



2017

COUNCIL BUSINESS PAPERS

Ordinary Meeting WEDNESDAY 19 JULY 2017



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12 July 2017

Dear Councillor

MEETING NOTICE
Ordinary Meeting

19 JULY 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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	Nil	

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 21 June 2017

Council Decision:

That the Minutes of the Ordinary Meeting held on 21 June 2017 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>
Efficiency Plant and Future Purchase of Road Maintenance Equipment Report	331/16 Ordinary Mtg 16/11/16	<p>That:</p> <ol style="list-style-type: none"> 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. 	<p>To be reported to Council at a future Council meeting.</p> <p>With the new Director of Operations starting on 1 May 2017, he will do a review of plant and report back to Council at the 16 August 2017 Council meeting.</p>
Levee Bank	125/17 Ordinary Meeting 17/05/17	That Council investigate the design of a levy bank around the netball courts at Glen Willow and that a report be brought back to Council.	To be reported to Council at a future meeting.

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Solar Energy Options	129/17 Ordinary Meeting 17/05/17	That: 1. Council endorse the strategy of installing solar panels on appropriate Council buildings to reduce ongoing electricity costs and deliver this strategy for at least one further Council building during the 2017/18 financial year.	To be reported to Council at a future meeting.

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

6.1 Tourism Services Contract - MRTI

NOTICE OF RESCISSION LISTED BY MAYOR DES KENNEDY, CR JOHN O'NEILL AND CR ALEX KARAVAS
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, GOV400064

We, the undersigned Councillors, give notice of our intention that the resolution of the Council Meeting on 21 June 2017 in relation to:

Item 9.7 Tourism Services Contract – MRTI, that point 5: refuse the request for additional campaign sponsorship of \$75,000 excluding GST

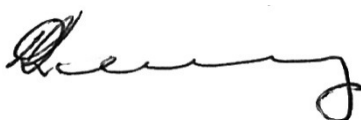
be and is hereby rescinded.

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

The report attached from MRTI details the expenditure of the \$150,000 marketing campaign and that Council approve the additional MRTI campaign sponsorship of \$75,000 excluding GST.

Background

Council requested further detail on the campaign; attached is that further detail.



CR DES KENNEDY



CR JOHN O'NEILL



CR ALEX KARAVAS

Attachments: 1. MWRC Co-funded Campaign Proposal 2017 (v2).

Mudgee Region Tourism + Mid-Western Regional Council Co-funded Campaign Proposal 2017

CAMPAIGN BACKGROUND

In 2016, Mudgee Region Tourism delivered a successful Destination NSW co-funded 'Let's Skip Town' campaign to increase awareness and visitation to Mudgee Region - boosting short break weekend stays across the region.

- Total campaign investment \$240K
- Mar to Dec 16
- Result: 16% increase in overnight visitation (14,108 overnight visitors or \$2,257,280)
- ROI 9.4:1. Calculated as follows:

$$\frac{\text{Total incremental visitor nights during campaign term} \times \text{NVS average overnight visitor spend } \$160^*}{\text{Campaign Spend}}$$

Please note

- National Visitor Survey (NVS) data is produced by Tourism Research Australia on behalf of Destination NSW and identifies average per visitor spend for Central NSW;
- Average overnight visitor spend for Central NSW was \$160* in 2015, when funding was sourced;
- Funding opportunity with DNSW has changed significantly in 2017 – no longer able to brand our campaign activity, only DNSW run campaigns, preference for in-region funding to ensure momentum and awareness for our region continues.

2017 CO-FUNDED CAMPAIGN PROPOSAL

MRTI is seeking \$75,000 from MWRC, matched dollar-for-dollar by MRTI, for a total campaign spend of \$150K.

The primary objective of Stage 2 'Let's Skip Town' is to drive increase in mid-week visitation and expenditure, for three core reasons:

- Weekend occupancies are tracking well, increasing year-on-year, MRTI's regular year-round marketing budget will continue to encourage weekend visitation;
- Accommodation provider feedback indicates mid-week visitation is lower than weekends;
- The region's shortfall of accommodation inventory could be a risk to growing the visitor economy, increasing the propensity of travel mid-week reduces this risk.

The campaign will continue to consistently communicate the region's primary offering, Food + Drink, and introduce new themes: Nature, Arts + Culture, Sport + Leisure and Villages (e.g. golf, bushwalking, heritage experiences in Gulgong, Rylstone + Kandos, kayaking at Dunns Swamp, etc) as travel benefits to increase appeal and convert target audiences to engage in regular short breaks mid-week.

Campaign Attribute	Description
Name	Let's Skip Town (Stage 2)
Why use this campaign?	Maintain momentum from a successful Stage 1 in 2016 campaign, leverage existing awareness of campaign assets and key messages in market
What are we promoting?	Destination: mid-week travel - Short Breaks Visitor Economy Segment
Objectives/KPIs	<ol style="list-style-type: none"> 1. Increase mid-week visitation on previous year mid-Aug 17 to Feb 18 (target: 5,000 visitor nights) 2. Increase social media followers by 20% (target: 4,000 new followers) 3. Increase subscriber database by 10% (target: 1,300 new subscribers) 4. Secure accommodation campaign partners with mid-week Stay 3/Pay 2 deals (target: >15 campaign partners) 5. Generate strong Equivalent Advertising Value (EAV) from PR investment of \$25K (target: EAV \$100K) 6. Increase unique monthly visitors to website during campaign term (target: >15K) 7. Maintain demand for weekend travel over the campaign period to leverage momentum achieved in 2016 campaign
Booking + travel period	<ul style="list-style-type: none"> • In market: mid-Aug to mid-Nov 2017 (3 months) • Travel period: mid-Aug 2017 to 28 Feb 2018 (6 months, includes low season)
Who are we talking to?	<ul style="list-style-type: none"> • Sydney (Eastern Suburbs, North Shore, Hills District, Sutherland Shire) and Regional NSW (Newcastle, Wollongong and Central West) • Consumer Segment: Relaxation + Romantic – 'Couples', 'With friends' • Target Markets: Leading Lifestyles/Retirees and Visiting Friends + Relatives
Estimated ROI	<ul style="list-style-type: none"> • 5,000 incremental visitor nights x \$157* average overnight spend = \$785K / Total Campaign investment \$150K = ROI 5.2:1

Mudgee Region Tourism Incorporated
84 Market Street, Mudgee 2850
(02) 6372 1020
visitmudgeeregion.com.au
ABN: 18 997 389 853

CAMPAIGN STRATEGY

Framework + Themes



Campaign Strategy Summarised

- 1. Grow the mid-week short break market**
 - In market Aug-Nov, travel to Feb 18, primary target market Leading Lifestyles, average lead time 56 days
 - Build bundled experiences with accommodation providers
 - Incorporate campaign themes (food + drink, arts + culture, nature, sports + leisure and villages)
 - Incorporate FlyPelican and car hire packages
 - Stay 3 nights, Pay 2 nights' accommodation offer
- 2. Identify the target market that has the greatest propensity to travel mid-week**
 - Primary Consumer Segment = Leading Lifestyles/Retirees
 - Geographical Location = Sydney + Regional NSW
 - Secondary Consumer Segment = Visiting Friends + Relatives (VFR)
 - Weekend short break market = Metrotechs and Leading Lifestyles (continue momentum from 2016 campaign)
- 3. Develop relevant content using the campaign framework to drive audience engagement + conversion**
 - Leading Lifestyle/Retiree market respond best to branded content, longer lead times to plan short breaks
 - Develop content for website (campaign micro-site, see below) based on five campaign themes
 - Ensure sponsored posts link directly to content, offers and stories
 - Develop packages and suggested itineraries that relate directly to sponsored posts + themes
 - Create content for the website to improve SEO and create words and phrases for SEM
 - Once the content has been created it can be used across all channels to market (e.g. PR opportunities, social media, email newsletter or EDM)
- 4. Review and develop campaign assets to improve online engagement**
 - Develop micro-website to host campaign activity + tracking, can be used for future campaigns
 - Directly link the EDM and acquisition campaign
 - Respond to the advertising plan, apply key learnings from last year's campaign
 - Identify which sponsored content, creative and advertising assets are driving engagement and conversion
 - Micro-site to be mobile optimised
 - Digital Visitor Guide to be mobile optimised
- 5. Identify best advertising tactics to drive results**
 - Native advertising and sponsored posts out-performed all other forms of advertising during 2016 campaign
 - The video also performed well with over 30K views (great for building destination awareness)
 - Introduce a very clear call to action from the video in 2017
 - Utilise the experience theme 'Nature' as it performed well last year with Leading Lifestyle market (perhaps a second video template to showcase another theme)
 - Build a TVC for the regional market
 - Use 2016 or existing creative, re-edited, to reinforce campaign idea and momentum in market
 - Develop headlines and copy to be used across media channels, include a combination of experience themes, senses and clear call to action
 - Develop two social media promoted competitions to win a trip to Mudgee Region, it would work well to launch the 2017 campaign with a competition
- 6. Develop and implement an acquisition strategy**
 - Work with media buying agency (Leonards) to develop and implement an acquisition strategy to drive an increase in subscriptions and bookings (use research into target markets, review + adapt during campaign)
- 7. Develop a PR Campaign Activation**
 - Develop new version of the Mudgee Smugglers (v3.0)
 - Develop PR program and utilise the theme and campaign framework to create stories
 - Identify outlets that best reach the target markets that require paid editorial
 - Engage TV coverage opportunity (e.g. Today Show/Sunrise in region, The Living Room, etc)

Campaign Partners

- Destination Marketing Store (DMS) – Campaign Strategy + Plan
- Klick Communications – Public Relations
- Wisdom – Creative + Web Development
- Leonards – Media Buyers (buying power of large organisation reduces overall costs)

BUDGET (ex GST)

Activity	MRTI	MWRC	Total
Campaign planning + strategy DMS – workshop with key stakeholders + production of campaign strategy and plan	\$6,000	\$6,000	\$12,000
Media Plan Leonards – includes media buy, specs for advertising across digital assets and media acquisitions (e.g. ninemsn, Fairfax, SBS, Ezi-Reach) Note: 2016 media spend \$100K	\$40,000	\$40,000	\$80,000
PR Plan Klick Communications – targeted media + visiting journalist program, major media launch activity (TV show coverage e.g. Today Show, Sunrise, The Living Room)	\$18,000	\$18,000	\$36,000
Electronic Direct Mail (EDM) Plan Wisdom – email campaign, drive engagement + subscriptions	\$1,405	\$1,405	\$2,810
Campaign micro-site Wisdom – improve conversion, can be used for future campaigns, set campaign goals for Google analytics to measure results, campaign branded, linked to primary site	\$1,595	\$1,595	\$3,190
Video/TVC Wisdom – develop story board using video template from 2016, incorporate nature theme that worked best for this campaign’s target markets, edit new video using existing images/video content	\$2,500	\$2,500	\$5,000
Develop Creative Wisdom – advertising assets, linked to website call to action	\$3,000	\$3,000	\$6,000
Social Media MRTI - paid posts to promote campaign competition	\$1,500	\$1,500	\$3,000
Campaign Competition MRTI to build with member assets	\$500	\$500	\$1,000
Campaign Digital Reporting Wisdom	\$250	\$250	\$500
External audit at end of project	\$250	\$250	\$500
TOTAL	\$75,000	\$75,000	\$150,000

EXAMPLES OF 2016 CREATIVE

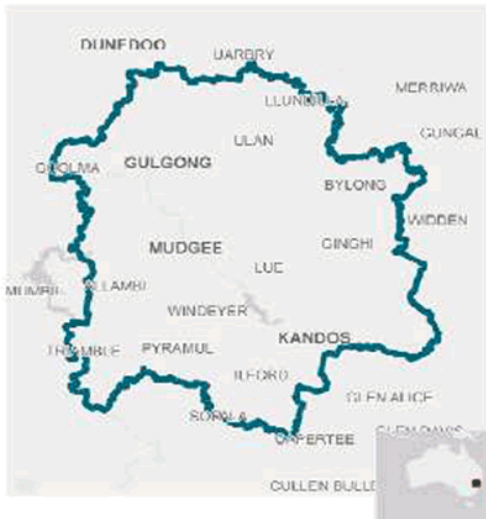




LOCAL GOVERNMENT AREA PROFILES, 2015*

MID-WESTERN REGIONAL (A), NEW SOUTH WALES

AREA POPULATION[^]: 24,191



TOURISM BUSINESSES [^]	TOTAL
Non-employing	110
1 to 4 employees	104
5 to 19 employees	73
20 or more employees	20
Total	307

TOP INTERNATIONAL MARKETS

COUNTRY OF RESIDENCE	VISITORS ('000)	NIGHTS ('000)
United Kingdom	np	np
New Zealand	np	np
United States of America	np	np

KEY TOURISM METRICS FOR MID-WESTERN REGIONAL (A)

	INTERNATIONAL	DOMESTIC OVERNIGHT	DOMESTIC DAY	TOTAL
Visitors ('000)	4	290	232	525
Nights ('000)	73	731	-	804
Average stay (nights)	18	3	-	3
Spend (\$m)	3	123	34	160
Average spend per trip (\$)	818	425	145	305
Average spend per night (\$)	46	168	-	157
Average spend (commercial accommodation) per night (\$)	91	250	-	244

6.2 Psychometric and behavioural assessments to be conducted on all candidates registered for Local Government elections

NOTICE OF MOTION LISTED BY CR PETER SHELLEY

TO 19 JULY 2017 ORDINARY MEETING

GOV400064, GOV400064

MOTION

That Council lobbies support for psychometric and behavioural assessments to be conducted on all candidates registered for Local Government elections.

Background

Psychometric and behavioural assessments are a way of testing for minimum competencies. Too many times candidates stand for election and are successful by popular vote without necessarily having the competencies for the position.

IQ testing would be a waste of time as we all know people who may be very intelligent but have minimal common-sense or ability to empathise when making decisions and vice versa.

Psychometric tests are a standard and scientific method used to measure individuals' mental capabilities and behavioural style. Psychometric tests are designed to measure candidates' suitability for a role based on the required personality characteristics and aptitude (or cognitive abilities). They identify the extent to which candidates' personality and cognitive abilities match those required to perform the role as per the psychometric institute of Australia.

Though by no means a definitive test for the role of an elected councillor it would give voters some measure of confidence in the ability of a candidate to actually carry out the functions that are required. These tests are proven and are used by corporations for assessing suitability for positions.

Officer's comments

Eligibility to be a candidate at a Local Government election is considered in Chapter 10, Part 2 of the *Local Government Act 1993*. The Act would need to be amended for psychometric and behavioural assessment to be conducted on all candidates registered for elections. If the motion is supported by Council then it would be proposed for Council to write to the Minister for Local Government advising the Minister of the issue and asking that it be considered with any future amendments to the Act.

6.3 Reinstatement of the Saleyard Committee

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, GOV400064

MOTION

That the Saleyard Committee be reinstated.

Background

After meeting with the NSW Farmers Association Mudgee and also following discussions with a Stock Agent, I have been asked to move that the Saleyard Committee be reinstated.

Officer's comments

The previous committee struggled to get a quorum and agenda items were only work requests. Staff feel that there is no benefit in reinstating the committee.

6.4 Road Maintenance And Road Naming

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON

TO 19 JULY 2017 ORDINARY MEETING
GOV400064, GOV400064

MOTION

That the lane from Henry Lawson drive past Cumbandry Reserve to spring creek road be given a name and included on the council's roads maintenance list.

Officer's comments

The road naming process can start with a request from a member of the public or a requirement from Council or Council Staff for a road to be named.

The unmaintained road reserve from Henry Lawson Dr adjacent to the Crown Land known as Cumbandry Reserve intersects with the end of Snelsons Lane, then continues to Spring Creek Rd at the intersection of Whitehouse Rd and Spring Ck Rd.

The unmaintained road reserve is approximately 2.7km long. It is currently in very poor condition, but can be driven depending on the weather conditions and type of vehicle. The work would include some tree removal and pruning followed by earthworks, pavement construction and drainage works.

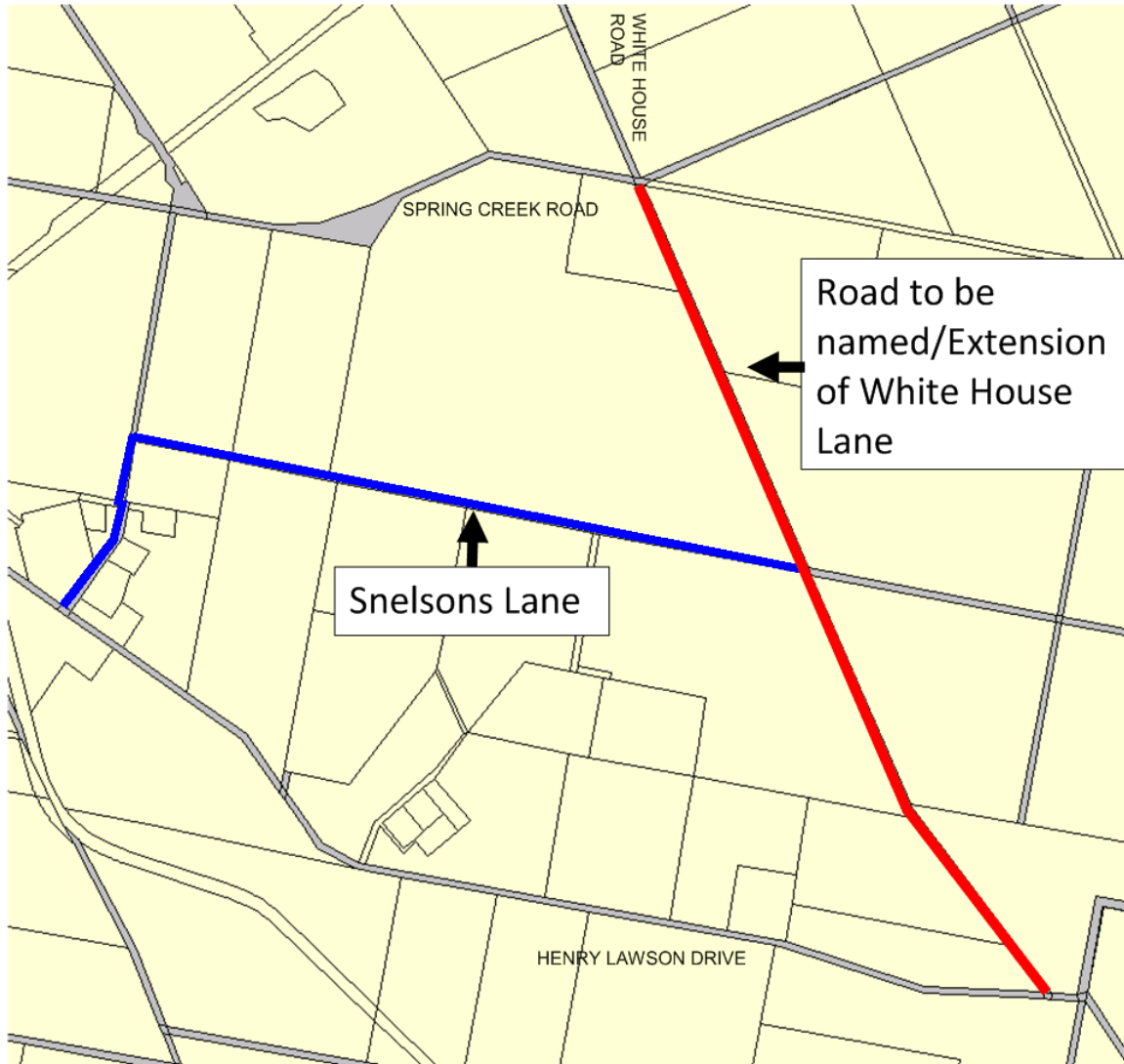
The area has a Tree Preservation Order over it. The order reads:

'Roadside vegetation along Whitehouse Rd between Spring Creek Rd and Henry Lawson Dr (including 200m of Snelsons Lane from Whitehouse) to form "T" shaped area of bush - Various Eucalyptus species (roadside vegetation).'

Hence a Development Application to Council would be required as part of the process, detailing the tree removal required.

Should Council wish to pursue this further, a report detailing the cost to bring the road reserve up to Councils standard can be presented to the next Council meeting for a decision and budget allocation.

Attachments: 1. Map - Lane to be named.



6.5 Snelson's Lane

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON

TO 19 JULY 2017 ORDINARY MEETING
GOV400064, GOV400064

MOTION

That Snelsons lane be made accessible to larger vehicles.

Officer's comments

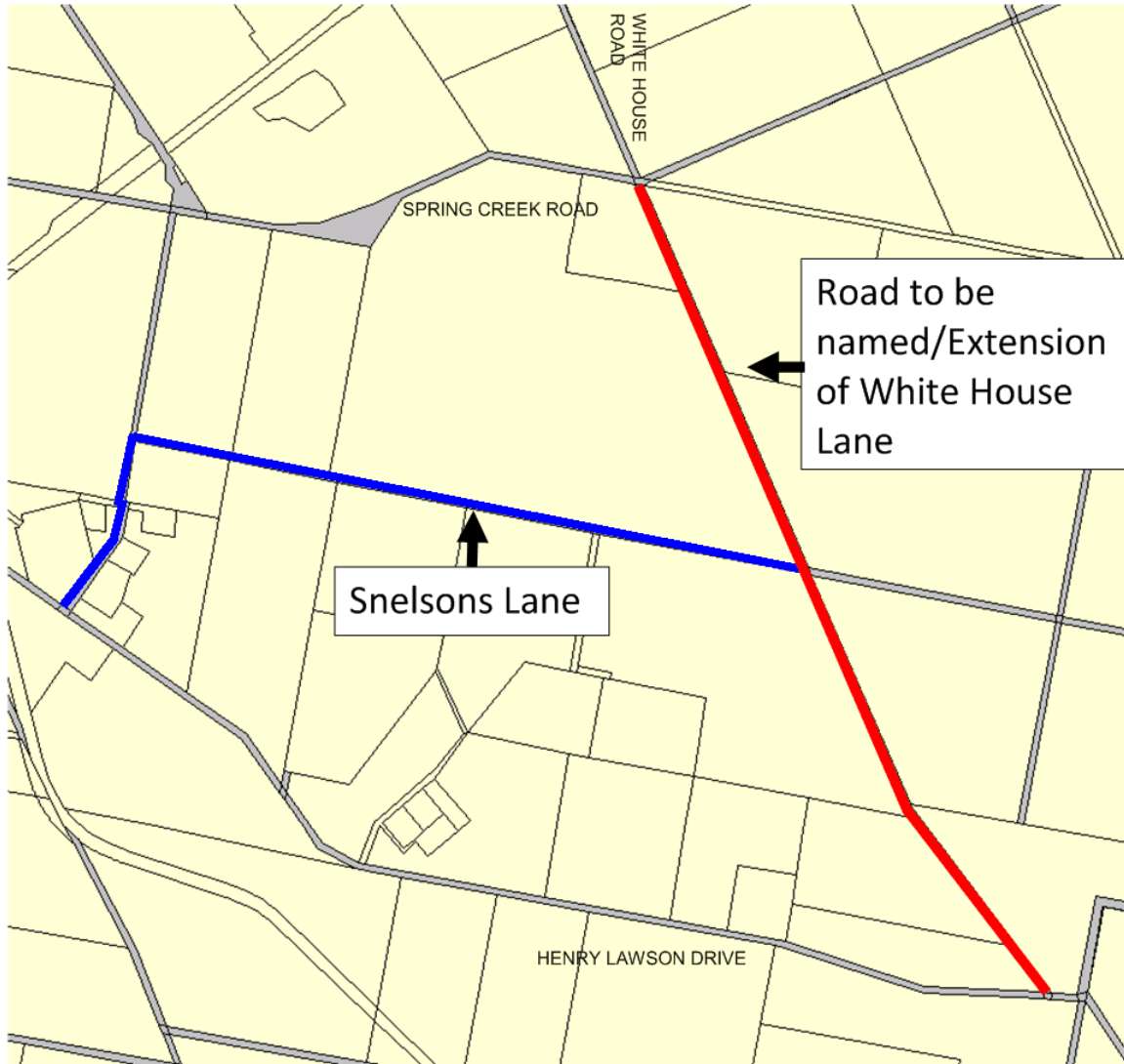
Snelsons Lane is a Minor Local Rd off Henry Lawson Drive just outside Gulgong that is 2.7km long. The first 0.4km is sealed, the remaining 2.3km is currently on a 12month grading schedule. The first 2.1km of the road is currently accessible to larger vehicles, the last 0.6km is however narrow and has many overhanging trees. Council's grader is able to negotiate the road with care. Historically the last 0.6km had very little use.

To accommodate larger vehicles it would be necessary to complete significant tree removal and pruning followed by widening and strengthening of the pavement. This work is in excess of normal maintenance and would require a Review of Environmental Factors (REF) and a budget allocation. Part of the area has a Tree Preservation Order over it (the last 200m). The order reads – Roadside vegetation along Whitehouse Rd between Spring Creek Rd and Henry Lawson Dr (including 200m of Snelsons Lane from Whitehouse) to form "T" shaped area of bush - Various Eucalyptus species (roadside vegetation).

Hence a Development Application to Council would be required as part of the process, detailing the tree removal required.

Should Council wish to pursue this further, a report detailing the cost to complete the work can be presented to the next Council meeting for a decision and budget allocation.

Attachments: 1. Snelson's Lane.



6.6 Mudgee CBD Carpark

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, GOV400064

MOTION

That council complete the development the whole of the land at the back of Target into a carpark.

Background

There is a lack of parking in the CBD area, Mudgee.

Officer's comments

The land in question has commercial value and a carpark will be developed when the Council decide what development will be built on this parcel of land.

Item 7: Office of the General Manager

7.1 LGNSW Annual Conference 2017

REPORT BY THE DIRECTOR COMMUNITY

TO 19 JULY 2017 ORDINARY MEETING

GOV400064, A0040005, COR400021

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the LGNSW Annual Conference 2017; and**
2. **approve the Mayor and General Manager to attend the Local Government NSW Annual Conference in Sydney between Monday 4th December to Wednesday 6th December, 2017.**

Executive summary

This year's Local Government NSW Annual Conference will be held from 4 December – 6 December. Participating Councils are required to nominate their delegates who have voting rights in the election of Office Bearers and the Board; as well as delegates who may represent the Council in other voting, during the business sessions at the Conference. Councils are also requested to submit any motions which they wish to have considered, in time for those motions to be listed on the Business Papers.

Disclosure of Interest

Nil.

Detailed report

The LGNSW Annual Conference will be held from 4 December – 6 December, 2017 at the Hyatt Regency, Sydney. This Conference is marketed as “the annual policy-making event for the councils of NSW and the pre-eminent event of the local government year where local councillors come together to share ideas and debate issues that shape the way we are governed.”

Participating Councils who are financial members are requested to nominate their delegates who are to have voting rights in these elections, as well as delegates who may represent the Council in other voting during the business sessions at the Conference.

Councils are also requested to submit any motions which they wish to have considered, in time for those motions to be listed on the Business Papers. Proposed Motions can be submitted on line, after definition by the Council. The Board has several, non-negotiable criteria which a proposed motion must meet, before it will be listed on the business paper, for consideration.

Those criteria are:

1. Motions must be consistent with the objects of the Association (See Association Rule #4).
2. Motions must relate to Local Government in NSW and/or across Australia.
3. Motions must concern or be likely to concern Local Government as a sector.
4. Motions must seek to advance the local Government policy agenda of the Association and/or improve governance of the Association.
5. Motions must have a lawful purpose. A motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws.
6. Motions must be clearly worded and unambiguous in nature.
7. Motions must not express preference for one or several members over one or several other members.
8. The Member submitting the motion must provide accompanying evidence of support for the motion. Such evidence may include an attachment note or extract from the minutes of the Council meeting, at which the member Council resolved to submit the motion for consideration by the Conference.
9. Motions should be submitted before 9 October 2017, to be included in the Business papers. There is a last minute deadline of 6 November 2017, for late motions, but Councils are requested to observe the October deadline to facilitate business paper preparation.

Further information on the conference can be found at the Association website at:
<http://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference>.

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

Budget is provided for attendance at events, conference and training such as this.

SIMON JONES
DIRECTOR COMMUNITY

19 June 2017

Attachments: 1. Save the date-Local Government NSW Annual Conference 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



Our ref: R15/0015 Out-26247

2 June 2017

Mr Brad Cam
General Manager
Mid-Western Regional Council
PO Box 156
MUDGEES NSW 2850

Dear Mr Cam

SAVE THE DATE: Local Government NSW Annual Conference 2017

I write to formally invite you to this year's Local Government NSW Annual Conference which will be held from **Monday 4 December to Wednesday 6 December at the Hyatt Regency, Sydney**. Please note this date is later than usual to accommodate local government elections in September.

As you are aware, the Conference is the main policy making event for the local government sector where issues are debated and motions put forward for the consideration of delegates. As 2017 is a Board election year, voting for the new LGNSW President and Director positions will also take place at the Conference.

This letter contains important information to help you participate fully in this year's Conference.

Registration – to attend the Conference

All Conference attendees will be invited to register online from August on the LGNSW website. Members will be able to take advantage of special 'early bird' rates.

Note: Voting delegates must be registered to attend the Conference and also be registered as a voting delegate.

Registration – as a voting delegate

Separate from Conference registration, members must register the names of their delegates for voting on motions during formal business sessions and to vote for the Board.

Each member (as financial on 9 October 2017) is entitled to a certain number of voting delegates. The formula for calculating members' voter entitlement is prescribed at Rule 23 of the LGNSW Rules. Members will be notified about voting delegate entitlements, for voting on motions and voting for the Board, by Friday 13 October.

The deadline to provide LGNSW with the names of delegates to vote on motions and for the Board is Monday 13 November. Nominations of voting delegates received after the closing date can not be accepted. However a member may substitute the name(s) of its voting delegates, at any time, in line with Rule 34 of the LGNSW Rules.

Please note the 2017 deadlines for voting on motions and voting for the LGNSW Board.

Deadline	Action
Monday 9 October	Deadline for payment of membership fees (required for your council to be entitled to vote for motions and the LGNSW Board)
Friday 13 October	Members notified of number of delegates that can vote: <ul style="list-style-type: none"> • on motions • for the LGNSW Board
Tuesday 7 November	Deadline to nominate as a candidate for a position on the LGNSW Board (Note this date is currently subject to confirmation by the Australian Electoral Commission. LGNSW will advise if it changes.)
Monday 13 November	Deadline for members to provide names to LGNSW of delegates who will vote for: <ul style="list-style-type: none"> • motions • the LGNSW Board

For further information about voting on motions and for the Board please contact Ms Debra Law, Divisional Coordinator – Member Services on 02 9242 4142 or Debra.Law@lgnsw.org.au.

Motions

All members can put forward motions to be considered at the Conference. Members will be invited to submit motions online from mid-year using the "LGNSW Conference Business Sessions Submission Form" on the LGNSW website.

The LGNSW Board is working to help ensure the motions debate centres on advancing the sector wide policy agenda in new ways. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

For further information on submitting motions please contact Ms Elizabeth Robertson, Policy Officer, on 02 9242 4028 or Elizabeth.Robertson@lgnsw.org.au.

Accommodation

December is a busy time in Sydney and LGNSW encourages delegates to book accommodation as early as possible to avoid disappointment.

For Conference delegates wishing to stay at the venue (Hyatt Regency) a reduced accommodation rate is available from Sunday 3 December until Thursday 7 December. For group bookings please contact Ashley Markovic, Group Reservations Coordinator, on 02 9290 4812 or Ashley.Markovic@hyatt.com.

A range of alternative hotels are within walking distance of the Conference venue. LGNSW has negotiated a 10% discount for members staying at all Accor Hotels in the immediate area. See the LGNSW Annual Conference webpage.

Outstanding Service Awards

The Outstanding Service Awards will be presented at the Gala Dinner during the Conference. For information about the Awards, including where to apply and eligibility, please check the LGNSW website.

Conference Gala Dinner

The dinner will be held on Wednesday 6 December and all those registered for the Conference may attend.

Further details

Further details about the Conference will be published on the LGNSW website as they become available, including about the Gala Dinner, President's Opening Reception, Conference business sessions, programs and 'early bird' pricing.

I trust the information above is of assistance. We will provide further reminders and updates closer to the Conference.

I very much look forward to seeing you at the Conference in December.

Yours sincerely



Cr Keith Rhoades AFSM
President

Item 8: Development

8.1 Application to Modify Consent - MA0027/2017 - Swim School Facility - 87 Short Street, Mudgee

REPORT BY THE MANAGER, STATUTORY PLANNING
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, MA0027/2017

RECOMMENDATION

That Council:

- A. receive the report by the Manager, Statutory Planning on the Application to Modify Consent - MA0027/2017 - Swim School Facility - 87 Short Street, Mudgee; and
- B. approve the Application to Modify Consent - MA0027/2017 - Swim School Facility - 87 Short Street, Mudgee by amending the following condition as shown:

25. *Twelve (12) rear to kerb angled car parking spaces are to be provided between the eastern boundary of the subject property and Cox Street. The car parking spaces are to be:*

- *line marked,*
- *appropriate parking signs to be installed in the street, and*
- *"No parking" signs provided adjacent to the site and adjoining driveway crossovers*

All works are to be done as private works by Council at full cost to the developer. All car parking and associated driveway works are to be completed prior to occupation of the development.

Executive summary

OWNER/S	Michael & Josephine O'Sullivan
APPLICANT:	Michael & Josephine O'Sullivan
PROPERTY DESCRIPTION	87 Short Street, Mudgee (Lot 21 DP 1200624)
PROPOSED DEVELOPMENT	Modification to consent conditions – swim school facility
ESTIMATED COST OF DEVELOPMENT:	\$0
REASON FOR REPORTING TO COUNCIL:	Original development consent approved by Council
PUBLIC SUBMISSIONS:	Three

Council has received an application to modify a consent under section 96(1A) of the *Environmental Planning and Assessment Act 1979*. The application requests the removal of a consent condition imposed in the development consent issued for development application DA 0075/2015 for the expansion of an existing swim school facility.

The original application (DA 0075/2015) was determined by Mid-Western Regional Council at its Ordinary Meeting held on 5 November 2014 where it was resolved to approve the development subject to conditions of consent, including the condition that has been requested for removal as part of this application.

The application requests the removal of Condition 25 of the development consent issued by Council on 5 November 2014 which requires the applicant to provide 20 car parking spaces in Short Street from the eastern boundary of the site to Cox Street. These spaces are to be linemarked and signed with standard regulatory parking signage. One of the reasons for the request to remove the condition is the physical limitations on providing 20 car parking spaces in the area specified.

As detailed in this report, it is considered that the effect of the removal of the condition will have a minimal environmental impact and will not materially change the impacts of the development on the surrounding environment.

Disclosure of Interest

Nil

Detailed report

Development consent for the establishment of a swimming school on the subject site was originally granted by Mudgee Shire Council on 20 April 2001 (DA M336/2001) allowing the business to serve not more than 6 persons in any session. A subsequent application to extend the premises was approved in DA 0327/2013 on 3 October 2013 which enabled the business to expand to serve up to 20 clients per session. This consent also required the provision of 20 marked car parking spaces in Short Street at the applicant's expense.

A further application (DA0075/2015) to expand the facility was received and determined by Council at its Ordinary Meeting on 5 November 2014. This is the consent that is the subject of the current modification application. This consent specifies, amongst other things, defined hours of operation, limits to the number of swimmers and instructors per class and the requirement to provide 20 car parking spaces in Short Street with linemarking and regulatory signage. The subject site and its surrounds is shown in the aerial image in Figure 1 below.



Figure 1 – 87 Short Street locality image

One of the reasons the consent condition has been requested for removal is due to the physical limitations of the area specified for the car parking spaces. The consent condition requires the 20 car parking spaces to be provided between the eastern boundary of the subject property and Cox Street. Due to the need to accommodate intersection setbacks, plus the presence of physical constraints such as existing driveways and stormwater infrastructure, the provision of 20 car parking spaces cannot be achieved. Council staff have estimated that room exists for the provision of 12 spaces only.

It is further considered that even if the 20 car parking spaces were provided and marked within Short Street, being a public road, clients of the swim school would be able to lawfully park at any location within Short Street whether in the marked spaces or not. The requirement for a private business to provide marked car parking spaces within a public road may also give rise to a perception of exclusivity and that these spaces are only able to be used by swim school patrons. This could also set an undesirable precedent for other businesses to seek the provision of dedicated parking spaces within a public road.

Having regard for the low traffic environment of this section of Short Street and for the width of the road carriageway, there are ample parking opportunities existing in the immediate vicinity to accommodate the car parking demands of the development without the provision of linemarked spaces within the public road.



Figure 2 – Approved Car Parking Areas

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.

REQUIREMENTS OF REGULATIONS AND POLICIES

The proposed modification does not result in any material change to the overall development, its assessed environmental impact nor its consistency with legislative and regulatory requirements. It seeks to remove the requirement for the provision of 20 line marked car parking spaces which was imposed in the development consent to achieve compliance with Council's Development Control Plan (DCP).

The proposal in DA 0075/2015 was assessed against Part 5.1 of the DCP which considered the development as "other recreation facilities" and required the provision of 20 car parking spaces consistent with these requirements. In the report to the Mid-Western Regional Council Ordinary Meeting held on 5 November 2014, car parking is specifically addressed as follows:

The facility would fit under the heading 'Other Recreation Facilities' within [Section 5] of the DCP. Such facilities require a minimum of 20 spaces plus spectator parking. As previously consented to by Council under DA 0327/2013, 20 parking spaces will be required to be line marked and provided on a non-exclusive basis to service the development.

The proposed removal of Condition 25 from the consent will eliminate the specific requirement to provide 20 line marked car parking spaces in Short Street. Having regard for the relatively low traffic, residential environment of this section of Short Street as well as its pavement width, it is considered there is ample on-street parking available in the immediate vicinity of the site to

accommodate the car parking demands generated by the development without linemarking or signposting and thus generally satisfying the DCP requirements.

IMPACT OF DEVELOPMENT

The site of the approved development is in a residential environment with a traffic environment comprising a 20 metre wide paved road carriageway at the site's immediate frontage and to its east. Immediately west of the site, the Short Street road carriageway narrows to accommodate a stormwater drainage culvert before widening again with a 15 metre wide paved carriageway. Given the low scale and relatively low intensity of the use and the above traffic conditions, it is considered there is ample space within the formed road carriageway to accommodate the car parking demands generated by the development without the need for additional infrastructure, including linemarking and regulatory signposting.

By consenting to the use in DA 0075/2015 (and previously in DA 0327/2013), Council has accepted the minor impacts of the use of a recreation facility in a predominantly residential environment. The requirement to provide the linemarked spaces west of the subject site, although physically impossible, is likely to be an attempt at mitigating the impacts of the development on the surrounding residential properties. There is, however, no way to prevent the visitors of the facility parking lawfully within the public road whether or not on the 20 required linemarked car parking spaces or not. For this reason it is considered that there will be no change to the impacts of the development previously assessed through the removal of the requirement to provide the 20 linemarked car parking spaces in Short Street.

SUITABILITY OF SITE FOR DEVELOPMENT

For the reasons outlined in this report, the modification is generally supported and will not materially change the operations of the existing, approved use or its suitability for the site.

PUBLIC SUBMISSIONS MADE IN ACCORDANCE WITH ACT OR REGULATIONS

Surrounding landowners were notified of the proposal. Concerns were raised by the notified parties that the files for this development were not readily available for public viewing throughout the notification period, and that the nature of the modification remained unclear.

Accordingly, Council re-notified the development for an additional 14 days and postponed consideration of application from the June to July Ordinary Council Meeting - in order to provide neighbours with adequate opportunity to review the modification and make comment.

Further, a number of respondents met with Council staff during the notification period for further clarification of the development. The respondents were generally in objection to the proposed modification, raising concerns and issues with the existing use and further development of the site.

Council staff advised that, the proposed modification will not change the extent or capacity of the existing approved development which will remain subject to the previously approved terms and conditions of development consent. The proposed modification will not result in nor facilitate any expansion or enlargement of the existing facility or its capacity.

Submissions from three (3) households were received during the extended notification period. The submissions objected to the complete removal of car parking. Instead, the concerned parties proposed that the parking be reduced from twenty (20) to twelve (12), in an attempt to encourage cars associated with the development to park within the nominated areas (see Figure 2), and to alleviate any potentially illegal parking activity in the area.

THE PUBLIC INTEREST

The proposed modification is generally considered to be in the public interest.

CONSULTATION

The application was referred to Council's Manager Development Engineering who provided the following comments:

An assessment of the site indicates only 12 spaces would be possible (on Short Street between the eastern boundary of the subject site and Cox Street) and not the 20 as per the consent.

The DCP provides that Indoor Recreation Facility require 3 spaces per lane/court. The width of the pool could provide for 2.5 lanes, rounded up to 3 would only require 9 spaces to be provided. Alternatively remove the parking requirements from the consent.

The assessment above provides an alternative consideration to the parking demands generated by the development, which differs from the original assessment as "other recreation facility" requiring 20 car parking spaces. To assess the development as an "indoor recreation facility" under the DCP provisions would only require 9 car parking spaces in accordance with the Engineer's comments above.

RECOMMENDATION

Whilst Council has considered that the effect of the removal of the condition will not materially change the impacts of the development on the surrounding environment, in light of the history of the development and the level of community interest, it is recommended that Council reduce the required car parking spaces from twenty (20) to twelve (12) rather than removing the car parking requirement all together.

Rear to kerb car parking spaces were required by Council on Short Street (see Figure 2) as a condition of consent in DA0327/2013. These car parking spaces were subsequently approved by the Local Traffic Committee at their meeting on 5 November 2013.

It is considered that there is sufficient area available in Short Street between the eastern boundary of the subject site and Cox Street to support this recommendation and would be a positive outcome for residents in the area.

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

Not applicable.

LINDSAY DUNSTAN
MANAGER, STATUTORY PLANNING

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

20 April 2017

Attachments: 1. Submissions.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

56 Short Street,
Mudgee. N.S.W. 2850.
27th June, 2017.

Lindsay Dunstan,
Planning Department,
Mid-Western Regional Council.



Dear Sir,

In response to the latest letter that we have received concerning the Indoor Swim Facility @ 87 Short Street, Mudgee, we would like to say that we are very confused & concerned about what the outcome of this latest request will mean to us.

If Council deletes Section 25 of the consent that he wants, does that mean he can put in another DA & request to increase the numbers that he has already been granted & passed by Council in the future.

If the car parking changes again, then we are back to square one as this has been the problem all the time & we feel that all this constant changing that is going on is just getting out of hand. Mr O'Sullivan has had so many things changed over time & when all this was passed by Council, we thought that the matter was finally over but we are now back to the beginning.

We do not know what is likely to come up next & quite frankly this has gone on long enough & it is time to stop all this confusion that comes with all the DA applications & have this matter dealt with so that there is no further chance of this problem continuing into the future. This has got to be dealt with & in a manner which is FAIR to all of us not just the Swim Centre.

We strongly oppose any changes or lifting of the Section 25, as this will mean that we will no longer be able to park out the front of our own home, we will have no room for OUR visitors during the time of his operating hours.

After our meeting on Monday 26.6.17 with Lindsay & Cameron, it is clear that they have no idea where all the problems began or they would not be suggesting that we scrap this parking issue, so therefore UNDER NO CIRCUMSTANCES do we agree to have any changes made to what has already been passed by Council.

We urge Council to let common sense be their guide & to stick with the condition that Mr O'Sullivan provide parking for his patrons. If he has a reduction in the parking spaces from 20 to 12 is the only modification to the DA that would be agreeable to us & our neighbours.

Yours Sincerely



L & R Armstrong.

<p>MID-WESTERN REGIONAL COUNCIL RECORDS RECEIVED 30 JUN 2017 <input type="checkbox"/> SCANNED <input type="checkbox"/> REGISTERED</p>	<p>48 Short Street. Mudgee. 2850. 30/6/17.</p>
<p>The General Manager Mid-Western Regional Council.</p>	
<p>Dear Sir,</p>	
<p>I am writing to you concerning the Modified Development Application (MA0027/2017 Delete 20 marked parking lines at swim facility @ 87 Short Street. Mudgee.</p>	
<p>It is stated that Mr O'Sullivan can not fit 20 rear to kerb car spaces from the eastern boundary of the swim facility to Cox St, if that is the case surely he would be able to fit 15 or at least 12. I feel that without marked car spaces it will revert back to our original complaint of people parking in neighbours drive ways & the safety of the children running across the road if parents have to park there.</p>	

I realise that Short Street is a public street but it is a residential area and this facility borders on commercial.

Yours faithfully
Dawn Bennett.

Helen Doble
83 Short St
Mudgee NSW 2850
E: helendoble1@gmail.com
P: 0402 715 879

28 June 2017

Brad Cam – General Manager
Mid-Western Regional Council
86 Market St
Mudgee NSW 2850

Dear General Manager,



RE: Modified Development Application (MA0027/2017) – to delete condition 25 of DA0075/2015 – expansion of existing indoor swim facility @ 87 Short St Mudgee NSW Lot 21 DP 1200624 – Michael J O’Sullivan

I write to state my strong objection to this application to modify DA MA0027/2017.

In 2014 eleven residents of Short St signed a petition asking Council to address concerns regarding the safety issues with traffic and parking which were being generated by the above mentioned Indoor Swim Facility after the proprietor, Mick O’Sullivan told residents that “Traffic and parking wasn’t his problem and if we had a problem, go to Council”. After a very confusing, protracted and stressful process, including hurtful public vilification of petitioners, the elected Council resolved to refuse the applicant’s request that off street parking not be provided to accommodate the desired patronage of his swim centre, being, 20 swimmers and 40 non-swimmers but rather, to grant consent with the more agreeable condition that 20 lined car parking spaces be provided from the frontage of 85 Short St to the corner of Cox St to accommodate patronage of 12 swimmers & 20 non-swimmers at any one time, and to be at the expense of the proprietor.

Curiously, the Swim Facility re-opened six months ago with Council again demonstrating leniency to the proprietor despite this condition of consent not being met. Therefore the land use was, and remains, technically non-compliant with Council’s knowledge. One of the major consent condition which neighbours fought so strongly for, namely parking, was somehow dismissed and now, in realising that 20 lined reverse angle spaces are not going to fit, the logic of Council planning staff is to delete the entire consent condition. My family and I strongly object to this modification to the DA as it would result in a significant impact on our residential amenity. A more commonsense approach is requested – by reducing the number from 20 to 12 delineated reverse angle car parking spaces for which there is adequate space. The provision of parking was an important condition applied to this DA in 2015 and remains so. The impact on neighbouring residents from informal street parking remains unchanged, as should the conditions of consent. A reduction in the number of formal car park spaces would achieve a balance in maintain residential amenity with reasonable expectation of a commercial business contributing to public infrastructure and be compliant with the DCP.

Myself and other neighbours met with planning staff on Monday the 26/06/17 to discuss the deletion of such a major consent condition when the nature of the business has not changed. We were told by Lindsay Dunstan that “The business doesn’t have the car parking spaces, so

why have them at all?"; that the condition was made only to appease neighbours and that the history of this DA was not particularly relevant to this application. We find this quite baffling as again, the elected Council in 2015 chose to set the condition recognising its importance.

We accept that planning staff are "not bound" by previous consent conditions but we would expect that the history of this DA be considered and that newly elected Council members are briefed on the the history of this DA before considering the proposed modification. We are aware that the parking spaces are public and that anyone can park in those spaces but, not only did the condition appease the neighbours, it also gave Mr O'Sullivan some boundaries around parking which he has in the past taken completely for granted. It also gave neighbours some assurance that with parking requirements stated in the DA there was less of a chance that in future the proprietor would be granted an increase in the number of clients at and in the pool at any one time. Take the parking condition away and we feel that this leaves the door wide open to a return to "chaotic" parking and traffic scenario which is the description used by the previous General Manager Warrick Bennett in 2014 when he drove down to take a look at what was going on.

Given the applicant's previous form in operating a non-compliant business, it is reasonable to expect a return to this chaos. Mr O'Sullivan's blatant disregard for the both the neighbouring residents and Council's development conditions can be demonstrated by a recent conversation with Mr O'Sullivan in February about his swim centre staying open til 7:30pm to which he replied "I can do what I want here after 6pm because it's a private pool and I can have Swim Club here any day of the week." Rather than the planning provisions being relaxed I would suggest they need to be reaffirmed and monitored closely. I registered this complaint with the General Manager on the 24/02/17 and have not had a response from Council to date.

This is a residential area, we pay our rates and are entitled to access off street parking out the front of our homes for ourselves and visitors. Twelve swimmers and twenty non swimmers with 12 delineated car parking spaces is more than reasonable for a commercial business operating in a residential area. It has been stated to us on numerous occasions by current and previous planning staff and the previous MWRC General Manager that the swim facility should never have been permitted in the first place. Nonetheless, if it is to remain in its current location, it needs to be conducted in such a way that is complaint and fair.

C I urge Council to let common sense prevail and to uphold the consent condition that the proprietor provide formal parking for patrons. A reduction in formal parking spaces from 20 to 12 is the only modification to the DA agreeable to neighbouring residents.

Yours Sincerely

Helen Doble

MA0027/2017
DA0075/2015

Helen Doble
83 Short St
Mudgee NSW 2850
Ph. 0402 715 879
E: helendoble1@gmail.com.au

Public Officer
Mid-Western Regional Council
Po Box 156
Mudgee NSW 2850

08/.05/17



Dear General Manager

RE: DA MA0027/2017- PROPOSED CHANGE OF USE – EXPANSION OF EXISTING INDOOR SWIM FACILITY @ 87 SHORT ST MUDGEE

I came to MWRC administration on the 24/05/17 to view the said proposal regarding the modification to the above mentioned DA. The town planner was unable to find any details on file or shed any light on the matter. I gave him my phone number so that the person responsible could contact me to tell me what the proposed modification was.

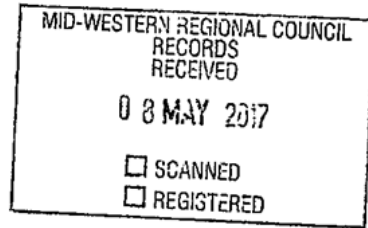
To this date no-one has contacted me regarding the matter and I am therefore giving you a blanket opposition to any further development at the property of 87 Short St Mudgee owned by Michael O'Sullivan as he has fair and reasonable conditions for his business in a residential area. Myself and other neighbour's were to lead to believe that the conditions were for 12 swimmers, 20 vehicles from 9am to 6pm Monday to Friday and Saturday 9:30am to 12:30pm.

Very glad to have received your letter but disappointed that the modification application proposal was not available for my perusal from the 20/04/17 as suggested it would be in your letter. It would appear that the Statutory requirements for this proposal have not been met by MWR Council. Please send me details of what is being proposed with an extended date for submission of any comments regarding the matter.

I also spoke with yourself and Julie Robinson on the 24/02/17 and requested a copy of what are the exact conditions of operation for this business including; opening and closing times, client numbers, parking and the nature of activities which can be conducted during business hours and after business hours. To date I have received no correspondence from either of you.

Again Councils handling of mattes concerning this DA have caused me and my family a great deal of stress.

Regards
Helen Doble



56 Short Street,
MUDGEE. 2850.

Planning Department,
Mid- Western Regional Council,
Mudgee.

C

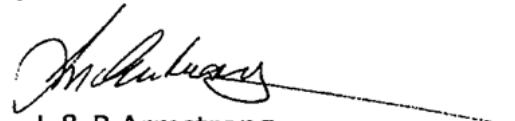
Dear Sir,

In reply to the application submitted to you by Mick O'Sullivan for his swim centre we would just like to say that we oppose any further development at this location. As we are not completely sure what it is that he wishes to do now but if it is only to do with the parking, then we fail to see how any amendment will affect him as his customers park wherever they feel like it now.

C

With the number of parking spaces he was permitted to have by council should be enough to cover the numbers that he is allowed to have in each class.

We hope that this will finalize this ongoing saga which has disrupted this neighbourhood & our peaceful way of life once & fore all.


L & R Armstrong.

8.2 DA0261/2017 - Dwelling & 6 Serviced Apartments - 103 Wollar Road, Budgee Budgee

REPORT BY THE SENIOR TOWN PLANNER

TO 19 JULY 2017 ORDINARY MEETING

GOV400064, DA0261/2017

RECOMMENDATION

That Council:

- A. receive the report by the Senior Town Planner on the DA0261/2017 - Dwelling & 6 Serviced Apartments - 103 Wollar Road, Budgee Budgee; and
- B. approve DA0261/2017 - Dwelling & 6 Serviced Apartments - 103 Wollar Road, Budgee Budgee subject to the following conditions:

APPROVED PLANS

1. The development is to be carried out in accordance with the following plans endorsed with Council's Stamp as well as the documentation listed below, except as varied by the conditions listed herein and/or any plan notations.

Title / Name:	Drawing No / Document Ref	Revision / Issue:	Date:	Prepared by:
Site Plan	01	-	-	Jason Boxsell Constructions
House Plan Design	02	-	-	Jason Boxsell Constructions
House Elevation Design	03	-	-	Jason Boxsell Constructions
House Elevation Design	04	-	-	Jason Boxsell Constructions
Serviced Apartment Plan/Section	05	-	-	Jason Boxsell Constructions
Serviced Apartment Elevations	06	Plans noting proposed colour	-	Jason Boxsell Constructions
Landscape Plan	08	-	-	Jason Boxsell Constructions
Site Plan with Setbacks	09	-	-	Jason Boxsell Constructions

PRIOR TO ISSUE OF THE CONSTRUCTION CERTIFICATE BUILDING

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

2. A detailed landscape plan prepared by a suitably qualified person, prepared generally in accordance with the approved Landscaping Plan 08, is to be prepared and lodged with Council for approval prior to the issue of a Construction Certificate. The landscape plan is

to detail further planting within the immediate curtilage of each serviced apartment together with appropriate screen planting along the front boundary.

Further landscaping is to be included on the plan along the western boundary between the olive farm and the buildings. The landscaping on the western boundary is to incorporate a minimum of 2 rows of shrubs achieving, at maturity, a height of not less than 4 metres and of a suitable dense foliage to assist in preventing the drift of spray from the adjacent olive farm. The species are to be native endemic to ensure the optimum chance of growth and survival.

The landscape plan is to include a 5 year maintenance schedule to ensure optimum growth and survival. The landscaping is to be established prior to the issue of an interim Occupation Certificate for any of the buildings and is to be maintained in perpetuity.

3. Details of the final colour of each serviced apartment are to be lodged with and approved by Council prior to the issue of a Construction Certificate. The colours are to be generally of an earthy tone to assist with reducing the dominance of the various buildings within the landscape.
4. All building work is to comply with the requirements of the Access to Premises Standard.
5. Prior to release of the Construction Certificate, approval pursuant to Section 68 of the Local Government Act 1993 for the installation of an On Site Sewer Management System is to be obtained from Mid-Western Regional Council.
6. A schedule of proposed fire safety measures is to be submitted to the Principal Certifying Authority with the application for the Construction Certificate.
7. The swimming pool is to be provided with a childproof barrier in accordance with the Swimming Pool Act 1992.

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. A sign must be erected in a prominent position on any work site on which 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.
 10. With the exception of work where there is in force an exemption under clause 187 and 188 of the Environmental Planning and Assessment Act 1979 all building work that involves residential building work for which the Home Building Act requires there to be a contract of
-

insurance in force in accordance with Part 6 of that Act, such a contract of insurance is to be in force.

11. The development site is to be managed for the entirety of work in the following manner:
- a) Erosion and sediment controls are to be implemented to prevent sediment from leaving the site. The controls are to be maintained until the development is complete and the site stabilised with permanent vegetation;
 - b) Appropriate dust control measures;
 - c) Construction equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained; 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.

BUILDING CONSTRUCTION

12. 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.
13. All plumbing and drainage work must be carried out by a licensed plumber and drainer and must comply with the Plumbing Code of Australia.
14. 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.
15. All mandatory inspections required by the Environmental Planning & Assessment Act 1979 and any other inspections deemed necessary by the Principal Certifying Authority being carried out during the relevant stage of construction.
16. 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; and
 - b) the date of installation of the system; and
 - 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.
17. The strength of the concrete used for the reinforced concrete floor slab must be 25Mpa.
18. The requirements of BASIX Certificate number(s) 809880M issued on 21 April 2017 and the attached Energy Efficiency Report must be installed and/or completed in accordance with the commitments contained in that certificate. Any alteration to those commitments will require the submission of an amended BASIX Certificate to the Council and/or the Principal Certifying Authority prior to the commencement of the alteration/s
19. This approval does not provide any indemnity to the owner or applicant under the Disability Discrimination Act 1992 with respect to the provision of access and facilities for people with disabilities.
-

20. All building work is to comply with the requirements of the Access to Premises Standard.
21. 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.
22. The swimming pool shall not to be filled with water until a safety fence/barrier complying with the current Swimming Pools Act and Regulations has been installed and an inspection has been carried out and approval given by the Principal Certifying Authority.
23. Where depth of water in the pool exceeds 300mm during construction a temporary barrier or fence in accordance with the current Swimming Pools Act and Regulations is to be erected or other precaution taken so as to prevent entry of children into the pool.

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.

24. A building certificate issued by Mid-Western Regional Council for the gates and support structures is to be issued prior to the issue of an Occupation Certificate.
25. The existing access gate at the eastern extent of the front boundary is to be removed prior to the issue of an Occupation Certificate.
26. The works identified within the NSW Roads and Maritime Services letter dated 8 June 2017 are to be completed and approved by Council prior to the issue of an interim Occupation Certificate. Prior to any works commencing within the road reserve the necessary approvals from Council's Operations Department are to be obtained.
27. 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.
28. Prior to occupation or the issue of the Occupation Certificate (or Interim Occupation Certificate) the owner of the building must cause the Principal Certifying Authority to be given a fire safety certificate (or interim fire safety certificate in the case of a building or part of a building occupied before completion) in accordance with Clause 153 of the Environmental Planning and Assessment Regulation 2000 for each measure listed in the schedule. The certificate must only be in the form specified by Clause 174 of the Regulation. A copy of the certificate is to be given to the Commissioner of the New South Wales Fire Brigade and a copy is to be prominently displayed in the building.

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.

29. For every 12 month period after the issue of the Final Fire Safety Certificate the owner/agent of the building must provide the Council and the Commissioner of NSW Fire Brigades with a copy of an Annual Fire Safety Statement Certifying that each specified fire safety measure is capable of performing to its specification.
-

30. Where any essential services are installed in the building a copy of the final Fire Safety Certificate (together with a copy of the current fire safety schedule) is to be given to the Commissioner of NSW Fire Brigades and Council. A further copy of the Certificate (together with a copy of the current fire safety schedule) is to be prominently displayed in the building.
31. Metal roof/wall cladding shall be provided in a non-reflective colour scheme such as "Colorbond" steel sheeting.
32. The accommodation units are to be used for short stay visitor accommodation only (not Temporary Workers Accommodation or Multi Unit Dwelling for permanent accommodation). Occupants are limited to a maximum stay of 6 weeks. A register of occupancy is to be kept and produced to Council upon request.
33. The dwelling is not to be used for the purpose of tourist and visitor accommodation without the prior necessary consents.
34. All exterior lighting associated with the development shall be designed and installed so that no obtrusive light will be cast onto any adjoining property or roadways, in accordance with Australian Standard 4282 "Control of the Obtrusive Effects of Outdoor Lighting".
35. There being no interference with the amenity of the neighbourhood by reason of the emission of any "offensive noise", vibration, smell, fumes, smoke, vapour, steam, soot, ash or dust, traffic generation or otherwise as a result of the proposed development.
36. A separate development application for any proposed signs must be submitted for the approval of Council, prior to the erection or display of any such signs. This does not apply to signs which are classified as being "Exempt Development".
37. In accordance with the provisions of section 94A of the Environmental Planning and Assessment Act 1979 and the Mid-Western Regional Council Section 94A Development Contributions Plan (the Section 94A Plan), a levy based on the value of works shall be paid to Council in accordance with this condition for the purpose of public facilities, prior to issue of a Construction Certificate.

The value of works is to be calculated in accordance with Section 9.0 and the procedure outlined in Appendix 1 of the Section 94A Plan. A report regarding value of works and any necessary certification is to be submitted to Council. Council will calculate and advise of the final levy amount following submission of the documents.

Note – the levy amount will be adjusted by the Consumer Price Index, if not paid in the same financial year it was calculated. Based on the cost of the proposed development submitted with the DA (\$1.2M), an indicative levy of \$12,000 is payable.

38. A waste management plan is to be prepared and implemented to ensure all waste is disposed of efficiently and to Council's Hill End Road waste management facility.

SWIMMING POOL REQUIREMENTS

These conditions are provided to ensure compliance with the provisions of the Swimming Pool Act and maintain safety around the swimming pool.

39. All waste or backwash water is to be discharged in an approved manner.
 40. The pH value of the water is to be maintained between 7.2 and 7.6 and the residual chlorine value is to be not less than 0.1 p.p.m.
-

41. A hydrostatic valve shall be provided in the pool base.
42. Filtration and chlorination equipment shall be maintained in good condition at all times and operated in accordance with the manufacturer's instructions.
43. Filtration equipment unit shall be enclosed or located so as not to cause a noise nuisance. Any enclosure provided shall comply with provisions of Australian Standard 1055 and the Noise Control Act.

Executive summary

OWNER/S	Sienna Ohanil
APPLICANT:	Sienna Ohanil
PROPERTY DESCRIPTION	103 Wollar Road, Budgee Budgee
PROPOSED DEVELOPMENT	Dwelling & 6 Serviced Apartments
ESTIMATED COST OF DEVELOPMENT:	\$1,200,000
REASON FOR REPORTING TO COUNCIL:	Called up by Councillor Holden & Councillor O'Neill
PUBLIC SUBMISSIONS:	4

Council is in receipt of a development application that seeks approval to erect a dwelling, pool and six (6) serviced apartments at 103 Wollar Road, Budgee Budgee (Lot 1 DP 1188653).

The proposed dwelling, pool and serviced apartments are located in the front portion of the site with direct access to be gained from Wollar Road. Each of the serviced apartments contain one bedroom, are box shaped and white in colour (proposed).



Figure 1: Location plan

The application was placed on public exhibition in accordance with Council policy, ending 19 May 2017 with a total of four (4) submissions received from surrounding property owners. In accordance with staff delegations, a memo was forwarded to Councillors for an opportunity to review the proposal, with Councillor Holden and Councillor O'Neill calling the application up to Council for determination.

The application is recommended for approval.

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.

REQUIREMENTS OF REGULATIONS AND POLICIES

(a) Provisions of any Environmental Planning Instrument and any draft EPI - 79C(1)(a)(i) and (ii)

State Environmental Planning Policy No 44 – Koala Habitat Protection

SEPP 44 applies to the proposal as Mudgee Shire Council is listed within Schedule 1 of the SEPP and the area of land associated with the proposal in the same ownership is greater than 1 hectare in size.

However, the proposal does not involve the clearing of any trees and therefore no further consideration is warranted.

State Environmental Planning Policy No 55- Remediation of Land

A site inspection and a search of Council's records did not reveal any potentially contaminating activities upon the site. Accordingly, no further consideration is necessary.

State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004

The proposal involves development that requires the issue of a BASIX certificate. The applicant has provided the relevant BASIX certificate and a condition of consent has been included ensuring that the commitments be met as listed in the certificate.

State Environmental Planning Policy (Rural Lands) 2008

Clause 10(3) outlines the considerations to be addressed with a development application for the purposes of a dwelling within a rural residential (R5) zone. The matters are addressed below:

- (a) The existing uses and approved uses of land within the vicinity of the development.

Comment: The surrounding land uses consist of rural/residential and agricultural uses. Specifically, an olive farm operation is in existence adjacent to the subject site to the west. The proposal is not expected to have any significant impact upon adjoining lands. This is discussed further in this report when addressing the submissions.

- (b) Whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses within the vicinity of the development.

Comment: As discussed above an olive farm exists to the west of the site. The adjacent property is zoned RU1 Primary Production. Subsequently, the olive farm is a preferred use in the vicinity, but the proposed development is not expected to have a significant impact on its continued operation.

- (c) Whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b).

Comment: As discussed later in the report there is not expected to be any significant incompatibility - subject to conditions.

- (d) If the land is not situated within a rural residential zone (R5), whether or not the development is likely to be incompatible with a use on land within an adjoining rural residential zone.

Comment: N/A (subject site in R5 zone).

- (e) Any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c) or (d).

Comment: As discussed later in this report it will be a requirement that suitable landscaping be established to assist in buffering against any spray drift from the olive farm located immediately to the west.

Note: the State Environmental Planning Policy (Rural Lands) 2008 only applies to the erection of a dwelling - not serviced apartments. The serviced apartments cannot be considered under the Rural Lands SEPP, however the same principles are applied later in this report.

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

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

PART 1

1.4 Definitions

The proposal is defined as a dwelling and serviced apartments, which in accordance with the MWRLEP 2012 means:

dwelling means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.

and

serviced apartment means a building (or part of a building) providing self-contained accommodation to tourists or visitors on a commercial basis and that is regularly serviced or cleaned by the owner or manager of the building or part of the building or the owner's or manager's agents.

PART 2

Part 2.3 Zone objectives and Land Use Table

The land is zoned R5 Large Lot Residential pursuant to MWRLEP 2012. The proposal being a *dwelling* and *serviced apartments* is permissible with consent in the zone. The objectives of the zone and how the proposal satisfies the objectives is addressed below:

R5 Large Lot Residential

- To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.

Comment: The proposed development is designed/sited to minimise impacts upon the environmental and scenic qualities of the immediate surroundings. This is achieved by meeting Council's setback requirements contained in the DCP 2013 and the relatively small scaled nature of the buildings.

- To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.

Comment: The site will not form part of the urban area of Mudgee, owing to the large separation distances (approximately 9km), and therefore will have no impact on proper and orderly development of urban lands.

- To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.

Comment: The proposal is not expected to unreasonably increase the demand for public services and facilities, owing to the scale and nature of the development.

- To minimise conflict between land uses within this zone and land uses within adjoining zones.

Comment: The proposal will not result in any significant conflict with adjoining land uses subject to compliance with conditions of the consent as discussed later in this report.

PART 4

4.2A Erection of dwelling houses and dual occupancies on land in certain zones

This clause applies as the land is zoned R5 and the application involves the erection of a dwelling.

In order for the property to benefit from a 'dwelling entitlement' it must satisfy one of the provisions contained within clause 4.2A(3). A review of Council's records and the details submitted with the application has revealed that the property complies with clause 4.2A(3)(g) as it is a holding of at least 5 hectares, has all weather vehicular access, adequately serviced by public utilities and is suitable for the on-site disposal of waste water as discussed throughout this report. Subsequently, the consent authority can consider the development application for the erection of a dwelling.

4.3 Height of buildings

The subject site is not mapped/subject to a maximum building height.

4.6 Exceptions to development standards

No development standards contained within the MWRLEP 2012 are proposed to be varied.

Part 5

5.3 Development near zone boundaries

Not applicable.

5.4 Controls relating to miscellaneous permissible uses

The proposal does not include any of the listed uses contained under this clause.

5.9 Preservation of trees or vegetation

The proposal does not involve the removal of any vegetation.

5.10 Heritage Conservation

No items of aboriginal significance or a heritage item are recorded on the site or in the vicinity. Notwithstanding this, a condition will be placed upon the consent ensuring that work is ceased should an item be discovered during construction.

The applicant has lodged a statement prepared by the Mudgee Local Aboriginal Land Council who have indicated that there were no artefacts identified when assessing the location of each building.

A building envelope exists on the title of the lot with Council as the body authorised to release, vary or modify the restriction. The subdivision consent that created the lot required a building envelope at the time as this was the only area surveyed for aboriginal heritage. Owing to the latest confirmation from the MLALC it is considered reasonable to waive the need to comply with the building envelope as no artefacts have been identified.

Part 6

6.1 Salinity

The proposal only involves minimal earthworks and is not expected to significantly affect the process of salinisation.

Additionally, as the proposal involves a concrete slab, a condition of consent has been included requiring the slab to be designed appropriately to minimise the impacts of salts in the ground on the building.

6.2 Flood planning

The subject site is not identified as being within the flood planning area in accordance with Council's maps and the Floodplain Study and Management Plan. No further consideration is necessary.

6.3 Earthworks

The proposal involves only minor earthworks to prepare the site for the development. The works are not expected to generate any significant impacts as listed in clause 6.3(3). Conditions of consent have been included to ensure any earthworks related activities are carried out appropriately and minimise impacts upon neighbouring properties.

6.4 Groundwater vulnerability

The site is not identified as groundwater vulnerable.

6.5 Terrestrial biodiversity

The proposal is not located in any area identified as 'Moderate or High Biodiversity Sensitivity'.

6.8 Airspace operations – Mudgee Airport

The proposal does not penetrate the Airport OLS.

6.9 Essential Services

All essential services that are relevant to the proposal are available or will be available as a result of the proposed development.

(b) Provisions of any Development Control Plan or Council Policy – 79C(1)(a)(iii)

Mid-Western Regional Development Control Plan 2013 (MWRDCP 2013)

The following sections of the DCP 2013 are considered of relevance.

5.4 Environmental Controls

All the relevant considerations have been discussed elsewhere in this report or dealt with through conditions of consent.

Part 6.1 Dwellings in Rural Areas

Setbacks

The minimum front setback as prescribed within the table is 100m (Classified road) for the dwelling. The proposed dwelling is setback 156m. Accordingly, the proposal complies.

The minimum side/rear setback as prescribed within the table is 20m for the dwelling. The proposed dwelling is setback greater than 20m from side/rear boundaries, and therefore complies.

Note – the DCP 2013 does not prescribe any setback controls for serviced apartments. However, the side and rear setbacks for each of the serviced apartments are greater than 20m – complying with the setback controls for dwellings, with the first serviced apartment setback approximately 77m from Wollar Road.

6.4 Tourist and Visitor Accommodation

The proposal generally satisfies the tourist accommodation provisions of the DCP 2013 in that the property will contain a residential component and the number of tourist units will not exceed 6. All services are available to the site and there is sufficient room for parking.

A condition of consent has been included ensuring the serviced apartment is used for short stay accommodation only.

(c) Provisions of any Planning Agreement or Draft Planning Agreement – 79C(1)(a)(iia)

No planning agreement applicable.

(d) Regulations – 79C(1)(a)(iv)

Mid-Western Regional Development Contributions Plan 2005 - 2021

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 \$1,200,000 a levy of 1.0% is payable to Council (\$12,000). An appropriate condition has been imposed requiring payment of the contribution.

IMPACT OF DEVELOPMENT

Context and Setting

As discussed throughout this report the proposal is permissible with consent in the zone and is able to comply with all relevant Council requirements.

A condition has been recommended requiring landscaping within the immediate vicinity of each apartment together with a revised colour scheme. This is considered adequate in minimising the sharpness of the development within the landscape.

The concerns raised by surrounding property owners are warranted given the flat un-vegetated nature of the site at present. However, the final development when considered with the recommended conditions is expected to modify the front portion of the site sufficiently to make it acceptable in the context and setting of the surrounding character/land uses.

Access, transport and traffic

The proposal was referred to the NSW RMS for concurrence pursuant to the Roads Act 1993 - as Wollar Road is a classified road. The RMS have granted concurrence to the proposal subject to some road improvement works within the vicinity of the access point. Council's Manager Development Engineering has confirmed that the conditions imposed by the RMS are achievable.

A Restriction as to User (RATU) was placed on the title for the lot when it was created requiring that no new accesses be permitted onto the main road (Wollar Road) - other than the existing one at the eastern extent of the lot. Council is again the authority empowered to release, vary or modify the restriction.

Notwithstanding the RATU, the RMS concurrence is supportive of the access that has already been constructed (illegally) subject to upgrade works. Accordingly, there does not appear to be any reason to prohibit the new access location, and in the process waive the need to comply with the RATU.

The new gates that are existing at the new entry/exit point do not appear to meet the 'SEPP Exempt' requirements and should have received development consent. Staff are recommending a condition that a building certificate be approved for the gates prior to occupation of the development. The gates are not considered out of context with the rural amenity.

Public domain

N/A

Utilities

Available where relevant.

Heritage

As discussed previously. No impact.

Other land resources

Nil identified on site.

Water

No significant impact expected.

Soils

No significant impact expected.

Air and Microclimate

No significant impact expected.

Flora & fauna

No significant impact expected.

Waste

No significant impact expected. A condition has been recommended that a waste management plan be prepared for the operation of the development.

Energy

No significant impact expected.

Noise & vibration

No significant impact expected.

Natural Hazards

No significant impact expected.

Technological hazards

No significant impact expected.

Safety, security and crime prevention

No significant impact expected. The proposal would generally increase passive surveillance of the area.

Social impact in the locality

No significant impact expected.

Economic impact in the locality

The economic impact will be generally positive. The serviced apartments will provide much needed accommodation and diversity of accommodation for Mudgee's tourism industry.

Site design and internal design

The site design is considered appropriate as there are limited constraints identified, subject to compliance with the recommended conditions.

Construction

To comply with the BCA.

Cumulative Impacts

No significant impact expected.

SUITABILITY OF SITE FOR DEVELOPMENT

Does the proposal fit in the locality

As discussed throughout this report the proposal is considered suitable, subject to compliance with the recommended conditions of consent.

Are the site attributes conducive to development

Yes. Minimal constraints identified - as expected for a property within the R5 zone.

SUBMISSIONS MADE IN ACCORDANCE WITH ACT OR REGULATIONS

Public Submissions

The proposal was required to be notified and advertised for a period of 14 days in accordance with MWRDCP 2013 and the regulations. The submission period ended on 19 May 2017 and 4 submissions were received.

The nature of the submissions are detailed below under general headings, with the actual submissions included in Attachment 3.

Compatibility of the serviced apartments with the rural context and amenity

Comment: The proposed development is permissible with consent in the R5 zone. Council's DCP 2013 and the objectives of the zone do not provide any specific controls or guidance as to the visual impacts of tourist accommodation. Notwithstanding this, and in light of the context of the first objective of the zone, staff are recommending a condition that landscaping be established within the immediate area of each apartment together with along the front boundary. The applicant has lodged a preliminary landscape plan (Attachment 2) following the exhibition period indicating the extent of planting and species to be used, satisfying Council's requirement for assessing the application.

Furthermore, a condition is recommended that a suitable 'earthy' tone be used for the cladding. Both these measures are envisaged to assist in settling the development within the soft rural context of the site.

Traffic safety and the construction of an illegal access and gates

Comment: As Wollar Road is a classified road, the proposal was referred to the NSW RMS for concurrence pursuant to the Roads Act 1993. The RMS have granted concurrence to the proposal subject to some road improvement works within the vicinity of the access point. Council's Manager Development Engineering has confirmed that the conditions imposed by the RMS are achievable. In light of the RMS concurrence, traffic safety and the construction of an illegal access are not considered a pertinent issue, and will not be considered further.

In relation to the illegal access gates, Council confirms the erection of the gates and associated support structures needed development consent – as they are beyond the exempt provisions. However, given the minor nature of the structures, and the fact they are not out of context with the rural amenity of the area, Council has recommended that the applicant obtain a Building Certificate for the structure, confirming structural adequacy, prior to issue of any Occupation Certificate. This is a common approach for Councils to formalise illegal works, that are otherwise acceptable – as opposed to ordering their demolition.

The proposal could be unlawfully used for permanent occupancy

Comment: A standard condition is recommended requiring that the serviced apartments be occupied by no more than 6 continuous weeks by the same occupant. This approach has been applied previously for similar developments. Any breach of a condition of consent can then be investigated through the compliance pathway.

The compatibility of the serviced apartments with the immediately adjacent olive grove

Comment: Concern was raised from the adjacent property owner to the west that the development of the serviced apartments may lead to future complaints when insecticide spraying is undertaken for the olive grove. Specifically, the spraying is generally undertaken in summer when there is likely to be westerly winds blowing.

Staff are recommending a condition stipulating the need for 2 rows of suitable landscaping along the western boundary to assist in buffering the development from any spray residue and reduce the instances of complaints. This is considered adequate given the infrequent nature of the spraying (1-2 times per year) and temporary occupation of the development, combined with the compliant side setbacks, i.e. all buildings are greater than 20m off the side boundary.

Submissions from public authorities

The application was required to be referred to the NSW Roads and Maritime Services for concurrence as discussed previously. The RMS has granted concurrence for the already constructed access way subject to conditions.

THE PUBLIC INTEREST

Federal, State and local government interests and community interests

No significant issues in the interests of the public are expected as discussed.

CONSULTATIONS

Health & Building

Council's Health & Building Surveyor has not raised any concerns with the proposal subject to standard conditions.

Development Engineer

Council's Development Engineer has not raised any concerns with the proposal subject to compliance with the RMS conditions.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Protect and enhance our natural environment
Strategy	Ensure land use planning and management enhances and protects biodiversity and natural heritage

Financial implications

S94A contributions will be collected in accordance with the 94A contributions plan.

DREW ROBERTS
SENIOR TOWN PLANNER

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

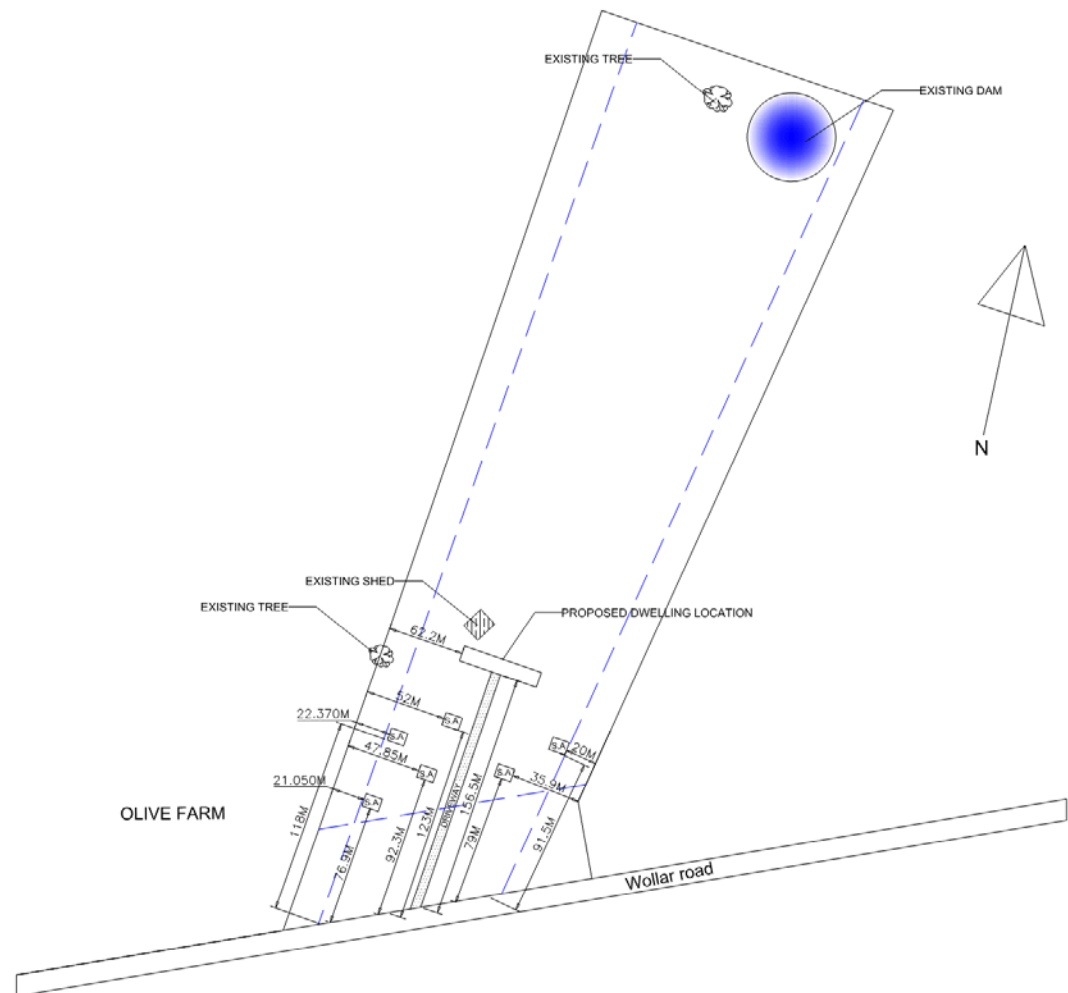
LINDSAY DUNSTAN
MANAGER, STATUTORY PLANNING

30 June 2017

Attachments: 1. Architectural Plans.
2. Landscape Plan.
3. Submissions.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



SITE PLAN WITH SET BACK



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 Mobile 0428 727 559
 jason.boxsell@bigpond.com

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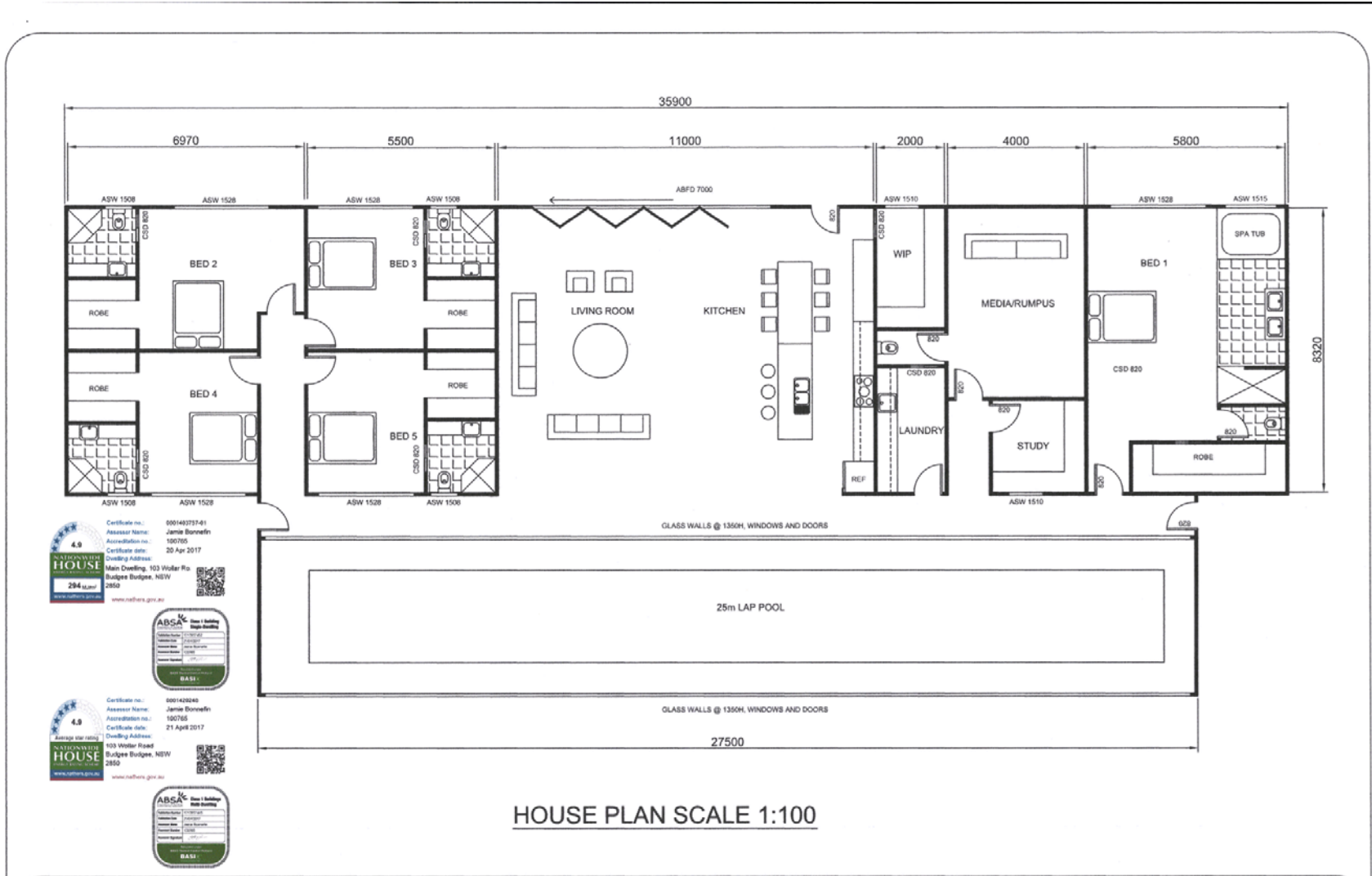
Issue
 Detail
 Position of serviced apartment
 Date

Project address/ Title
**103 Wollar rd
 Budgee Budgee NSW**

Sheet Name:
**SITE PLAN WITH
 SETBACK**
 Not Scaled

Sheet No.
09

- NOTE
- S.A STANDS FOR SERVICED APARTMENT
 - DWELLING SIZE 52m X 11m
 - SERVICED APARTMENT SIZE 11m X 8.3m
 - BLUE DASH LINES REPRESENT SETBACK REQUIRED FROM COUNCIL



4.5
 NATIONAL HOME
 HOUSE
 294
 www.nsh.gov.au

Certificate no.: 0001492737461
 Assessor Name: Jamie Donnellin
 Accreditation no.: 100765
 Certificate date: 20 Apr 2017
 Dwelling Address: 103 Wollar Rd, Budgee Budgee, NSW 2850

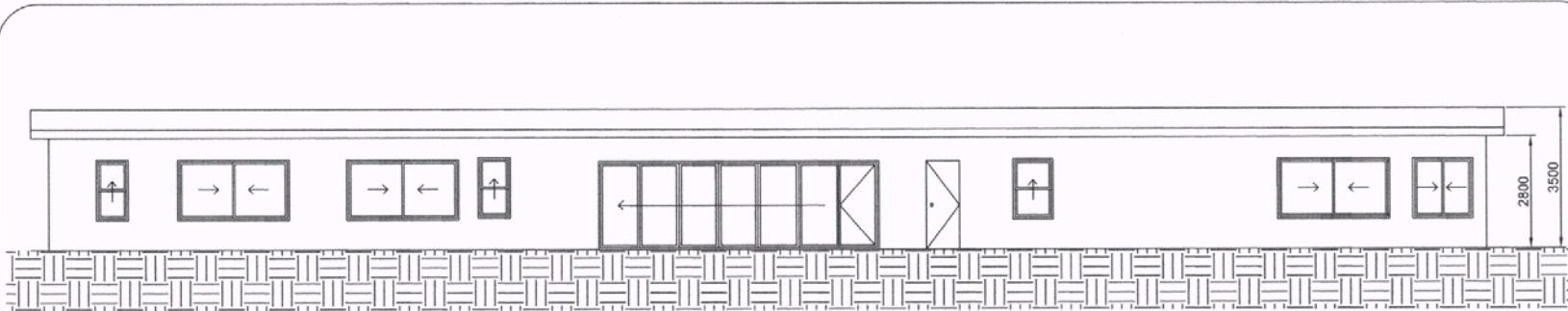
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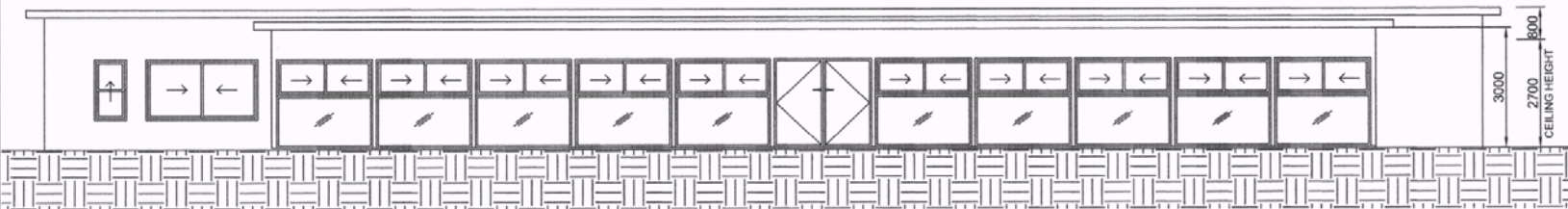
Certificate no.: 0001420640
 Assessor Name: Jamie Donnellin
 Accreditation no.: 100765
 Certificate date: 21 April 2017
 Dwelling Address: 103 Wollar Road, Budgee Budgee, NSW 2850

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<p>JASON BOXSELL CONSTRUCTION</p> <p>Jason Boxsell Mobile 0428 727 559 jason.boxsell@bigpond.com</p>	<p>Copyright This drawing and design is copyright and remains the property of Jason Boxsell Construction. It is only to be used for purpose of this project. Do not scale from drawings.</p>	<p>Issue Detail Date</p>	<p>Project address/ Title 103 WOLLAR RD BUDGEE BUDGEE</p>	<p>Sheet Name: HOUSE PLAN DESIGN Scale as shown @A3</p>	<p>Sheet No. 02</p>
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HOUSE NORTH ELEVATION SCALE 1:100



HOUSE SOUTH ELEVATION SCALE 1:100



NOTE :
WINDOWS AROUND POOL AREA
WITH FIXED GLASS BOTTOM AT
HEIGHT OF 1350

GLASS DOORS ARE TO BE AUTO
SWING CLOSURE WITH DOOR NOB
AT HEIGHT OF 1500

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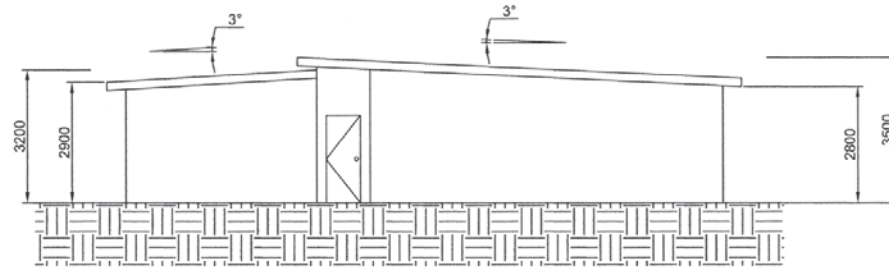
Issue
Detail

Date

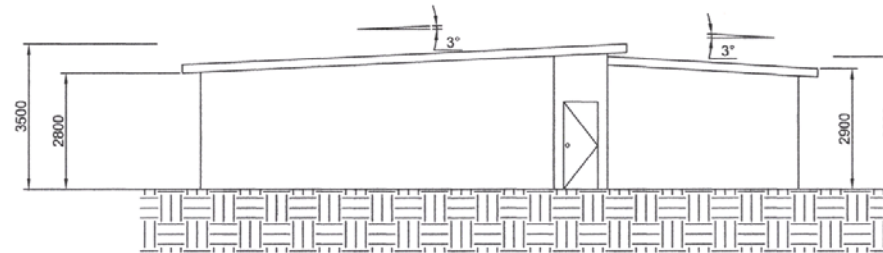
Project address/
Title
**103 WOLLAR RD
BUDGEE BUDGEE**

Sheet Name:
**HOUSE ELEVATION
DESIGN**
Scale as shown @A3

Sheet No.
03



HOUSE EAST ELEVATION SCALE 1:100



HOUSE WEST ELEVATION SCALE 1:100



Project Certification Number	1810051445
Certification Date	21/04/2017
Assessor Name	Jamie Borradori
Assessor Number	100765
Assessor Company	Certified Group
Assessor Signature	<i>[Signature]</i>

Client Details	James Grant
Project Address	Lot 1 103 Wollar Road Budjoe Budjoe NSW 2850

Software	IESVE v4.3.1.1 (IESVE) Climate Zone	85
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Dwelling Number	Certificate Number	Floor Area		Shaded Glazing Area (m ²)		WWRERS	Star Rating	Rated with DoubleGlaze
		Overall	Shaded	Window	Door			
Main	1010051442	42.0	35.0	250.0	7.0	4.0/10	No	
SA 1	1010051440	42.0	0.0	200.0	0.0	4.0/10	No	
SA 2	1010051438	42.0	0.0	200.0	0.0	4.0/10	No	
SA 3	1010051436	42.0	0.0	200.0	0.0	4.0/10	No	
SA 4	1010051434	42.0	0.0	200.0	0.0	4.0/10	No	
SA 5	1010051432	42.0	0.0	200.0	0.0	4.0/10	No	
SA 6	1010051430	42.0	0.0	200.0	0.0	4.0/10	No	

ABS Limited Level 1, 211 Coleridge Street SYDNEY NSW
 Phone: (02) 9211 9832 Email: info@abs.net.au Web: www.abs.net.au

JASON BOXSELL CONSTRUCTIONS
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 jason.boxsell@bigpond.com

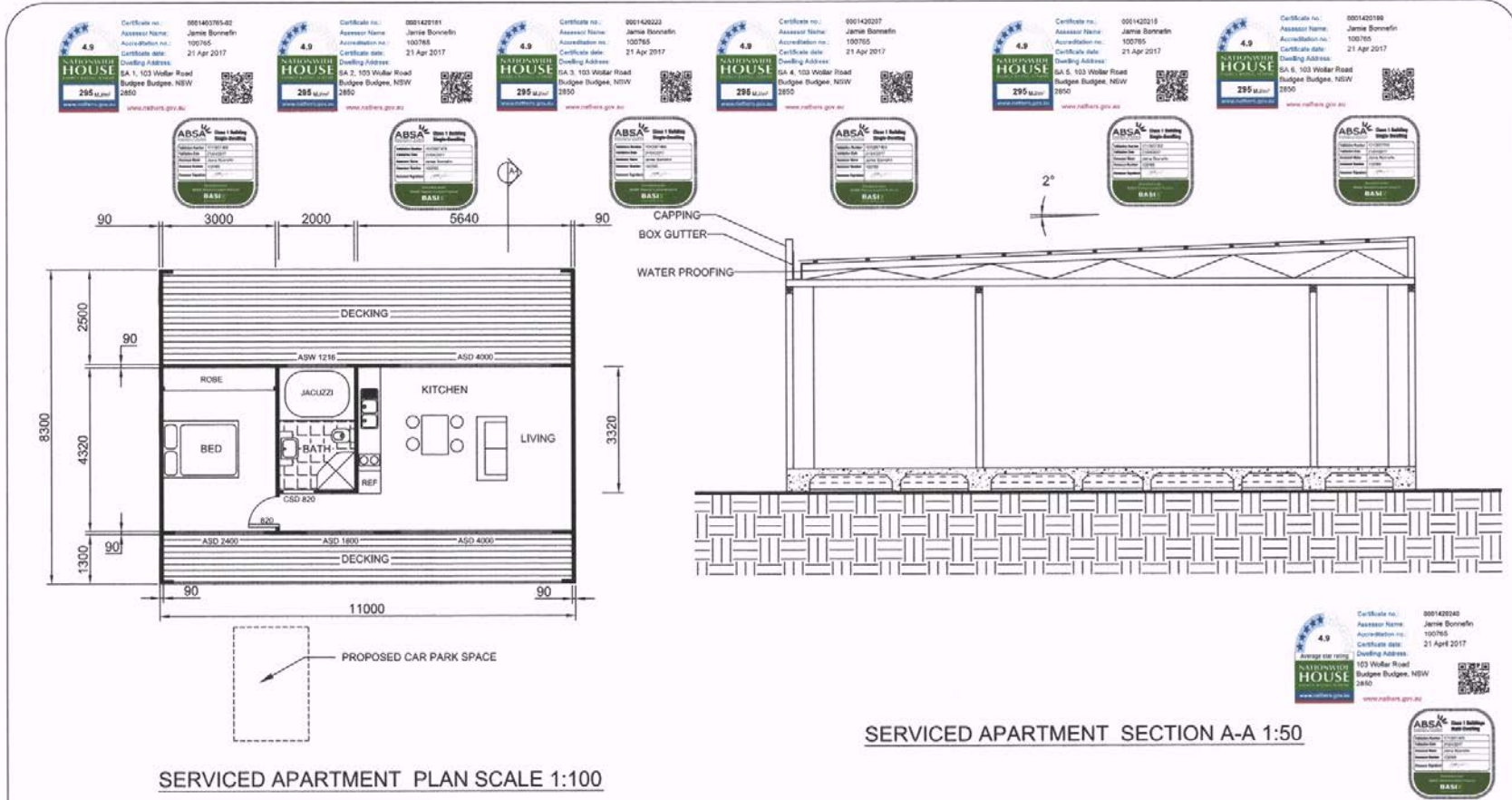
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Issue Detail
 Date

Project address/
 Title
**103 WOLLAR RD
 BUDJEE BUDJEE**


Sheet Name:
**HOUSE ELEVATION
 DESIGN**
 Scale as shown @A3

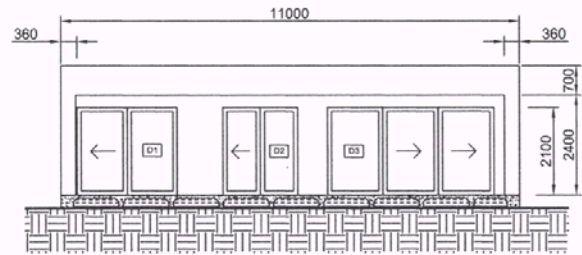
Sheet No.
04



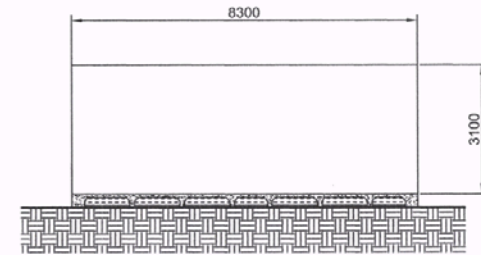
SERVICED APARTMENT PLAN SCALE 1:100

SERVICED APARTMENT SECTION A-A 1:50

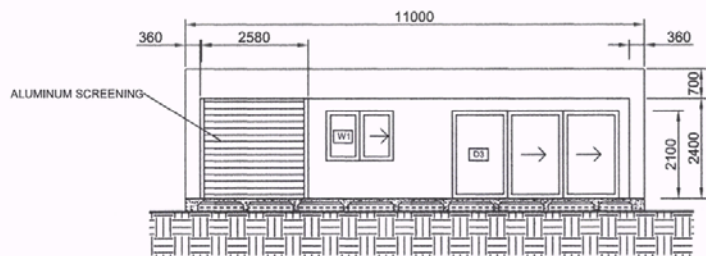
 Jason Boxsell Mobile 0428 727 559 jason.boxsell@bigpond.com	Copyright This drawing and design is copyright and remains the property of Jason Boxsell Construction. It is only to be used for purpose of this project. Do not scale from drawings.	Issue Detail Date	Project address/ Title 103 WOLLAR RD BUDGEE BUDGEE	Sheet Name: SERVICED APARTMENT PLAN / SECTION Scale as shown @A3	Sheet No. 05
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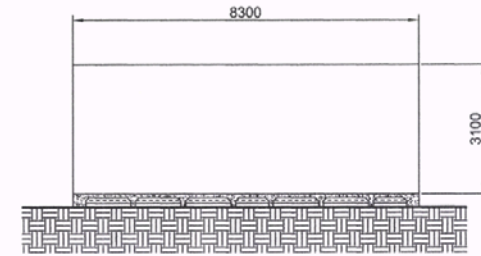
SERVICED APARTMENT SOUTH ELEVATION 1:100



SERVICED APARTMENT WEST ELEVATION 1:100



SERVICED APARTMENT NORTH ELEVATION 1:100



SERVICED APARTMENT EAST ELEVATION 1:100



Jason Boxsell
 Mobile 0428 727 559
 jason.boxsell@bigpond.com

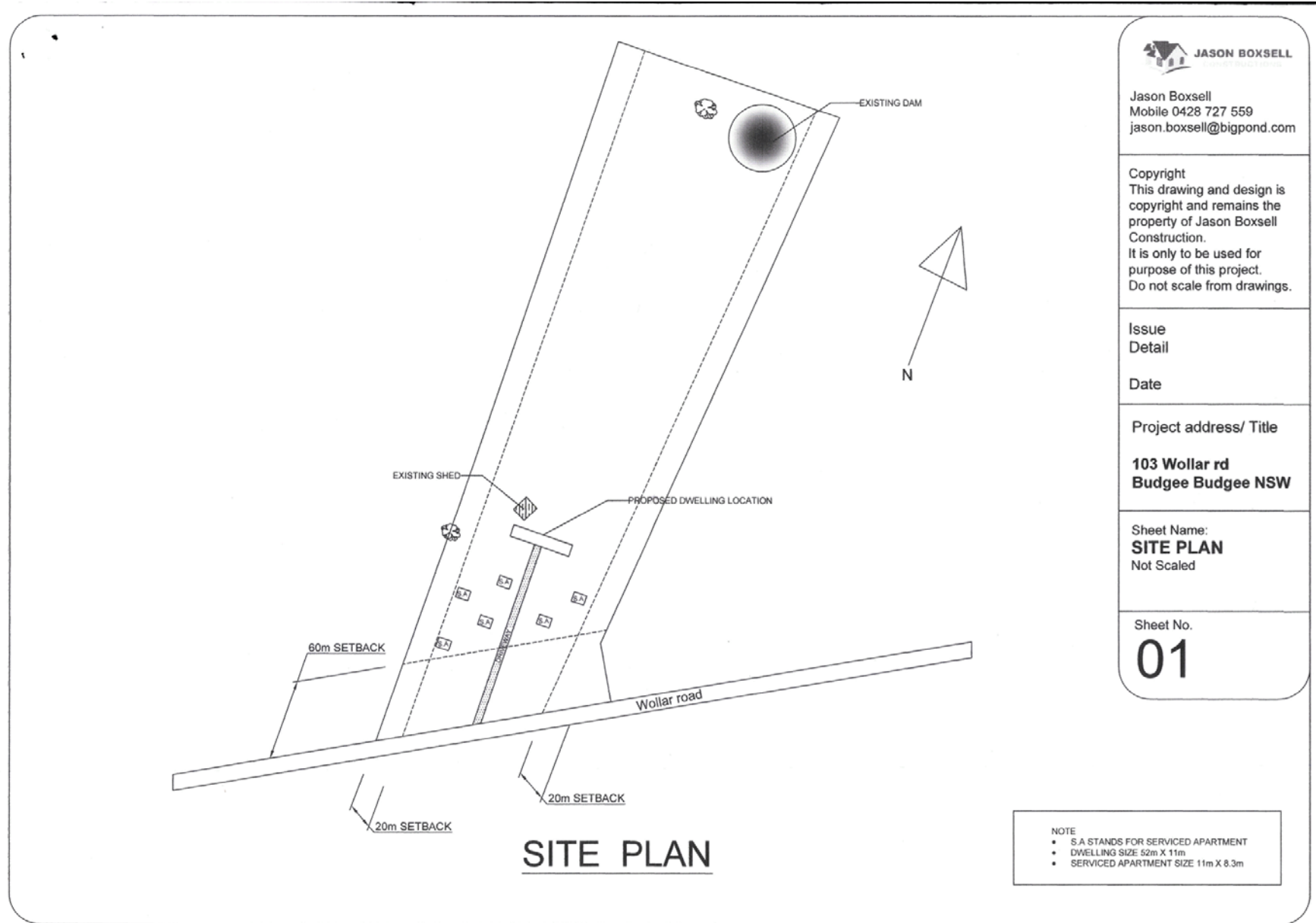
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Issue
 Detail
 Date

Project address/
 Title
**103 WOLLAR RD
 BUDGEE BUDGEE**

Sheet Name:
**SERVICED APARTMENT
 ELEVATIONS**
 Scale as shown @A3

Sheet No.
06



JASON BOXSELL
 CONSTRUCTION SERVICES
 Jason Boxsell
 Mobile 0428 727 559
 jason.boxsell@bigpond.com

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Issue
 Detail

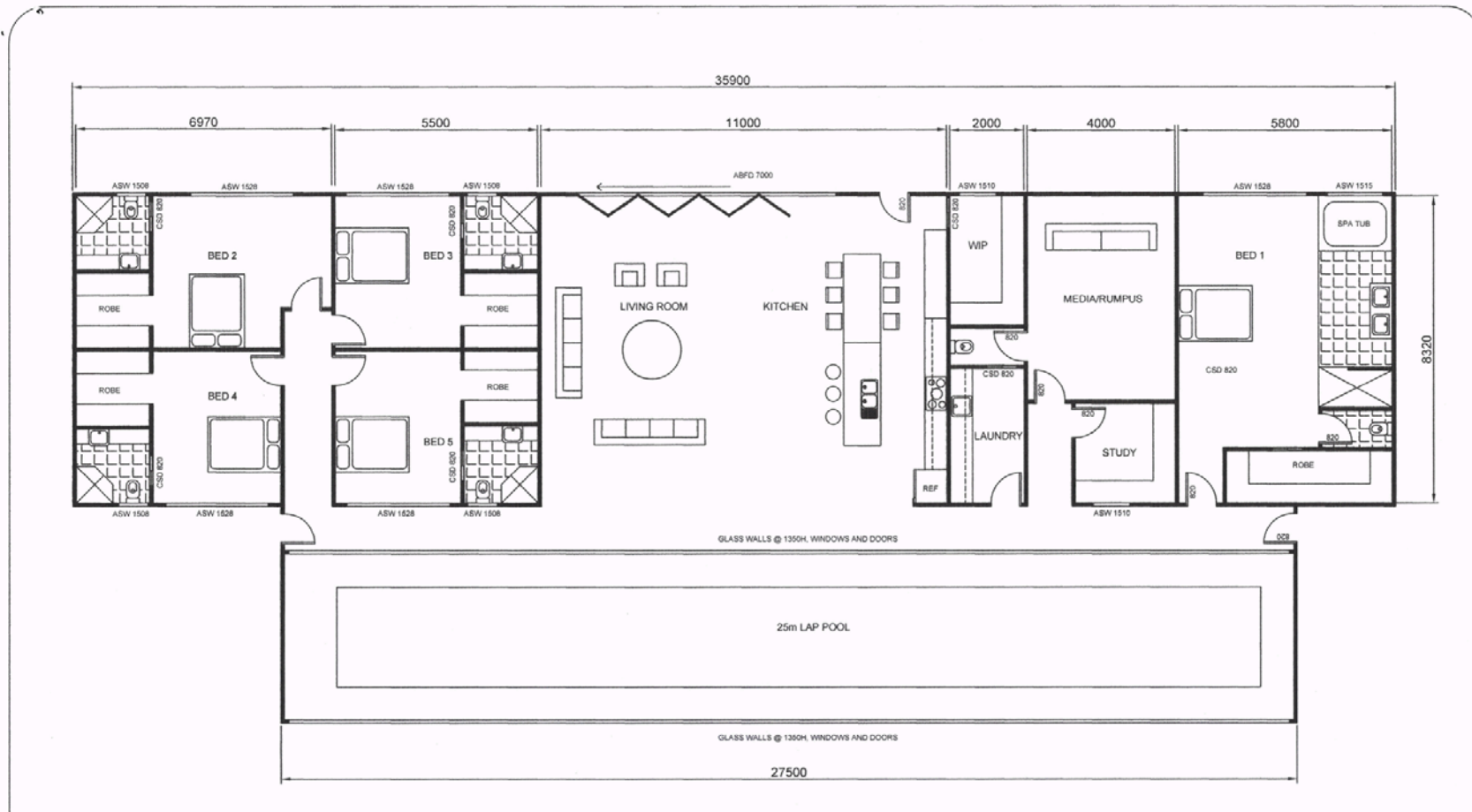
Date

Project address/ Title
 103 Wollar rd
 Budgee Budgee NSW


Sheet Name:
 SITE PLAN
 Not Scaled

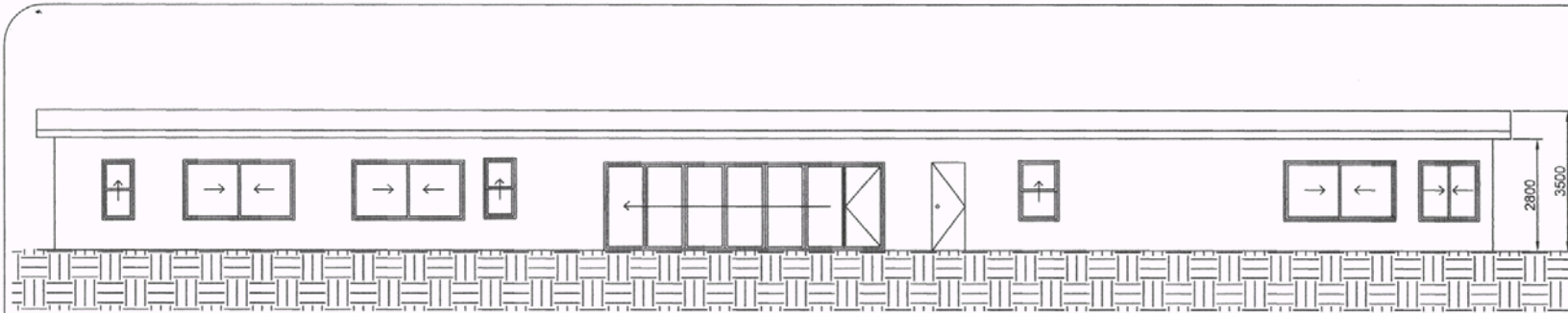
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NOTE
 • S.A STANDS FOR SERVICED APARTMENT
 • DWELLING SIZE 52m X 11m
 • SERVICED APARTMENT SIZE 11m X 8.3m

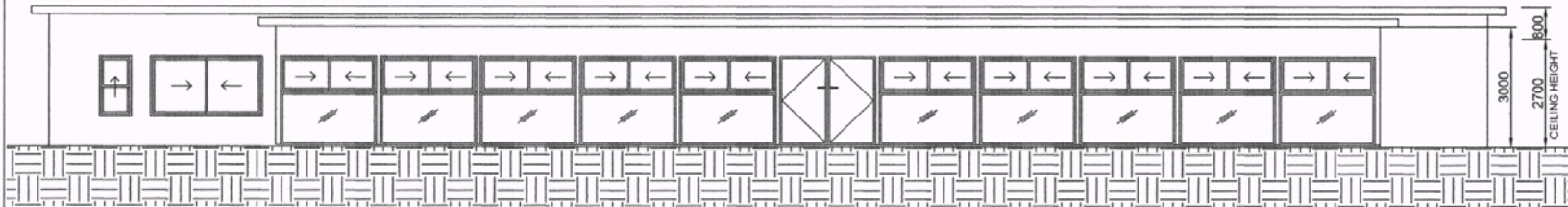


HOUSE PLAN SCALE 1:100

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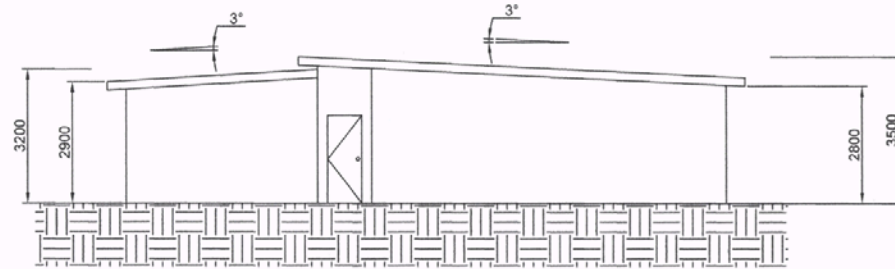
HOUSE NORTH ELEVATION SCALE 1:100



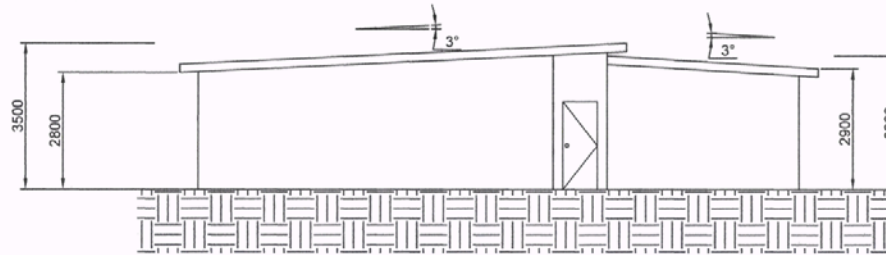
HOUSE SOUTH ELEVATION SCALE 1:100

NOTE :
 WINDOWS AROUND POOL AREA
 WITH FIXED GLASS BOTTOM AT
 HEIGHT OF 1350
 GLASS DOORS ARE TO BE AUTO
 SWING CLOSURE WITH DOOR NOB
 AT HEIGHT OF 1500

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HOUSE EAST ELEVATION SCALE 1:100



HOUSE WEST ELEVATION SCALE 1:100



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jason.boxsell@bigpond.com

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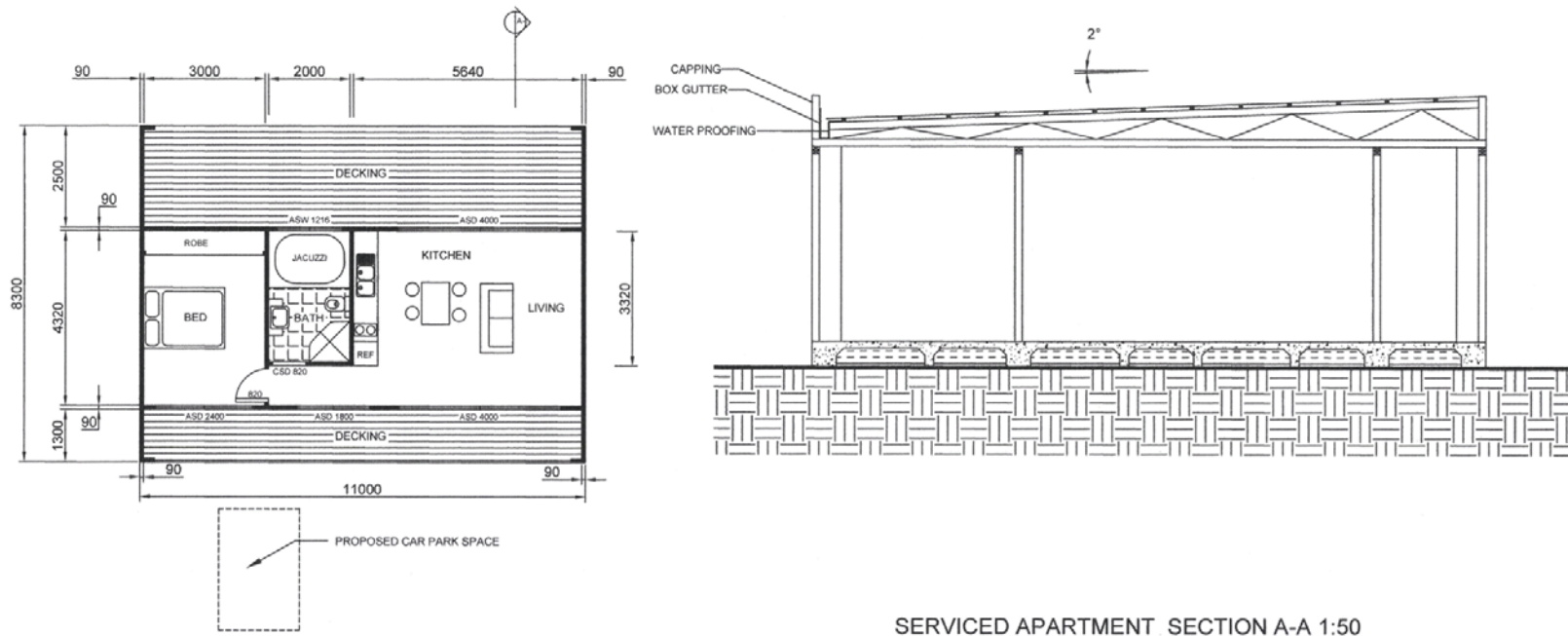
**Issue
Detail**

Date

**Project address/
Title**
103 WOLLAR RD
BUDGE BUDGE


Sheet Name:
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DESIGN**
Scale as shown @A3

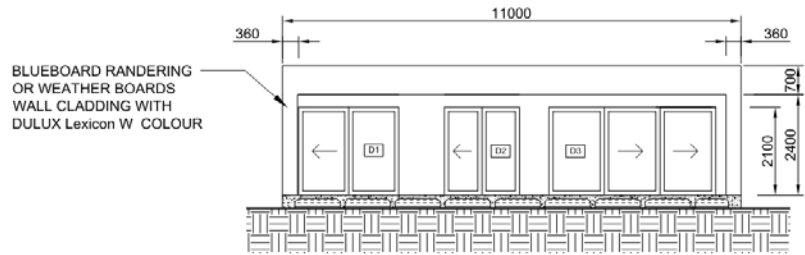
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04



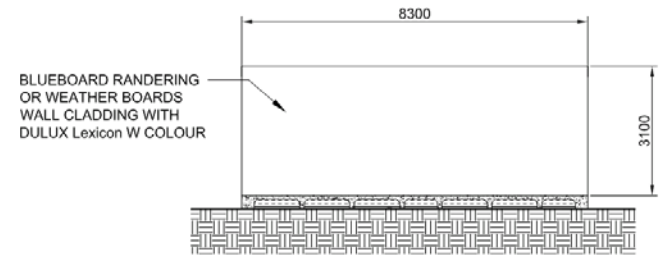
SERVICED APARTMENT PLAN SCALE 1:100

SERVICED APARTMENT SECTION A-A 1:50

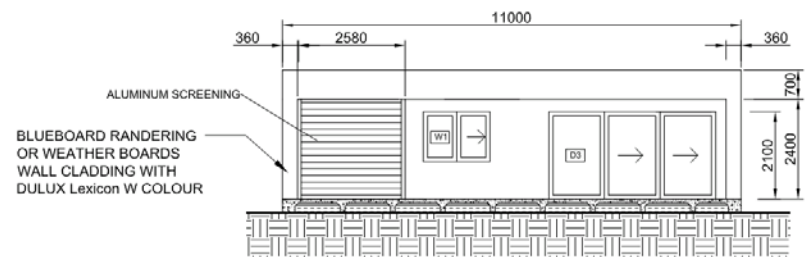
 <p>Jason Boxsell Mobile 0428 727 559 jason.boxsell@bigpond.com</p>	<p>Copyright This drawing and design is copyright and remains the property of Jason Boxsell Construction. It is only to be used for purpose of this project. Do not scale from drawings.</p>	<p>Issue Detail Date</p>	<p>Project address/ Title 103 WOLLAR RD BUDGEE BUDGE</p>	<p>Sheet Name: SERVICED APARTMENT PLAN / SECTION Scale as shown @A3</p>	<p>Sheet No. 05</p>
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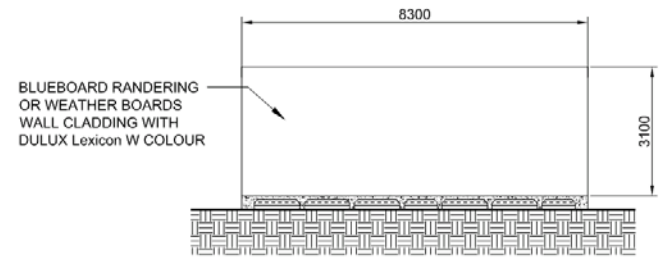
SERVICED APARTMENT SOUTH ELEVATION 1:100



SERVICED APARTMENT WEST ELEVATION 1:100



SERVICED APARTMENT NORTH ELEVATION 1:100



SERVICED APARTMENT EAST ELEVATION 1:100



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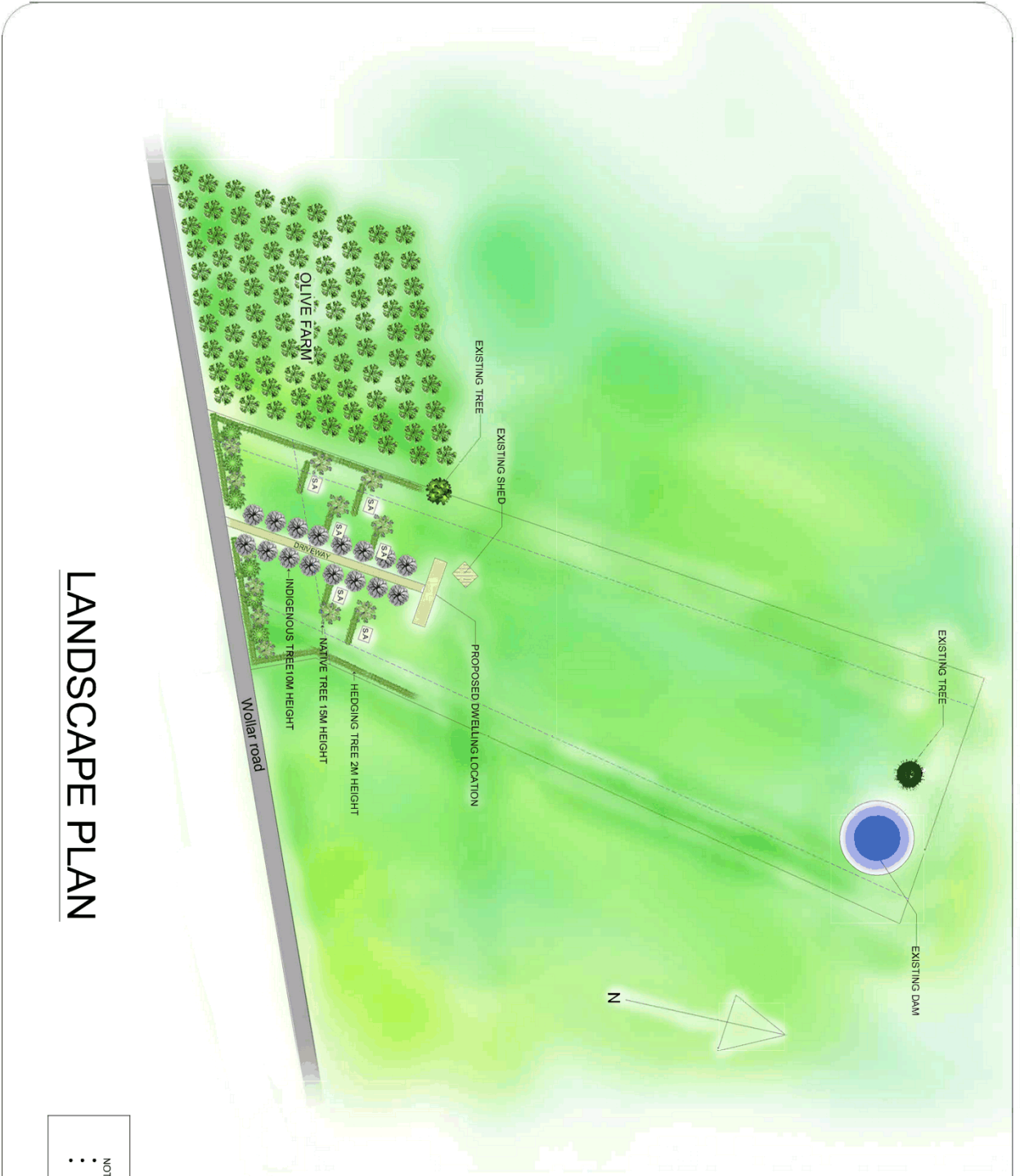
Issue Detail

Date

Project address/ Title
 103 WOLLAR RD
 BUDGEE BUDGEE


Sheet Name:
 SERVICED APARTMENT
 ELEVATIONS
 Scale as shown @A3

Sheet No.
 06



LANDSCAPE PLAN

NOTE
 • S.A STANDS FOR SERVICED APARTMENT
 • DWELLING SIZE 52m X 11m
 • SERVICED APARTMENT SIZE 11m X 8.3m

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12th May 2017

David & Patricia Kiddle
"Tahmoor"
142 Wollar Road
Mudgee NSW 2850

The General Manager
Mr Brad Cam
Mid-Western Regional Council
P O Box 156
Mudgee NSW 2850

Dear Mr Cam

RE: DEVELOPMENT APPLICATION DA26/2017 – PROPOSED DWELLING HOUSE AND 6 SERVICED APARTMENTS @ 103 WOLLAR ROAD BUDGEE BUDGE NSW 2850 LOT 1 DP 1188653

We wish to submit strong objection to the proposed DA Application particularly on the grounds of the location and potential usage.

This is a rural area, with minimum 25 – 30 acre blocks, utilised for hobby farms and lifestyle whilst maintaining the rural outlook and aesthetics. Current land owners are living in this area for this very reason.

The development requested in this application by way of 1 dwelling and 6 free standing apartments is not suitable to this area and will NOT maintain the rural outlook we have all paid to enjoy. We have no objection to the dwelling, however the apartments are NOT SUITABLE nor are they APPROPRIATE. From current listing in the property market, there are plenty of existing building blocks with the immediate town boundary that are more suitable for this type of application.

With the expansion of the mining industry over past years the traffic flow has increased tenfold on the . We also believe this development will cause traffic problems with the amount of cars coming from this one block (from an illegally built access!). Further to this, with the recent approvals for the extension of the Moolarben and Wilpinjong Coal Mines our greatest concern is that this development will turn into a 'miners village'. The application appears not to be proposing visitor or tourist accommodation, rather permanent tenants and with this brings further problems – particularly with so many in such a small space. There would be no control over the amount of vehicles or people residing on a permanent basis as well as no control of unsuitable animals creating a danger to our stock.


Since purchasing this land the owners have shown little respect for any rules or regulations enforced by Council or RMS , hence the new gate way (straying from original development conditions) and we have great concerns this disrespect will continue.

Please protect our environment by making the recommendation to refuse this application.

Yours sincerely



David & Patricia Kiddle



MID-WESTERN REGIONAL COUNCIL RECORDS RECEIVED 18 MAY 2017 <input checked="" type="checkbox"/> SCANNED <input checked="" type="checkbox"/> REGISTERED

David & Patricia Kiddle

16/5/2017

Mario & Rosalba Maiolo

68 Wollar Rd, Budgee Budgee

The General Manager

Mr Brad Cam,

Mid-Western Regional Council

Mudgee NSW.

Dear Mr. Cam,

we purchased our home at 68 Wollar Rd in Dec 2016. What convinced us to buy was the beautiful rural farmlets & untouched surrounds. We moved from Sydney to distance ourselves from the overdevelopment. We were horrified to receive a letter stating a proposed DA application had been lodged;

DEVELOPMENT APPLICATION DA26/2017 PROPOSED DWELLING HOUSE & 6 SERVICED APARTMENTS@ 103 WOLLAR RD BUDGEE BUDGEE NSW LOT 1 DP1188653

We strongly object to the proposed DA application, on the grounds that this proposal would look like a retirement village & out of character with the country surrounds. We would like to know how such hideous gates were approved for the entry to the above mentioned property. This development is immediately opposite our home & would impact on us greatly & ruin the vista we fell in love with when we purchased our home.

The 100 km p/hr zone on Wollar rd & current traffic which travels at this speed also is a cause for concern when any number of vehicles would be entering/exiting one driveway is also a safety issue. We certainly don't need additional traffic caused by one dwelling alone adding multiple vehicles.

Please take our objection seriously & consider the impact it will have on our lives. Please do NOT allow this "over development" to occur & help us to retain our beautiful, quiet, rural lifestyle.

Yours faithfully, Mario & Rosalba Maiolo.

Mario & Rosalba Maiolo

PLD.
DA26/2017
MID-WESTERN REGIONAL COUNCIL
RECORDS
RECEIVED
16 MAY 2017 *ack.*
 SCANNED
 REGISTERED

46 Wollar Road
Budgee Budgee NSW 2850

Mr B Cam
General Manager
Mid-Western Regional Council

Dear Mr Cam

RE: DA 0261/2017 - Proposed Dwelling plus 6 Serviced Apartments - 103 Wollar Road

I wish to make a submission in respect of the above development application.

It is noted that allowable uses for land zoned R5, include a dwelling and up to 6 serviced apartments for provision of tourist or visitor accommodation.

It is also noted that the first objective of zone R5 is, *"To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality."*

My wife and I attended Council's offices on 17 May 2017 and enquired as to whether or not the DA included a **landscaping plan**, designed to minimise the visual impact of what will be an imposing development. The officer who spoke with us advised that a landscaping plan was a normal Council requirement for such a development but was unable to find any such document on file.

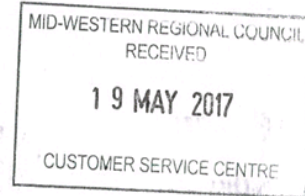
Please confirm that a landscaping plan is part of DA 0261/2017.

Yours faithfully

Barry Hadaway

May 19, 2017

Mid Western Council
Market Street
MUDGEE NSW 2850



Dear Sir / Madam

RE : Application number DA 0261/2017

By Ms Sienna Ohanil

At 103 Wollar Road, Budgee Budgee NSW 2850 : Lot 1 DP 1188653

I am the owner of 1020 Ulan Road, Budgee Budgee. I have grazing and agriculture on my lot.

I have met with Ms Ohanil, and she knows she is most welcome as a neighbour and

I wish her all best in her new home and her plans in planting a cherry orchard.

Ms Ohanil is also aware that for the last 15 years I have a well maintained Olive Grove of 1,300 trees, and in recent years I have had a severe infestation of olive lace bug, and I have needed to spray the trees with an insecticide.

My concern with the development proposal is that there is to be 6 serviced dwellings in close relationship to my olive grove, and Ms Ohanil may in the future complain when I have to spray the olive grove. I would be grateful if Council could take this into account when considering the proposal.

I look forward to having a good working relationship with Council and my neighbours.

Yours sincerely

A handwritten signature in cursive script, appearing to read "John Macdessi".

John Macdessi



8.3 Events Assistance Application - Rylstone Sculptures Inc.

REPORT BY THE EVENTS COORDINATOR

TO 19 JULY 2017 ORDINARY MEETING
GOV400064, ECO800009; FIN300052

RECOMMENDATION

That Council:

1. receive the report by the Events Coordinator on the Events Assistance Application - Rylstone Sculptures Inc.; and
2. provide \$1,325.50 in-kind and \$1,174.50 cash (total \$2,500) in Events Assistance funding for the Rylstone Wood Symposium 2017.

Executive summary

This report considers an application for Events Assistance under Council's Events Assistance Policy. It relates to the Rylstone Wood Symposium 2017 to be held at Rylstone Showground from 19 to 28 October.

Disclosure of Interest

Nil.

Detailed report

Council's Events Assistance Program is designed to assist local community events which benefit the local economy and attract visitors to the region.

Rylstone Sculptures Inc. has requested \$3,825.00 in assistance funding (\$1,325.50 in in-kind assistance and \$2,500.00 in cash funding) for the Rylstone Wood Symposium 2017. The Policy allows for a maximum of \$2,500.00 in funding.

The event is a ten day event hosted by Rylstone Sculptures Inc. at Rylstone Showground which sees ten local, national and international sculptors demonstrate their chainsaw skills to produce sculptures which are donated to the community. The biannual event was first held in 2015 and the applicant expects that the 2017 event will attract 1,200 locals and 1,500 visitors. The primary aim of Rylstone Sculptures Inc. and the Wood Symposiums is to enrich the environment with public sculpture and provide inspiring points of focus for visitors and locals alike.

It is recommended that Council provide \$2,500.00 in events assistance for the following:

In-Kind

Canteen Hire - \$1,000.00 (\$100/day for 10 days)*
Sheep Shed Hire - \$287.50 (\$28.75/day for 10 days)
*Note: a \$550.00 bond will still be payable
Tool Tagging - \$38.00

Total In-Kind = \$1,325.50

Cash

Regional advertising - \$1,000.00
Timber acquisition - \$174.50
(\$1,500.00 requested)

Total Cash = \$1,174.50

Community Plan implications

Theme	Building a Strong Local Economy
Goal	An attractive business and economic environment
Strategy	Promote the region as a great place to live, work, invest and visit

Financial implications

Funding of \$60,000 is provided in the Operational Plan for Events Assistance. \$43,525 has already been committed. If this request is approved, the remaining balance will be \$13,975.

ALAYNA GLEESON
EVENTS COORDINATOR

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

4 July 2017

Attachments: 1. Events Assistance Application - Rylstone Sculptures Inc.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Event Assistance Funding Application - 1 July 2017 to 1 December 2017

#40



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, July 02, 2017 5:49:28 PM
Last Modified: Sunday, July 02, 2017 8:17:46 PM
Time Spent: 02:28:18
IP Address: 49.181.241.192

PAGE 2: CONTACT DETAILS

Q1: Please enter your contact details below:

Name:	Kylie Yates
Organisation:	Rylstone Sculpture Inc.
Address 1:	P.O Box 63
Suburb:	Rylstone
State:	NSW
Post Code:	2849
Email Address:	kylieyates7@gmail.com
Phone Number:	0416152402

PAGE 3: EVENT INFORMATION

Q2: Name of event:	Rylstone Wood Symposium 2017
Q3: Event Date/s:	19th to the 28th October.
Q4: Number of days event is held:	10
Q5: Event location:	Rylstone Showground Big Shed
Q6: Year the event was established:	2015
Q7: How often is the event held?	Other (please specify) Bi-annual

Q8: Event description (including aims, objectives and desired outcomes):

Rylstone Sculptures Inc " Wood Sculpture Symposium" sounds like it might be a talk fest but the opposite is the reality. It is a 10 day action packed event. Ten local, national and international sculptors demonstrate their extraordinary chainsaw skills to 'townies' and 'rurals', "tree changers" and 'locals' and to a deluge of visitors from across the country. We witness the creation of ten large wooden sculptures crafted with chainsaws out of local timber harvested high up on Nullo Mountain. Rylstone Sculptures Inc hosts the event (with help from a myriad of local people) ; the sculptures are subsequently donated to the community. We anticipate that installation around the region (and maintenance) will be a community and MWRC partnership.

The primary aim of RSI and the wood symposiums is to enrich our regional environment with public sculpture and provide inspiring points of focus for visitors and locals alike. A secondary aim is to renew and forge community relationships in a changing cultural and economic landscape. The primary objective of the 2017 symposium is the creation of ten new works of art which will be embedded into our urban and rural landscape. We have recently commissioned a graphic designer and printer to design and print a RSI Sculpture Trails Map which will be distributed to all information centres within a 300 kilometre radius of Rylstone/Mudgee area. Local business advertising will feature around the margins of this map.

Event Assistance Funding Application - 1 July 2017 to 1 December 2017

Q9: Expected attendance:

Locals	1200
Visitors	1500
Total	2500

Q10: Target audience:

We know from the 2015 symposium that the event attracts thousands of people (because we advertise nationally and worldwide). Eight of the ten sculptors are internationals. We have no target audience. Its a unique and fascinating event that we know will attract significant numbers. More importantly however is the growing numbers of tourists wanting such experiences as the RSI Sculpture Trail as a focus for their travel. So the "audience" extends far beyond the event itself which is our primary aim.

Q11: Local community involvement (including local businesses and volunteers):

The Symposium engages a large and diverse community : residents of all ages from Kandos, Rylstone and Mudgee, farmers and graziers, tree changers, local school students and local businesses.

The 10 day sculpture symposium draws locals and visitors into the showground, where they are encouraged to engage with the sculptors as they work on their hard wood logs to create their sculptural vision. Feedback from the last Symposium demonstrated the high degree of engagement and excitement as people viewed the works in progress.

Local businesses were also happy to report to RSI an increase in trade over the 10 days.

Q12: Other sponsorship or income received for this event:

The RSI Sculpture Map will provide significant advertising opportunities. RSI also has four levels of sponsorship. In July/ August/September, RSI anticipates securing the pledges of financial support from the many business and individuals we have solicited. Two local individuals who wish to remain anonymous have already financially guaranteed the event should RSI not raise sufficient funds.

Q13: Economic benefits of the event:

In the short term, the actual 10 day event swells the local population and in 2015 raised revenue in many local businesses particularly hospitality oriented businesses.

The sculptures once they are sited are an ongoing regional attraction but at this early stage (having only eight sculptures in situ from mid 2016).. it is difficult to quantify the number of visitors who engage with 'art tours' enjoying the "sculpture hunt" and staying or buying locally. We do know from accommodation providers that it is a growing population and attracts people to our region throughout the year

Q14: Community and social benefits of the event:

The Rylstone Wood Sculpture Symposium develops art and culture in a meaningful way. People participate by viewing and interacting with the sculptors in conversation as well as by seeing the work evolve. The community and visitors also benefit from the donated artworks. From the last Symposium, 8 donated sculptures have been installed throughout the Mid Western Region providing inspiring permanent public sculpture in diverse and site appropriate areas.

The 2015 Symposium became a celebration in the town, engaging most of the local population and many visitors coming from all over the state. It was a showcase for building an awareness of and appreciation for Public Art. Many locals visited the site numerous times and said they couldn't keep away and were delighted with the knowledge that the wood sculptures would stay in the Mid Western region in public spaces. The symposium showed actual art in the making, educating the community about the importance of viewing and engaging with artists in a transformative way, and by encouraging community members to think about their own artistic endeavours.

Q15: How will Council's support of the event be recognised?

As with other sponsors who donate between \$1000 and \$3000 they will receive free marginal advertising space on the RSI map as well as a vector on the map itself. They will be mentioned in all print publicity and will also receive 2 tickets to the RSI Spring degustation 6 course "Thankyou" lunch for sponsors over \$2000. They will also receive publicity at the event.

Sponsors who donate \$3000 or over also have ownership of a sculpture provided it is sited with some public access (ie Vineyard winetasting areas).

So perhaps council might consider inflating the \$2500 events grant to \$3000 and "own" a sculpture on behalf of regional ratepayers.

Event Assistance Funding Application - 1 July 2017 to 1 December 2017

Q16: How do you plan to market and promote the event?

RSI has a schedule of advertising and an extensive publicity email contact list. As in 2015 we will liaise with our media contacts including the ABC and provide press releases as we get closer the date of the event. We will procure as much state-wide free advertising as we can. Carefully selected paid advertising is also part of our schedule. Our RSI Sculpture Trail Map will have been distributed widely and will also have been generating interest.

Q17: How do you plan to ensure the event continues and develops in the future?

If the our sponsors and advertisers are happy with the 2017 Symposium and feel that they, either from an altruistic or financial point of view, are gaining a benefit, we are confident that independent financial support and regional public sculpture will only continue to grow. We feel we have only begun to scratch the surface of potential donors.

Q18: Have you received funding from Council for this event previously?

Yes,
 If yes, please provide details:
 MWRC donated \$10000 for the 2015 symposium but have declined to contribute, so far, to this one,

Q19: Does the event have current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. A copy of your Certificate of Currency must be provided.

Yes

PAGE 4: FUNDING REQUESTED

Q20: Please provide details of in-kind support requested AND dollar amounts:(e.g. Council venue hire fee - \$200)

- | | |
|----|-----------------------------|
| 1. | Canteen 10 days |
| 2. | Sheep Shed @ not for profit |
| 3. | Tool tagging |

Q21: Please provide details of cash support requested AND dollar amounts:(e.g. TV advertising - \$500)

- | | |
|----|---|
| 1. | TIMBER aquisition \$1500 |
| 2. | Print and online advertising at a regional level \$1000 |

Q22: Total support requested:(must not exceed \$2,500)

In-kind support:	0
Cash support:	\$2500

Q23: Any other information you wish to add?

Respondent skipped this question

8.4 Monthly Development Applications Processing and Determined

REPORT BY THE

TO 19 JULY 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 30 June 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
Goal	Vibrant towns and villages
Strategy	Maintain and promote the aesthetic appeal of the towns and villages within the Region

Financial implications

Not applicable.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

5 July 2017

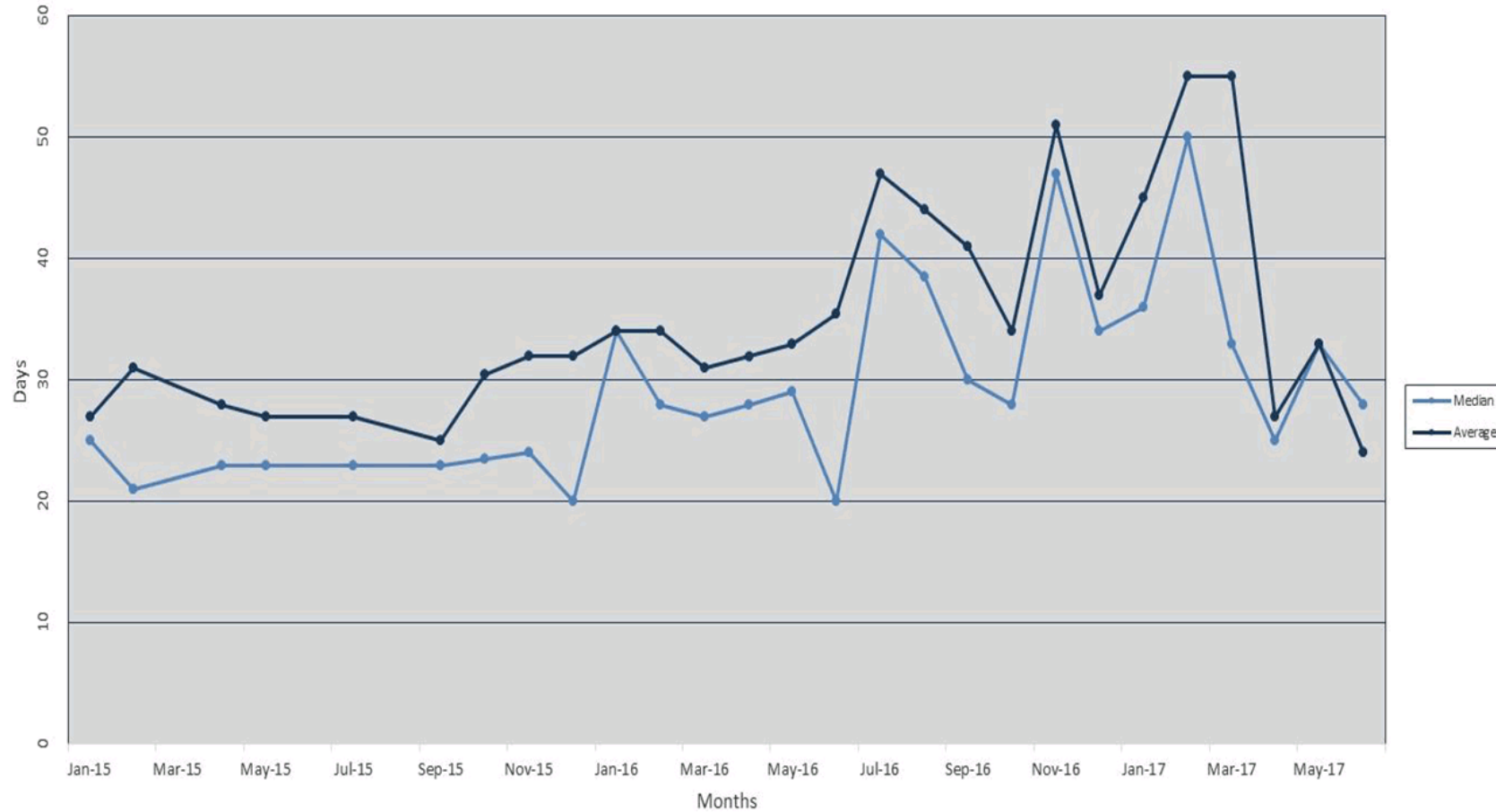
Attachments: 1. Monthly Development Applications Processing and Determined - June 2017.

BRAD CAM
GENERAL MANAGER

Monthly Development Application Processing Report – June 2017

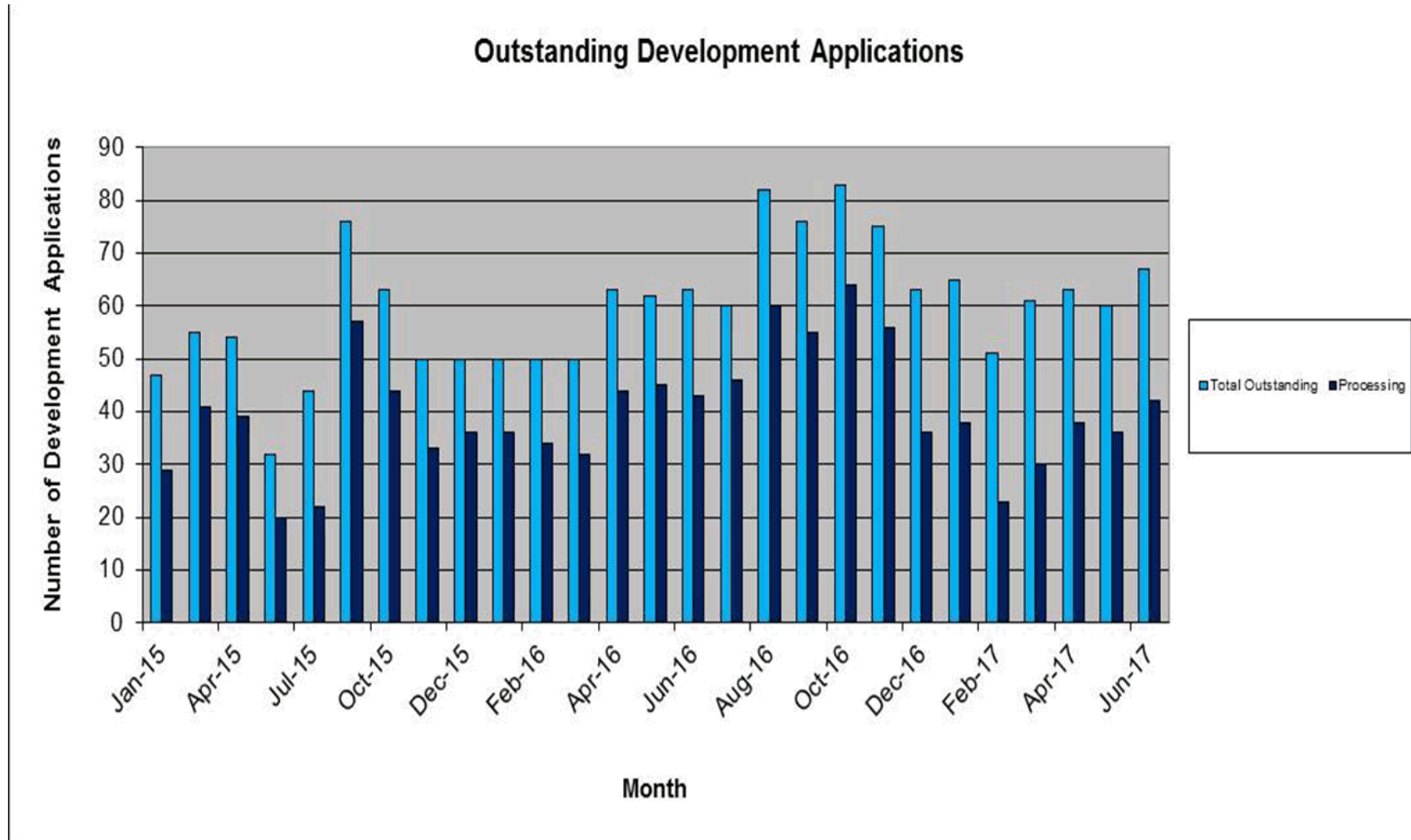
This report covers the period for the month of June 2017. Graph 1 indicates the processing times up to 30, June 2017 with the month of June having an average of 24 days and a median time of 28 days.

Median and Average Processing Time Development Applications



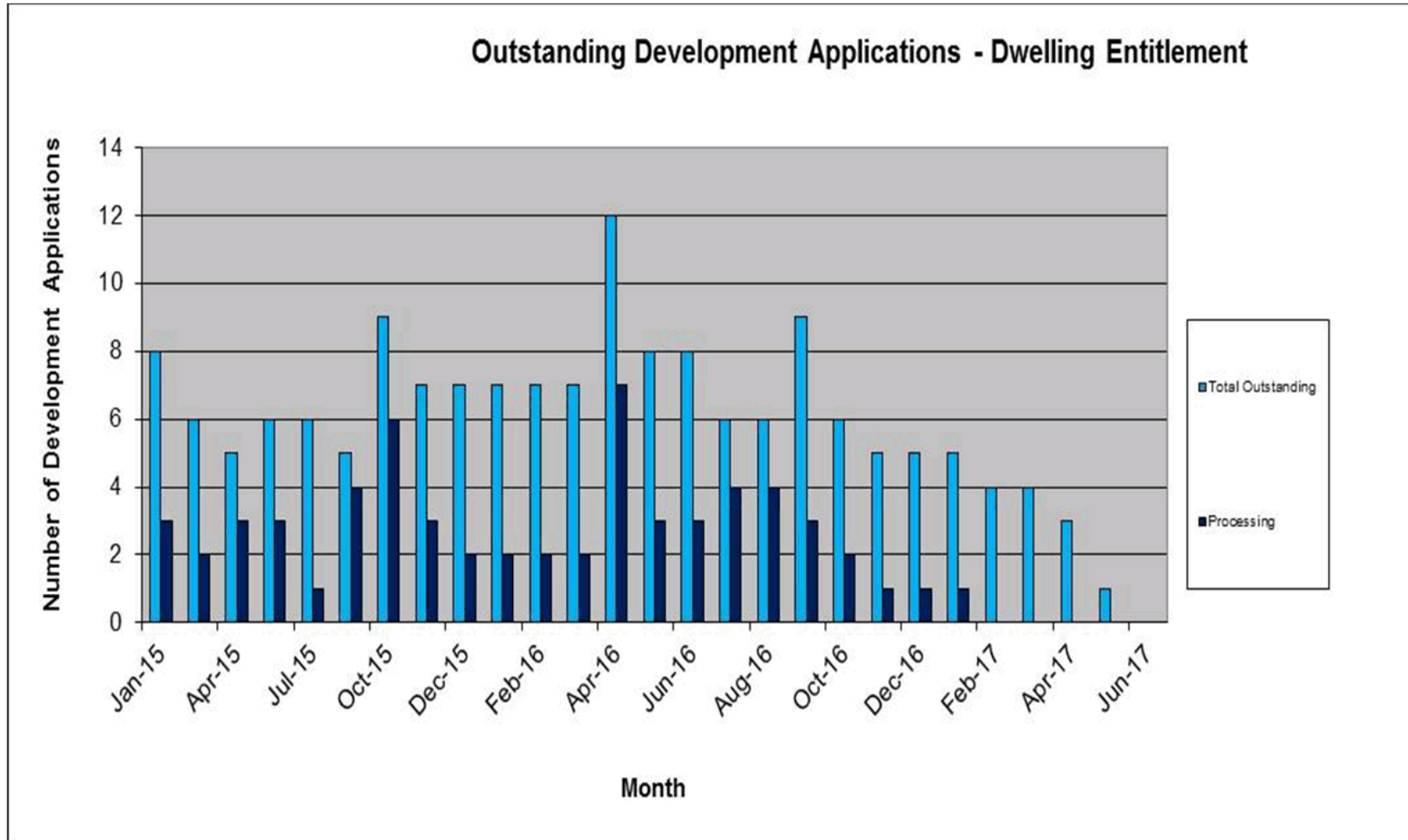
Monthly Development Application Processing Report – June 2017

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 – June 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 – June 2017

The Planning and Development Department determined 25 Development Applications either by Council or under delegation during June 2017.

Development Applications Determined – June, 2017

Appl/Proc ID	Description	House No	Street Name	Locality
DA0036/2017	Dwelling House	2352	Lue Road	HAVILAH
DA0208/2017	Dwelling House	424	Sallys Flat Road	PYRAMUL
DA0210/2017	Residential Shed	84	Cox Street	MUDGEE
DA0243/2017	Dual Occupancy	416	Yarrowonga Road	YARRAWONGA
DA0250/2017	Tourist and Visitor Accommodation	535	Lue Road	MILROY
DA0257/2017	Alterations & Additions	25	Meares Street	MUDGEE
DA0258/2017	Change of use – short term accommodation	26	Church Street	MUDGEE
DA0262/2017	Secondary Dwelling	407	Maitland Bar Road	AVISFORD
DA0263/2017	Residential Shed	300	Coxs Creek Road	RYLSTONE
DA0264/2017	Change of use – dwelling to health consulting rooms	20	Market Street	MUDGEE
DA0270/2017	Residential Shed	88	Gladstone Street	MUDGEE
DA0271/2017	Carport	12	Lewis Street	MUDGEE
DA0279/2017	Change of use – granny flat to serviced apartment	15	Clare Court	MUDGEE
DA0281/2017	Dual Occupancy	1665	Ulan Road	FROG ROCK
DA0281/2017	Secondary Dwelling	1665	Ulan Road	FROG ROCK
DA0282/2017	Residential Shed	28	Winter Street	MUDGEE
DA0288/2017	Dwelling House	363	Pyangle Road	CAMBOON
DA0289/2017	Alterations & Additions	4	Bulga Street	GULGONG
DA0291/2017	Pergola	65	Spring Road	MUDGEE
DA0293/2017	Dual Occupancy	2	Carara Road	ERUDGERE
DA0296/2017	Dual Occupancy	45	Melton Road	MUDGEE
DA0299/2017	Boundary Adjustment	104	Bellevue Road	MUDGEE
DA0310/2017	Alterations & Additions	21	Cairo Street	KANDOS
DA0311/2017	Alterations & Additions	2	Florence Close	MUDGEE
DA0312/2017	Alterations & Additions	14	Dickson Court	MUDGEE

Monthly Development Application Processing Report – June 2017

Development Applications currently being processed – June, 2017.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0242/2017	Agricultural Produce Industry	947	Castlereagh Highway	MULLAMUDDY
DA0308/2017	Alterations & Additions	24	Peppercorn Lane	BUCKAROO
DA0317/2017	Alterations & Additions	135	Linburn Lane	LINBURN
DA0138/2016	Alterations & Additions	1541	Henry Lawson Drive	ST FILLANS
DA0309/2017	Alterations & Additions	190	Lower Piambong Road	MENAH
DA0046/2016	Alterations & Additions	1581	Yarrabin Road	YARRABIN
DA0197/2017	Carport	14	Mulgoa Way	MUDGEE
DA0320/2017	Change of use – B&B	1313	Ulan Road	BUDGEE BUDGEE
DA0278/2014	Change of use – shed to dwelling	2012	Aarons Pass Road	AARONS PASS
DA0325/2016	Change of use – garage to bedroom	179	Denison Street	MUDGEE
DA0303/2017	Change of use – vehicle repair station	1	Inglis Street	MUDGEE
DA0287/2017	Child Care Centre	272	Church Street	MUDGEE
DA0286/2017	Commercial Alterations/Additions	85	Rocky Waterhole Road	MOUNT FROME
DA0276/2017	Commercial Alterations/Additions	106	Ulan Road	BOMBIRA
DA0305/2017	Commercial Alterations/Additions	101	Church Street	MUDGEE
DA0278/2017	Commercial Premises	54	Sydney Road	MUDGEE
DA0321/2017	Community Facility	45	Rouse Street	GULGONG
DA0102/2016	Dwelling House	705	Windeyer Road	GRATTAI
DA0318/2017	Dual Occupancy	545	Yarrabin Road	YARRABIN
DA0261/2017	Dwelling House	103	Wollar Road	BUDGEE BUDGEE
DA0283/2017	Dwelling House	1221	Goolma Road	GUNTAWANG
DA0301/2017	Dwelling House	130	Edgell Lane	BUCKAROO
DA0322/2017	Dwelling House	15	Butler Circle	BOMBIRA
DA0214/2011	Dwelling House	663	Castlereagh Highway	BURRUNDULLA
DA0221/2017	Function entre	141	Black Springs Road	EURUNDEREE
DA0272/2017	Function Centre	282	Powells Road	PYANGLE
DA0315/2016	Tourist and Visitor Accommodation	345	Bylong Valley Way	ILFORD
DA0326/2017	Alterations & Additions	56	Denison Street	MUDGEE
DA0344/2016	Residential Shed	23	Ferris Street	CLANDULLA
DA0266/2017	Residential Shed	3	Cudgegong Street	RYLSTONE
DA0290/2017	Residential Shed	833	Bonds Road	HARGRAVES

Monthly Development Application Processing Report – June 2017

DA0325/2017	Secondary Dwelling	18	Melton Road	MUDGEE
DA0327/2011	Shed >150m2	23	Horatio Street	MUDGEE
DA0292/2017	Secondary Dwelling	28	Rocky Waterhole Road	MILROY
DA0315/2017	Subdivision - Torrens Title	1	Clifton Avenue	MUDGEE
DA0228/2017	Subdivision - Torrens Title	158	Robertson Street	MUDGEE
DA0191/2015	Subdivision - Torrens Title	196	Robertson Road	MUDGEE
DA0294/2017	Subdivision - Torrens Title	433	Bonds Road	HARGRAVES
DA0034/2017	Subdivision - Torrens Title	38	Hill End Road	CAERLEON
DA0343/2016	Commercial Alterations/Additions	137	Ulan Road	PUTTA BUCCA
DA0285/2017	Dwelling House	488	Cooper Drive	CLANDULLA
DA0284/2017	Residential Shed	17	Saleyards Lane	GULGONG
DA0280/2017	Warehouse	23	Industrial Avenue	MUDGEE

Monthly Development Application Processing Report – June 2017

Heritage Development Applications currently being processed – June 2017.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0259/2017	Advertising Structure	93	Mortimer Street	MUDGEE
DA0313/2017	Alterations & Additions	24	Court Street	MUDGEE
DA0295/2017	Alterations & Additions	28	Herbert Street	GULGONG
DA0267/2017	Alterations & Additions	70	Church Street	MUDGEE
DA0271/2011	Alterations & Additions	87	Short Street	MUDGEE
DA0304/2017	Awning	18	White Street	GULGONG
DA0247/2017	Change of use - beauty salon	79	Market Street	MUDGEE
DA0275/2017	Change of use – dance studio to firearms dealership	25	Perry Street	MUDGEE
DA0297/2017	Change of use – smoothie bar	95	Market Street	MUDGEE
DA0306/2017	Commercial Alterations/Additions	17	Church Street	MUDGEE
DA0302/2017	Commercial Alterations/Additions	42	Market Street	MUDGEE
DA0316/2017	Commercial Alterations/Additions	99	Church Street	MUDGEE
DA0314/2017	Commercial Alterations/Additions	0	Byron Place	MUDGEE
DA0307/2017	Demolition	20	Inglis Street	MUDGEE
DA0256/2017	Dual Occupancy	125	Market Street	MUDGEE
DA0319/2017	Dwelling House	167	Horatio Street	MUDGEE
DA0122/2017	Dual Occupancy	1	Lewis Street	MUDGEE
DA0323/2017	Dwelling House	8	Short Street	MUDGEE
DA0241/2017	Dwelling House	11	Loy Avenue	MUDGEE
DA0324/2017	Commercial Alterations/Additions	97	Market Street	MUDGEE
DA0091/2017	Residential Shed	42	Louee Street	RYLSTONE
DA0252/2017	Secondary Dwelling	111	Horatio Street	MUDGEE
DA0298/2017	Residential Shed	20	Buchanan Street	KANDOS
DA0300/2017	Alterations & Additions	6	Church Street	MUDGEE

8.5 Occupation of Caravans, Mobile Homes and Temporary Residential Structures on Private Land Policy

REPORT BY THE DIRECTOR DEVELOPMENT

TO 19 JULY 2017 ORDINARY MEETING

GOV400064, GOV400047

RECOMMENDATION

That Council:

1. **receive the report by the Director Development on the Occupation of Caravans, Mobile Homes and Temporary Residential Structures on Private Land Policy;**
2. **place the revised Occupation of Caravans, Mobile Homes and Temporary Residential Structures on Private Land Policy on public exhibition for a period of 28 days; and**
3. **adopt the amended Occupation of Caravans, Mobile Homes and Temporary Residential Structures on Private Land Policy if no submissions are received.**

Executive summary

Council adopted the Occupation of Caravans, Mobile Homes and Temporary Residential Structures on Private Land Policy in October 2013. This policy has been reviewed with some minor changes as attached to the report.

Disclosure of Interest

Nil

Detailed report

The objective of this policy is to provide guidance to enable Council to permit the temporary occupation of caravans, mobile homes and other temporary residential structures on private land in conjunction with the construction of an approved dwelling.

The policy is due for renewal and has had some minor amendments made as attached to the report.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Protect and enhance our natural environment
Strategy	Ensure land use planning and management enhances and protects biodiversity and natural heritage

Financial implications

Not applicable.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

5 July 2017

Attachments: 1. Revised Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Occupation of Caravans, Mobile Homes and Temporary Residential Structures on Private Land

A prosperous and progressive community

ADOPTED	VERSION NO
COUNCIL MEETING MIN NO	REVIEW DATE
DATE: <u>JULY 2017</u>	FILE NUMBER A0100021

Objective

To provide guidance to enable Mid-Western Regional Council (Council) to permit the temporary occupation of caravans, mobile homes and other temporary residential structures and mobile homes on private land other than caravan parks in accordance with the Local Government Act in conjunction with the construction of an approved dwelling.

Legislative requirements

Local Government Act 1993

Environmental Planning and Assessment Act 1979

Related policies and plans

- Mid-Western Local Environment Plan 2012
- Mid-Western Development Control Plan 2013

Policy

This policy applies to the Mid-Western Region Local Government Area.

1. A person shall not use or occupy a caravan or structure (other than an approved dwelling) for residential purposes on any land without prior consent and obtaining approval from Council.
- ~~2. A Development Application is to be lodged with Council.~~
- 3-2. Approval will not be issued unless the following have been complied with:
 - a. A Development Application for the erection of a permanent dwelling has been approved by Council or a Principal Certifying Authority.
 - b. Adequate sanitary and ablution facilities have been provided to the satisfaction of ~~the Council (temporary connection to be made to the sewer if available).~~ This may be by way of a temporary connection to Council's sewer infrastructure or installation of an On Site Sewer Management System. Approval pursuant to Section 68 of the Local Government Act 1993 is to be obtained from Council.
 - c. Adequate all weather internal access road is provided (rural areas only).
 - d. The caravan or structure is to be inspected and an approval will not be issued for any caravan or structure unless ~~the General Manager~~ Council is satisfied that it is suitable for habitation.

POLICY: OCCUPATION OF CARAVANS, MOBILE HOMES AND TEMPORARY RESIDENTIAL STRUCTURES ON PRIVATE LAND
~~OCCUPATION OF CARAVANS, MOBILE HOMES AND TEMPORARY RESIDENTIAL STRUCTURES ON PRIVATE LAND~~

- e. All dwellings not connected to town water supplies shall be provided by the owner/occupier with water storage facilities with a minimum capacity of ~~60,000~~45,000 litres. The storage facilities shall be designed so that 20,000 litres are reserved at all times for fire fighting purposes.

4.3. The following conditions shall apply to the approval:

- a. The approval shall be for an initial period of six months— and commence from the first day of occupation of the temporary structure. The occupier may apply in writing to Council, to extend the period of the approval for a further six months where it is demonstrated that the erection of the permanent dwelling on the land is proceeding satisfactorily. The combined time period shall not exceed twelve months in total. ~~However, Council may extend the period of the approval from time to time if it is satisfied that the erection of a permanent dwelling on the land is proceeding satisfactorily; provided that the period for any approval shall not exceed twelve months.~~
- b. The property and particularly the area immediately surrounding the temporary living site shall be maintained in a clean and tidy state at all times. Building materials shall be stacked and stored in an orderly fashion.
- c. No nuisance whatsoever is to be caused by virtue of the occupation.
- d. The caravan and structure is maintained in a habitable state at all times to the satisfaction of Council.
- e. The approval is not transferable.
- f. Council reserves the right to revoke any approval given if the conditions are not complied with.
- g. The applicant agrees to vacate the site within one month of approval being revoked and the applicant understands that legal proceedings will be instituted if a direction to vacate is not complied with.

5.4. Council may not require compliance with Clause ~~3a and 4a-3a~~ above and allow extended occupation of a caravan, mobile home and other temporary residential structures and mobile home, if medical and financial evidence substantiates that there is no alternative.

Item 9: Finance

9.1 Classification of Land - Lot 18 DP 1227585 Drainage Reserve in Bombira Estate Bombira

REPORT BY THE PROPERTY OFFICER
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, P24446

RECOMMENDATION

That Council:

1. **receive the report by the Property Officer on the Classification of Land - Lot 18 DP 1227585 Drainage Reserve in Bombira Estate Bombira; and**
2. **classify allotment 18 DP 1227585, being 14 Butler Circle Bombira as Operational land in accordance with Section 31 of the Local Government Act 1993.**

Executive summary

Council is required to classify all land held by it and this report seeks Council's resolution to classify Lot 18 DP 1227585 being land vested in the ownership of Mid-Western Regional Council for the purposes of drainage reserve, as Operational.

Disclosure of Interest

Nil

Detailed report

In accordance with Sections 26 and 31 of the Local Government Act 1993 (LGA), all public land must be classified as either "Community" or "Operational" land.

The purpose of classification is to identify clearly that land which should be kept for use by the general public (Community land) and that land which need not (Operational land). Community land would ordinarily incorporate land such as a public park. Land which is classified Operational would include land held as an asset, land which facilitates a Council carrying out its functions or is land that may not be open to the public, such as in this case, where the land parcel is required for drainage purposes.

Allotment 18 DP 1227585, located at 14 Butler Circle Bombira was dedicated to Council as a drainage reserve upon the registration of the plan of subdivision of the Bombira Estate development on 12/5/2017.

Prior to resolving to classify the land parcels, Council was required to publish a notice of its intention to classify the land. Such a notice was published in the Mudgee Guardian on 9 June 2017 and on Council's website.

The notice provided a submission period of 28 days, which expired on 6 July 2017 and no submissions were received.

It is recommended that Council approve the classification of the subject land as Operational in pursuance of its obligations under the LGA.

Community Plan implications

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

Financial implications

Nil

LILIAN MUTYIRI
PROPERTY OFFICER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

2 June 2017

Attachments: 1. Map of Bombira Estate Drainage Reserve.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



9.2 Community Grants Program - Quarter 1

REPORT BY THE MANAGER, FINANCIAL PLANNING AND GRADUATE ACCOUNTANT - GRANTS & CONTRIBUTIONS

TO 19 JULY 2017 ORDINARY MEETING

GOV400064, FIN300138

RECOMMENDATION

That Council:

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

Mudgee Disability Support Service Inc.	\$649
Mudgee Police Citizens Youth Club NSW	\$800
Mudgee Lions Club	\$2,500
Western Region Academy of Sport (WRAS)	\$1,300
Mudgee Regional Music Centre – Auspiced by Mudgee Arts Council	\$2,000
Harley Museum	\$1,476
Lue Public School	\$440
Cudgegong Country Ball Committee	\$1,000
Mudgee Chamber of Commerce 'Mudgee Money'	\$3,000
Mudgee Chamber of Commerce 'Pink Up Mudgee'	\$4,000
Rotary Club of Mudgee Inc. & Rotary Club of Mudgee Sunrise	\$7,000
Gulgong Hostel Association (Wenonah Lodge)	\$500

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

Cudgegong Country Ball Committee

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

St Matthews Catholic School

5. note the allocation of financial assistance to the below entities, previously endorsed through the 2016 Operational plan:

Mudgee Fine Foods	\$3,000
Rylstone Kandos Preschool	\$4,160
Kandos Rylstone Community Radio Inc.	\$11,000

Executive summary

This report considers a request for financial assistance under Council's Community Grants Program Policy.

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 recommendation.

Applicant	Project/Activity	Total Project Cost \$	Funding Request \$	Project Surplus \$	Recommended Funding \$	Total Score out of 12
Mudgee Disability Support Service	Annual fundraising concert	2,500	649	0	649	8/12
Police Citizens Youth Club NSW	Mudgee PCYC Running of the Colours	10,880	800	7,720	800	10/12
Mudgee Lions Club	Mudgee Lions Twilight Market & Festival	9,000	2,500	0	2,500	12/12
Western Regional Academy of Sport (WRAS)	Operational expenses for WRAS	314,700	1,300	8,107	1,300	8/12
Mudgee Arts Council Inc.	Mudgee Regional Music Centre – purchase of a drum kit	2,000	2,000	0	2,000	10/12
Harley Museum Inc.	Purchase of Computer	1,845	1,845	0	1,476	8/12

Applicant	Project/ Activity	Total Project Cost \$	Funding Request \$	Project Surplus \$	Recommended Funding \$	Total Score out of 12
Lue Public School	Hire of Port-a-loo for NSW AHA Variety Bash	440	440	0	440	8/12
Cudgegong Country Ball Committee	Cudgegong Country Ball – Assistance with Hire of Rylstone Hall	7,100	1,000	6,900	1,000	6/12
Mudgee Chamber of Commerce	Mudgee Money	4,975	3,000	0	3,000	10/12
Mudgee Chamber of Commerce	Pink Up Mudgee	4,118	4,000	0	4,000	9/12
Rotary Club of Mudgee Combined	Mudgee Showground Christmas Carols	40,000	7,000	0	7,000	12/12
Wenonah Lodge	Assistance with Tipping Fees	600	500	0	500	6/12
St Matthews Catholic School	Indigenous Immersion to Kununurra East Kimberley Region	48,900	1,000	0	0	4/12
				Total	24,665	

Disclosure of Interest

NIL

Detailed report

The information provided below gives more detail on each application and the scoring against the policy criteria. Copies of all applications are provided as attachments to the report.

RECOMMENDED

Mudgee Disability Support Service Inc.

Mudgee Disability Support Service (MDSS) is a not-for-profit Community-based organisation which works closely with individuals, families, the community and other organisations to maximise life's opportunities for people with a disability.

MDSS holds an annual fundraising concert each year to help raise funds to purchase much-needed equipment for their day and respite programs. This year MDSS's dramability group have chosen to present their take on Willy Wonka and the Chocolate Factory at the town hall theatre. MDSS have requested reimbursement of the town hall hire fees paid, to the value of \$649.00

2 ★★

Benefits and link to the community plan

2 ★★

Amount of resident participation

2 ★★

Consultation and collaboration with other local groups

2 ★★

Capacity to deliver the program or project

RECOMMENDATION \$649

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

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

Police Citizens Youth Club NSW

For the past two years, Mudgee PCYC has held a major fundraiser entitled 'Running of the Colours'. This event takes place in October / November in Lawson Park, where participants will run/walk approximately 5kms through colour stations sponsored by local businesses.

The money raised by both business sponsorship and running registrations goes directly back into the club and will assist PCYC in improving facilities, repairs of broken equipment and replacing outdated equipment.

Mudgee PCYC has requested \$645.00 assistance towards operational expenses, as well as in-kind support with waiving of hire fees for Lawson Park to the value of \$155.00.

3 ★★★

Benefits and link to the community plan

3 ★★★

Amount of resident participation

1 ★

Consultation and collaboration with other local groups

3 ★★★

Capacity to deliver the program or project

RECOMMENDATION \$800

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

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

Mudgee Lions Club – Twilight Market & Festival

A combined market and fun festival for the whole community with a festive, Christmas theme – As a community project, the principal focus is on fun and activities for all members of the family, whilst keeping the costs to families as low as possible.

Mudgee Lions Club has sought \$2,500 of financial assistance for this event.

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 \$2,500

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

Link to Community Plan: 1.1.4 Work with key partners and the community to reduce crime, anti-social behaviours and improve community safety.

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

Western Region Academy of Sport (WRAS)

WRAS provides access to high-level coaching, education workshops, and competitions to provide opportunities for pre-elite junior athletes to progress to higher levels of representation - In 25 years, WRAS has granted scholarships to over 3,500 athletes from the western region of NSW.

WRAS request \$1,300 support from Council, which will assist to develop regional athletes and coaching staff.

2 ★★

Benefits and link to the community plan

1 ★

Amount of resident participation

2 ★★

Consultation and collaboration with other local groups

3 ★★★

Capacity to deliver the program or project

RECOMMENDATION \$1,300

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

Link to Community Plan: 1.1.4 Work with key partners and the community to reduce crime, anti-social behaviours and improve community safety.

Link to Community Plan: 1.4.3 Provide equitable access to a range of places and spaces for all in the community.

Mudgee Regional Music Centre – Auspiced by Mudgee Arts Council Incorporated

The Mudgee Regional Music Centre (MRMC) is a not-for-profit, under the auspices of Mudgee Arts Council which aims to provide music teaching, studio and rehearsal space for use by local music teachers and Community groups.

MRMC is seeking \$2,000 to purchase a good quality drum kit for the use of students and community groups.

3 ★★★

Benefits and link to the community plan

2 ★★

Amount of resident participation

3 ★★★

Consultation and collaboration with other local groups

2 ★★

Capacity to deliver the program or project

RECOMMENDATION \$2,000

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

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

Link to Community Plan: 1.4.3 Provide equitable access to a range of places and spaces for all in the community.

Harley Museum of NSW Incorporated

The Harley Museum of NSW is dedicated to the preservation and history of the Harley Davidson motorcycle in Australia. They average over 4,000 visitors on an annual basis, providing the town as the main tourist attraction.

The Harley Museum work hand in hand with many not-for-profit organisations, including Mudgee PCYC who share the building rent free.

Upgrading the existing computer system has become an essential requirement for the longevity of the Museum, therefore, the Harley Museum of NSW Inc. request \$1,845.

3 ★★ ★*Benefits and link to the community plan***2** ★★*Amount of resident participation***2** ★★*Consultation and collaboration with other local groups***2** ★★*Capacity to deliver the program or project***RECOMMENDATION** **\$1,476**

Link to Community Plan: 1.1.4 Work with key partners and the community to reduce crime, anti-social behaviours and improve community safety.

Link to Community Plan: 3.1.2 Encourage the development of a skilled and flexible workforce to satisfy local industry and business requirements.

Link to Community Plan: 3.3.1 Support projects that create new jobs in the region and help to build a diverse and multi-skilled workforce.

Lue Public School

The Lue Public School recently hosted a visit from the Variety Club Children's Charity Bash on Friday 26th May 2017.

Due to the increased number of expected visitors (approximately 250-300 people), the Lue Public School have requested assistance with the hire of additional toilet facilities – the expected cost is \$440.00

2 ★★*Benefits and link to the community plan***2** ★★*Amount of resident participation***1** ★*Consultation and collaboration with other local groups***3** ★★ ★*Capacity to deliver the program or project*

RECOMMENDATION \$440

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

Link to Community Plan: 1.4.3 Provide equitable access to a range of places and spaces for all in the community.

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

Cudgegong Country Ball Committee

Cudgegong Country Ball Committee has been established for the last four years, their primary function is to raise funds for local children's services within the Kandos / Rylstone and surrounding areas.

The proceeds gained from their annual fundraising event 'Cudgegong Country Ball', are being focused this year towards the purchase of a bus, which aims to service all the local schools for use specifically on excursions and sporting events.

Cudgegong Country Ball has requested a waiver of facility hire costs for the Rylstone Hall, to the value of \$336 and an additional \$664 donation towards the event.

2 ★★

Benefits and link to the community plan

3 ★★★

Amount of resident participation

1 ★

Consultation and collaboration with other local groups

0

Capacity to deliver the program or project

RECOMMENDATION \$1,000

Link to Community Plan: 1.4.3 Provide equitable access to a range of places and spaces for all in the community.

Mudgee Chamber of Commerce "Mudgee Money Gift Cards"

Mudgee Chamber of Commerce has established a local initiative "Mudgee Money" which encourages locals to spend locally.

The Mudgee Money program provides a tangible product to effectively and definitely lock dollars into being spent at participating stores in the Mid-Western Region (Mudgee, Rylstone, Kandos and Gulgong).

The Chamber has requested assistance with the initial batch of 1000 gift cards at a cost of \$3,000

3 ★★ ★

Benefits and link to the community plan

3 ★★ ★

Amount of resident participation

1 ★

Consultation and collaboration with other local groups

3 ★★ ★

Capacity to deliver the program or project

RECOMMENDATION \$3,000

Link to Community Plan: 3.1.1 Support the attraction and retention of a diverse range of businesses and industries.

Link to Community Plan: 3.2.2 Provide leadership on economic development initiatives and identify resources and infrastructure required to drive investment and economic growth in the Region.

Link to Community Plan: 3.3.1 Support projects that create new jobs in the Region and help to build a diverse and multi-skilled workforce.

Mudgee Chamber of Commerce "Pink up Mudgee"

Following the huge success of Pink Up Mudgee in 2016, which saw a total of \$140,000 being raised - the Chamber will be rolling out 'Pink Up Mudgee 2017', this year including the whole of the Mid-Western Regional area.

In addition to painting the town pink, a pink royale ball will be held on the 7th October at Parklands Resort with Glenn McGrath as the guest of honour.

The Chamber has requested assistance with the Street banners, window stickers, posters and administrative expenses to the value of \$5,000.

2 ★★

Benefits and link to the community plan

3 ★★ ★

Amount of resident participation

2 ★★

Consultation and collaboration with other local groups

2 ★★

Capacity to deliver the program or project

RECOMMENDATION \$4,000

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

Rotary Club of Mudgee Inc. together with Rotary Club of Mudgee Sunrise Inc.

Mudgee showground Christmas carols is a joint project between both Rotary Club of Mudgee and Rotary Club of Mudgee Sunrise. The event gives Mudgee families and others the opportunity to come together and celebrate Christmas carols in an alcohol-free family environment.

The request for a donation of \$7,000 will help the Rotary groups fund hire of equipment including stage, sound and screen equipment.

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 \$7,000

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

Link to Community Plan: 1.4.3 Provide equitable access to a range of places and spaces for all in the community.

Gulgong Hostel Association – Wenonah Lodge

Wenonah Lodge is a not-for-profit, community owned and operated residential and community aged care service. They are staffed by 38 individuals and an additional 30 volunteers, who service 25 residents and approximately a further 60 community clients.

Wenonah endeavour to keep their grounds and buildings well maintained. They have organised a working bee, and the Lodge is seeking the support of up to \$500 towards tipping fees.

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 \$500

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

NOT RECOMMENDED*St Matthews Catholic School Mudgee*

St Matthews Catholic School has teamed with St Joseph's Catholic School in Kununurra to offer ten selected year 10 students an opportunity to partake in real life 'Closing the Gap' experiences.

The expected cost per student is \$3,700, which is considerable for both the school and families to fund, they aim to reduce this expense by dedicated fundraising efforts – St Matthews Catholic School has requested a donation towards these expenses.

St Matthews have requested a donation towards the school excursion to the value of \$1,000.

0*Benefits and link to the community plan***1** ★*Amount of resident participation***1** ★*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 demonstrate a significant contribution to community outcomes and goals in the community plan. Council staff also note that education costs are a state funded service.

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 \$120,000 is provided in the Operational Plan for Financial Assistance. \$18,160 has already been allocated for ongoing commitments, leaving a balance of \$101,840.

Should Council approve the recommendations in this report, a balance of \$77,175 will remain.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

26 June 2017

- Attachments:*
1. Community Grants - Mudgee Disability Support Service Inc.. (separately attached)
 2. Community Grants - Mudgee PCYC. (separately attached)
 3. Community Grants - Mudgee Lions Club. (separately attached)
 4. Community Grants - Western Region Academy of Sport (WRAS). (separately attached)
 5. Community Grants - Mudgee Regional Music Centre. (separately attached)
 6. Community Grants - Harley Museum. (separately attached)
 7. Community Grants - Lue Public School. (separately attached)
 8. Community Grants - Cudgegong Country Ball Committee. (separately attached)
 9. Community Grants - Mudgee Chamber of Commerce 'Mudgee Money'. (separately attached)
 10. Community Grants - Mudgee Chamber of Commerce 'Pink Up Mudgee'. (separately attached)
 11. Community Grants - Rotary Clubs Combined. (separately attached)
 12. Community Grants - Gulgong Hostel Association. (separately attached)
 13. Community Grants - St Matthews Catholic School. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.3 Borrowing Policy

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, FIN300134

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Financial Planning on the Borrowing Policy;**
2. **place the revised Borrowing Policy on public exhibition for 28 days to receive any public submissions; and**
3. **adopt the revised Borrowing Policy if no submissions are received.**

Executive summary

Council's Finance department have conducted a review of the Borrowing Policy, resulting in a revised policy. A copy of the current Borrowing Policy and the revised policy are both attachments to this report.

Council staff note that the revised policy is based greatly on the sample policy provided by NSW Treasury Corporation. A comparison to the existing policy was undertaken and the sample policy tailored to meet requirements. Amendments to the sample policy are discussed in the detailed report below.

Disclosure of Interest

Nil.

Detailed report

The objective of the Borrowing Policy is to ensure that the use and management of Council borrowings (including overdraft facilities):

- Complies with the Ministerial Revised Borrowing Order dated 13 May 2009;
- Is undertaken with due regard for Council's role as a custodian of public funds;
- Is undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- Complies with Council's overall risk management philosophy.

Key amendments to the sample NSW Treasury Corporation policy are listed below:

- The Debt Service Ratio is recommended to remain below 20%, as opposed to 10% in the sample policy. The target of <20% is based on the Fit for Future benchmark

- A minimum of three quotes is required for new borrowing
- Maximum term of borrowings is the shorter of 20 years or the expected economic life of the capital works funded
- A minimum of 50% of borrowings are to be fixed rate, in order to reduce risk around interest rate increases
- Addition of commentary on internal loans

Community Plan implications

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

Financial implications

The Delivery program 2017-2021 proposes new borrowings of:

- \$4 million in 2017/18 to support structural upgrades at the Rylstone Dam Wall
- \$8.7 million in 2019/20 to support Sewer Augmentation works at Rylstone/Kandos

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

4 July 2017

Attachments: 1. Draft Borrowing Policy 2017.
2. Borrowings Policy 2015.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Borrowing Policy

*A prosperous
and progressive
community*

DRAFT	VERSION NO	1
COUNCIL MEETING MIN NO	REVIEW DATE	
DATE:	FILE NUMBER	FIN300030

Objective

The objective of this policy is to ensure that the use and management of Council borrowings (including overdraft facilities):

- Complies with the Ministerial Revised Borrowing Order dated 13 May 2009;
- Is undertaken with due regard for Council's role as a custodian of public funds;
- Is undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- Complies with Council's overall risk management philosophy.

The Council's power to borrow funds arises from Section 621 of the Local Government Act 1993. As a custodian of public funds, Council must exercise the reasonable care and diligence that a prudent person would exercise when borrowing funds.

This policy provides a framework for Council to borrow funds while ensuring the ongoing viability of the Council by not permitting overall borrowings to extend Council beyond its ability to meet future repayments and budgetary obligations.

Section 377(1) (f) of the Local Government Act 1993 stipulates that Council cannot delegate the borrowing of money. It is expected that Councillors will have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract.

Legislative requirements

All borrowings must comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Revised Borrowing Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

Policy

Delegation of Authority

Authority for the implementation of this policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager may, in turn, delegate the day-to-day management of Council's borrowings to the Responsible Officer or other appropriately qualified senior staff (subject to regular reviews).

POLICY: BORROWING POLICY |

A record of the delegated authority is to be maintained and delegates are required to acknowledge that they have received a copy of this policy and understand the obligations of their delegated role. It is the responsibility of the General Manager to ensure that delegates have the necessary expertise and skill to carry out their delegated roles.

Guiding Principles

Guiding principles for Council borrowings:

- Borrowings may only be used to fund capital expenditure and not operating expenditure (which should be funded from revenue).
- Minimum working capital requirements are to be identified and maintained in a readily available form such that there is no need to call on borrowings to fund any shortfall in reasonably anticipated operating requirements.
- It is appropriate to fund significant capital works via borrowings such that the full cost of infrastructure is not only borne by present day ratepayers, but also by future ratepayers who will benefit from use of the funded infrastructure.
- It may be appropriate to fund certain capital projects with user charges, in which case user charges should reflect the project's costs, including loan payments.
- The impact on Council's budget of any movement in interest rates must be actively managed.

Structure of Borrowings

OVERDRAFT

The Council may maintain a modest overdraft facility for unexpected changes to operating cash flow requirements. As there are costs involved in accessing the facility, it is not to be used for expected operating cash flow and it is not to be used for long-term financing.

LONG-TERM BORROWINGS

Considerations

To assist with making the decision on whether to undertake long-term borrowings, Council should consider:

- The financial impact of the proposed borrowing on Council's Long Term Financial Plan, Delivery Program and Operational Plan including:
 - a) Scenario analysis in the case of changes to market interest rates; and
 - b) Any positive impact of the capital works funded by the proposed borrowing;
- The Debt Service Ratio, which is an indicator of Council's ability to service its borrowing, should remain below 20% in accordance with the Fit for the Future benchmarks;
- The cost-benefit analysis of the capital works to be funded and the works alignment with Council's strategic planning and capital program; and
- The proposed structure of the borrowings and the proposed way in which the Council will procure the borrowings to achieve competitive and favourable terms.

POLICY: BORROWING POLICY |

Requirements

Councils can borrow funds under section 621 of the Local Government Act 1993. All borrowings must be approved by Council resolution and included in Council's annual draft Operational Plan.

Councils must also apply to the Office of Local Government, completing a proposed loan borrowing return each year.

The General Manager under section 230 of the Local Government (General) Regulation 2005 must notify the Director-General within seven days after borrowing money under a loan contract.

If, during the year, Council is required to increase its proposed borrowings or change the purpose of the initial request, a council resolution must be passed prior to drawing down of any funds.

If there is an increase, Council must also notify the Office of Local Government by re-submitting the electronic loan borrowing request form including the updated amounts.

Process

To minimise the cost of borrowing, the policy will require Council to seek competitive borrowing terms by way of obtaining a minimum of three quotes.

The borrowing maturity profile should reflect the Council's forecast repayment profile. Consideration should also be given to incorporating flexibility in borrowing covenants in case of early repayment or a need to extend the term of the loan.

During the life of long-term borrowings, Council must regularly update its financials to ensure no breach of covenants or to take advantage of flexibility in the repayment profile should Council's financial situation change over time.

Restrictions

Council is restricted, by the Ministerial Revised Borrowing Order dated 13 May 2009, to source the borrowings from Australia and in Australian currency.

Borrowing Parameters

The Council's borrowing program must remain within the following parameters:

- Maximum term of borrowings is the shorter of 20 years or the expected economic life of the capital works funded.
- A minimum of 50% of borrowings are to be fixed rate.

INTERNAL LOANS

An internal loan consists of surplus investment funds that are restricted to a particular purpose being borrowed for another purpose of Council. This process would involve a formal internal loan whereby borrowed funds would be repaid with interest to the reserve that has lent the funds.

Where the surplus funds have been derived from general revenue streams this decision can be made by resolution of Council.

Where the surplus funds have been derived from externally restricted revenue or from a special rate or charge, such loans require Ministerial approval prior to being entered into, in accordance with Section 410 of the Local Government Act 1993.

Internal loans and internally restricted funds are not required to be included in the proposed loan borrowing return submitted to the Office of Local Government.

POLICY: BORROWING POLICY |

Monitoring and Reporting


Any breach of this policy is to be reported to the General Manager and Responsible Accounting Officer immediately upon becoming aware of such breach. A written statement of the facts relating to the breach is to be prepared within two business days, including the remedial action taken or proposed to be taken. The breach should be reported to Council at the next meeting.

Policy Review

This policy will be reviewed at least once every two years and, in addition, as and when required in the event of legislative or other regulatory changes. Any amendment to this policy must be authorised by Council resolution.

Definitions

Term	Definition
Variable Rate Loan	A loan that attracts an interest rate linked to a variable benchmark. In Australia variable rate loans are normally priced at a fixed margin over the Ausbond Bank Bill Rate which is the market benchmark three month interbank rate.
Fixed Rate Loan	A loan that attracts a fixed pre-determined interest rate throughout the term of the loan.
Amortising/Credit Foncier Loan	A loan that is repaid over the term of the loan, normally by equal instalments due quarterly or semi-annually. Interest payments and capital repayments are normally combined and paid on the instalment date.
Interest Only Loan	A loan repaid in full on the final maturity date. The loan can be either a variable rate loan or a fixed rate loan with interest payments normally payable quarterly for a variable rate loan and semi-annually for a fixed rate loan.
Debt Service Ratio	The Debt Service Ratio is calculated as: $\frac{\text{Cost of debt service (interest expense plus principle repayments)}}{\text{Total continuing operating revenue (excl. capital grants and contributions)}}$

	POLICY	ADOPTED C/M 17/06/15 Minute No. 174/15 REVIEW: June 2017 FILE No. FIN300032
	Borrowings	

OBJECTIVE

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

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

RELEVANT LEGISLATION

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

POLICY

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

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

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

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

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

External Loans

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

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

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

BORROWINGS POLICY

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

The Debt Service Ratio measures the availability of operating cash to service debt including interest, principal and lease payments. The Office of Local Government Fit for the Future benchmark is a Debt Service Ratio of greater than 0% and less than or equal to 20% average over 3 years.

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

Internal Loans

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

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

Overdraft Facilities

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

VARIATION

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

9.4 Procurement Policy

REPORT BY THE PROCUREMENT MANAGER
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, A0100021

RECOMMENDATION

That Council:

1. **receive the report by the Procurement Manager on the Procurement Policy;**
2. **place the Procurement Policy on public exhibition for 28 days; and**
3. **adopt the revised Procurement Policy if no submissions are received.**

Executive summary

Alterations have been made to the Procurement Policy to allow the inclusion of the new Work, Health & Safety (WHS) framework and for other minor amendments.

Disclosure of Interest

Nil

Detailed report

Alterations have been made to the Procurement Policy due to Council's consistent analysis towards best practice in procurement activities.

The introduction of the new WHS framework provides staff with a consistent approach when tendering and it is imperative that these systems are supported in the Procurement Policy.

The minor amendments to spend brackets provides clarity around petty cash availability and the addition of delegation to the Chief Financial Officer to the spend bracket of Purchase of Goods and Services above \$100 and up to \$1,000, relieves the General Manager from attending to minor exemption requirements.

The inclusion of a framework for amending tendered rates to the revised Procurement Policy provides clarity to both staff and service providers as to what is appropriate during a contract term. This was often a grey area for many, however now has some simple guidelines to abide by.

The Service Provider Management Policy is a new policy and, if adopted, aims to ensure Council's expectations and the management of service providers (contractors) is legal, ethical and transparent for all parties. The acknowledgement of the Service Provider Management Policy in the revised Procurement Policy is essential due to the closeness in which these two policies work within the procurement space.

Definitions have been incorporated in the revised Procurement Policy to assist users in determining the correct meaning of abbreviations and jargon. Creating better understanding of terminology used assists both Council staff and the general public when interpreting policies.

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.

KRISTIE WARD
PROCUREMENT MANAGER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

5 July 2017

Attachments: 1. Revised Procurement Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Procurement Policy

*A prosperous
and progressive
community*

ADOPTED

COUNCIL MEETING MIN NO
DATE: 19 JULY 2017

REVIEW DATE 19 JULY 2018
FILE NUMBER A0100021

Objective

This policy aims to ensure Council's procurement of goods and services is legal, ethical and to Council's best advantage. The outcomes of this policy are:

- Open and fair competition;
- Value for money;
- Enhancement of the capabilities of local business and industry;
- Environmental protection; and
- Ethical behaviour and fair dealing
- Maintaining a high standard of health & safety management

Legislative requirements

- Local Government Act 1993
- Local Government (General) Regulation 2005
- WHS Act 2011

Related policies and plans

- Local Preference Policy
- Service Provider Management Policy
- Gifts & Benefits Policy
- Code of Conduct
- Statement of Business Ethics
- Risk Management Policy
- Disposal of Assets Policy
- HRWHS 008 WHS Responsibilities
- HRWHS 059 (Procedure) Framework for the Safety Management of Contractor & Construction Project Works

POLICY: PROCUREMENT POLICY |

Policy

In entering into contracts for the carrying out of work, or the supply of goods and services, Council officers will have regard to Mid-Western Regional Council's purchasing objectives as set out above.

Every effort should be made to ensure businesses operating within the Mid-Western Regional Council area are given an opportunity to quote.

The general objectives of this policy apply to all purchases regardless of whether payment is made via traditional Accounts Payable processes, petty cash or corporate purchase cards.

Those persons/organisations providing goods and services to Council shall be considered to be agents of Council and shall be required to comply with Council's relevant policies.

Breach of the requirements of this policy may result in disciplinary action.

Training of Staff

Staff involved in the procurement of goods and services will be appropriately trained in the relevant procedures to be followed.

Delegation of Authority

The General Manager has delegated authority to incur financial expenditure on behalf of Council under the following provisions:

- Where expenditure has been provided for in Council's budget; or
- Genuine emergency or hardship;

The General Manager is authorised to enter into contracts on behalf of Council within the expenditure delegation authorised. Other Council Officers may only incur expenditure on behalf of the Council if:

- The Officer has been granted a financial delegation by the General Manager and such delegation is recorded in the Delegations Register; and
- The expenditure is provided for in Council's budget; or
- In the case of genuine emergency or hardship where the power to incur expenditure in these circumstances has also been delegated.

Council Officers may only receive an expenditure delegation greater than \$1,000 where the Officer has completed appropriate training or has relevant experience which, in the opinion of the General Manager, qualifies the Officer to the delegated level.

Any Officer incurring expenditure may only do so in accordance with any constraints imposed by the Council or the General Manager in respect to a financial delegation.

No Officer may have a procurement delegation exceeding \$150,000.

POLICY: PROCUREMENT POLICY |

Splitting of Orders

Council Officers are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated financial and procurement levels, or to avoid the necessity to obtain quotes or call for tenders.

When party to a trade-in on goods, the delegated level of authority will be used for the purchase price of the goods not the purchase value less the trade in price.

Promotions & Incentives

The offering or acceptance of promotional goods, rewards, benefits or any other form of incentive in relation to the purchase of goods and services is strictly prohibited. Refer to Council's Gifts and Benefits Policy.

Allocation of Funds

Apart from delegated authority to purchase, it is essential that funds are made available for a purchase prior to any commitment being entered into. This means that a budget allocation must have been made by Council in the Management Plan or subsequent reviews for the purpose to which the proposed expenditure applies.

For special projects, contribution works, and grant works not specifically detailed in the Management Plan, approval to purchase is dependent upon the funds being available. These funds must either be received or committed in writing by the funding body and accepted by Council.

For any job which exceeds the preliminary estimate by more than an immaterial amount, initial approval for works to commence must be given by the General Manager and reported to Council via the Quarterly Budget Review process.

Budget allocations are provided for a purpose. Expenditure contrary to this purpose, (such as using a budget in one area to cover another, or using a recurrent budget to fund a capital purchase and vice versa), must be approved initially by the General Manager and then reported to Council via the Quarterly Budget Review process.

Aggregation of Requirements

Council has the opportunity to utilise contracts offered by Prescribed Entities (Local Government Procurement & Procurement Australia). Council Officers are encouraged to seek opportunities to aggregate purchases within these alliances as well as other groups when applicable.

Local suppliers should be encouraged to submit a quotation or tender in these circumstances, and advertising of such tenders or expressions of interest in locally circulated media (Community News, Mudgee Guardian) is essential.

Purchase of Goods and Services up to \$100

Purchases may be made via corporate credit cards or out of petty cash except as defined otherwise by the General Manager. The use of official purchase orders is also available, **but not preferred.**

POLICY: PROCUREMENT POLICY |

Purchase of Goods and Services above \$100 and up to \$1,000

Purchases may be made via corporate credit card except as defined otherwise by the General Manager. An alternative to a corporate card purchase is the use of a cheque requisition form, however the use of an official purchase orders is also available, but not preferred. Council staff may either request a specific purchase order or utilise Council's monthly order process.

For various services involving recurrent payments, such as telephone and electricity accounts, subscriptions, credit card purchases and monthly rentals, it is impractical to raise orders prior to receipt of the invoice.

Purchase of Goods and Services above \$1,000 and up to \$10,000

Purchases must be made by submitting an official purchase order to the supplier. Exceptions to placing a purchase order will be made for various services involving recurrent payments, such as telephone and electricity accounts, subscriptions, credit card purchases and monthly rentals, where it is impractical to raise orders prior to receipt of the invoice.

Purchases must be undertaken by:

- Accessing a Standing Offer Arrangement (SOA); or
- Accessing a Preferred Supplier Arrangement (PSA) or Pre-qualified Supplier Arrangement (PQA) (via Vendor Panel where applicable) or
- Obtaining at least two quotes (sole supplier situations excepted); including consideration for Council's Local Market Place on Vendor Panel; or
- Accessing Government contract pricing.

An exemption from obtaining two written quotations may only be issued by the Chief Financial Officer or the General Manager.

When utilising SOA, PSA or PQA procurement methods, Council must ensure that there is provision for the evaluation of the arrangements, including the removal of a supplier from an arrangement because of poor supplier performance.

An SOA or a PSA may be established if:

- The supply of goods or services is needed in large volumes and or on a frequent basis; and
- Use of an SOA or PSA will obtain better value for money by aggregating demand for the goods or services required.

Purchase of Goods and Services above \$10,000 and up to \$50,000

Purchases must be made by submitting an official purchase order to the supplier. Public advertising for quotations is encouraged but is not essential. If public advertising is used, the responsible Director or Council's Procurement Manager will assess the coverage of such public advertising.

Purchases must be undertaken by:

- Accessing a Standing Offer Arrangement (SOA); or

POLICY: PROCUREMENT POLICY |

- Accessing a Preferred Supplier Arrangement (PSA) or Pre-qualified Supplier Arrangement (PQA); (via Vendor Panel where applicable) or
- Obtaining at least three written quotes (sole supplier situations excepted) including consideration for Council's Local Market Place on Vendor Panel; or
- Accessing Government contract pricing.

An exemption from obtaining three written quotations may only be issued by the General Manager.

All quotations received are to be given due consideration in accordance with Mid-Western Regional Council's purchasing objectives.

All persons and organisations that provide a quotation must be advised in writing of the outcome.

When utilising SOA, PSA or PQA procurement methods, Council must ensure that there is provision for the evaluation of the arrangements, including the removal of a supplier from an arrangement because of poor supplier performance or the inclusion of Council's Service Provider Management Policy.

An SOA or a PSA may be established if:

- The supply of goods or services is needed in large volumes and or on a frequent basis; and
- Use of an SOA or PSA will obtain better value for money by aggregating demand for the goods or services required.

Purchase of Goods and Services above \$50,000 and up to \$149,999

Public advertising for quotations is essential. The responsible Director or Chief Financial Officer will assess the coverage of such public advertising.

An exemption from public advertising for quotations may only be issued by the General Manager. Should such an exemption be issued, a minimum of three written quotations must be obtained or access to Government contract pricing.

All quotations received are to be given due consideration in accordance with Mid-Western Regional Council's purchasing objectives.

All persons and organisations that provide a quotation must be advised in writing of the outcome.

An official purchase order must be raised, and submitted to the supplier.

At the end of major procurements the performance of the contractor or supplier should be assessed. This information can be used in the assessment process for the award of future contracts.

Purchase of Goods and Services above \$150,000

Purchases in this category shall be administered in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005.

An official purchase order must be raised, and submitted to the supplier.

At the end of major procurements the performance of the contractor or supplier should be assessed. This information can be used in the assessment process for the award of future contracts.

POLICY: PROCUREMENT POLICY |

Tendering

Section 55 of the Local Government Act 1993, in conjunction with the Local Government (General) Regulation 2005, provides the legislative framework that promotes the consistent use of good practice standards in local government tendering in a manner that is clear, consistent and readily accessible to all persons.

Tenders will be called for the provision of goods and or services that exceed \$150,000 in value (including GST). Exceptions may apply in certain circumstances as provided by section 55(3) of the Local Government Act 1993.

Whenever Council is required by section 55 of the Local Government Act 1993 to invite tenders before entering into a contract, Council must decide the tendering method to be used. The options are:

- The open tendering method by which tenders for the proposed contract are invited by public advertisement;
- The selective tendering method by which invitations to tender for a particular proposed contract are made following a public advertisement asking for Expressions of Interest;
- The selective tendering method by which recognised contractors selected from a list prepared or adopted by Council are invited to tender for proposed contracts of a particular kind.
- Or, Accessing a Standing Offer Arrangement (SOA); accessing a Preferred Supplier Arrangement (PSA); or accessing a Pre-qualified Supplier Arrangement

Part 7 of the Local Government (General) Regulation 2005 outlines the requirements for tender processes. The legislation and regulations should be complied with in all instances.

Council has a detailed Tendering Toolkit to guide Officers through the tendering process. This toolkit must be used for all tenders conducted by Council.

Tenders should be evaluated based on Council's purchasing objectives as well as but not limited to previous performance of contractors.

Accessing Tenders through External Organisations & Prescribed Entities

Council have many options to access approved tenders from alternative organisation. This practice eliminates the need for Council to tender as an individual when there is demonstrated value for money from our alternatives due to a 'bulk buy' methodology.

Council have the capability to compare pricing and if an alternative is deemed better value for money than we are capable of obtaining as a single organisation we may utilise these alternatives. Considerations must also be given to Contract terms and conditions of the alternative tender to ensure the needs and expectations of Council are met

Council can access current tenders listed with Local Government Procurement (Prescribed Entity), Procurement Australia (Prescribed Entity), Centroc (Central West Region Councils and Regional Procurement (Hunter Region of Councils) by following the relevant participation procedures. Council is not limited to utilising tender arrangements as sought by the abovementioned organisations and is encouraged to utilise the most effective method of Tendering for Council's purchasing objectives.

POLICY: PROCUREMENT POLICY |

Amending Tendered Rates

Tendered rates cannot be amended mid-contract unless the original tender documentation and contract specifically permits rate increase considerations. All requests for rate increases must be made in writing to the appropriate Council delegate and must not exceed the most recent annual CPI rate increase (nearest quarter) All Groups (or the rate specified in the tender/contract). All approved increases must be responded to in writing from Council's delegate.

Due Diligence

Due diligence of suppliers is to be carried out, where appropriate, where a tender is not required.

Due diligence of any supplier must be carried out in all Tender situations.

Receipt of Goods and Services

When the goods are received or the works and services carried out, a Goods Received declaration shall be completed in the prescribed format.

Council Specific Procurement

Council will call for tenders on a regular basis for the provision of certain goods and services. The frequency of tenders will be guided by legislative requirements and operational needs. These contracts may include, but are not limited to:

- The Supply of Fuel and Oils
- Cleaning of Council premises
- Security services
- Bitumen sealing
- Audit services
- Electricity supply
- Telecommunications

Quotations for casual plant hire will be publicly advertised every two years. The advertisement will call for fixed rates from owners of specialised plant and equipment, for projects required to be carried out by Council on an as required basis. Quotations for capital works and any works over the value of \$20,000 will be sought from these suppliers via Vendor Panel.

Quotations for casual hire of trade services will be publicly advertised every three years. The advertisement will call for pre-qualified suppliers of trade services for projects and routine maintenance required to be carried out by Council on an 'as required' basis. . Quotations for capital works and any works over the value of \$2,000 will be sought from these suppliers via Vendor Panel prior to engagement.

Certificates of Insurance

POLICY: PROCUREMENT POLICY |

Service providers must have appropriate levels of public liability, professional indemnity and products liability insurance as necessary. Service providers must also provide evidence of their workers compensation coverage where applicable. All required Certificates of Currency for appropriate insurance must be downloaded into Vendor Panel prior to the engagement. If procuring outside of Vendor Panel, service providers must still provide relevant insurance requirements.

Service providers identified to be working with (near) children or vulnerable people will be required to complete Police Checks for subcontractors & working with children checks prior to entering any relevant site.

Publication of Successful Tenderers and Expressions of Interest

Council will maintain a register showing those successful Service Providers to Council in those cases where the contract value is in excess of \$150,000.

Work Health & Safety Management and Workplace Injury Management

Mid-Western Regional Council assigns a high priority to the continuous improvement of work health and safety and workplace injury management.

Council is responsible for:

Risk Assessments

A purchasing risk assessment (HRWHS 025) must be undertaken for all items/goods with regards to its potential use at the workplace. In undertaking the risk assessment the following factors are to be considered:

- Manner in which it is to be used and the suitability of the item for the purpose
- Hazards and risks presented by the item (including biological and chemical products) to be purchased
- Potential impact on affected personnel
- Transport, Maintenance, Cleaning and Storage
- Any associated needs (e.g. appropriate firefighting gear) should an emergency with the item occur
- Legal requirements such as codes of practice or relevant standards
- Specifications which are required to ensure safe operation or use
- Training requirements
- The need to change work procedures
- The need for personal protective equipment(PPE)
- Technical data or information required
- Opinions of the users of the item

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- Hazards and risks associated with compounds used in operating, maintaining, cleaning, transporting and storage of the items
- Environmental impact of disposal of waste arising from the above

All risk assessments are to be documented in Council's record system and undertaken in consultation with employees/ workers who may be affected by the purchase. All records of assessments, and details provided by the supplier shall be maintained in a file by the originator of the purchasing request or the life of the equipment and updated when any modifications are carried out. Previous records of assessments are to be archived as appropriate.

Plant & Equipment

In respect to the purchase of plant and equipment including furniture, the supplier will be requested to provide information regarding the hazards associated with the items and recommended controls to manage these hazards.

Suppliers of second-hand plant are specifically required to inform purchasers of any reasonably identifiable faults in the plant.

All plant and equipment must comply with all relevant Australian Standards.

Hazardous Substances

The Safety Data Sheets (SDS) and instructions for use for all hazardous substances must be obtained before the purchase of hazardous substances.

All substances must meet labelling and usage requirements of WHS legislation, standards and codes of practice. From January 2017 all suppliers must be compliant with Global Harmonisation System (GHS) for chemicals. This includes Pictogram Identification on all labels and documents

Any associated emergency control equipment including correct type of fire-fighting equipment and spill control is to be considered (re. Transport, use and storage) in the purchase of a hazardous substance.

Personal Protective Equipment [PPE]

Prior to purchasing PPE, consideration on whether other forms of hazard control from higher up the hierarchy of hazard control can be implemented needs to be taken into account.

All personal protective equipment must comply with relevant Australian Standards. Since PPE is personal, when purchasing the individual needs of staff MUST be considered. Such needs will include, but not be limited to, individual body size, impairments, capabilities etc.

All employees/workers – including managers – associated with PPE, require training in correct selection, fitting, use, maintenance and storage of the PPE

Pre - Purchase Trials

Trials of equipment and substances including PPE will be undertaken where reasonably practicable, providing an opportunity for monitoring by relevant personnel and management to ensure that no previously unforeseen hazards arise during use.

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Trials should also ensure consultation where appropriate e.g. the introduction of new types or brands of PPE.

Feedback from the trial is to be recorded on the Purchasing Risk Assessment (HRWHS 025).

Making a Decision to Purchase

If after the risk assessment, trials and/or the provision of information from the potential supplier, the level of risk associated with the item to be purchased cannot be controlled and is not acceptable, the item is not to be purchased. An alternate item is to be sourced and the process started again.

WHS Standards for Procurement of Service Providers

HRWHS 059 Safety Management Framework Contractors Construction Project Works is to be referred to prior to the commencement of the service provider procurement process.

This procedure provides a framework for the determination of the level of WHS risk associated with any service to be provided, along with guidelines for WHS documents to be provided as part of any RFT or RFQ.

Service Providers Responsibilities

Service providers shall have a demonstrated commitment to, acceptable performance with, and a systematic approach to work, health and safety management and workplace injury management.

Service providers and their employees must comply with work, health and safety, workers compensation, compensation insurance, injury management and rehabilitation obligations under legislation, relevant industry codes of practice, safety procedures in applicable industrial awards and approved agreements, and the general law.

If a service provider is deemed a regular or high risk service provider by Council's WHS Coordinator all employees of the service provider must undertake the Centroc (Local Government) Induction Program. This induction is a general induction program for in local government and is designed to enable service providers working for multiple Councils within the Centroc region to complete the induction and be able to work for any participating Council without the need to complete the induction again. This induction does not replace site specific inductions.

Principal contractors are accountable for compliance by their service providers with their legal obligations regarding their employees.

All service providers, their employees and their unions must also comply with their workplace obligations, including the provisions of all applicable industrial awards and approved agreements.

Arrangements or practices designed to avoid workplace obligations under relevant laws, industrial awards and approved agreements are not permitted.

Local Preference

Mid-Western Regional Council acknowledges that it has an important role to play in the local economy and is committed to assisting local industry engage in business with Council. To assist

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local industry and local economic development, Council's Local Preference Policy supports our commitment to providing opportunities for our local service providers.

Full details of Councils Local Preference Policy can be found on Council's website.

www.midwestern.nsw.gov.au

Service Provider Management Policy

The Service Provider Management policy aims to ensure Council's expectations and management of service providers (contractors) is legal, ethical and transparent for all parties. It is to provide guidance in the selection, management and monitoring of service providers engaged by Mid-Western Regional Council. The outcomes of this policy are: Clear & Defined Expectations & Responsibilities, Performance Management Criteria & Matrix, Protection of Supplier Rates and Ethical Behaviour & Fair dealing

Full details of Councils Service Provider Management Policy can be found on Council's website.

Variations

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

Definitions***SOA - Standing Offer Arrangement***

- An agreement where the Service Provider allows Council to purchase goods and services at a set price for a set period of time

PSA - Preferred Supplier Arrangement

- An agreement where the Service Provider allows Council to purchase goods and services at a set price for a set period of time, however, Council place suppliers in a preferred order. This particularly relates to Wet & Dry Plant Hire and also Trades lists (to name a few). Lists are tendered for and suppliers are numbered from 1 to say 5 during the evaluation process. In the first instance Council must contact the number 1 supplier and if unavailable contact number 2 on so on.

PQA - Pre-Qualified (Prequalification) Arrangement

- An agreement where Council create panels for regularly used goods or services, these may or may not be tendered for. Panels are created in VendorPanel (Councils' e-quoting portal) and Service Providers must meet Council's compliance requirements to be accepted. Prequalification panels allow Service Providers to nominate rates at time of quoting, any tendered rates are only used for tender evaluation, and therefore they may also be amended during the quoting process.
- This option allows Council to capture minimum compliance options for regularly used services providers as well as allowing service providers to present up to date pricing. The opportunity and potential for Council to obtain better value for money by creating a more competitive market is increased.

Prescribed Entity

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- Any organisation that is specified in the Local Government (General) Regulation, Section 163 is recognised as a Prescribed Entity therefore approval is not required for acceptance of tenders sought from those specified.

VendorPanel

- Council's electronic quoting (e-quoting) portal

Council's VendorPanel Local Market Place

- VendorPanel Marketplace is an e-quoting portal enabling Council employees to directly contact businesses that Council may not utilise regularly or require tenders for, but may employ from time to time.

9.5 Service Provider Management Policy

REPORT BY THE PROCUREMENT MANAGER

TO 19 JULY 2017 ORDINARY MEETING
GOV400064, A0100021, COR400089

RECOMMENDATION

That Council:

1. **receive the report by the Procurement Manager on the Service Provider Management Policy;**
2. **place the Service Provider Management Policy on public exhibition for 28 days; and**
3. **adopt the new Service Provider Management Policy if no submissions are received.**

Executive summary

The Service Provider Management policy is a new policy and aims to ensure Council's expectations and the management of service providers (contractors) is legal, ethical and transparent for all parties. It is to provide guidance in the selection, management and monitoring of service providers engaged by Mid-Western Regional Council. The outcomes of this policy are:

- Clear & Defined Expectations & Responsibilities
- Performance Management Criteria & Matrix
- Protection of Supplier Rates
- Ethical Behaviour & Fair dealing

Disclosure of Interest

Nil

Detailed report

In 2015 it was identified that Council required some form of framework to capture details and manage performance of our service providers. There was a requirement to capture both good & bad feedback based on the performance of service providers whilst on a Council site, how Council deals with poor performing service providers and also capture compliance information for service providers for future reference, hence the introduction of a Service Provider Procedure.

Over the last two years Council's Service Provider Management systems have evolved and for the purpose of transparency and probity need to promote the exiting procedure to a policy of Council. This ensures that all parties are able to access relevant information on how Service Providers are managed within the organisation as accessibility was restricted to Council staff only, whilst a procedure.

As previously mentioned, the new policy aims to ensure Council's expectations and the management of service providers (contractors) is legal, ethical and transparent for all parties. It is to provide guidance in the selection, management and monitoring of service providers engaged by Mid-Western Regional Council and provide a clear framework that can be adhered to by service providers.

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.

KRISTIE WARD
PROCUREMENT MANAGER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

5 July 2017

Attachments: 1. Service Provider Managment Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



SERVICE PROVIDER MANAGEMENT POLICY

*A prosperous
and progressive
community*

ADOPTED	VERSION NO	1
COUNCIL MEETING MIN NO	REVIEW DATE	19 JULY 2018
DATE: 19 JULY 2017	FILE NUMBER	COR400089

Objective

This policy aims to ensure Council's expectations and management of service providers (contractors) is legal, ethical and transparent for all parties. It is to provide guidance in the selection, management and monitoring of service providers engaged by Mid-Western Regional Council. The outcomes of this policy are:

- Clear & Defined Expectations & Responsibilities
- Performance Management Criteria & Matrix
- Protection of Supplier Rates
- Ethical Behaviour & Fair dealing
- Maintaining a High Standard of Health & Safety Management

This procedure applies to all Mid-Western Regional Council workplaces including depots, administration buildings and worksites. The procedure covers the selection, management and monitoring of Service Providers associated with the supply of goods and/or services to Council and all Service Providers engaged by Council for the purpose of maintenance, repairs and capital works, including those selected via a tender or a formal contract process. This procedure also encompasses other services engaged by Council such as training providers or consultants.

For WHS risk management of service providers refer to HRWHS 059 – Framework for the Safety Management of Contractor & Construction Project Works.

Legislative requirements

- Local Government Act 1993
- Local Government (General) Regulation 2005
- WHS Act 2011

Related policies and plans

- Procurement Policy
- Gifts & Benefits Policy
- Local Preference Policy
- Statement of Business Ethics
- WHS Management Policy
- Risk Management Policy
- Complaints Policy

Policy

In entering into contracts for the carrying out of work, or the supply of goods & services, Council Officers will have regard to Mid-Western Regional Council's service provider management objectives as set out above.

The general objectives of this policy apply to all service providers regardless of engagement timeframes.

Those persons/organisations providing services to Council shall be considered to be agents of Council and shall be required to comply with Council's relevant policies. Such Breach of the guidelines in which you are engaged may result in disciplinary action as specified in this policy.

Training of Staff

Staff involved in the engagement (and/or management) of service providers will be appropriately trained in the relevant procedures to be followed.

Responsibilities

Project Manager and/or Works Officer/Coordinator/Team Leaders are responsible for:

- Confirming relevant Service Provider workers compensation and public liability insurance is current prior to them entering a work site
- Confirm validity of Service Providers Centroc Contractor Induction for specific Service Provider employees that will be entering or working on the project site
- Sighting SWMS where applicable
- Undertaking site specific inductions
- Undertaking site risk assessments
- Investigating and/or eliminating any hazards identified by all Service Provider's employees
- Ensuring relevant work permits are completed where applicable prior to commencing work
- Manage the non-conformance
- All non-conformance of services providers must be documented via Council's 'Notification of Non-Conformance Report - HRWHS 026' to Council's Procurement Manager and Council's WHS Coordinator for investigation and/or action and
- Maintaining probity

Employees are responsible for:

- Utilising only Council approved Service Providers

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- Utilise appropriate means of engagement of a service provider (as per Council's Procurement Policy)
- Confirming goods/services received meet Council requirements
- Reporting any hazards and non-conformance identified as a result of work being performed by Service Providers or any other non-conformance to their supervisor
- Providing appropriate honest feedback on service providers as requested by Project Manager and/or Works Officer/Coordinator/Team Leaders
- Maintaining probity

Service Providers are responsible for:

- Ensuring services/goods are executed as directed by Council by ensuring compliance to MWRC policies, procedures, specifications, requirements and expectations;
- Ensuring (& maintaining) appropriate qualifications, training, experience and certifications of competency required by Council for themselves, (their organisation), employees or any representative (including Centroc Inductions for anyone that may enter a MWRC site of their behalf)
- Commit to re-inducting their employees/representative to the Centroc Induction when requested by Council
- Ensure their employees/representatives carry the Centroc Induction ID on their person at all times and present to Council representatives on site as request
- Ensuring a Safe Work Method Statement (SWMS) have been completed for tasks identified as high risk and are present on site;
- Ensuring Safe Work Method Statement (SWMS) are provided in the event of any construction works that may exceed \$250,000 and that involve demolition and/or asbestos works that require licencing
- Ensuring all Risk Assessments are undertaken and copies presented to Council;
- Maintaining the workplace in a safe and healthy manner for themselves, subcontractors and other staff and visitors of MWRC;
- Raise any issue that may become a WHS concern with Council's nominated officer;
- Maintain adequate insurance coverage and provide copies to Council of updated insurance information including full policy wording, full policy schedules and policy disclosure statements, and a public liability Certificate of Insurance noting MWRC as an interested party;
- Ensure accuracy of invoicing and paperwork prior to forwarding to Council
- Specifying their allocated Local Service Provider number on all quotes & tenders (as per Council's Local Preference Policy)
- Maintaining probity

Operations Assistants are responsible for:

- Forwarding updated preferred supplier lists of new providers as advised by Council's Procurement Manager to relevant staff
- Monitoring the requirements for CPI rate increases to Wet & Dry Plant Hire and General Contractor preferred supplier lists at the start of each financial year and provide notification to service providers as necessary
- Maintaining probity.

WHS / Human Resources are responsible for:

- Coordination of the induction of all Service Providers & relevant suppliers
- Managing Contractor Induction renewal registers and advise MWRC staff and Service Providers of any updated inductions that are required;
- Advising relevant MWRC staff of Service Providers employees that fail to meet induction requirements
- Liaising with the Procurement Manager and relevant department managers in the planning of induction training dates
- Provide assistance and assessment where required to assist in the acceptance of additional service providers and recommended tenderers with regards to risk management

Procurement Manager/Procurement Staff are responsible for:

- Ensuring compliance with Councils' Procurement Policies & Procedures regarding the engagement of suppliers for both goods & services
- Providing guidance for, or assist in the management of non-conforming service providers in accordance with this and other relevant procedures;
- Assisting with the coordination of all Council tenders in conjunction with relevant department managers. The Procurement Manager must be advised of any proposed tenders
- Assessment and undertaking of Council reports with regards to additional service providers
- Provide support to Operations Assistants with regards to amendments to preferred order of service providers on preferred supplier lists, removal of service providers or additional service providers. This includes delegation of duties to another Council representative where required
- Liaising with Council's WHS Coordinator regarding new and existing service providers and non-conformance and any other relevant matter
- Maintaining security around tendered rates and pricing
- Monitoring and Maintaining VendorPanel including compliance of service providers
- Monitoring and Maintaining probity

Engaging a Service Provider

- When a requirement is identified that cannot be provided or undertaken by a MWRC employee, the person requiring this good/service must estimate potential costs associated to the requirement for that particular service. Council have prequalification lists for several services, including but not limited to: Trade Services, Wet & Dry Plant hire and also many contracts for the provision of goods. Council must engage suppliers or purchase goods based on a spend basis as noted in Council's Procurement Policy and make inclusive to their decision, consideration for Council's Local Preference Policy
- When engaging a Service Provider that is not on a prequalification list, necessary requirements are to be discussed with the Procurement Manager, prior to engagement or commitment of any service or goods. If acceptable, the Service Provider may be required to undertake several steps prior to engagement ie: Register on Council's Marketplace or complete Additional Service Provider information.
- In some instances a non-tender pre-qualification list may be established in VendorPanel for commonly used service providers enabling Council to capture and maintain compliance information. Council must also obtain relevant compliance information prior to the engagement of any supplier
- All Service Providers that enter a Council site must participate in Council's Centroc (Local Government) induction process.
- For determination of the service provider WHS requirements to be demonstrated prior to engagement refer to HRWHS 059 - Framework

Service Provider Selection - Evidence

- It is essential that the process of selection regarding Service Providers is well documented. Tenders for trade services and wet & dry plant hire are generated as both preferred and prequalification lists. The preferred order is utilised up to the threshold nominated in the Tender documentation and for any work over the nominated threshold staff will approach appropriate service providers via Council's electronic quoting system 'VendorPanel' inviting a 'request for quote'.
- Consideration needs to be made when sourcing goods and services from a holistic view with the intent of gaining value for money. Extra costs associated eg floating costs, travel costs or even providers location may move a particular plant/supplier from say No. 3 to No. 1 as the overall cost would be lower for that particular item or service. Demonstrating value for money and documenting evidence to justify why the No.3 was selected is an acceptable means of procuring from our preferred supplier lists.
- The inclusion of Local Preference discount must be nominated by the service provider on the quotations/response documents by providing their Local Service Provider number and the application of the discount must be documented by Council staff
- Council's backing sheets must be used as the evidence based document for all preferred supplier engagement.

Addition of Service Providers and Suppliers

- Service Providers wanting to be added to Council's existing contracts (where a tender has been undertaken eg: Trade Services and Wet & Dry Plant Hire) must be provided with Council's Additional Service Provider kit. Service Providers must complete and return the appropriate application form, EFT authorisation form and include copies of all mandatory documents requested. Applications must be forwarded to Council's Procurement Manager and approval must be sought from the General Manager. On acceptance the Procurement Manager will advise the WHS department to make arrangements for an induction, if deemed necessary and Operations Assistants to update any relevant lists
- If the Service Provider has been accepted and the induction process has been completed, they will be placed on Council's "overflow" list for that particular service or good. In order for Council to utilise this Service Provider, officers must first exhaust all existing, original Service Providers prior to engagement. Council's Procurement Manager is responsible for corresponding acceptance by Council to Operations staff, WHS and the service provider
- Should an existing Service Provider wish to add an additional service to their existing services, they will also be placed on the overflow list for that particular service. An example of this would be if a plant hire provider purchased another piece of plant eg: they currently have an excavator and purchased a grader, that grader would be deemed additional plant and would go to the overflow list for graders. The only instance where the ranking would remain the same is for replacement plant – provider sold a grader and replaced with exactly the same size grader, noting that updated insurances and registration details would be required to update our system.
- Information and relevant application forms for Additional Service Providers can be obtained from Councils' website <http://www.midwestern.nsw.gov.au/business/Doing-Business-With-us/>
- Where a prequalification list has been created and a tender not undertaken, Council will forward the Service Provider an invitation via the VendorPanel portal. The Service Provider must complete the registration and attach all compliance information requested.

Management of Rates/Pricing

ACCESS TO RATES

- All rates/pricing provided to Council are confidential. There are circumstances where rates are exposed, for example those approved for a specific project ie: Design & Construct tenders, however only the successful price can be exposed after acceptance from Council. The Council staff recommendation should only state '\$XX' for the sum with no actual figure. All rates must be presented in the confidential section of the Business Paper. Once Council/General Manager accepts the report, the minute would then demonstrate the approved pricing/sum for the project.
- In the instance of prequalification or preferred supplier lists, tenders and additional service provider's rates, these are always placed in the confidential section of the business paper to ensure 'commercial in confidence' is maintained. On acceptance of the pre-qualification list tenders the preferred order and rates will remain in the custody of Council's Procurement Manager or the tender contact officer, unless authorised for release to appropriate staff by

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the General Manager. If rates are authorised for release, staff will be appropriately trained in confidentiality and protection of commercial rates.

AMENDING TENDERED RATES

- Tendered rates cannot be amended mid-contract unless the original tender documentation and contract specifically permits rate increase considerations. All requests for rate increases must be made in writing to the appropriate Council delegate and must not exceed the most recent annual CPI rate increase (nearest quarter) All Groups (or the rate specified in the tender/contract).
- Any approved increase must be responded to in writing from Council's delegate and forwarded to the Procurement Manager.
- When Service Providers are responding to a Request for Quote via VendorPanel, they have the opportunity to review rates either increase or decrease depending on thei. VendorPanel creates an opportunity to allow for competitive environment whilst maintaining value for money for our rate payers.

Service Provider Induction

- Service Provider (Centroc/Local Government) inductions will remain current indefinitely – unless this induction is withdrawn by Mid-Western Regional Council or major amendments are made to the Act in which a new induction process must be undertaken. Council will notify service providers of any re-induction requirements.
- The induction process is coordinated by Council's WHS department. Service Providers, their employees or any other representative of the service provider will be required to either attend an induction in person or complete an on-line induction. Early renewal or updated inductions may be called at any time deemed necessary by Council, for example where there are changes to WHS legislation, or major changes to Council policies and procedures.
- Site specific inductions will occur as necessary.
- Council employees must confirm validity of service provider inductions prior to engagement and all service providers must have the induction card on their person at all times when working on a Council site. Council reserve the right to randomly request inductions cards at any time from any person on their site. Should evidence of the induction not be supplied, Council reserves the right to stand that person/service provider down immediately.

Service Provider Performance Management

- Non-conformance relates to all activities concerning a Service Provider where processes, actions, equipment or goods fail to meet Council's expected standards. These activities include (but are not limited to) the work whilst being undertaken, completion of works, behaviour of service providers and their employees on Council worksites, condition of plant and equipment and any associated paperwork requirements, for example invoices and risk assessments or goods provided to Council being of poor quality.

- Any non-conformance issues identified with a Service Provider must be forwarded to Council's Procurement Manager for assessment. The relevant Council representative must notify the Procurement Manager in writing via Council's non-conformance report describing in detail.
- The report must include detail of any discussions undertaken with the Service Provider regarding the non-conformance. In the event of a WHS non-conformance, Councils' WHS Coordinator must also be notified immediately.
- If appropriate, a non-conformance notification will be forwarded to the Service Provider detailing Council's concerns, identified non-conformance and any corrective actions required. Each non-conformance notification must be coded with Council's non-conformance codes. Any correspondence relating to this matter must be placed in Council's record management system.
- In conjunction with the non-conformance matrix, service providers must be issued with a non-conformance notification. For high risk non-conformance the General Manager must be notified, medium risk the Director/Department Manager must be notified and low risk non-conformance the project manager or team leader must be notified.
- All non-conformances require the completion of a non-conformance report (HRWHS 026) by an authorised Council representative and forwarded to appropriate Manager for authorisation. Once authorised, all non-conformance reports must be forwarded to Council's Procurement Manager for action.
- Service Providers that have tendered for a pre-qualified or preferred supplier list may be re-prioritised as a consequence from the receipt of a non-conformance. The structure relating to the consequence would be as advised in the tender documentation. All other service providers are based on the non-conformance matrix.
- In the instance of a severe non-conformance (as determined by the Council representative) the Service Provider may be immediately stood down from the site and removed from Council's prequalification list following subsequent investigation.
- Service Providers have right to respond to any non-conformance received. The response must be made in writing and within 14 days of receipt of the non-conformance notification letter.
- Council reserves the right to randomly audit worksites and capture feedback on service providers. All feedback must be captured on Councils' internal feedback forms.

Superior Performance Management

- Superior performance of a service provider monitors and rewards those service providers that provide outstanding service whilst performing activities for Council. These activities include (but are not limited to) the work whilst being undertaken, completion of works, behaviour of service providers and their employees on Council worksites, condition of plant and equipment or operator suitability.
- Superior performance management relates more specifically to service providers that are placed on a pre-qualified or preferred supplier list.

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- A service provider may ask to be re-evaluated with the intention of Council re-prioritising their preferred order on a list. Superior performance evaluations can only be requested once every 12 months during the contract term.
- Suppliers are to provide Council with a written request to be evaluated for superior performance. The request must be addressed to the General Manager and provide full details why the review is justified. The request must include activities performed, and if relevant, specific details to assist with identifying plant, operators etc. On receipt of the request an approved Council representative will be appointed by the General Manager to complete the superior performance evaluation and score suppliers accordingly. The Council representative must also consult with other departments that utilised the same service provider (for the same activity) to ensure a holistic view of the service providers performance is taken into consideration.
- The outcome of the evaluation will determine the re-prioritisation process

SCORING SCALE

SCORES = 40	RE-PRIORITISATION MUST BE REVIEWED
SCORES = OR > 30	RE-PRIORITISATION CAN BE CONSIDERED
SCORES < 30	WILL NOT BE CONSIDERED FOR RE-PRIORITISATION

- Service providers will be notified in writing of the outcome of the superior performance evaluation.
- In the instance of a 'one off' project or non-tendered supplier, it would be encouraged that Council representatives complete a review of all service providers at the completion of a project. This information would be documented in Council's record management system for future reference, if required by Council, should the ad-hoc service providers be required in the future.

Supporting Documentation & Forms

- Council's Non-Conformance Matrix
- Council's (Non-Conformance) Consequence Outcomes
- Council's Feedback Form
- Superior Performance Assessment
- Council's Backing Sheet
- HRWHS 059 - Framework for the Safety Management of Contractor & Construction Project Works

Note: The above forms are an internal document and are subject to change

Severity					
Non-Conformance	Category	More than three non-conformances issued	Three non-conformances issued	Two non-conformances issued (one serious)	One non-conformance issued (non serious)
	NC001 COMPLIANCE				
	NC002 WORKMANSHIP PERFORMANCE QUALITY				
	NC003 BREACH OF COUNCIL'S POLICIES AND/OR PROCEDURES				
	NC004 WHS AND/OR ENVIRONMENTAL				

HIGH	To be considered on a case by case basis: 1. Investigation and issue NC warning, 2. if results in serious injury - Instantly suspended from list for remainder of contract term or 2. Suspended pending investigation (if then proven negligent) removed from list for remainder of contract term 3. Suspended from list for one month - all high risk non-conformances the General Manager must be notified and must be formalised by NC letter being issued
MED	To be considered on a case by case basis: 1. works to be rectified at service provider expense with Management or improvement plan produced by service provider or 2. Suspended for one month 3. Meeting to discuss issues and performance-improvement agreement made - Direct Manager must be notified and NC letter must be issued
LOW	To be considered on a case by case basis: NC letter must be issued

THIS IS A CONFIDENTIAL DOCUMENT AND IS ONLY TO BE DISCUSSED WITH YOUR DIRECTOR, MANAGER OR COUNCIL'S PROCUREMENT MANAGER



Service Provider Feedback – Capex

Mid-Western Regional Council

PO BOX 156, MUDGEE NSW 2850
88 Market Street MUDGEE
109 Herbert Street GULGONG
77 Louise Street RYLSTONE
Ph: 1300 765 002 or (02) 6378 2850
Fac: (02) 6378 2815
email: council@midwestern.nsw.gov.au
www.midwestern.nsw.gov.au

DATE STAFF NAME

SERVICE PROVIDER NAME PROJECT

1. What type of work has this service provider performed for you?
2. Did you have any issues with the quality of their work?
3. Were there any safety and/or environmental concerns while they were performing their work?
4. Were there any complaints from the public about these service providers?
5. Was this the first time you used this service provider?
6. Did the service provider meet specified timelines?
7. Did the service provider meet reporting requirements?
8. Did the service provider request variations to the original contract? If so, please provide details.
9. Any further comments?

THIS IS A CONFIDENTIAL DOCUMENT AND IS ONLY TO BE DISCUSSED WITH YOUR DIRECTOR, MANAGER OR COUNCIL'S PROCUREMENT MANAGER



Service Provider Feedback – Capex (cont'd)
EVALUATION FORM

SERVICE PROVIDER NAME _____ DATE _____

SERVICE PROVIDED _____ CONTRACT NAME (IE GENERAL CONTRACTOR) _____

NAME OF MWRC STAFF MEMBER _____ PROJECT _____

EVALUATION CRITERIA RATING COMMENT TO SUPPORT SCORING

Time Management

Standard of Work

Service Provider's Personnel and their ability to undertake works required

Work Health and Safety

Works within Council's Policies and Procedures

Communicates issues or concerns with site supervisor


Overall Performance

Definition and Relative Weighting Gradings THIS TABLE IS A GUIDE. USE THE DEFINITION TO ASSIST YOU WHEN RATING SERVICE PROVIDERS

GRADING	DEFINITION	RATING
Excellent	Standard well above the acceptable standard of performance	5
Good	Standard exceeds the acceptable standard of performance	3 to 4
Satisfactory	Meets the acceptable standard of performance	1 to 2
Unsatisfactory	Well below the acceptable standard of performance	0


Sign-off

NAME (PLEASE PRINT) _____ SIGNATURE _____

 MWRC Superior Performance Evaluation		
Name of Service Provider:		Date:
Service Provided:		Prequal list:
MWRC staff member:		Project:
Version 2 Rev: July 16		
Evaluation Criteria	Rating	Comment to Support Scoring
Provide capable operator/tradesperson to perform work required		
Provide suitable plant and/or equipment		
Standard/quality of work performed		
Works within Council's scope and project timeframes		
Work Health & Safety commitment on site		
Works within Councils Policies & Procedures		
Previous non-conformance notifications received by supplier in the last 12 months		
Overall Performance		
TOTAL:		
Definition and Relative Weighting of Gradings		
Grading	Definition	Rating*
Excellent	Standard well above the acceptable standard of performance	5
Good	Standard exceeds the acceptable standard of performance.	4
Satisfactory	Meets the acceptable standard of performance.	1 to 3
Unsatisfactory	Well below the acceptable standard of performance	0
Scoring Scale		
SCORES = 40	Re-prioritisation must be reviewed	
SCORES = OR > 30	Re-prioritisation can be considered	
SCORES < 30	Will not be considered for re-prioritisation	

Details of Review	
<p>Please provide any further information required with regards to this review. Please ensure that consultation occurs with other departments with regards to this suppliers performance prior to lodging this form. All relevant comments (and staff names) must be detailed here. Full justification as to why or why not this supplier should be reviewed must be included.</p>	
<p>Enter details here</p>	
<p>THIS IS A CONFIDENTIAL DOCUMENT AND IS ONLY TO BE DISCUSSED WITH YOUR DIRECTOR, MANAGER OR COUNCIL'S PROCUREMENT MANAGER</p>	
Reviewed By:	Approved By:
(signature)	(signature)
Name:
(please print)	(please print)
Re-prioritisation approved YES / NO (please circle)	

Quote Backing Sheet - Plant Hire (Wet & Dry)
 This form is to be used when engaging any supplier from a preferred supplier list



Requested by:		Position:	
Type/size of plant:			
Basic Scope Requirements:			
	No 1	No 2	No 3
Company Name:			
Contact Person:			
Plant Requested			
Required From/To:			
Available/Unavailable:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Notes:			


Sheet1

Version 2

Please attach this form to your purchase order

Rev Date: Mar 17

Quote Backing Sheet - Trade Services
 This form is to be used when engaging any supplier from a preferred supplier list



Requested by:		Position:	
Type/size of plant:			
Basic Scope Requirements:			
	No 1	No 2	No 3
Company Name:			
Contact Person:			
Plant Requested			
Required From/To:			
Available/Unavailable:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Notes:			

Sheet1

Version 2
Please attach this form to your purchase order
Rev Date: Mar 17

9.6 Monthly Statement of Investment and Bank Balances as at 30 June 2017

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, FIN300053

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Financial Planning on the Monthly Statement of Investment and Bank Balances as at 30 June 2017; 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.

The negative cheque account balance at 30 June 2017 is the result of unrepresented cheques, and the physical balance of the cheque account was nil.

Breach of credit limit thresholds

Due to the Standard and Poor's ratings downgrade on 22 May an immediate freeze remains imposed on the acquisition of new investments rated BBB+ to BBB-. Within this category Council redeemed \$1,000,000 from Bank of Queensland during the month of June. The investment portfolio balance in this category has dropped from 28% to 25% over the month, with the Bank of Queensland reducing from 11% to 9%.

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

5 July 2017

Attachments: 1. Investment Balances June 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

For the month ended: 30-Jun-17

Bank Account	Opening Balance	Receipts	Payments	Closing Balance	Overdraft Limit
National Australia Bank (Cheque Account)	\$ 137,047	\$ 24,382,790	\$ 24,526,546	\$ (6,710)	\$ 700,000

The bank balances have been reconciled to the General Ledger as at 30/06/2017

Investments	Type	Amount \$'000	Yield %	Maturity Date	Term	Long Term Rating
National Australia Bank	At Call	1,561	1.90%	NA	At Call	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	1,500	2.68%	26/07/2017	217	AA-
St George Bank	Term Deposit	2,500	2.70%	12/07/2017	217	AA-
St George Bank	Term Deposit	1,300	2.65%	15/11/2017	217	AA-
St George Bank	Term Deposit	1,800	2.65%	13/12/2017	238	AA-
St George Bank	Term Deposit	2,500	2.60%	24/01/2018	238	AA-
St George Bank	Term Deposit	1,000	2.65%	30/05/2018	364	AA-
St George Bank	Term Deposit	2,500	2.60%	21/02/2018	259	AA-
St George Bank	Term Deposit	2,500	2.60%	28/03/2018	292	AA-
St George Bank	Term Deposit	1,500	2.60%	7/02/2018	238	AA-
St George Bank	Term Deposit	1,500	2.55%	7/03/2018	252	AA-
Bankwest	Term Deposit	1,500	2.55%	20/12/2017	217	AA-
Bankwest	Term Deposit	1,700	2.55%	10/01/2018	238	AA-
ANZ	Term Deposit	2,500	2.66%	23/08/2017	196	AA-
ANZ	Term Deposit	1,200	2.65%	27/09/2017	217	AA-
CBA	Term Deposit	2,000	2.55%	24/04/2018	300	AA-
AMP	Term Deposit	1,000	2.80%	26/07/2017	203	A
AMP	Term Deposit	2,000	2.75%	9/08/2017	182	A
AMP	Term Deposit	1,000	2.75%	20/12/2017	280	A
AMP	Term Deposit	1,000	2.75%	29/11/2017	238	A
ING Bank	Term Deposit	2,000	2.65%	18/10/2017	231	A-
ING Bank	Term Deposit	2,000	2.64%	25/10/2017	231	A-
ING Bank	Term Deposit	1,200	2.68%	1/11/2017	182	A-
ING Bank	Term Deposit	1,000	2.65%	30/05/2018	357	A-
Bank of Queensland	Term Deposit	800	2.75%	19/07/2017	196	BBB+
Bank of Queensland	Term Deposit	1,500	2.80%	2/08/2017	203	BBB+
Bank of Queensland	Term Deposit	1,000	2.80%	16/08/2017	210	BBB+
Bank of Queensland	Term Deposit	1,300	2.65%	11/10/2017	226	BBB+
Bank of Queensland	Term Deposit	1,500	2.65%	27/09/2017	210	BBB+
Bendigo & Adelaide Bank	Term Deposit	1,000	2.80%	1/11/2017	364	BBB+
Beyond Bank	Term Deposit	1,500	2.70%	20/09/2017	210	BBB
Beyond Bank	Term Deposit	1,200	2.70%	29/11/2017	203	BBB
Members Equity Bank	Term Deposit	2,000	2.65%	22/11/2017	210	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
Peoples Choice Credit Union	Term Deposit	1,500	2.73%	6/09/2017	210	BBB
TCorp - Medium Term Growth Fund	Managed Fund	3,423	*			TCorp (Unrated)
TCorp - Cash Fund	Managed Fund	1,458				TCorp (Unrated)
Total Investments		65,542				

* Closing balance is not yet finalised by TCorp and may be subject to change

MWRC Policy Requirements:

Investments by Institution	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Policy Limit
National Australia Bank	AA-	7,161	11%	30%
Bankwest	AA-	3,200	5%	30%
St George Bank	AA-	17,100	26%	30%
ANZ	AA-	3,700	6%	30%
CBA	AA-	2,000	3%	30%
AMP	A	5,000	8%	15%
ING Bank	A-	6,200	9%	15%
Bank of Queensland	BBB+	6,100	9%	5%
Bendigo & Adelaide Bank	BBB+	1,000	2%	5%
Beyond Bank	BBB	2,700	4%	5%
Members Equity Bank	BBB	2,000	3%	5%
MyState Bank	BBB	1,000	2%	5%
Defence Bank	BBB	1,000	2%	5%
Peoples Choice Credit Union	BBB	2,500	4%	5%
TCorp - Medium Term Growth Fund	TCorp (Unrated)	3,423	5%	15%
TCorp - Cash Fund	TCorp (Unrated)	1,458	2%	15%
		65,542	100%	

Investments by S&P Rating	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Limit
	AAA to AA-	33,161	51%	100%
	A+ to A-	11,200	17%	40%
	BBB+ to BBB-	16,300	25%	20%
	TCorp (Unrated)	4,881	7%	15%
	Unrated	-	0%	\$250,000
		\$ 65,542	100%	

Term to Maturity	Amount \$'000	% of Portfolio		
		Actual	Cumulative Actual	Cumulative Minimum
Less than 3 months	29,542	45%	45%	20%
Between 3 months and 1 year	36,000	55%	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%
	65,542	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 (At call account)	3,297		1,561			
TCorp - Cash Fund	1,205		1,458			
TCorp - Medium Term Growth Fund	3,428		3,423			
National Australia Bank	1,000	1,000		Redeemed		
St George Bank			2,500	New Deposit		2.60%
ING Bank			1,000	New Deposit		2.65%
St George Bank			2,500	New Deposit		2.60%
NAB	2,000	2,000		Redeemed		
St George Bank			1,500	New Deposit		2.60%
BOQ	1,000	1,000		Redeemed		
ANZ	2,300	2,300		Redeemed		
St George Bank			1,500	New Deposit		2.55%
CBA			2,000	New Deposit		2.55%
	14,230		17,442			
Investment Portfolio Movement	3,212	Addition				

Item 10: Operations

10.1 Asset Management Policy and Strategy

REPORT BY THE MANAGER, PLANT AND FACILITIES
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, A0010002

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Plant and Facilities on the Asset Management Policy and Strategy;**
2. **place the draft Asset Management Policy and Strategy on public exhibition for 28 days to receive any community feedback; and**
3. **adopt the Asset Management Policy and Strategy if no submissions are received**

Executive summary

Council is committed to a systematic asset management methodology to ensure appropriate asset management practices are applied across infrastructure managed by Council. This includes ensuring assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priority of service delivery at the lowest life cycle cost.

Disclosure of Interest

Nil

Detailed report

This Policy and Strategy sets out the framework that ensures Council assets are effectively managed and that Council meets all legislative requirements, whilst providing services and infrastructure to the community in a sustainable and cost effective environment.

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

ANDREW DRUMMOND
MANAGER, PLANT AND FACILITIES

GARRY HEMSWORTH
DIRECTOR OPERATIONS

2 June 2017

Attachments: 1. Asset Management Policy. (separately attached)
2. Draft Asset Management Strategy. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.2 Construction of Levee Bank around the Netball Courts at Glen Willow

REPORT BY THE MANAGER DEVELOPMENT ENGINEERING
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, GOV400064

RECOMMENDATION

That Council:

1. receive the report by the Manager Development Engineering on the Construction of Levee Bank around the Netball Courts at Glen Willow; and
2. investigate the Levee Bank as part of the Mudgee Flood Study.

Executive summary

A Motion was carried at the Council Meeting on 17 May 2017, Min No 125-17 that Council investigate the design of a levee bank around the netball courts at Glen Willow. It is proposed that the investigation be included as part of the update to the Mudgee Flood Study.

Disclosure of Interest

Nil

Detailed report

A Motion was carried at the Council Meeting on 17 May 2017, Min No 125-17 that Council investigate the design of a levee bank around the netball courts at Glen Willow. This report seeks to gain the approval to include the investigation and design of the Levee Bank into the project for the update of the Mudgee Flood Study as per the 2017/18 Operational Plan.

Council has applied for a Grant under the Floodplain Management grants program administered by the Office of Environment and Heritage which has yet to be determined. Rules under the program prevent the starting of the project until November 2017. Until advised on the outcome of the application work will not commence until after November 2017.

The current Flood Study for the Mudgee Floodplain is now 16 years old and well outdated. To ensure that the design of a levee is going to achieve the desired outcome it's prudent to base the design on the most up to date flood modelling as well as assessing flood affection to surrounding properties on the most current data.

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

Should Council be successful with the grant application there is sufficient budget to complete the work within the approved budget for the Mudgee Flood Study. If Council is not successful with the grant application additional funds may be required and a subsequent report brought back for approval of additional funds.

DANIEL BUCKENS
MANAGER DEVELOPMENT ENGINEERING

GARRY HEMSWORTH
DIRECTOR OPERATIONS

4 July 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.3 Formation of Mid-Western Regional Floodplain Risk Management Committee

REPORT BY THE MANAGER DEVELOPMENT ENGINEERING
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, SEW200053

RECOMMENDATION

That Council:

1. **receive the report by the Manager Development Engineering on the Formation of Mid-Western Regional Floodplain Risk Management Committee;**
2. **reinstate the Mid-Western Regional Floodplain Risk Management Committee as an advisory body to Council; and**
3. **appoint (one Councillor delegate) to the Mid-Western Regional Floodplain Risk Management Committee.**

Executive summary

The establishment of a Floodplain Risk Management Committee by Council is the first formal step in the Floodplain Risk Management Process. With the review of the Mudgee Flood Study occurring within the 2017/18 Delivery Program and subsequent review of the Floodplain Risk Management Plan and Study the formation of the Committee is requirement of the NSW Office Environment and Heritage (OEH) guidelines as set out in the *Floodplain Development Manual 2005*.

Disclosure of Interest

Nil

Detailed report

Councils in NSW are obligated to develop and implement floodplain risk management plans in accordance with the NSW Office Environment and Heritage (OEH) guidelines as set out in the *Floodplain Development Manual 2005*. The guidelines stipulate the formation of a flood committee (the Committee) that makes recommendations to Council. The Committee acts as both a focus group and forum for the discussion of technical, social, economic, environmental and cultural issues and for the distillation of possibly differing viewpoints on these issues into a management plan. The OEH guidelines suggest that Committee membership should be comprised of elected members of Council, Council staff from engineering, planning and environmental disciplines, local community representatives, representatives of relevant industry bodies, OEH officers and a representative from the SES. The Committee does not have any formal powers, rather is an advisory committee with the principal objective to assist the Council in the development and implementation of the management plan for the area(s) under its jurisdiction.

The establishment of a Floodplain Risk Management Committee by Council is the first formal step in the Floodplain Risk Management Process. To form the Committee it is recommended that 2 delegates be appointed from Council. Council Officers will write to OEH and SES requesting a

representative be nominated as members of the Committee. While in previous years, there have been separate Committees for the former Mudgee Shire and former Rylstone Shire areas, it is proposed that re-establishment of this Committee focus on the whole Mid-Western region.

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

Nil

DANIEL BUCKENS
MANAGER DEVELOPMENT ENGINEERING

GARRY HEMSWORTH
DIRECTOR OPERATIONS

4 July 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 11: Community

11.1 Youth Strategy

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, COS300028

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the draft Youth Strategy;**
2. **place the draft Youth Strategy on public exhibition for 28 days to seek any additional public comment;**
3. **request feedback from the Mid-Western Regional Youth Council on the draft Youth Strategy; and**
4. **provide a further report to Council on the draft Youth Strategy following the public exhibition process.**

Executive summary

This report seeks Council's approval to place the draft Youth Strategy on public exhibition.

Disclosure of Interest

Nil.

Detailed report

At the Council meeting on 19 October 2016, Councillor Holden listed a Notice of Motion to convene a regional Youth Forum with the aim of producing a new ten year Youth Strategy. The motion was carried with the Councillors voting unanimously.

The Youth Forum was convened in December 2016 and a draft Youth Strategy subsequently produced based on, among other things, feedback received at that event.

The draft Youth Strategy being presented to Councillors summarises services and activities currently available to youth across the region and also highlights disadvantages experienced by local youth such as, for example, access to suitable public transport options. The draft Youth Strategy stresses the benefits to the region of Council employing a Youth Officer to assist in engaging with youth and coordinating youth-specific events and activities throughout the year. The

Youth Officer would have 'on the ground' knowledge of services, training and events available for youth across the region and could assist in coordinating any relevant referrals.

The Youth Strategy also suggests infrastructure and service solutions for some of the issues identified at the forum and proposes a number of life skills seminars that youth from the Mid-Western region could stand to benefit from.

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

It is anticipated that ongoing youth funding may be able to be sourced through Council funds and through external grant opportunities at a rate of approximately \$155,000 - \$170,000 annually (in 2017/18 dollars). This could include the current allocation of \$50,000.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

23 June 2017

Attachments: 1. Draft Youth Strategy.

APPROVED FOR SUBMISSION:

SIMON JONES
DIRECTOR COMMUNITY



*Looking After
our Community*

YOUTH STRATEGY

15 JUNE 2017

MID-WESTERN REGIONAL COUNCIL
COMMUNITY SERVICES

■ ■ ■ ■ ■ TOWARDS 2030



COMMUNITY SERVICES | YOUTH STRATEGY

THIS DOCUMENT HAS BEEN PREPARED BY FIONA TURNER, MANAGER, COMMUNITY SERVICES FOR MID-WESTERN REGIONAL COUNCIL.

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
COUNCIL@MIDWESTERN.NSW.GOV.AU OR (02) 6378 2850

DATE OF PUBLICATION: 15 JUNE 2017

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1. Agenda

To outline a strategy for youth engagement and services in the Mid-Western Region, with the key objectives of enhancing opportunities, connection and wellbeing.¹ Youth development is a key focus of MWRC, with roughly a quarter of our region's population aged under twenty: in 2014 20.2% of MWRC area residents were aged 0–14 years and 11.2% were aged 15–24 years.² Further, approximately 3.9% of the region's population identify as Aboriginal and/or Torres Strait Islander compared to 2.5% of the total New South Wales population.³ Council has a budget of \$25,000 to be directed towards youth initiatives and this strategy aims to address gaps in services and infrastructure – in consultation with young people – through a ten year plan.

DRAFT

¹ Focal points derived from The NSW Strategic Plan for Children and Young People 2016–2019

² Source: ABS, 2011

³ Source: ABS, 2011

2. Summary of Previous Youth Strategy

Mid-Western Region last endorsed a youth strategy in November 2005. The focus of the previous MWRC Youth Strategy was heavily on drug and alcohol issues and while they are not issues to be ignored in this strategy, it is the aim of the next ten-year plan to look beyond health issues, into social, educational and economic infrastructure to offer Mid-Western Region youth the best possible chance of success. Key issues presented in the 2005 Youth Strategy included:

- Isolation
- Substance abuse
- Family breakdown
- Youth awareness of existing support services and facilities
- Under-utilisation of existing facilities
- Lack of regular recreational events especially in outlying areas
- Youth access to existing recreational/cultural activities

While these issues have been addressed to varying degrees, responses from the recent Youth Forum that indicate continuing issues with – for instance – accessibility and communication. These concerns will be addressed in the following strategy.

3. Summary of Existing Services and Programs

3.1 Youth Council

Youth Council is a major feature of youth development via MWRC and provides a forum for consultation between Council and local young people. Youth Council exists to:

- Consider and implement the recommendations in the Youth Strategy and Social Plan for the wide-ranging needs of resident youth throughout the Council area.
- Provide support for youth related programs and initiatives including Youth Week
- Identify gaps in service provision for youth and provide ideas for future service delivery, events and resources
- Connect youth with existing resources including cultural and arts resources in communities within the Council area.

Youth Council meets throughout the year and presents projects and initiatives, such as movie nights and skate park improvements. Youth Week NSW⁴ is a major Youth Council activity, during which Youth Council plan and run a variety of events throughout the region, including trivia and talent nights, mental health initiatives and creative competitions. Major challenges for youth council are maintaining representation and attendance from across the region and having students engaged during busy times (such as exams and holidays).

3.2 Infrastructure

Council infrastructure catering to young people currently includes:

- Rylstone skate park
- Mudgee skate park
- Gulgong skate park
- Youth Room in Mudgee Library
- Mudgee Town Hall Theatre and Cinema
- Public swimming pools

⁴ Youth Week began as a NSW Government initiative in 1989. The NSW Government invites all Local Councils in NSW to jointly fund Youth Week activities in their area. As part of their funding agreement with the NSW Government, Councils agree to involve young people in all aspects of Youth Week, including the planning, development and management of activities.

www.youthweek.nsw.gov.au

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- Parks and playgrounds
- Sportsgrounds across the region

There is also infrastructure that doesn't cater specifically to young people – such as parks (for leisure and activities) and bushland (for walking and mountain biking) – but these do rate highly with youth as existing services.

The Mid-Western Regional Library provides a safe space for young people to access the Internet, gather in comfort away from the elements, and study, read or work. Specific youth services have also been developed, such as the Homework Collection, which encourages students to use library study resources by providing books and free photocopying.

3.3 External Resources

3.3.1 Service and Community

- Barnardos Australia Western NSW Centre was established in 2000 and runs out of Mudgee. It administers the programs: Reconnect Mudgee, Family Support, Families NSW and The Loft youth drop-in service in Kandos.
- PCYC Mudgee runs fitness classes, school holiday activities and safer driver courses, as well as rockwall, laser tag and disco events.
- Samaritans in Mudgee runs youth development, family support and community services
- The Benevolent Society is a voluntary service which assists people 16 years and over to overcome severe barriers to their daily functioning and independent living as a result of a mental illness
- Mudgee Health Service and Gulgong Multipurpose Service⁵
- Schools: sexual health, anti-bullying and counselling initiatives
- Max Potential is a leadership development program run through Club Mudgee with school and community support

3.3.2 Sport and Leisure

A variety of youth sports and leisure activities are conducted across the region: including football (league, soccer, union, touch), tennis, cricket, netball, archery, dance, gymnastics and basketball. Some activities (such as archery and basketball) are run through the PCYC, some (such as dance) through private facilities and the majority make use of Council facilities. There are 10 local and 2 regional sporting grounds in the MWRC area.⁶

⁵ Information on regional health services – including mental health, drug and alcohol resources – can be found via <https://wnswlhd.health.nsw.gov.au>

⁶ Sporting ground location and facilities available at: <http://www.midwestern.nsw.gov.au/community--recreation/Parks--Sports-Grounds/Sporting-grounds/>

3.3.3 Arts and Culture

The Mid-Western Region has a strong and vibrant arts community. Programs directed at youth in the region include:

- The Mud Factory and Little Rascals run art classes for young people
- Cudgegong Youth Theatre runs weekly workshops and holds a major performance at least once a year
- The Mudgee Readers' Festival brings authors into schools and runs youth events including workshops, book swaps and author talks
- Orana Arts offers digital creative workshops for young people and schools
- Privately-run dance schools provide a variety of dance classes
- Gulgong Arts Council runs youth art competitions
- Regional shows provide an outlet for creative and agricultural skills
- Monthly community movies are held in the Mudgee Town Hall Theatre with one of every two monthly movies directed at the younger range of movie goers demographic, and the Youth Council supports movie nights once a term aimed solely at the youth.

MWRC is also involved in several creative initiatives including Waste 2 Art and Youth Week art and writing competitions. These projects are growing in popularity (with the creative writing competition jumping from fewer than 5 entries in 2016 to 25 entries in 2017). The MWRC – through the Mudgee branch of the library – also partners with the Mudgee Readers' Festival to run youth events, the aim of which is to expose the local community to the library facilities and develop literacy levels.

4. Community Consultation

4.1 Youth Forum

The MWRC Youth Forum – held on Monday 5 December 2016 – was designed to inform the development of the youth strategy. The input of young people is essential to the development of council initiatives and 52 people attended the forum to have their say in person. It is important to note that the forum was held at the Mudgee Town Hall and that young people of Kandos and Gulgong were not proportionately represented. The issues were broken down into categories, which young people could address:

- Economic
- Social
- Education
- Recreation/Culture
- Health

The ideas from the forum will strongly contribute to an ongoing youth strategy, with individual initiatives and specific action items. Two key questions were asked: what currently exists for young people within our region; and what can be done to make the region more attractive and engaging for young people?

4.2 Youth summary of resources currently existing in the region for them:

4.2.1 Economic

- Recruitment agencies, including Barnardos, Mission Australia and LINK
- Part time/casual work, with emphasis on hospitality
- Volunteer – including work experience – opportunities
- Trade-based employment, eg. in mining and agriculture
- Internet and public transport infrastructure (though spoken of critically)
- AREC/showgrounds
- Small business development opportunities
- Apprenticeships and TAFE courses

4.2.2 Social

- School support including counsellors and school socials
- Sport including swimming
- Parks, fishing and mountain biking
- Theatre including cinema/movies

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- Shopping
- Library
- Youth Week
- PCYC
- Organisations such as the Samaritans and Barnardos
- Social Media
- Mudgee Show

4.2.3 Education

- Distance education and internet-based study
- Cadetships
- Traineeships
- Schools, including preschools, primary, high schools and TAFE
- Library
- Max Potential
- Lifeskills Plus
- Scouts
- School-based apprenticeship programs

4.2.4 Recreation + Culture

- PCYC
- Cudgegong Youth Theatre (performing arts) + dance centres
- Glen Willow Sports Facility, plus sporting groups and clubs
- Friends
- Art Schools, specifically The Mud Factory
- Bushwalks, including The Drip, National Parks, Avisford
- Church youth groups
- Natural aquatic features: Quarry, Windamere, Dunns Swamp
- Cirque M including bubble soccer
- Music including church choir/carols and school/town bands
- Restaurants
- Skate parks
- School sport
- Museum + Lands Council

4.2.5 Health

- Medical centres and mental health centre

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- Compulsory health programs through schools
- Gyms and sporting clubs (including PCYC)
- Domestic violence awareness program (Love Bites)
- Hospital and pharmacies
- Doctors, dentists and physios
- Psychologists, psychiatrists and counsellors (including anti-bullying programs)

4.3 Youth summary of what can be done to make the region more attractive and engaging for young people in the Mid-Western region:

4.3.1 Economic

- More scholarship/cadetship opportunities
- Better public transport across the region
- Affordable housing
- Employment opportunities
- Education on job seeking (including in-school programs)
- Youth employment officer
- Transport to get people to employment and TAFE

4.3.2 Social

- Youth music festivals
- Cinema
- Shopping mall/longer shopping hours
- Youth drop-in centre
- More frequent youth activities (outside of Youth Week)
- Better promotion of youth events (and targeting of youth by organisations such as Mudgee Tourism)
- Indoor pool

4.3.3 Education

- Wider range of TAFE courses and apprenticeships
- Establishing a university
- Directory of youth services and events
- Community information in prominent public spaces
- Late night library study opportunity in the library
- Greater youth engagement by Council

- Higher educational standards
- Driving school
- Accessible and affordable tutoring
- Funding for scholarships (for TAFE, dance and art opportunities)
- More accessible work experience placements

4.3.4 Recreation + Culture

- Better quality/more footpaths around residential areas
- Indoor recreation centre including pool, paintball, bowling alley, parkour, roller and ice skating and laser tag
- More public art displays
- High ropes course (including zip lining)
- Greater variety of cultural programs
- Youth Centre and/or family centre
- Cinema (or more frequent/better option screenings)
- Bike tracks

4.3.5 Health

- Access to specialist services (and visiting specialists)
- Larger hospital with better facilities
- More doctors and orthodontists
- Headspace (mental health service)
- Better information about seeking medical assistance privately (without parental intervention)
- More support for disadvantaged families (including foster care improvements and awareness-raising)
- Youth specific health workers and mentors
- Drop-in clinic

4.4 Have Your Say Campaign

From the *Have Your Say* campaign, devised to feed into the Towards 2030 Community Strategic Plan, the top five projects for under 20's (from 54 responses) are:

- Entertainment Centre
- Outdoor Water Park
- Create Town Squares
- Mudgee Hospital Upgrade
- University Campus

4.5 Postcard Survey

An informal survey – distributed via postcards – was conducted at primary and high schools across the region, which revealed anecdotal evidence via written feedback (from 385 under 20s) that supported the findings of the youth forum.

What young people love most about living in the region:

- sense of community and friendliness
- outdoor amenities such as pools, parks, nature access/walks, skate parks and sporting facilities
- access to eateries and shops

What young people would like to see improve in the region:

- More youth activities, including cinema, theatre, and retail shops
- Expansion of facilities to include flip out, slides and diving boards at all pools, more parks, better roads and indoor pool
- Greater sense of community through town centres

Additionally, multiple suggestions were received about the following:

- Slides at pools (and diving boards at Kandos)
- Indoor/heated pools for year-round use
- Skate park (Kandos/Lue)
- More youth activities for teens/young adults (holidays and after school)

5. Future Direction

5.1 Personnel

Council currently has allocated a \$25,000 budget plus possible infrastructure funds for youth based programs. There is scope for existing services to work together and for stronger Council support for current cultural and social resources. However, to pull this plan together in a sustainable way, the addition of a Youth Officer to the Council team is ideal – even essential.

Additional funding could be sourced externally, through grants and sponsorship, and these could be combined with financial support from Council. Plans have been developed that propose an additional staff position of a dedicated Youth Officer who would have primary responsibility for the following:

- Coordinating recreational/educational programs for children and young people;
- Seeking to engage with indigenous youth;
- Raising awareness amongst young people, their families and schools about resources and services available to them through the library;
- Developing and fostering partnerships and networks with other Council departments, youth agencies, community groups, schools and external organisations, including service providers and vendors;
- Developing an annual program of displays and events that reflect and appeal to young people;
- Coordinating youth-specific activities, including film nights, Youth Week activities (skatepark events, art and craft competitions, trivia nights, etc) and Youth Council meetings and representations to Council itself;
- Coordinating awareness training on youth-specific issues, such as job seeking, drug and alcohol awareness, sexual and mental health and suicide prevention;
- Providing support and referrals for youth-specific issues, such as job seeking, drug and alcohol awareness, sexual and mental health and suicide prevention;
- Representing Council staff in a variety of meetings, such as skatepark working parties, Rylstone Family Fun Day planning committees and Interagency;
- Pursuing alternate sources of funding for youth-related initiatives;
- Exploring, encouraging and supporting volunteering opportunities for local youth.

While the Youth Officer position may not be permanently funded at the early stage of the strategy, sponsorship would allow time for community outcomes to be established and documented, with the aim of funding a permanent position. This position would be a major resource for Council's ongoing youth engagement: developing projects, networks and co-ordinating resources between agencies.

It is anticipated that ongoing youth funding may be able to be sourced through Council funds and through external grant opportunities at a rate of approximately \$155,000 annually (in 2017/18 dollars). This could include the current allocation of \$25,000.

5.2 Infrastructure and Services

Other potential strategies are listed here, as responses to the Youth Forum and additional community feedback.

IDENTIFIED ISSUES	POTENTIAL SOLUTIONS
Communication of existing opportunities and resources	Public noticeboard dedicated to youth opportunities and information or development of social media profile targeting young people specifically (communications mentoring for Youth Council member to enhance Youth Council accounts)
Accessibility of events and services between towns within the region	Regular bus service between Kandos–Rylstone and Mudgee and Gulgong and Mudgee
Availability of life skills training	Seminars on life skills, in partnership with community organisations, administered by MRWC (outline below)
Lack of late night study space	Open the Mudgee branch of the MWRC Library one evening a week for additional hours (during peak study/exam times as a pilot program, with a view to expanding to Kandos and Gulgong)
Pool unavailable during winter	Investigate options for heating and enclosing pools: Kandos, Gulgong and Mudgee
Lack of youth activities	Host more activities outside of Youth Week (while still holding activities under the Youth Week NSW banner) – holding an event (movie night, talent show, bubble soccer, creative workshops etc) once each month or school holidays alternating towns in the region

5.3 Proposal: Life Skills Seminars

Many agencies and organisations offer services that engage with young people in social, creative and skills-based ways. MWRC is in a unique position to bring these services together in a bid to educate and connect with youth across the region.

Life skills seminars (under the banner of Your Life: Next Level) – could see MWRC partnering with local organisations such as Ride Mudgee, Mudgee Readers’ Festival,

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Barnardos, PCYC, Cudgegong Youth Theatre and more – to deliver practical skills and community connections to Mid-Western Region youth. Suggested sessions could include:

5.3.1 On Your Bike: Bike Maintenance (ages 11–16)

One hour workshop on the basics of caring for your bike – tires, brakes, chains. Learn the basic mechanics of your bicycle, become a more confident bike owner and get some hot tips on the best places to ride around the region.

5.3.2 Speak Up (ages 11–16)

Public speaking and meeting new people can be scary but there are ways to appear more confident. Learn how to talk to people and give speeches with confidence in this fun skills-building session.

5.3.3 Delicious and Nutritious (ages 11–16)

There is a lot of information out there about food and nutrition, but how do we make yummy and healthy food without much fuss and without spending too much money? Learn how to make some basic meals and snacks.

5.3.4 You're Hired: Writing Cover Letters and CVs (ages 16–25)

Whether you're looking for part-time work or applying for a traineeship, make the best possible impression on your future employer with this one-hour professional skills development session. Bring your drafts and your questions.

5.3.5 Know Your Finances (ages 16–25)

Learn the basics of looking after your own money, in this special session designed to help young people learn about spending, saving, budgeting, taxes and all that other fun financial business. Bring your questions and learn some tips for saving money for that big trip or investment.

5.3.6 Car Basics and Road Safety (ages 16–25)

Get under the hood with this practical session on car maintenance basics and road safety. Know your rights and responsibilities on the road.

5.3.7 Get Involved: Volunteering (ages 16–25)

Volunteering is a great way to learn new skills, meet people and impress your future employers. Make connections with representatives from Gulgong Arts Council, Park Run Mudgee and the Kandos Museum and learn about how to get involved.

This program would be piloted in 2018, with options for community feedback on the topic of future seminars – ongoing youth consultation via the Youth Council or suggestion boxes in library youth rooms or social media is essential to

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continued development of this program. It is clear from the Youth Forum that young people need to feel connected and consulted and this program is an immediate way to build confidence, skills and engagement, as well as foster interagency projects. It is also essential that this program operates across townships, communicating with schools and after-school programs in Gulgong and Kandos to ensure maximum impact.

In addition to this, there is also opportunity for MWRC to provide direct assistance to local youth through the provision of traineeships in order to boost work experience.

5.4 Implementation

The timeline below lays out the suggested solution across the ten years of this plan, allowing for consultation and analysis, and aligns each suggested outcome with the concerns outlined in the agenda: opportunities, connection and wellbeing.

YEAR	AGENDA	OUTCOME
2017-18	Social media strategy focused on youth outreach	Connecting young people to opportunities, improving wellbeing by highlighting health and social services
	Late night library study – once a week during exam/study time	Improves educational opportunities (and wellbeing by providing a safe space for study)
	Exploration options relating to heated pools/indoor facilities for Mudgee Pool	Develops wellbeing by encouraging year-round activity and exercise.
2017-18	Launch of Your Life: Next Level seminar series	Improve opportunities for young people by better equipping them with confidence and skills
2020-21	Public transport infrastructure developed between towns	Access to opportunities and connection between townships
2018-19	Establish youth activities once a month, rotating through townships	Enhances wellbeing through social opportunities and creative activities, provides connection with others in a safe space
2019-20	Upgrading of skate park/bike track facilities across the region	Develops wellbeing by providing space for exercise/meeting place/activity options
2020-21	Youth Forum	Fostering a connection between youth and their Council and giving young

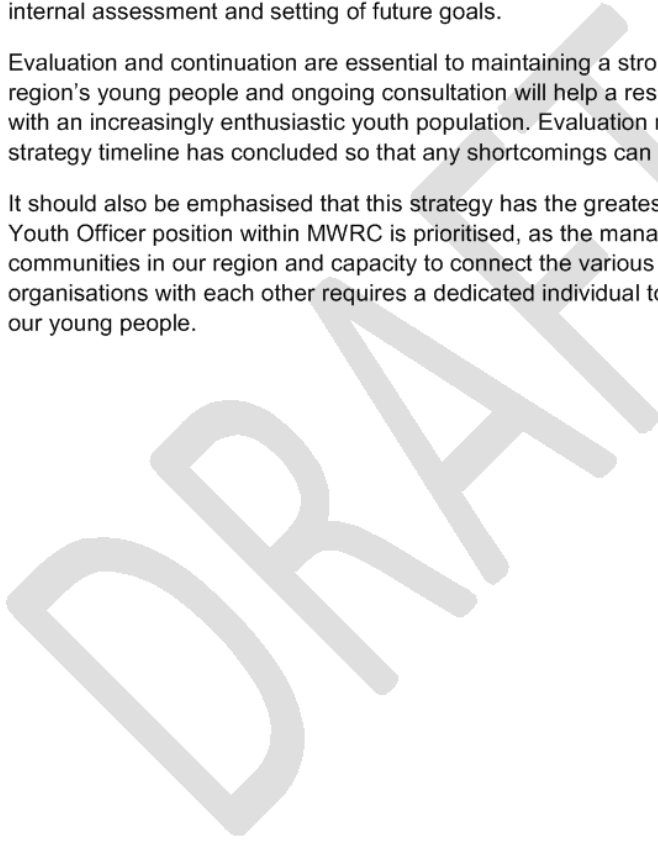
COMMUNITY SERVICES | YOUTH STRATEGY

		people a platform to voice feedback on the outcomes from the strategy and future development
2026	Evaluation of Youth Strategy + formulation of future strategy	
2027	Launch of the subsequent youth strategy: beyond 2030	

Key to this strategy is the ongoing nature of community engagement projects, as well as internal assessment and setting of future goals.

Evaluation and continuation are essential to maintaining a strong connection with the region’s young people and ongoing consultation will help a responsive Council to engage with an increasingly enthusiastic youth population. Evaluation needs to begin before the strategy timeline has concluded so that any shortcomings can be identified and explored.

It should also be emphasised that this strategy has the greatest chance of success if a Youth Officer position within MWRC is prioritised, as the management of resources across communities in our region and capacity to connect the various communities and organisations with each other requires a dedicated individual to support and advocate for our young people.



6. Additional Resource

The NSW Strategic Plan for Children and Young People 2016-2019⁷ is a valuable resource for the development of youth programs and initiatives. The findings strongly support MWRC's own youth surveys:

6.1 Connection

Children and young people often raised a lack of things to do in their local area as a major issue – this is especially true for children and young people living in rural and regional areas. Young People said they wanted a single place to go online that had information on activities in their local areas.⁸

6.2 Opportunity

Limited work opportunities for young people were a major concern, particularly for young people in rural and regional areas, as were a lack of opportunities for work placements, work experience and apprenticeships, difficulties in gaining employment with no prior experiences and difficulties for students to find casual and part-time work.⁹

6.3 Wellbeing

Wellbeing refers to how people feel about their lives. A good society for children and young people is one where our social and economic activities deliver high-levels of sustainable wellbeing for all children and young people and health inequalities are reduced.¹⁰

⁷ <http://www.acyp.nsw.gov.au/plan>

⁸ page 16

⁹ page 20

¹⁰ page 22

11.2 Passive Parks Management Plan

REPORT BY THE DIRECTOR COMMUNITY
TO 19 JULY 2017 ORDINARY MEETING
GOV400064, PAR300022

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Passive Parks Management Plan;**
2. **place the draft Passive Parks Management Plan on public exhibition for 28 days; and**
3. **adopt the Passive Parks Management Plan if no public submissions are received during the exhibition period.**

Executive summary

Under Section 36 of the *Local Government Act 1993* all public land in the care and control of Council classified as community land is subject to a Plan of Management.

Disclosure of Interest

Nil.

Detailed report

These parks are within the Mid-Western Regional Council region and attract locals and visitors using their varying facilities on a regular basis. These parks encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities for residents and visitors to the Mid-Western Regional.

Council adopted Plans of Management for Lawson, Robertson and Anzac Parks and have now drafted a management plan for its remaining Passive parks.

To ensure these parks receive the required maintenance and upgrades to reflect the current expected standards as outlined in Councils Community Plan and Asset management plan this management plan has been drafted. The plan is to be placed on public display for 28 days and if no submissions are received adopt the draft plans as the final.

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

These Management plans will outline the works that are both proposed and required to maintain these parks to a high standard. Community Proposal Plans will be submitted in alignment with these plans to be considered in the budget process.

SIMON JONES
DIRECTOR COMMUNITY

4 July 2017

Attachments: 1. Draft Passive Parks Management Plan.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



*Looking After
our Community*

PASSIVE PARKS –
MID –WESTERN
REGION

MANAGEMENT PLAN

3 JULY 2017

MID-WESTERN REGIONAL COUNCIL
COMMUNITY: OPEN SPACES

■ ■ ■ ■ ■ TOWARDS 2030



COMMUNITY: OPEN SPACES | PASSIVE PARKS –

THIS DOCUMENT HAS BEEN PREPARED BY JENNIFER NEELY, PARKS OFFICER FOR MID-WESTERN REGIONAL COUNCIL .

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
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DATE OF PUBLICATION: 3 JULY 2017

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COMMUNITY: OPEN SPACES | PASSIVE PARKS –

1. PURPOSE OF THIS PLAN

The purpose of this plan is to assist with the management of the Passive Parks within the Mid-Western Regional Council Local Government Area for the next five years. This plan will be reviewed in the fourth year to identify future works required within the parks. This will include tree planting and/or removal, furniture replacements, pathways and improvements. The plan will be used in conjunction with the Open Spaces Asset Management Plan.

2. LAND COVERED UNDER THIS MANAGEMENT PLAN

Under section 36 of the *Local Government Act 1993* it states that public land in the care and control of Council classified as community land is subject to a Management Plan. The act allows for an area of Community Land to be covered under a management plan. However there are a few parks which are owned by the Crown Lands and under the care of Mid-Western Regional Council. As defined under S33A of the Crown Lands Act 1989 the category of the land is classed as 'Public Reserve'.

This Management Plan applies to areas of community land which is developed as a park in Council's urban area.

This includes

- ◆ Parkland providing the opportunity for passive enjoyment (including landscaping, gardens and non-sporting equipment and facilities in the park.
- ◆ Linkage for pedestrians and / or bicycles access
- ◆ Riparian zone (land along creek banks) to protect watercourse edges, water quality, flora and fauna
- ◆ Wildlife corridors to connect one area of parkland with another thereby providing greater habitat range with increased wildlife safety
- ◆ Land set aside for drainage or road purposes

The parcels of land covered under this plan is listed below.

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

Mudgee				
Park Name	Property Number	DP	Lot	Owners
Apex Park	8572	DP230349	1 & 2	MWRC
Bellevue Public Reserve	18866	DP1089672	199	MWRC
	19614	DP1119919	228	
	21333	DP1167671	254	
Blackman Park	23938	DP225919	13	MWRC
	23935	DP765894	394	
	23888	DP225919	14	
	23887	DP756894	395	
	23937	DP225919	12	
Carmichael Park	11219	DP862452	47	MWRC
Chapman Park	11256	DP248938	8	MWRC
Collyer Park	9150	DP802143	2	MWRC
	9273	DP802144	19	
	9846	DP788035	19	
	8928	DP788035	18	
Dewhurst Reserve	2132	DP261385	19	MWRC
	2132	DP2464526	113	
	8223	DP739789	312	
	11093	DP787908	510	
	11093	DP702948	2	
	9496	DP808598	706	
	8882	DP793691	15	
	9669	DP813888	30	
	8166	DP737423	20	
Donnelly Park	9513	DP810434	17	MWRC
	10132	DP828370	14	
George Campbell Park	8307	DP225919	13	MWRC
Gilbey Park	8573	DP1106854	345	MWRC
Interact Park	1632	DP230260	8	MWRC
Lions Park	2202	DP239875	7	MWRC
		DP248275	57	
		DP262863	41	
Matilda Park	22701	DP1194168	340	MWRC
Memorial Park	1869	DP758721	19	Crown
Moufarrige Park	11159	DP262657	49	MWRC
Mulgoa Park	11158	DP585586	36	MWRC
Mulley Park	9170	DP802483	53	MWRC
Norm King	22157	DP1182613	11	MWRC
Redbank Park	11255	DP261191	6	MWRC
		DP2621247	10	
Sam Bateman Reserve	21748	DP1174280	102	MWRC
Weemaran Reserve	8856	DP791533	22	MWRC

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

Gulgong					
Park Name	Property Number	DP	Lot	Section	Owners
Apex Park	4219	DP758482	8	6	MWRC
Coronation Park	4691	DP758482	5	2	MWRC
Frank Holloran	8552	DP1138895	7302		Crown
JH Stahl Park	11913	DP721775	487		Crown
Pearls Park	11262	DP260746	39		MWRC
Theresa Lane Park	No Land information for this park				

Rylstone					
Park Name	Property Number	DP	Lot	Section	Owners
Bicentennial Logo Park	16281	DP541484	1	-	MWRC
Jack Tindale Park	Part of 21852	Part of DP1023907	7011	-	Crown
Pioneer Park	13202	DP389588	C	-	MWRC

Kandos					
Park Name	Property Number	DP	Lot	Section	Owners
Coomber Park	16140	DP8161	14		MWRC
			15	8	
				8	
Noyce Park	15810	DP9044	1		MWRC
			2	19	
Rotary Park	Part of 15272	Part of DP755789	258	19	Crown
White Crescent Park	16143	DP8161	24	8	MWRC
Kandos Park	16142	DP8161	22	4	MWRC
Williamson Park	15604	DP8161	17	7	MWRC
			18	7	

Charbon					
Park Name	Property Number	DP	Lot	Section	Owners
Charbon Park	15340	DP14595	11	-	MWRC
			10		
			9		

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

Clandulla					
Park Name	Property Number	DP	Lot	Section	Owners
Clandulla Park	14393	DP758249	6	2	MWRC
			5	2	

Hargraves				
Park Name	Property Number	DP	Lot	Owners
Hargraves Park	20220	DP756885	175	Crown

Wollar					
Park Name	Property Number	DP	Lot	Section	Owners
Harry Harvey Park	11914	DP759102	9	1	Crown

3. CATEGORY OF THE LAND

Numerous parcels of land contained within this plan are classified as community land under the Local Government Act 1993. The land is classified as 'park'. There are a few parks which are named as reserves in this plan.

However there are some parks owned by Crown Land, this land is dedicated as a 'Public Reserve' as defined under S33A of the Crown Lands Act 1989.

4. OWNER OF THE LAND

The lands classified as Crown Reserve under the care and control of Mid-Western Regional Council as outlined under 'Land covered under this Management Plan' are dedicated for 'Public Recreation'. Council owned land as outlined under 'Land covered under this Management Plan' are dedicated for 'community use'

5. CONDITION OF THE LAND, BUILDINGS AND OTHER STRUCTURES

Most of the parks and reserves are located within residential areas. The within these parks vary in slope but are predominantly flat.

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

5.1. Turf

The parks/reserves have good covering of turf throughout the parks. There are a few parks with an irrigation system installed. These being: Theresa Lane Park and Pearls Park, Gulgong; Mulgoa Park, Memorial Park, Blackman Park and Redbank Park, Mudgee. There is no set watering program for these park/reserves.

Most of other parks/reserves have taps in them which can be fitted with sprinklers to water the turf throughout summer.

5.2. Buildings and other structures

5.2.1. Toilets

There are public toilets located at Clandulla Park in Clandulla; Rotunda Park in Kandos, Apex Park and Coronation Park in Gulgong.

5.2.2. Playground and Exercise Equipment

There are numerous playgrounds located throughout the Mid-Western Regional Council Area. Mid-Western Regional Council are nearing completing the updating of all the playground equipment throughout the LGA. The following is a list of the park/reserves with Playgrounds.

Mudgee			
Park Name	Playground	No Playground	Year built (B) or replaced (R)
Apex Park	Yes		R - 2013
Blackman Park	Yes		R – 2010
Carmichael Park		No	
Chapman Park		No	
Collyer Park		No	
Dewhurst Reserve	Yes		R - 2014
Donnelly Park		No	
George Campbell Park	Yes		R - 2015
Gilbey Park	Yes		R – Equipment – 2015 B – Path - 2016
Interact Park	Yes		R - 2016
Lions Park	Yes		New swings only - 2008 Rocket needs replacing
Memorial Park		No	
Moufarrige Park	Yes		R - 2015
Mulgoa Park		No	
Mulley Park		No	
Norm King	Yes		B - 2014
Redbank Park	Yes		R - 2013
Sam Bateman Reserve		No	
Weemaran Reserve		No	

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

Gulgong			
Park Name	Playground	No Playground	Year built or replaced
Apex Park	Yes		R - 2007
Coronation Park		No	
Frank Holloran		No	
JH Stahl Park		No	
Pearls Park	Yes		R - 2013
Theresa Lane Park		No	

Rylstone			
Park Name	Playground	No Playground	Year built or replaced
Bicentennial Logo Park		No	
Jack Tindale Park	Yes		Swings and old tractor to be removed
Pioneer Park	Yes		R - 2011

Kandos			
Park Name	Playground	No Playground	Year built or replaced
Coomber Park	Yes		R - 2008
Noyce Park	Yes		R - 2014
Rotary Park	Yes		Needs replacing
White Crescent Park		No	
Kandos Park		No	
Williamson Park	Yes – swing only		Will be removed

Villages			
Park Name	Playground	No Playground	Year built or replaced
Charbon Park	Yes		B - 2011
Clandulla Park	Yes		Unsure of installation date – requires replacement
Hargraves Park	Yes		B - 2010
Harry Harvey Park	Yes		2006

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

5.2.3. Barbeque areas

There are BBQ's located in Theresa Lane Park in Gulgong and Rotunda Park in Kandos.

5.2.4. Park Furniture

There are several seats and picnic tables located in the parks. Below is a list of Parks with seats and/or tables located in them.

Mudgee	
Park Name	Seating
Apex Park	Yes
Blackman Park	Yes
Carmichael Park	Yes
Chapman Park	No
Collyer Park	No
Dewhurst Reserve	Yes
Donnelly Park	No
George Campbell Park	Yes
Gilbey Park	Yes
Interact Park	Yes
Lions Park	Yes
Matilda Park	No
Memorial Park	Yes
Moufarrige Park	Yes
Mulgoa Park	No
Mulley Park	No
Redbank Park	Yes
Sam Bateman Reserve	Yes
Weemaran Reserve	No

Gulgong	
Park Name	Seating
Apex Park	Yes
Coronation Park	Yes
Frank Halloran	Yes
JH Stahl Park	Yes
Pearls Park	Yes
Theresa Lane Park	Yes

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

Rylstone	
Park Name	Seating
Bicentennial Logo Park	Yes
Jack Tindale Park	Yes
Pioneer Park	Yes
Kandos	
Park Name	Seating
Noyce Park	Yes
Rotary Park	Yes
White Crescent Park	Yes
Kandos Park	Yes
Williamson Park	No

Charbon	
Park Name	Seating
Charbon Park	Yes

Clandulla	
Park Name	Seating
Clandulla Park	Yes

Signs are erected in the parks and reserves for public safety and information.

5.3. Trees

There is a variety of trees located within all the parks and reserves. These trees require regular programmed works eg crown lifting and dead wooding.

Blackman Park in Mudgee is home to a Bunya Pine. The bunya pine drop their cones on a yearly basis, although Councils have erected signage warning the public of this occurrence, to minimise any risk to the public these trees will require additional funding on an annual basis to remove the cones.

6. MANAGEMENT OF THE LAND

The land is managed and maintained by Mid-Western Regional Council. The objectives and methods as set out below.

Several of the parks and reserves are located within the conservation zones of the towns of Mudgee, Gulgong and Rylstone. Any tree removal or structural modification to the park must be approved by Mid-Western Regional Council Development Department. However, tree maintenance (e.g: pruning) will not require approval from Council's Development Department prior to work commencing.

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

6.1. Core Objectives

The core objectives for the management of community land as categorised as a park under the Local Government Act 1993 – section 36G is:

- ◆ To encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and;
- ◆ To provide for passive recreational activities or pastimes and for the casual playing of games, and;
- ◆ To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

6.2. Issues, performance targets, means of achievement of objectives/performance targets, manner of assessment of performance

6.2.1. Use

6.2.1.1. PERFORMANCE TARGETS

The use of the land shall accord with its classification as community land, category 'park', being for the informal casual use by the general public.

6.2.1.2. MEANS OF ACHIEVEMENT OF OBJECTIVES/PERFORMANCE TARGETS

The community land including any buildings situated on the land, category 'park', being for the informal casual use by the general public.

Any planned improvements to the park by Mid-Western Regional Council Community Department must be approved by Mid-Western Regional Council Development Department due to the heritage conservation zone.

The land (including and buildings) contained in this plan may be used for a variety of uses in accordance with Council approval or consent. Such uses may include monthly community markets, community events, low key parties or weddings.

Personal trainers are not to exclusively use regular areas and create damage due to wear spots. All fitness trainers are to book the park, pay an annual fee as per Council's fees and charges and provide Council with all relevant documentation and insurances

Council may utilise parts of passive parks from time to time to store equipment, materials and mobile amenities associated with operational activities for community benefit. The area will be kept to a minimum size and duration. The area will be fully restored to existing condition at the end of works.

The following maintenance activities are scheduled in Passive Parks:

- ◆ Tree management
- ◆ Pesticide use notification plan
- ◆ Turf management
- ◆ Park furniture (seating, bins, barbeques, shelters and fences)
- ◆ Playgrounds
- ◆ Public lighting
- ◆ Access (including footpath)
- ◆ Public amenities
- ◆ Irrigation

6.2.1.3. MEANS OF ASSESSMENT OF PERFORMANCE

These parks have one role which is to provide a passive environment to the public. This park will be used and continued to be developed to the level appropriate for its role.

6.2.2. Tree management**6.2.2.1. PERFORMANCE TARGETS**

- ◆ Provide shade
- ◆ Create a visual screen
- ◆ Wildlife corridor

6.2.2.2. MEANS OF ACHIEVEMENT OF OBJECTIVES/PERFORMANCE TARGETS

The parks and reserves host a variety of trees and shrubs. All the trees within the parks require regular attention for crown lifting and directional pruning. It is necessary that this work is undertaken on a yearly basis preferably in winter. However, with the weight of the foliage during the growing season, it may be necessary for additional trimming when required.

A bunya pines is located at Blackman Park. These trees drop very large cone without warning at certain times of the year. These are located in the park next to a main loop road and parking area. It is necessary to remove the cones on a yearly basis to reduce possible injury from falling cones or remove the tree

There are several trees which are declining in health. These trees need succession plantings to be planted prior to the removal of them. Approval from the Development Department needs to be obtained as per the Mid-Western Regional Council Tree Removal and Pruning Public Places Policy.

Additional plantings will be planted as required.

TARGET:

- ◆ Yearly pruning program to crown lift and directional prune or deadwood trees as required. Additional summer pruning program as required.
- ◆ Yearly remove bunya pine cones from tree or removal of tree
- ◆ Yearly fertilising program for all trees
- ◆ Additional plantings of trees throughout the parks
- ◆ Removal of diseased, damaged or dying trees which pose a risk the public
- ◆ Identify trees which pose a risk to the public and seek approval to remove them

6.2.2.3. MANNER OF ASSESSMENT OF PERFORMANCE

- ◆ Identify trees which may require removal in future years.
- ◆ Ensure regular tree trimming program in undertaken.
- ◆ Act on complaints as they are received.

6.2.2.4. MANNER OF ASSESSMENT OF PERFORMANCE

- ◆ Identify trees which may require removal in future years.
- ◆ Identify area for future plantings
- ◆ Ensure regular tree trimming program in undertaken.
- ◆ Act on complaints as they are received.

6.2.3. Pesticide Use Notification

All spraying in the Parks has to abide by the M Mid-Western Regional Council - Pesticide Use Notification Plan. This will allow Parks and Gardens staff to spray and treat weeds, insects and fungal infestations within the parks and gardens in the Local Government Area.

The treatment of noxious weeds will also be covered under this notification (in conjunction with the noxious weeds act 1993).

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

6.2.4. Turf management

6.2.4.1. PERFORMANCE TARGETS

- ◆ Provide moderate standard of grassed areas
- ◆ Be regularly maintained to an appropriate height and control weeds

6.2.4.2. MEANS OF ACHIEVEMENT OF OBJECTIVES/PERFORMANCE TARGETS

All parks have small to large areas of turf. Regular mowing is carried out on turf areas.

TARGET:

- ◆ Maintain a regular mowing program manage turf weeds as required
- ◆ Yearly broadleaf spraying program

6.2.4.3. MANNER OF ASSESSMENT OF PERFORMANCE

- ◆ Ensure turf maintenance is kept to a high standard.
- ◆ Act on complaints as they are received.

6.2.5. Equipment and facilities

6.2.5.1. PERFORMANCE TARGETS

- ◆ Park furniture: seats, tables, and rubbish bins
- ◆ Children's play equipment
- ◆ Buildings
- ◆ Access (including roads and footpath)

6.2.5.2. MEANS OF ACHIEVEMENT OF OBJECTIVES/PERFORMANCE TARGETS

Mid-Western Regional Council staff will continue to ensure regular inspections are carried out to allow condition assessments are completed. This is to reduce any customer concerns within the park.

6.2.6. Park Furniture

I. SEATING/PICNIC TABLES

There are numerous picnic seats and tables located around the parks.

FUTURE PLANNING

- ◆ Regular inspections of all seating to identifying repairs or replacements
- ◆ Identify areas for additional seating or tables and program installation

TARGETS:

WITHIN THE NEXT 5 YEARS

Replace any seats which are damaged with painting as required.

II. RUBBISH BINS

There are numerous rubbish bins scattered throughout the parks. These bins are mainly sulo bin type to stop the possums and other animals from getting into the bins and putting rubbish everywhere.

FUTURE PLANNING

- ◆ Identify the areas for additional bins and program to install over the next 3 years
- ◆ Installation of new bins that include dog waste bags in areas identified on major walking tracks

6.2.6.1.1.1. MEANS OF ASSESSMENT OF PERFORMANCE

Mid-Western Regional Council staff will continue to ensure regular inspections are carried out to allow condition assessments are completed. This is to reduce any customer concerns within the parks.

6.2.6.1.1.2. MANNER OF ASSESSMENT OF PERFORMANCE

- ◆ Identify park furniture that require renewing
- ◆ Ensure park furniture is maintained and regular inspections are carried out
- ◆ Act on complaints as they are received

6.2.7. Playgrounds

Several of the Parks have playgrounds in them as previously mentioned. Currently Mid-Western Regional Council is updating all currently playgrounds in the LGA.

The playground equipment and the softfall are to the Australian Standards. A regular inspection of the playground is necessary to ensure the safety of the users of the parks.

No Smoking is permitted within 10 meters of playgrounds.

FUTURE PLANNING

- ◆ Weekly visual inspections of the playground (equipment and softfall)
- ◆ Maintain equipment and softfall to the Australian Standards.
- ◆ Replace the Rocket at Lions Park with a newer version
- ◆ Replace the equipment at Rotary Park in Kandos

6.2.7.1.1.1. MEANS OF ASSESSMENT OF PERFORMANCE

Mid-Western Regional Council staff will continue to ensure regular inspections are carried out on playground equipment and the immediate surrounding area. This is to reduce any community concerns within the playground.

6.2.7.1.1.2. MANNER OF ASSESSMENT OF PERFORMANCE

- ◆ Identify any damage to the playground and arrange for repairs.
- ◆ Ensure regular soft fall maintenance is programmed and undertaken with top ups as required
- ◆ Act on complaints as they are received.

6.2.8. Buildings**I. PUBLIC AMENITIES**

There are public toilets located at Clandulla Park in Clandulla; Rotunda Park in Kandos, Apex Park and Coronation Park in Gulgong.

II. BARBEQUES AND SHELTERS

The 3 BBQ located around the park are cleaned on a regular basis. The 2 in the older section of Lawson Park run off mains power while the other in the newer section runs off gas (as no power was available). All BBQ's are checked and cleaned on a regular basis. The large undercover area has recently been rebuilt after vandalism destroyed the previous structure in 2013.

FUTURE PLANNING

- ◆ Ensure the barbeques and shelters are maintained to a high standard
- ◆ yearly maintenance is undertaken on shelters

6.2.8.1.1.1. MEANS OF ASSESSMENT OF PERFORMANCE

Mid-Western Regional Council staff will continue to ensure regular inspections are carried out. This is to reduce any customer concerns within the park.

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

6.2.9. Access (including roads and footpath)

There are several Parks and reserves with pedestrian footpaths in them, and also minimal vehicle access. All internal paths are concrete.

FUTURE PLANNING

- ◆ Upgrading of footpaths in:
 1. Memorial Park, Mudgee - Currently a gravel/granite path which poses an issue for people in wheelchairs and gofers. Continue monitoring for maintenance. Maintenance will be carried out as and when needed.
 2. Donnelly Park, Mudgee – The current path leads from Lions Park over the bridge to Donnelly Park. There is a concrete path that leads to Abernathy Close. The path leading to McGregor Place is a worn dirt track then a few meters either side of the bridge in Donnelly Park. A permanent concrete path is needed for all weather access.
 3. A small bridge to be installed in Lions Park from the footpath to the playground. At the moment the only access to the playground is via Robertson Street and there is no designated footpath along that section and this makes access to the equipment very unsafe especially when the creek is running.

6.2.9.1.1.1. MEANS OF ASSESSMENT OF PERFORMANCE

Mid-Western Regional Council staff will continue to ensure regular inspections are carried out. This is to reduce any community concerns within the park.

6.2.9.1.1.2. MANNER OF ASSESSMENT OF PERFORMANCE

- ◆ Identify any damage to footpaths which need repairing.
- ◆ Regularly maintain footpath within the parks and reserves to avoid build-up of leaves, grass clippings and any other loose covering which may pose a danger to the public
- ◆ Act on complaints as they are received

6.2.10. Irrigation

6.2.10.1. Performance Target

Only a few Parks have an irrigation system in them. These being: Theresa Lane Park and Pearls Park, Gulgong; Mulgoa Park, Memorial Park, Blackman Park and Redbank Park, Mudgee. There is no set watering program for these park/reserves

Theresa Lane Park, Pearls Park and Blackman Park have an automatic irrigation system fitted. The remainder of these parks have an old buckner style system. This involves staff to manually go around to the parks and fit the sprinklers,

FUTURE PLANNING

- ◆ Regular systems check of the current irrigation systems
- ◆ Complete the remainder of the irrigation in the parks within the next 5 years.
- ◆ Upgrading the irrigation systems at Memorial Park, Redbank Park and Mulgoa Park.

6.2.10.2. MEANS OF ASSESSMENT OF PERFORMANCE

Mid-Western Regional Council staff will continue to ensure regular inspections are carried out. This is to reduce any community concerns within the park.

6.2.10.3. MANNER OF ASSESSMENT OF PERFORMANCE

- ◆ Undertake irrigation systems check, record the check and report any damage
- ◆ Repair damaged sprinklers or pipes
- ◆ Act on complaints as they are received

6.3. Proposed Upgrades

PROPOSED CAPITAL WORKS PROGRAM – BUDGET DEPENDANT

PROJECT	COST
Memorial Park., Mudgee – Upgrading the current gravel footpath to a concrete path for easy access	\$50,000
Donnelly Park, Mudgee – Continuing the pedestrian footpath from the bridge at Lions Park to McGregor Place	\$50,000
Rotary Park, Kandos – Upgrading playground equipment	\$20,000
Apex Park, Gulgong – Upgrading playground equipment and shade sail	\$60,000
Lions Park, Mudgee – Upgrading playground equipment - rocket playground structure	\$60,000
Irrigation upgrades in Parks	\$60,000
Lions Park – installing a bridge from the existing internal footpath to the playground	\$30000
Collyer Park – Drainage upgrade	\$45000

COMMUNITY: OPEN SPACES | PASSIVE PARKS –

7. REFERENCES

Websites

www.metrotrees.com.au

www.flemings.com.au

The Mid- Western Regional Local Environmental Plan 2012.

Local Government Act 1993 – sect 35 & 36 A to N

MID-WESTERN REGIONAL COUNCIL Policy - Pesticide Use Notification Plan

MID-WESTERN REGIONAL COUNCIL Policy – Tree Removal and Pruning Public Places Policy

MID-WESTERN REGIONAL COUNCIL Policy – Street Tree Pruning Policy

State wide trees and roots management best practices, version 2, may 2003

Noxious weeds act 1993

Books

Gardening Australia – flora

Botanica – 1997

Ornamental flowering trees in Australia – Raymond J. Rowell

11.3 Youth Services Officer

REPORT BY THE MANAGER, COMMUNITY SERVICES

TO 19 JULY 2017 ORDINARY MEETING
GOV400064, COS300028

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Bylong Coal Project Annual Funding Contribution (Youth Services Officer);**
2. **endorse the proposed annual contribution from KEPCO Bylong Australia Pty Ltd ('KEPCO') for the purposes of funding a Council Youth Services Officer role;**
3. **amend the Operational Plan 2017/18 to allow for both income and expenditure of \$120,000 as provided through the KEPCO offer; and**
4. **commence engagement with KEPCO to set parameters and key performance indicators for the proposed Youth Services Officer role.**

Executive summary

As part of its Bylong Coal Project Community Investment Strategy, KEPCO has offered to contribute \$120,000 annually for three years towards the cost of funding a Council Youth Services Officer role (with funding for years two and three being dependant on a successful inaugural year).

Disclosure of Interest

Nil.

Detailed report

A Council-hosted Youth Forum in December 2016 highlighted the need within the community for more dedicated youth support, particularly in terms of directing youth where to go for health, employment and educational matters.

Council then met with representatives from KEPCO to discuss KEPCO's Bylong Coal Project Community Investment Strategy and how support for a Youth Services Officer role would best fit within that strategy. The main purpose of the proposed role would be to work with local youth and youth organisations to increase employment, education, recreational and social opportunities, with particular focus on employment related activities to support youth find work locally.

By way of correspondence to Council dated 29 June 2017, KEPCO confirmed its willingness to contribute \$120,000 annually for three years towards the cost of funding a Council Youth Services Officer role (with funding for years two and three being dependant on a successful inaugural year). It is understood that this proposal sits outside any proposed Voluntary Planning Agreement that is being arranged between KEPCO and Council.

Although project parameters and key performance indicators are yet to be negotiated between Council and KEPCO, the intention is that the Youth Services Officer will be highly visible and

available to youth across the region. As such, the role is likely to be based in Mudgee Library but activities to engage youth will be programmed across the region in accordance with Council's Youth Strategy (a draft of which is to also be presented to Council at the July 2017 meeting). A sample of proposed Youth Officer tasks are outlined in the memorandum dated 3 May 2017 attached to this report and include:

- (1) Develop an understanding of youth issues at a local level and Council's ten year Youth Strategy;
- (2) Raise awareness amongst young people, their families and schools about resources and services available to them through the library and other Council and community facilities, such as sporting fields, skate parks and swimming pools (not being limited to those facilities specifically catering for and directed towards youth);
- (3) Develop and foster partnerships and networks with other Council departments, youth agencies, community groups, schools and external organisations, including service providers and vendors, to ensure good communication and sharing of ideas to assist the performance of all agencies working with youth, including those looking to employ or further the education of local youth;
- (4) Coordinate youth-specific events and activities across the whole of the region, including recreational/educational programs, film nights, Youth Week activities (skate park events, art and craft competitions, trivia nights, etc.) and Youth Council meetings and representations to Council itself;
- (5) Pursue partnerships and collaborations with other agencies to maximise opportunities for youth to gain employment and skill development, advice and information;
- (6) Provide written reports on the progress of the Youth Strategy and the KEPCO Youth Services Officer role;
- (7) Generally seek to improve the futures of youth, including vulnerable youth, within the Mid-Western community.

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

The proposed \$120,000 KEPCO contribution will be added to the existing Youth budget of \$50,000 to employ a suitable full time Youth Services Officer and to undertake relevant program activities (including material expenses) as negotiated with KEPCO.

An adjusted draft proposed budget is as follows:

Expense	Cost estimate
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Youth Officer salary (35 hours per week), including superannuation and overheads approx.	\$100,000
Programming, materials and other expenses	\$55,000
Vehicle expenses	\$7,500
Administration costs (including IT, phone)	\$7,500
TOTAL	\$170,000

FIONA TURNER
MANAGER, COMMUNITY SERVICES

4 July 2017

Attachments: 1. Youth Services Officer proposal dated 3 May 2017.
2. Confirmation of support from KEPCO dated 29 June 2017.

APPROVED FOR SUBMISSION:

SIMON JONES
DIRECTOR COMMUNITY



MEMORANDUM

TO: Simon Jones
CC: Cassie Jones, Worley Parsons
FROM: Fiona Turner
SUBJECT: Proposed Youth Services Officer Role
FILE NO.: COS300028
DATE: 3 May 2017

The Youth Forum hosted by Council in December 2016 highlighted the need within the community for more dedicated youth support, particularly in terms of directing youth where to go for health (physical, mental and sexual), employment and educational matters.

The main purpose of this role, ideally, would be to work with youth and youth organisations to increase employment, education recreational and social opportunities for youth in the Mid-Western region, with particular focus on employment related activities to support youth to find work locally.

Youth Officer tasks

1. Develop an understanding of youth issues at a local level and Council's ten year Youth Strategy (currently in development);
2. Participate in community working parties and committees, including but not limited to skatepark working parties, Rylstone Family Fun Day planning committees and Interagency;
3. Raise awareness amongst young people, their families and schools about resources and services available to them through the library and other Council and community facilities, such as sporting fields, skate parks and swimming pools (not being limited to those facilities specifically catering for and directed towards youth);
4. Develop and foster partnerships and networks with other Council departments, youth agencies, community groups, schools and external organisations, including service providers and vendors, to ensure good communication and sharing of ideas to assist the performance of all agencies working with youth, including those looking to employ or further the education of local youth;
5. Develop an annual program of displays and events that reflect and appeal to young people, including a range of activities, displays and events that focus on encouraging local youth employment;
6. Coordinate youth-specific events and activities across the whole of the region, including recreational/educational programs, film nights, Youth Week activities (skatepark events, art and craft competitions, trivia nights, etc) and Youth Council meetings and representations to Council itself;
7. Prepare promotional material and risk assessments for all Council coordinated youth-specific events, as well as ensuring appropriate recognition of Kepco is provided at all events and activities supported by the position;

8. Provide support and referrals for youth-specific issues, such as job seeking, drug and alcohol awareness, sexual and mental health and suicide prevention;
9. Coordinate awareness training on youth-specific issues, such as job seeking, drug and alcohol awareness, sexual and mental health, suicide prevention and more general lifeskills;
10. Pursue alternate sources of funding for youth-related initiatives;
11. Pursue partnerships and collaborations with other agencies to maximise opportunities for youth to gain employment and skill development, advice and information;
12. Explore, encourage and support volunteering opportunities for local youth;
13. Assist in the development of a youth-orientated social media for Council;
14. Provide written reports on the progress of the Youth Strategy and the Kepco Youth Services Officer role;
15. Develop strategies and plans for the provision of youth services beyond 2027;
16. Generally seek to improve the futures of youth, including vulnerable youth, within the Mid-Western community.

The role could possibly also lead to an extension of services currently provided to young library patrons beyond the primary school age. The hours of the position would require the ability to work flexibly, primarily in the later hours of the library day during the school term (ideally for after school interaction), and for greater hours during peak periods, such as school holidays and during Youth Week (held annually in April).

Sample events and activities

1. Youth mentoring program in Kandos/Rylstone area (similar to the existing Max Potential program run annually in Mudgee);
2. Transportation service between towns, especially during peak youth activity periods, such as Youth Week and school holidays;
3. Coordinating twice yearly seminars or showcases around the region for school leavers providing information from local employment agencies, potential employers/work experience hosts, TAFE, etc;
4. Coordinating workshops across the region on topics such as public speaking, drafting job applications, basic personal finance training and getting involved with community volunteering;
5. Managing annual youth forums (rotating in different towns across the region) to assess the rollout of strategies in Council's Ten Year Youth Strategy;
6. Hosting several Youth Week events annually across the region, covering both arts and cultural activities and physical outdoor activities.

Tackling isolation

As highlighted by the Youth Forum, geographic isolation is a major concern within the region for our youth and whilst it is intended that the role be primarily based in Mudgee Library, it would necessitate satellite work to other Council libraries or at select sites (for example, during Youth Week when outdoors activities are arranged). The Youth Officer could also work in conjunction with the existing Loft Program (youth drop-in centre) which is run by Barnardos (as contractors of Council) at the Kandos Community Hall, to expand on those activities or build on the existing relationships within the Kandos and Rylstone community.

A vehicle attached to the role would assist in movement around the region, including transporting youth for events such as Youth Council meetings where alternate transport is

unavailable. A people mover, like a Kia Carnival, would be appropriate, and would also assist in alleviating some level of isolation for youth in Kandos, Rylstone and Gulgong to youth-specific events and activities based in Mudgee (where infrastructure necessitates those events and activities being convened in Mudgee).

Proposed budget

The role could be fulfilled with a full-time employee working 40 hours a week (Grade J).

Expense	Cost estimate
Youth Officer salary (Grade J), including superannuation and overheads	\$100,000
Programming and materials	\$85,000
Administration	\$10,000
Vehicle purchase	\$45,000
Vehicle expenses	\$10,000
TOTAL	\$250,000

FIONA TURNER
MANAGER, COMMUNITY SERVICES



Level 12, 141 Walker Street North Sydney NSW 2060
Phone: 02 8904 9508

29 June 2017

Mr Brad Cam
General Manager
Mid-Western Regional Council
Via email: brad.cam@midwestern.nsw.gov.au

Dear Mr Cam

BYLONG COAL PROJECT - SUPPORT FOR YOUTH SERVICES OFFICER ROLE

Thank you for your recent correspondence dated 3 May 2017 regarding Mid-Western Regional Council's (MWRC) proposed Youth Services Officer.

KEPCO Bylong Australia (KEPCO) has completed detailed research and stakeholder engagement to prepare a Community Needs Assessment to inform our Bylong Coal Project Community Investment Strategy. The Community Needs Assessment identified that the local communities of Mudgee, Kandos and Rylstone prioritised the need for further facilitation of regional education and employment opportunities, and the building of healthy resilient communities.

KEPCO recognises that the proposed Youth Services Officer would aim to provide a valuable community service that is not currently available to the youth in the Mid-Western local government area.

KEPCO has given further consideration to the funding opportunity detailed in your Memorandum of 3 May 2017 (File no: COS300028), along with previous correspondence and discussions held with MWRC's Fiona Turner, Manager – Community Services, and Simon Jones, Director - Community.

KEPCO proposes to provide an initial annual contribution of \$120,000 towards the cost of funding the MWRC Youth Services Officer - to be recruited and employed by MWRC. In doing so, we request that MWRC agree to meet any additional costs to implement and maintain the Youth Services Officer position.

KEPCO proposes that the funding agreement would cover a three year term with funding for years two and three dependent on the assessed success of the role at the completion of year one, as measured against set KPIs.

Should MWRC be agreeable to this arrangement, KEPCO would like to further liaise with MWRC regarding the drafting of clear KPIs and reporting mechanisms regarding the Youth Officer Role.

We look forward to working with you to further progress this initiative.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Bill Vatovec', is written over a light blue horizontal line.

Bill Vatovec
Chief Operating Officer
KEPCO Bylong Australia Pty Ltd

Item 12: Reports from Committees

Nil

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

Nil