holden - President, B. Gudgeon - Senior Cricket, C. Rae Sports Council, M.Gaudry - Gulgong Tennis, Tim Papworth -Athletics, Mark Freestone-Touch Football , Makayla Lillyst-Soccer, Tracey Kane MWRC.

President read previous minutes.

Motion 1 – “That the minutes be accepted as read”

Moved: C. Holden

Seconded: C.Rae

All in favour – motion moved and carried.

Council Business:

1. Main oval at Billy Dunn; Rye grass to be planted 6th March 2017. Ground will be closed until the 8th or 9th of April, 2017.
2. Discussion on Billy Dunn oval southern end regarding drainage as ground is wet most of the time from water not getting away, Some suggestions put forward that leveling over a gradual period of time or drainage structure to be put in place for ground surface water to be drained away, this will help ground to repair and be in better condition of play. Tracey Kane will look into the problem and see what the best solution can be found to fix the situation.
3. Gold post at Billy Dunn to be removed from main oval and to be placed over on eastern boundary fence.
4. Sprinklers need lifting at Billy Dunn Oval.

Finance Report:

Balance; \$4741.99

Income;

Gulgong Little Athletics \$55.00 Affiliation Fees

Gulgong Senior Rugby League \$2663.50 Ground Fees

Expenditure;

Rand J Andrews Engineering \$ 500.50 Ground Repair Vic Park

Motion – Finance report to be accepted, all accounts to be paid.

Moved: B. Gudgeon Seconded: M.Gaudry Carried

All in favor – motion moved and carried.

Correspondence: Nil

General Business:

1. Working bee painting of rails Vic Park
2. Christmas Party 8th November, 2016 after meeting 6.30pm.
3. Discussion to have meetings every 2nd month instead of once a month will make final decision next meeting as other issues have to be considered.

Meeting closed: 8.30



Craig Holden – President

8th of December, 2016 Gulgong Bowling Club at 6.30pm.

**Gulgong Sports Council
Monthly Meeting
Monday, 6th December, 2016**

Meeting Opened: 6.30pm

Apologies: B.Rae, L Hawkins, M.Gaudry

Present: C. Holden - President, B. Gudgeon - Senior Cricket, C. Rae Sports Council, Tim Papworth -Athletics, Mark Freestone-Touch Football , Tracey Kane MWRC., P Thompson-MWRC, D.Thompson

President read previous minutes.

Motion 1 – “That the minutes be accepted as read”

Moved: C. Holden

Seconded: C.Rae

All in favour – motion moved and carried.

Council Business:

1. Gold post at Billy Dunn to be removed from main oval and to be placed over on eastern boundary fence.
2. Sprinklers need lifting at Billy Dunn Oval.
3. Speed Bumps to be measured and Tracey to be informed for ordering,(Billy Dunn Oval).

Finance Report:

Balance; \$4741.99

Income;

Zone 6 Pony Club \$30.00 PA Hire

Expenditure;

Gulgong sports Development Fund \$375.00 Reimbursement for Christmas dinner

Gulgong Timber & H'ware \$86.00 Line marking and goal caps.

R& J Andrews \$233.75 removal of non required posts Billy Dunn Oval

R& J Andrews \$154.00 top dressing for work area.

Motion – Finance report to be accepted, all accounts to be paid.

Moved: B. Gudgeon Seconded: C.Rae Carried

All in favor – motion moved and carried.

Correspondence: Nil

General Business:

1. Working bee painting of rails Vic Park
2. Gulgong Sports Council Meetings will stay monthly.
3. January meeting is cancelled due to Christmas and New Year. R& J Andrews

Meeting closed: 7:00 pm


Craig Holden – President

Next Meeting February, 2017 Gulgong Bowling Club at 6.30pm.

12.3 Mid-Western Regional Youth Council

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, COS300610

RECOMMENDATION

That Council:

1. receive the report by the Manager, Community Services on the Youth Council;
2. re-confirm the appointment of continuing Youth Councillors Louise Blackwell (Youth Mayor), Brody Munday (Deputy Mayor), Angus Blackwell, Dylan Hayes Weber, Nicola Hayes Weber and Campbell Stubbs; and
3. endorse the nominations of Andrea Holden, Chloe Staub and Daniel Trevethan as Youth Councillors.

Executive summary

This report seeks endorsement to re-confirm appointment of six existing Youth Councillors as well as the appointment of three additional members to the Mid-Western Regional Youth Council.

Disclosure of Interest

Not applicable.

Detailed report

The Mid-Western Regional Youth Council provides a forum for Council to consult with local youth throughout the region. It is charged with assisting Council in identifying gaps in service provision for youth and provides ideas for future service delivery, events and resources.

The Mid-Western Regional Youth Council has been actively recruiting for new Councillors in order to provide broader youth representation on the Youth Council. Current Youth Mayor, Louise Blackwell and Deputy Youth Mayor, Brody Munday, respectively, put forward and seconded the motion that Youth Council support the nominations received from Andrea Holden, Chloe Staub, and Daniel Trevethan. The Youth Council now requests that Council endorse the nominations. The Youth Council motion to seek this endorsement is attached, together with the three nomination forms received.

Community Plan implications

Theme	Looking After Our Community
Goal	Meet the diverse needs of the community and create a sense of belonging
Strategy	Support programs which strengthen the relationships between the range of community groups

Financial implications

Not applicable.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

20 January 2017

Attachments: 1. Youth Councillor Nominations.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

Fiona Turner

From: Virginia Handmer
Sent: Tuesday, 10 January 2017 2:01 PM
To: CS Youth Council; Louise Blackwell
Subject: Flying Minute
Importance: High

Dear Youth Council,

Please send your response today or tomorrow at the latest. As in do you support or not support this Motion? Please reply giving me your answer.

Youth Council supports the nomination of Chloe Staub, Daniel Trevethan and Andrea Holden as Youth Councillors and asks Council to endorse their election.

Put Louise Blackwell, Seconded Brody Munday,

Thanks,

Ginny

Virginia Handmer
Community and Youth Development Officer
Mid-Western Regional Council

t 02 6357 5010 | m 0427 063 686
f 02 6357 5049 | e virginia.handmer@midwestern.nsw.gov.au
a 86 Market Street | PO Box 156 Mudgee NSW 2850
w www.midwestern.nsw.gov.au
facebook | twitter | youtube



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PO BOX 151
MUDGEE NSW 2851

86 Market Street MUDGEE
109 Herbert Street GULGON
77 Louisa Street RYLSTON

Ph: 1300 765 002 or (02) 6378 285
Fax: (02) 6378 281
email: council@midwestern.nsw.gov.au

**Nomination Form for
Mid-Western Regional Youth Council 2016-2018**

Calling local young people who want to make a difference

Council is looking for energetic self motivated people between the ages of 13 and 21 to join Youth Council.

Get to know the region by being part of a team. Learn to communicate with others, represent your community and be part of planning major events in our area. Youth Council has input into decisions about information and celebratory events within our communities, the planning and accessibility of leisure and support facilities for youth and their families, as well as being very involved in Youth Week and holiday programs.

Youth Council has been invited to have input into the financial support of initiatives and programs specifically focused on youth in our region via an annual budget.

To truly benefit from this experience, youth councillors should take advantage of joining working parties in their areas of interest and taking part in community events such as school holiday programs. These programs can be facilitated by other youth focused agencies, Orana Arts and Council.

Please tell us why you want to be considered for a position on Youth Council. Give us examples of your experience in representing youth and what some of your goals should you be accepted onto MWRC youth council.

Recent initiatives of youth council include lobbying and support in gaining upgrades to the regions skateparks and in developing an ongoing youth short film workshop program with the Australian Film, Television and Radio School.

Name of nominee:

Andrea Holden

Person/organization who nominated you (if applicable):

Christine Holden

Signature of nominee agreeing to nomination:

~~Christine~~

MID-WESTERN REGIONAL COUNCIL

2

Contact details: address, telephone number, email address:

Tell us why you would like to be a Youth Councillor:

I would like to become a Youth Councillor because I love the Mid-Western region. I am 17 years old and recently started my final year of schooling at Mudgee High. Within the school, I am apart of the leadership group and have been for several years. I have lived ~~here~~ ^{in Mudgee} for most of my life, and have watched the impact that Youth Council has had on the area. I would like to be apart of this organisation and offer a different perspective on things, as well as new ideas and to see the region grow as the youth of today become the adults of tomorrow.

If you are currently attending school please give this form to your SRC Coordinator.

If you do not attend high school you will need to provide proof of age and address. Please include them with this form and drop them into the admin centre at 86 Market Street, Mudgee or 77 Louee Street, Rylstone.

Or post to:
Mid-Western Regional Youth Council
PO Box 156, Mudgee NSW 2850

For further information, please contact Virginia Handmer on 63575010.



RECEIVED - RYLSTONE
 - 6 DEC 2016
 CUSTOMER SERVICE CENTRE

NOMINATION FORM
 FOR MID-WESTERN REGIONAL
 YOUTH COUNCIL 2015-2017

Calling local young people who want to make a difference

Council is looking for energetic self-motivated people between the ages of 13 and 21 to join Youth Council.

Get to know the region by being part of a team. Learn to communicate with others, represent your community and be part of planning major events in our area. Youth Council has input into decisions about information and celebratory events within our communities, the planning and accessibility of leisure and support facilities for youth and their families, as well as being very involved in Youth Week and holiday programs.

Recently Youth Council has been invited to have input into the financial support of initiatives and programs specifically focused on youth in our region via an annual budget.

To truly benefit from this experience, youth councillors should take advantage of joining working parties in their areas of interest and taking part in community events such as school holiday programs. These programs can be facilitated by other youth focused agencies, Orana arts and council.

Please tell us why you want to be considered for a position on Youth Council. Give us examples of your experience in representing youth and what some of your goals should you be accepted onto MWRC youth council.

Recent initiatives of youth council include lobbying and support in gaining upgrades to the regions skate parks and in developing an ongoing youth short film workshop program with the Australian Film, Television and Radio School.

Name of nominee:	Chloe Staub
Person/organization who nominated you (if applicable):	Brody Munday
Signature of nominee agreeing to nomination:	<i>Mr.</i>

CONTACT DETAILS

Address	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED]

Tell us why you would like to be a Youth Councillor:

To help improve the community and make it a more enjoyable place for youths as well as people in general. To have a voice that can be heard.

If you are currently attending school please give this form to your SRC Coordinator.

If you do **not** attend high school you will need to provide proof of age and address.

Please include them with this form and drop them into one of the below Mid-Western Regional Council offices

Mudgee	86 Market St
Gulgong	109 Herbert St
Rylstone	77 Louee St

Or post to:

Mid-Western Regional Youth Council
PO Box 156, Mudgee NSW 2850

For further information, please contact Virginia Handmer on (02) 63 575 010.



RECEIVED - RYLSTONE
 - 6 DEC 2016
 NOMINATION FORM
 FOR MID-WESTERN REGIONAL
 CUSTOMER SERVICE CENTRE YOUTH COUNCIL 2015-2017

Calling local young people who want to make a difference

Council is looking for energetic self-motivated people between the ages of 13 and 21 to join Youth Council.

Get to know the region by being part of a team. Learn to communicate with others, represent your community and be part of planning major events in our area. Youth Council has input into decisions about information and celebratory events within our communities, the planning and accessibility of leisure and support facilities for youth and their families, as well as being very involved in Youth Week and holiday programs.

Recently Youth Council has been invited to have input into the financial support of initiatives and programs specifically focused on youth in our region via an annual budget.

To truly benefit from this experience, youth councillors should take advantage of joining working parties in their areas of interest and taking part in community events such as school holiday programs. These programs can be facilitated by other youth focused agencies, Orana arts and council.

Please tell us why you want to be considered for a position on Youth Council. Give us examples of your experience in representing youth and what some of your goals should you be accepted onto MWRC youth council.

Recent initiatives of youth council include lobbying and support in gaining upgrades to the regions skate parks and in developing an ongoing youth short film workshop program with the Australian Film, Television and Radio School.

Name of nominee:	Daniel Treuethan
Person/organization who nominated you (if applicable):	Brody Munday
Signature of nominee agreeing to nomination:	<i>DM</i>

CONTACT DETAILS

Address	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED]

Tell us why you would like to be a Youth Councillor:

I would like to have my say and make a difference in the lives of fellow youth in our community, and make Mudgee a more hospitable place for guests and residents of the town.

If you are currently attending school please give this form to your SRC Coordinator.

If you do not attend high school you will need to provide proof of age and address.

Please include them with this form and drop them into one of the below Mid-Western Regional Council offices

Mudgee	86 Market St
Gulgong	109 Herbert St
Rylstone	77 Louee St

Or post to:

Mid-Western Regional Youth Council
PO Box 156, Mudgee NSW 2850

For further information, please contact Virginia Handmer on (02) 63 575 010.

12.4 Rylstone Sports Council

REPORT BY THE ACTING GENERAL MANAGER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, A0360030

RECOMMENDATION

That Council:

1. **receive the report by the Acting General Manager on the Rylstone Sports Council Meeting ;**
2. **note the minutes of the RylstoneSports Council Meeting held on 7th December, 2016; and**
3. **endorse the Terms of Reference for the Rylstone Sports Council.**

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Rylstone Sports Council Meeting held on 7 December, 2016.

Disclosure of Interest

Nil

Detailed report

The Sports Council receives an updated Works Request and Matters in Progress report together with updated financial details each month prior to their meeting.

There are not further matters arising that require consideration by Council at this time, noting that specific requests/recommendations are forwarded to Council under separate cover providing detailed information on requirements. Operational matters raised will be dealt with in due course when staff receive additional information.

Community Plan implications

Theme	Looking After Our Community
-------	-----------------------------

Goal	Effective and efficient delivery of infrastructure
------	--

Strategy	Provide infrastructure and services to cater for the current and future needs of our community
----------	--

Financial implications

Not applicable.

SIMON JONES
ACTING GENERAL MANAGER

30 January 2017

Attachments: 1. Rylstone Sports Council Minutes 71216.
2. Terms of reference - Rylstone Sports Council amended December 2016.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL
PO Box 156, MUDGEE NSW 2850
86 Market Street, Mudgee | 109 Herbert Street, Gulgong | 77 Louee Street, Rylstone
T 1300 765 002 or 02 6378 2850 | F 02 6378 2815
E council@midwestern.nsw.gov.au

Rylstone Sports Council

Minutes of the Ordinary meeting held on Wednesday 7th December at 4pm at Waratah Park

Meeting opened by Cr Peter Shelley.

Present: Brad Stockwell (Touch), Julie Parsons (Junior Rugby League), Craig Parsons (Senior Rugby League), Cr Peter Shelley, Simon Jones (staff), Paul Blackwell (staff).

Apologies: Sherie Thorn (Little Athletics)

1. Committee Executive Positions

Craig Parsons unanimously declared President and assumed the Chair for the meeting.

Julie Parsons unanimously declared Secretary.

2. Terms of Reference

Terms of Reference were discussed and will be attached to these minutes for endorsement by Council.

3. Financial Report

Financial Report was presented showing a balance of \$16,727.70 in Council's Rylstone Sports Council account.

4. Kandos Canteen discussion

Items to be included:

- Rangehood/BBQ/Stovetop/Ducting
- Stainless steel benches (preferences for lockable wheels to be included)
- Painting (completed)
- Fridge

Items to be included if budget allows:

- Upgrade to power
- Light switch near door
- External security lights
- Bollards to prevent parking
- Cupboards underneath serving benches
- More bins for Waratah Park (8 green, 2 blue, 2 yellow)

5. Other Matters

Works requests

- Signage for disabled car spaces and ambulance space
- Retension of canteen roller doors
- 5km signage near canteen
- Waratah Park signage at gate and road sign
- Check the state of the fence around main field
- Guttering needs to be cleaned out at canteen

Other matters (future budgeted works)

- Fencing barriers underneath grandstand
- Discus/Shotput cage
- Fencing of children's play area

Is the gate near the old netball courts supposed to be locked?

Meeting closed at 4.50pm



TERMS OF REFERENCE Rylstone & Kandos Sports Council

*A prosperous
and progressive
community*

DATE ADOPTED:	Click here to enter a date.	REVIEW DATE	
		FILE NUMBER	

Preamble

Mid-Western Regional Council appreciates the advice, voluntary time, interest and dedication demonstrated by members of its Advisory Committees. Council will give serious consideration to recommendations stated in minutes of Advisory Committees. Such recommendations are considered in the context of Council's Operational and Delivery Plan and strategic planning processes.

Responsibilities

- a) The Rylstone & Kandos Sports Council will:
- Provide advice to Council on priorities for capital works on sporting grounds and facilities.
 - Provide advice on recommended fees and charges for the use of sporting grounds and facilities.
 - Promote participation in sport to the widest possible cross section of the community.
 - Assist Council staff in the allocation of sporting grounds to any sporting organisation or person for any organised sporting activity including practice (Affiliated Rylstone & Kandos Sports Council members – refer section c below). These groups will be accountable to the Council for their appropriate use of the facilities.
 - Submit proposals for minor ground improvements to the Council for its consideration. Urgent ground improvement works (including building issues) shall be submitted via Council's Works Request System.
 - Set affiliation fee for Sports Council members for confirmation by Council.
 - Facilitate liaison between different sporting groups.
- b) Mid-Western Regional Council will be responsible for:
- Managing the bookings and collecting fees and hire charges from Sports Council members and other users of sporting grounds.
 - Ensuring that the Rylstone & Kandos Sports Council is informed of all bookings and scheduled maintenance
 - Allocating 50% of fees as well as Sports Council membership fees collected from affiliated Rylstone & Kandos Sports Council members into the Rylstone & Kandos Sports Council budget.
 - Regular mowing and watering of the fields.
 - Building maintenance on Council-owned buildings.
 - Any major maintenance or works in respect of the sporting grounds.
 - Maintenance of a key register (for keys supplied by Council).
 - Cleaning and stocking of public amenities.

POLICY: RYLSTONE & KANDOS SPORTS COUNCIL

- c) Affiliated Rylstone & Kandos Sports Council members will be responsible for:
- Cleaning and maintaining change rooms and canteens and other Council facilities used.
 - Ensuring the security of keys provided to them.
 - The appropriate use of the grounds and associated facilities, ensuring they are not abused in any way and that grounds are left in a clean and tidy state.
 - Provision of toilet paper and paper towels (hand wash) in change rooms.

Composition of Committee

The Committee shall comprise one (1) delegate of each affiliated sporting group in Rylstone & Kandos and one (1) Councillor delegate from Mid-Western Regional Council. Affiliated Sporting Groups are to be not-for-profit sporting organisations.

Meeting Frequency and Quorum

The Committee shall be scheduled to meet at least once every three months, with a minimum of four meetings per year.

The meeting will be held on the first Wednesday of the month or as agreed.

The quorum for an ordinary meeting will be three (3). The quorum for an Annual General Meeting will be half of the number of financial members plus one.

Financial Contributions to Clubs, Individuals and Teams

The Rylstone & Kandos Sports Council may recommend for Council's approval, funding to affiliated Sports Council members to a maximum of \$3,000 per group per year for ground improvements.

The Rylstone & Kandos Sports Council may recommend for Council's approval, funding to individual sporting representatives from affiliated Sports Council members to a maximum of \$450 per individual.

Applications for funding from sporting teams can also be considered.

Council Contact and Support

The Director, Community or delegate is the Council contact officer for the Rylstone & Kandos Sports Council.

12.5 Cultural Development Committee

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, REC800019

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Cultural Development Committee;**
2. **note the minutes of the Cultural Development Committee meeting held on 5 December 2016; and**
3. **endorse Kylie Yates and Robyn Munro as new members of the Cultural Development Committee.**

Executive summary

The Cultural Development Committee provides advice to Council on matters touching upon arts and culture across the region, including assisting in the development of a new Cultural Strategic Plan. The next meeting of the Committee is scheduled for 6 February 2017.

Disclosure of Interest

Nil.

Detailed report

Given the recent level of interest by Councillors and the general community in a regional gallery, the Committee has been devoting the majority of its meetings to deliberating appropriate strategies for the project. Possible funding opportunities and approaches, including the employment of a Council Cultural Officer, are considered and discussed. This matter is an ongoing agenda item for the Committee.

Installation of public art across the region was discussed and this also continues to be an ongoing agenda item.

The membership of Kylie Yates to the Committee was considered and accepted by Committee members. An application was also received subsequent to the meeting from Robyn Munro seeking membership also. Solid membership numbers are required ensure quorum is achieved each meeting and the Committee now seeks Council's endorsement of these applications.

Other matters touching upon arts and culture across the region were also discussed and these are outlined in the attached minutes.

Community Plan implications

Theme	Looking After Our Community
Goal	Meet the diverse needs of the community and create a sense of belonging
Strategy	Support arts and cultural development across the Region

Financial implications

Funds for the construction or development, and ongoing operation of a regional gallery will need to be considered within Council budget deliberations.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

31 January 2017

Attachments:

1. LETTER of application from Kylie Yates.
2. LETTER of application from Robyn Munro.
3. Minutes - Cultural development Committee - 161205.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

20 June 2016

Dear Virginia,

I understand from you that Ludwig Micek has resigned his position on the Public Art Advisory Panel.

As a member of the RSI committee I would like to express my interest in replacing him in this position.

The commissioning and facilitation of public art is at the heart of RSI and it is a valuable opportunity for us to maintain and invest in wider community arts links

Further to my expression of interest on being on the PAAP, a little about myself. I have always had a great passion for all areas of the arts, but my profession lay with Drama and Theatre. As a full time Drama teacher and Drama consultant for the Department of Education in the Hunter and Eastern Suburbs of Sydney for 30 years, I was required to teach, liaise, mentor, direct, produce, design and organise promotional copy for all sorts of productions, projects and events.

My own artistic endeavours have been in the theatrical realm, having as a student studied Drama and English at Bachelor level and obtaining my Masters in Theatre Studies. I have directed and produced countless theatrical projects including a stint directing Hunter Opera and two years lecturing in Drama at UNSW. Apart from teachingcostume and set design were also ways that I could indulge my own artistic spirit.

I have always had a great passion for all areas of the arts, spending all my holidays in my 20s (pre children) haunting the great galleries of the world. As a schoolie, I had many school holidays in which to travel and I was particularly inspired by the vast sculpture gardens in the various estates in Scotland.

For the last ten years living in the Blue Mountains (and commuting to a Head teacher, English position down the mountain) prior to moving permanently to Rylstone in 2013, allowed me to enjoy the abundance and diversity of that artistic community.

The last couple of years out at Breakfast Creek have been a blur of rural and farming activity but finally I now have time to offer any skills or knowledge that may be considered useful, to the local arts community. I was very inspired by the wood sculpture symposium last October and have thoroughly enjoyed being a part of the RSI committee as we work towards new projects.

Kind Regards

Kylie Yates

P [REDACTED]
M [REDACTED]
E [REDACTED]

Mr Brad Cam
General Manager
Mid-Western Regional Council
PO Box 156
Mudgee NSW 2850

31 January 2017

Re: MWRC Cultural Development Committee

Dear Mr Cam,

I recently contacted Councillor Paine and expressed to him my interest in contributing to the arts and culture agenda in Mudgee. He suggested that the Council's Cultural Development Committee would provide a good avenue for this.

I am relatively new to the Mudgee region, having moved permanently to Mudgee about 3 years ago from Sydney, though I have known the area over many years, having been born and raised on a rural property just outside Bathurst. I believe that my current employment as a tourist adviser at the Mudgee Region Tourism Office gives me a good insight into the potential for growing the cultural tourism economy in Mudgee and surrounds.

I have a long-standing interest in the arts, covering not only visual arts but also performing arts and other cultural activities including museums and community festivals. I have a particular interest in art history and the curatorial aspects of art and have visited many art galleries both large and small in Australia and throughout the world. Through my interest in arts and crafts, I was a member of the 'Matilda and Banjo' cooperative at Gulgong until its closing recently.

My previous employment background spans business, federal government and semi-government and tertiary education sectors, mainly in senior management roles in the areas of finance, economics and R&D funds acquisition and administration. With this background I believe I can bring a unique blend of skills and knowledge to the Committee in areas such as project planning and management, finance and an understanding of government decision making processes as well as an interest in the arts. I have good listening and communication skills and support the positive outcomes of collaboration, teamwork and networking.

While in Sydney I was also involved in community volunteer work with Mission Australia and The Exodus Foundation – established by Bill Crews. I have been a member of a number of Boards, mostly in the Tertiary Education sector.

I believe strongly in community participation and consultation as an input into government policy making and decision making. Now in Mudgee, a new community for me, I am keen to get involved and to contribute in a tangible way.

I would be pleased to discuss my application with you, and the contribution I would seek to make as a member of the Cultural Development Committee.

Yours Sincerely,

Robyn Munro

Mob: [REDACTED]

Email: [REDACTED]

CULTURAL DEVELOPMENT COMMITTEE**MINUTES****5 DECEMBER 2016**

Meeting commenced 4.15pm

PRESENT: Scott Etherington, Melanie Trethowan, Councillor Sam Paine, Simon Jones, Virginia Handmer and Fiona Turner

APOLOGIES: Nil

MINUTES OF NOVEMBER 2016 MEETING

Moved: Sam Seconded: Scott

1. Business arising*Regional Gallery*

Melanie mentioned that Building Better Regions Funding might be available to Council for a potential regional gallery. It was confirmed that Council is already looking into this possible funding stream. The issue is that the application requires a confirmed budget.

1.

2. Public Art Advisory Panel Sub-Committee, including installation sites for new SIG works

2.

Inspection for potential sites scheduled for 1.30pm on 6 December 2016. General Manager, Brad Cam, Councillor Sam Paine and Committee member Lizzy Galloway confirmed to attend.

3. Library exhibition

The new exhibition is up. Thank you to Virginia and Scott.

4. Brief from MWAA

Virginia advised the purpose of the brief needs to be changed from promoting Mudgee, to promoting the Mid-Western Region. She also suggested reference should also be made to Charbon and Clandulla on the second page, however discussion revolved around the lack of need to specifically refer to towns and villages.

There was discussion about concern that this brief was replicating previous actions and that the focus should really be on getting money into the Council budget. A more targeted approach would be a business plan to sell the story to Council, perhaps by engaging a consultant to complete a desktop exercise.

Motion: The Committee recommends to Council that it begin work on formatting a business plan and forming a budget to justify a regional gallery.

Moved: Melanie Trethowan Seconded: Scott Etherington

5. Membership

The membership of Kylie Yates was accepted.

Awaiting further application from Robyn Munro.

6. Correspondence

Email from Gulgong Arts Council dated 23 November 2016 – Confirming receipt of advice regarding acquisition prize and advising will pursue future requests.

Letter from Peter Brooks (undated) – Thanking Committee for consideration of his proposal.

7. Waste to Art

Fiona advised Regional Waste to Art schedule has been confirmed so details as to the local competition need now to be arranged. Suggestion from Sam that it be held over the June long weekend. The Committee jointly suggested Councillor Holden be invited to participate as the judge for the 2017 local competition.

Sam to send Fiona his notes from the 2016 competition.

8. Notice of Motion regarding potential gallery site at former Elders Building, Market Street, Mudgee

Councillor Thompson has lodged the following Notice of Motion to be addressed at the 14 December 2016 meeting:

That Council investigate the possibility of purchasing or leasing the former Elders building in Market Street Mudgee, for possible use as a tourist and art centre.

Meeting closed 4.40pm.

Next meeting: 4pm, 6 February 2017.

12.6 Local Traffic Committee Meeting Minutes - January

REPORT BY THE MANAGER DEVELOPMENT ENGINEERING
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, A0100009

RECOMMENDATION

That Council:

1. **receive the report by the Manager Development Engineering on the Local Traffic Committee Meeting Minutes - January;**
2. **note the minutes of the Local Traffic Committee meeting held on 20 January 2017 including the items listed under General Business;**
3. **relocate the existing Disabled Parking Space on Market Street to Perry Street;**
4. **approve the use of a temporary “No Parking” Zone in connection with the Mudgee Show;**
5. **install a “Stop” Sign on Madeira Road at the intersection with Henry Bayly Drive and update line marking accordingly;**
6. **decline the request for a 15 minute time parking zone on Church Street at the front of Ironed Out and Fancy Dress to operate during business hours Monday to Friday; and**
7. **move the existing “Give Way Sign” on Narrango Road to the east as close as practicable to the intersection such that the face of the sign is not prominently in view of road users on Glen Alice Road, re-line mark the Give Way lines and install W2-16 on Glen Alice Road for both approaches to Narrango Road.**

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) meeting held 20 January 2017.

Disclosure of Interest

There are no disclosures of interest associated with this report.

Detailed report

The Local Traffic Committee meeting was held 20 January 2017. There were no events tabled for consideration at this meeting. There were five non-event traffic considerations presented to the committee. These were on the following issues:

- Relocation of disabled parking space from Market Street to Perry Street
- Temporary ‘no parking’ zone for Mudgee Show

- Installation of a stop sign at Madeira Road and Henry Bayly Drive
- Time limited parking on Church Street
- Change to intersection signage – Glen Alice Road and Narrango Road

This report recommends the considerations given by the LTC on the above issues.

The minutes and discussion notes for the LTC meeting held 20 January 2017 are attached.

Community Plan implications

Theme	Good Governance
Goal	Good communications and engagement
Strategy	Improve communications between Council and the community and create awareness of Council's roles and responsibilities

Financial implications

Minimal for signage and line marking.

DANIEL BUCKENS
MANAGER DEVELOPMENT ENGINEERING

31 January 2017

Attachments: 1. Local Traffic Committee Minutes 20 January 2017.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

Minutes of the Local Traffic Committee

Held at the Committee Room, 86 Market Street, Mudgee
on 20 January 2017.

Present	Daniel Buckens – (Chairperson), Cr Alex Karavas (Councillor), Phillip Blackman (Members Representative), Acting Inspector Stuart Thomas (NSW Police), Sergeant Ray McKinnon (NSW Police) Prue Britt (RMS), William Hopcroft (MWRC)
Apologies	Chief Inspector Jeff Boon (NSW Police)
Secretary	Gemma Wilkins (MWRC)

The LTC meeting commenced at 9:35am.

Daniel gave acknowledgement of Daryl Colwell's departure from MWRC, and subsequently from the Local Traffic Committee. Daniel's position will now be Chairperson.

MINUTES OF PREVIOUS MEETING

MOTION: Ms Prue Britt / Phillip Blackman

That the Minutes of the previous Local Traffic Committee held on 18 November 2016 be taken as read and confirmed.

MATTERS IN PROGRESS

SUBJECT	RES NO. & DATE	RESOLUTION	ACTION
High cube café at 94 lions drive, Mudgee - off street parking	29 Jan LTC Meeting		<p>Council have endorsed the recommendations from previous LTC meeting in the February 18 Council Meeting.</p> <p>As 27 April, the Committee agreed to progress signage installation and yellow line marking for this item prior to new business taking over.</p> <p>Still in progress.</p>

2

SUBJECT	RES NO. & DATE	RESOLUTION	ACTION
Gulgong High School Drop off/Pickup Zone	Min 309/16 19 Aug LTC Meeting	Extend the existing bus zone east on Belmore Street, Gulgong from 77m to 112m. The existing yellow hold line on the concrete verge is to be remarked to a white hold line; install a 30m morning drop off zone to the west of the existing bus zone on Belmore Street, Gulgong; install a 40m morning drop off zone on Nandoura Street, Gulgong; replace non-compliant signage and install new signage on Belmore Street and Nandoura Street, Gulgong; install new signage at the intersections of Nandoura Street and Belmore Street, Stott and Belmore Street, Bowman and Belmore Street, Gulgong	Changes endorsed by Council at 19 October Council meeting. Works request raised 21 Oct SI050/2017. To be installed Christmas School Holidays.
Yellow Line Methodology	29 Jan LTC Meeting		Council convert no stopping zones to yellow line methodology. Conversion will be continued by Council progressively. Council to conduct educational campaign as the changes occur.
Douro Street Pedestrian Crossing	15 Jul LTC Meeting	Council to look at the warrants for a pedestrian crossing at Douro Street	Not yet progressed. Counts will be done once school resumes
Corner Puttabucca and Tinja Lane	15 Jul LTC Meeting	Council install signage indicating right of way for Putta Bucca Road and renew line marking	Works request raised 1 September SI0029/2017 Signage installed, line marking still to be undertaken.
Mudgee Ambulance Station	19 Aug LTC Meeting	Council install a Keep Clear zone to one lane on Gladstone Street adjacent to the Mudgee Ambulance station driveway	Works request raised 1 September RD0243/2017 Completed, remove from next meeting action items.
All Hallows Public School	Min 310/16	Install 'no stopping', children and 'school' signage in the school zone on Medley and Bayly Street Gulgong	Changes endorsed by Council at 19 October Council meeting. Works request raised 21 Oct SI0051/2017. To be installed Christmas School Holidays.
Gladstone Street and Fairydale Lane Intersection	Min. 310/16	Remove the three existing give way signs and traverse lines on Fairydale Lane, at the Gladstone Street Intersection Install one new stop sign and traverse line on Gladstone street at the Fairydale lane T intersection	Changes endorsed by Council at 19 October Council meeting. Works request raised 21 Oct SI0049/2017. Completed, remove from next meeting action items.
Smith Street one-way street conversion	Min 310/16	Convert Smith St from Cox St to Denison St to one way	Condition of consent placed on developer to complete. Remove from next meeting action items.

PAST EVENT DEBRIEF

EVENT

CALENDAR OF EVENTS

JANUARY	Date	Comments
Mudgee Tri Club	8 January 2017	Approved 16 September meeting
Kandos Street Machine Festival	28-29 January 2017	No approvals required
FEBRUARY	Date	Comments
Mudgee Tri Club	5 February 2017	Approved 16 September meeting
Mudgee Tri Club	12 February 2017	Approved 11 January 2017
Waratahs Trial Game	4 February 2017	Approved December 2017
MARCH	Date	Comments
Mudgee Show	4-5 March 2017	May not require approvals
Mudgee Tri Club	12 March 2017	Approved 16 September meeting
APRIL	Date	Comments
Mudgee Tri Club	2 April 2017	Approved 16 September meeting
MAY	Date	Comments
City v Country Rugby League	7 May 2017	
JUNE	Date	Comments
Heritage Harness Annual Drive	4-10 June 2017	20 January Meeting

Red = Unapproved

Green = Approved

17/001 RELOCATION OF DISABLED PARKING SPACE FROM MARKET STREET TO PERRY STREET

- Previous report came to the committee in August 2016, this was referred to the Access Committee. They have subsequently provided a letter to advise that they are happy with the proposed changes. The report recommends Council meet this request.

RECOMMENDATION

That Council relocate the existing Disabled Parking Space on Market Street to Perry Street.

MOTION: Ms Prue Britt / Alex Karavas

That the above recommendation be accepted and approved.

17/002 TEMPORARY "NO PARKING" ZONE FOR THE MUDGEES SHOW

- Request received for a temporary zone be placed during the Mudgee Show so that parents can drop kids off safely.
- The recommendation of the report states "no stopping" at times, instead of "No parking". Recommendation amended to state the "No Parking".

RECOMMENDATION

4

That Council approve the use of a temporary “No Parking” Zone in connection with the Mudgee Show

MOTION: Mr Phillip Blackman / Alex Karavas

That the above recommendation be accepted and approved.

17/003 INSTALLATION OF A STOP SIGN AT THE INTERSECTION OF MADEIRA ROAD AND HENRY BAYLY DRIVE

- A request was received via a Councillor. RMS supplement warrants a stop sign instead of the give way sign.
- Recommendation amended to include line marking.

RECOMMENDATION

That Council install a “Stop” Sign on Madeira Road at the intersection with Henry Bayly Drive and update line marking accordingly.

MOTION: Ms Prue Britt / Alex Karavas

That the above recommendation be accepted and approved.

17/004 PROVISION OF TIME LIMITED PARKING ON CHURCH STREET AT THE FRONT OF IRONED OUT AND FANCY DRESS

- A Manager at Council forwarded a request that was raised by a staff member. It's been found that neighbouring businesses to Ironed Out are parking on the street and blocking customers who are wanting to drop off items.
- Prue raised that if we allowed this it would set a precedence that any business could request a 15 minute zone.
- Ray McKinnon suggested that if it was the whole block then maybe it would be viewed differently.
- Committee unanimously not in support of amending time zone for the benefit of a business. Subsequently the recommendation of the report was changed to decline the request.

RECOMMENDATION

That Council decline the request for a 15 minute time parking zone on Market Street at the front of Ironed Out and Fancy Dress to operate during business hours Monday to Friday

MOTION: NSW Police Stuart Thomas / Alex Karavas

17/005 CHANGE TO INTERSECTION SIGNAGE - GLEN ALICE ROAD AND NARRANGO ROAD

- This request was received by Council from RMS regarding signage at the subject intersection.
- RMS have funding for the installation of the signage if Council are happy to install. Council will need to provide quotation for the cost of installation.
- Item 1 of report to be removed as this is already completed.

RECOMMENDATION

That Council amend the location of existing signage, including additional signage, at the intersection of Glen Alice Road and Narrango Road as follows;

1. **Move the existing “Give Way Sign” on Narrango Road to the east as close as practicable to the intersection such that the face of the sign is not prominently in view of road users on Glen Alice Road**
2. **Re-line marking the Give Way lines**
3. **Install W2-16 on Glen Alice Road for both approaches to Narrango Road**

MOTION: Ms Prue Britt / Ray McKinnon (NSW Police)

That the above recommendation be accepted and approved.

17/006 GENERAL BUSINESS

MUDGEETOWN PEDESTRIAN CROSSINGS

Councillor O’Neill forwarded some resident concerns relating to safety around pedestrian crossings. The suggestion is that existing Crossings need to be more visible to drivers, particularly in high pedestrian areas such as Market and Church streets. This includes considering:

- a. Raising the pedestrian crossings similar to that in Dubbo and Parkes
 - b. Installing driver awareness 'bumps' leading into the crossings
- NSW police said that raised crossings will slow down traffic in these busy areas, which increases pedestrian safety.
 - Prue mentioned that Parkes have the raised pedestrian crossings within a 40km precinct. Suggested that an audit could be taken looking at lighting, flashing lights, line marking etc. Prue suggested that the benefit would be minimal in the town centre due to the speed that cars are able to travel.
 - Alex mentioned that he has received comments about the crossing at Mortimer (near Woolworths) and Market Street aren't well lit.
 - NSW Police suggest placing a speed counter to look at the average speed in Market and Church Street nearby crossings.

Recommendation: Council conduct an audit on all crossings, (counts on Market and Church Street) and provide a report to the Committee with findings and suggestions for improvements.

6

MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 20 JANUARY 2017

KANDOS POOL PEDESTRIAN CROSSING

- The RMS received an email requesting a pedestrian crossing by the Kandos Pool be considered. The adopted Pedestrian and Mobility Plan (2016) does not include this location in its considerations.
- Prue advised that the RMS provided a response to the contact advising that the crossing had not been identified in the PAMP. The Warrants for a crossing were explained and it was pointed out this area does not meet the required warrants. The main concern remained that children were travelling unsupervised.
- Similar response was provided by Council advising that it isn't supported.
- The pool is only opened 4 months of the year, which would mean 8 months of the year there wouldn't be the required volumes.

Recommendation: Decline support of the pedestrian crossing as it does not meet the warrants.

HERITAGE HARNESS CLUB ANNUAL HERITAGE DRIVE

Documentation was received from the Gulgong Heritage Harness Association seeking permission to conduct this year's annual Heritage Drive, from 4 June to 10 June 2017, noting that the event will only be in the Mid-Western region on 7-10 June 2017. This event has been held for 18 years without incident that Council is aware of. In the past NSW Police have tried to impose more conditions which have not been implemented. It is recommended Council support the event.

- Insurance is to note Council, NSW Police and RMS as interested parties. This will be in the approval letter from Council.

Recommendation: Provide approval letter advising Council requirements prior to the event proceeding.

DISABLED PARKING SPACES NEAR MUDGEES PUBLIC SCHOOL

Council received a letter from the Principal of Mudgee Public School requesting additional disabled car spaces along Denison Street to aid congestion within the school for parents collecting children from the support unit.

- Council have concerns with number of parking spaces that has been requested. Council would support 1 additional space to their current.
- Pedestrians move around in the internal parking lot at the commencement and conclusion of school.
- Prue suggests referring to the Safety around Schools Officer to have a look at.

Recommendation: Refer to Jenene Pout for review. Council speak with the Principal to advise. To be placed into outstanding action items.

CARAVANS PROHIBITED GULGONG MAYNE STREET

Council received a resident request suggesting signage be installed to limit RV and Caravan access to Mayne Street Gulgong. Mayne Street is very narrow and tourists in caravans can cause congestion along Mayne Street if they are required to manoeuvre around parked vehicles. The Senior Works Engineer has suggested installation of the RMS signage G9-366-1 which would effectively restrict access of RV and Caravans through Mayne Street.

- NSW Police raise query as to why the Mayne Street isn't a one way street.
- RMS suggest that it could be a good town to implement a town zone.
- Council will look to see if this issue has been considered by the Committee in the past.

Recommendation: Council provide a proposal of what options may be available. Council will table an item at the Gulgong Access Committee with the proposal.

SAWPIT & BRUCE ROAD INTERSECTION GIVEWAY SIGN REQUEST

Councillor Karavas raised a resident query relating to the subject intersection.

- Daniel met with residents to discuss this request. The road doesn't give a clear indication of who would have right of way. The sight distances at Sawpit would warrant a Stop Sign.
- NSW Police confirmed that there are instances of speeding known through that area.
- Cr Karavas suggested that a give way sign be placed on Sawpit Road.
- Prue suggested that a stop sign on Bruce Road goes against the desire line of the traffic.

Recommendation: Council inspect and provide options for treatments.

KANDOS STREET MACHINE

- NSW Police presented copy of the Development Consent issued by the Rylstone Council and queried whether this is still valid. Daniel advised that whilst the Rylstone Council no longer exists, the consent is still valid.
- NSW Police are listed in the DA Consent as 'Any requirement of the NSW Police Service being met'. Ray queried whether Council would have issues with the Police issuing constraints based on this point.

CLOSURE

There being no further business the meeting concluded at 11:40am.

12.7 Mudgee Sports Council

REPORT BY THE ACTING GENERAL MANAGER
TO 15 FEBRUARY 2017 ORDINARY MEETING
GOV400054, A0360013

RECOMMENDATION

That Council:

1. **receive the report by the Acting General Manager on the Mudgee Sports Council Meeting Minutes, 28th November, 2016 and 30th December, 2017;**
2. **note the minutes for the Mudgee Sports Council Meeting held 28th November 2016 and 30th January 2017; and**
3. **endorse the amended Terms of Reference for the Mudgee Sports Council.**

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Mudgee Sports Council meeting held 28th November, 2016 and 30th December, 2017.

Disclosure of Interest

Nil

Detailed report

The Mudgee Sports Council receives an updated Works Request and Matters in Progress report together with updated financial details each month prior to their meeting.

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

Community Plan implications

Theme	Looking After Our Community
Goal	Effective and efficient delivery of infrastructure
Strategy	Provide infrastructure and services to cater for the current and future needs of our community

Financial implications

Not applicable.

SIMON JONES
ACTING GENERAL MANAGER

31 January 2017

Attachments: 1. Mudgee Sports Council Meeting Minutes 28/11/2016.
2. Mudgee Sports Council Meeting 30/01/17.
3. Terms of Reference - Mudgee Sports Council ammended 300117.

APPROVED FOR SUBMISSION:

SIMON JONES
ACTING GENERAL MANAGER

Mudgee Sports Council Meeting

Mudgee Netball clubhouse

28-11-2016 18:13

Present: P. Mitchell, S. Jones (MWRC staff), K. Lang, M. O’Keefe, G. Bartrim, N. Richards & J. Johnson.

Apologies: A. Whale, R. Clayton, R. Dowell, J. O’Neill (MWRC Councillor), G. Robinson. Moved G. Bartrim, seconded K. Lang apologies is accepted.

Minutes from previous meeting 31-10-16 read as true and correct with the exception that G. Bartrim was an apology. Moved K. Lang, seconded N. Richards.

Business Arising from previous meeting:

1. Local sports grants from NSW Sport and recreation.

Treasurer’s Report:

1. \$78,146.37 as at meeting presented by council.
2. Issues with not having payment details in report e.g. name of sporting group making payment, **MOTION: That Mudgee sports council request to have the actual name of sporting groups that have made their sports council fees as well as affiliation fees.** Moved K. Lang, seconded N. Richards, and carried. Treasurer’s report Moved and accepted, K. Lang seconded N. Richards.

Secretary Report:

1. Asthma information- Asthma in Mudgee having a seminar in March 2017, they are asking for expressions of interest, please contact JoAnne Ioane at Mudgee Health Service Physio Department 63786297.
2. Numerous emails from Mudgee Aus Tag re joining sports council, all information to be provided, MWRC is following up re not being a member of sports council, Secretary for Sports Council has asked for ABN, Trading name, address, to ensure not for profit organisation.
3. Numerous emails between Mudgee Junior Cricket and MWRC re parking inside Glen Willow.
4. Email from Geoff Robinson re Sports awards.

Work Request Updates:

1. Glen willow Sprinklers- work in progress.
2. Netball clubhouse cementing- quote provided awaiting action from MNB.
3. Netball window tinting- quote provided awaiting action MNB.

4. Movies under the stars- field left better than last year, except for grass burn under where the screen was situated.
5. Glen willow- Fields 3 & 4 has been aerated, fertilized, and work is continuing on the sprinklers.
6. West End- Weather seals have been replaced.
7. Signage re Dogs on grounds-as at the 5th December MWRC is placing signage on all sports grounds that no dogs to be allowed on grounds, Sports Council request advertisements be completed making the general public aware of these changes.

Works Requests:

1. Glen willow Touch/Soccer amenities- Unisex toilet light working intermittently.
2. Jubilee Oval- Broken panel on perimeter fence of actual oval, also 6 broken fence posts.
3. Fields 1&2 at Glen Willow, and Jubilee Oval will be closed from the 6th March until 9th April for seeding inclusively.
4. West End complex request for levelling of Hockey fields, also key to canteen given to Aus Tag, as Hockey only has 1 key, also requesting information on if Softball is running and when the levelling of fields will take place.
5. Jubilee- Mudgee Wombats request to have goal posts painted, they are happy to do if allowed to use a scissor lift.
6. Glen Willow- Sprinklers on fields 3, 4, 5, and 6 need lifting and holes fixed, as some have been filled with sand.

General Business:

1. _Central West/ Central North Rugby trial matches booked for 01/02 April 17 plus Junior Rugby commence playing; will ask for away games due to field closures for the Junior Wombats.
2. Field booking 4th February for Rugby coaching at Jubilee Oval, training camp being provided by players from the Wallabies.
3. **Sports Awards: More nominations required, discussion to have dinner or not, John O'Neill (MWRC) would like to make occasion more formal, Sports Awards to be held 24th February, Senior League playing 9's 25/26/02/17 may be possible to get a guest speaker Kathy to source, Simon offered to do price comparisons with venues for award dinner.**
4. **Terms of Reference:** Draft terms of reference presented to Mudgee Sports Council, it has been tidied up, the original one was based on Sports council being a separate entity, now in-line with council, especially with the bookings of Glen Willow, still to liaise with Sports Council and MWRC re bookings of fields, collection of fees, wanting to centralise affiliation

fee and key register to the 1st July each year so that affiliation payment and key register are updated, this needs a motion and will be presented to council, suggest quorum for normal meetings be 5 and for AGM half sporting bodies plus 1, to be finalised at January meeting.

5. The stadium at Glen Willow is separate to the rest of the grounds due to the hire fees of venue, in relation to the provision of toilet paper and hand towel for amenities.

Meeting closed 19:15

Next meeting

Mudgee Netball Clubhouse

30th January 2017

Mudgee Sports council Minutes**Mudgee Netball Clubhouse****30th January 2017 18:07**

Present: P. Mitchell, G. Robinson, S. Jones (MWRC Staff), J. Waite (Austag), P. Smealie (Little A's), K. Marshall (Netball), M. O'Keefe (AFL), K. Lang (Touch), J. O'Neill (MWRC Councillor), A. Sutherland (Jnr League), & J. Johnson.

Apologies: N. Cavangah (Jnr Cricket), G. Bartrim (Rugby), K. Bennetts (Little A's), A. Whale (Jnr Cricket), R. Clayton (Jnr League), D. Payne (Cycling), M. Collins & N. Richards (Hockey). Apologies accepted
Moved G. Robinson, seconded M. O'Keefe.

Minutes from previous meeting 28th November 2016 requiring amendments.

1. Works Request- should read Unisex toilet light not working instead of Emergency sign.
2. Glen Willow- Fields 1&2 as well as Jubilee will be closed for reseeded.
3. Secretary Report- should read all information provided.

Minutes moved with amendments as correct, Moved M. O'Keefe, seconded J. Johnson.

Business Arising from previous minutes:

1. Sports awards- held to general business.
2. The window tinting at Netball clubhouse- not going ahead.
3. The concreting of wet area Netball- best option is to build back the area with better drainage, will this work be completed before Netball starts, yes it will but the area will need to be fenced off to allow the growth of grass.
4. Terms of Reference- Held to General Business.

Treasurer's Report:

1. As at meeting \$88,847.73 in account which includes the \$25,00 for carpark lighting at Glen Willow.
2. **All Summer Sports are reminded that fee's are due.**
3. Discussion on ground fees, Mudgee Dragons and Mudgee Netball still owing winter fee's from last year.
4. Junior cricket paid their fee's 06/12/16.

Treasurer's report moved G. Robinson, seconded A. Sutherland.

Secretary Report:

1. Letter provided to MWRC in support of stage 2 from Mudgee sports Council to assist with application to federal government for grant, MWRC has also asked for monetary support from Mudgee Touch, Mudgee wolves, and Mudgee Cricket, also a request from MWRC for letters of support from said clubs. Junior League also got a letter requesting funding, how does that benefit us, this grant will provide 6 full sized fields, with 4 being multipurpose fields, council has put in an application to the Asian Football Association for a grant of up to \$100,000, there is also the potential for Junior League to move to Glen Willow, with this development also including a clubhouse as well as 2 full sized fields.
2. Austag has completed paperwork for Mudgee Sports Council. **Motion: That Mudgee Austag becomes a member of Mudgee Sports Council.** Moved G. Robinson, seconded K. Lang carried.

Work's request updates:

1. Sprinklers at Glen willow, ongoing work continues.
2. Glen Willow Netball – soggy area- council will provide better drainage, and turf area, may need to rope off area till grass is established.
3. Netball – exhaust fan- unable to install due to design of building.
4. Netball – Window tinting- no longer required as does not affect usage of building.
5. Glen Willow – Swallow Nests- Nests will be removed when exterior clean is completed November 16.
6. Jubilee- Perimeter fence damaged panels –A CPP has been submitted to upgrade fence.
7. Jubilee- Goal posts- Goal posts are clubs responsibility, also need to provide to Tracey with a copy of working with heights certificate of person's undertaking the works. Please note this work cannot occur immediately after rain as the ground would be too wet, or after the 5th March due to rye grass renovations.
8. Glen Willow- Fields 3&4 were looking very dry, over Christmas vast improvement to fields, Thank You to Parks& Garden staff, is it possible to get fields 5&6 mowed slightly higher each week to allow grass to grow, whilst still in the growing season, thus providing better surface for the winter, and less compaction.

Work's Requests:

1. Mudgee Touch has submitted a number of works request prior to meeting.
2. Has the score board been wired in- yes it has.
3. Netball- Pest spraying has that been completed- Yes.

4. Netball- where are the courts up to post flooding.
5. Netball commencing training 6th February needs to put a grounds booking in.
6. Application for more keys for Netball, could a key box be installed with 1 key for coaches to access, children climbing fence to access toilets, need to check with council on who has keys allocated, Simon will follow up with customer services, there are 3 sets of keys allocated, any additional keys will cost \$50 each, perhaps either Kylie or Liz to liaise with Simon.

General Business:

1. Reiterating that staff should liaise with user groups before installing things on or near fields, at Glen Willow powerboxes were installed within the 5m touch line. Touch have had to reconfigure fields, and have now lost 2 fields for usage due to a lack of consultation with user groups, and with the installation of the cricket pitch this will mean more field loses, the power boxes were organised by events staff. Perhaps we need a resolution by Sports Council re moving, will wait and see what happens with stage 2 and the funding. The boxes were put in for the City/Country match. Touch will organise a committee meeting and then arrange a meeting with council staff. **MOTION: That Mudgee sports Council request that the power boxes be moved in consultation with Mudgee Touch with their safety requirements. Moved** K. Lang seconded K. Marshall. Carried.
2. **Terms of reference:** We had a discussion at the November meeting are we happy to adopt same. Maximum \$3000 per group per year and \$450 per athlete amount will be reviewed at AGM each year. An AGM quorum will be half the members plus 1, and for normal meetings 5 members are required for a quorum. **Moved that Mudgee Sports Council adopt the Terms of reference. Moved** K. Lang seconded G. Robinson. Carried.
3. **Council grounds-** Question raised about a couple of groups using council facilities but not paying affiliation fees to sports Council e.g Swimming clubs, and Mudgee Tri club, nothing stopping those clubs choosing to join, the council do not provide life guards the clubs provide their own life guards.
4. **Sports awards:** To be held 24th February at Mudgee golf club at 6:30pm, still trying to locate a guest speaker, some interest from league players who will be playing the 9's on the 25th, Kathy to investigate further, we have received lots of nominations for the awards.
5. **Dinner for Sports awards-** Selections will take place next week, is it possible for Sports Council to subsidise the meal for guests, or do we pay for everyone. **Motion: That Mudgee Sports Council provide a budget of up to \$5000 for a guest speaker and**

catering for the sports awards 24th February 2017. Moved K. Lang seconded J. O’Neill.
Carried.

6. How to promote the awards and when should numbers for catering be in- all sports council reps should notify their clubs, all nominees will be notified by Sports council, please give numbers to Geoff Robinson by the 17th February.
7. Soccer requesting another master key for David Paine, to set up on Friday afternoons for soccer.
8. Sports awards selections will take place at the Touch/soccer clubhouse Monday 6th February at 6pm.
9. Asthma workshop to be held in March by the Mudgee Health service, please contact Jo loane for further information on 63786297.
10. Concussion workshop to be held at Mudgee Chiropractic on the 31st January in Lovejoy St.

Meeting closed 19:27

Next meeting 27th February at Netball clubhouse 6pm.

MUDGEES SPORTS COUNCIL

DATE ADOPTED: [Click here to enter a date.](#) REVIEW DATE
FILE NUMBER

Preamble

Mid-Western Regional Council appreciates the advice, voluntary time, interest and dedication demonstrated by members of its Advisory Committees. Council will give serious consideration to recommendations stated in minutes of Advisory Committees. Such recommendations are considered in the context of Council's Operational and Delivery Plan and strategic planning processes.

Responsibilities

a) The Mudgee Sports Council will:

- Provide advice to Council on priorities for capital works on sporting grounds and facilities.
- Provide advice on recommended fees and charges for the use of sporting grounds and facilities.
- Promote participation in sport to the widest possible cross section of the community, including through the running of Sports Awards.
- Assist Council staff in the allocation of sporting grounds to any sporting organisation or person for any organised sporting activity including practice (Affiliated Mudgee Sports Council members – refer section c below). These groups will be accountable to the Council for their appropriate use of the facilities.
- Submit proposals for minor ground improvements to the Council for its consideration. Urgent ground improvement works (including building issues) shall be submitted via Council's Works Request System.
- Set affiliation fee for Sports Council members for confirmation by Council.
- Facilitate liaison between different sporting groups.

b) Mid-Western Regional Council will be responsible for:

- Managing the bookings and collecting fees and hire charges from Sports Council members and other users of sporting grounds.
- Ensuring that the Mudgee Sports Council is informed of all bookings and scheduled maintenance
- Allocating 50% of fees as well as Sports Council membership fees collected from affiliated Mudgee Sports Council members into the Mudgee Sports Council budget.
- Regular mowing and watering of the fields.
- Building maintenance on Council-owned buildings.

- Any major maintenance or works in respect of the sporting grounds.
 - Maintenance of a key register (for keys supplied by Council).
 - Cleaning and stocking of public amenities.
- c) Affiliated Mudgee Sports Council members will be responsible for:
- Cleaning and maintaining change rooms and canteens and other Council facilities used.
 - Ensuring the security of keys provided to them.
 - The appropriate use of the grounds and associated facilities, ensuring they are not abused in any way and that grounds are left in a clean and tidy state.
 - Provision of toilet paper and paper towels (hand wash) in change rooms.

Composition of Committee

The Committee shall comprise one (1) delegate from each affiliated incorporated sporting group association in Mudgee and one (1) Councillor delegate from Mid-Western Regional Council.

Meeting Frequency and Quorum

The Committee shall be scheduled to meet once per month, except in December, with a minimum of four meetings per year.

The meeting will be held on the last Monday of the month from October to March and the last Tuesday of the month from April to September, subject to change as agreed by the Mudgee Sports Council.

The quorum for an ordinary meeting will be five (5). The quorum for an Annual General Meeting will be half of the number of financial members plus one.

Financial Contributions to Clubs, Individuals and Teams

The Mudgee Sports Council may recommend for Council's approval, funding to affiliated Sports Council members to a maximum of \$3,000 per group per year for ground improvements. This amount is to be reviewed at each Annual General Meeting.

The Mudgee Sports Council may recommend for Council's approval, funding to individual sporting representatives from affiliated Sports Council members to a maximum of \$450 per individual as per the criteria on, and through the submission of, the completed application form. This amount is to be reviewed at each Annual General Meeting.

Applications for funding from sporting teams will be considered under the special assistance clause and is to be submitted on the designated application form.

Council Contact and Support

The Director, Community or delegate is the Council contact officer for the Mudgee Sports Council.

Item 13: Urgent Business Without Notice

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 14: Confidential Session

LOCAL GOVERNMENT ACT, 1993

10A *WHICH PARTS OF A MEETING CAN BE CLOSED TO THE PUBLIC?*

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of any code of conduct requirements applicable under section 440.
- (3) A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) A council, or a committee of a council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

10D *GROUNDS FOR CLOSING PART OF MEETING TO BE SPECIFIED*

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (2) The grounds must specify the following:
 - (a) the relevant provision of section 10A(2)
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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DISCLOSURE AND MISUSE OF INFORMATION

- (1) A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained, or
 - (b) in connection with the administration or execution of this Act, or
 - (c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
 - (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Freedom of Information Act 1989, or
 - (e) with other lawful excuse.
3. (1A) In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 10A (1), a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a councillor of the council) information with respect to the discussion at, or the business of, the meeting.
4. (1B) Subsection (1A) does not apply to:
 - (a) the report of a committee of a council after it has been presented to the council, or
 - (b) disclosure made in any of the circumstances referred to in subsection (1) (a)-(e), or
 - (c) disclosure made in circumstances prescribed by the regulations, or
 - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with section 12.
- (2) A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.
- (3) A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:
 - (a) the determination of an application for an approval, or
 - (b) the giving of an order.

Maximum penalty: 50 penalty units

MOTION

I move that pursuant to the provisions of Section 10 of the Local Government Act, 1993 the meeting be closed to the public.

After a motion to close the meeting has been moved and seconded and before the vote, the Chairman will ask if there are any other matters, besides those listed on the agenda which should be considered in Confidential Session.

He will then announce those matters to be considered in Confidential Session. In doing so, the Chairman will give reasons why those matters are to be considered in Confidential Session and explain the way in which discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

CHAIRMAN

The following matters have been listed for consideration in Confidential Session:

14.1 Acquisition of land known as Curran's Cutting for Wollar Road Upgrade

The reason for dealing with this report confidentially is that it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it in accordance with Section 10A(2)(d)(i) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of Commercial in confidence.

The Chairman will then ask the General Manager if there are any written representations from the public on the proposed closure of the meeting.

The General Manager will read out any written representations received.

The Chairman will ask if anyone in the gallery would like to make verbal representations in regard to the matters now to be considered in Confidential Session.

The Chairman will then put the motion "to close the meeting" to the vote.