



# 2017

COUNCIL BUSINESS PAPERS

Ordinary Meeting WEDNESDAY 19 JULY 2017

SEPARATELY ATTACHED ATTACHMENTS

## ATTACHMENTS

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COMMUNITY GRANTS  
PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

## APPLICANTS DETAILS

Name of Organisation	Mudgee Disability Support Service Inc
Contact Person	Sue Field
Address	49 Lewis Street, Mudgee 2850
Phone	02 6372 3848
Email	mdss@internode.on.net
ABN	35956852902
Bank Account Name	Mudgee Disability Support Service
BSB	062 577
Account Number	28017589

## PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Annual Fund Raising Concert - Willy Wonka & the Chocolate Factory
Amount of funding requested	\$ 1,200.00
Start and finish date	27th March, 2017 - 3rd April, 2017

Briefly describe Project / Activity

Mudgee Disability Support Service (MDSS) is a not-for-profit Community based Organisation and we work 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 & the Chocolate Factory at the Town Hall Theatre. This year a number students from Stepping Out Mudgee and a member of Mudgee Performing Arts are working with MDSS clients to present this year's play. Holding our Annual Fundraising Concert at the Town Hall Theatre is one of the highlights that our clients look forward to presenting to the wider community of Mudgee.

ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>MDSS Dramability has been presenting their plays / concerts in Mudgee for a number of years now. MDSS's Plays / Concerts are suitable for all ages, families young and old. We have received very positive feedback from audiences in the past who have said they have thoroughly enjoyed themselves and can't wait for MDSS's next production. All our performances in the past have been sold out.</p> <p>Holding our Performance at the Town Hall Theatre will provide an opportunity for the Wider Community of Mudgee to attend and is inclusive of people with a disability.</p>
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<p>What is the expected amount of resident participation?</p>	<p>We are expecting that each performance will be sold out as this is a very popular family event.</p>
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<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>MDSS Dramability Group has been working with students from Stepping Out in Mudgee, Mudgee Performing Arts, Mudgee Scouts and other local members of the Community to present this production to the community of Mudgee.</p>
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<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>MDSS has been presenting their performances each year for more than 5 years now and they are extremely popular with each performance in the past sold out.</p>
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CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

**PROJECT BUDGET**

Project Income	Community Grant (amount sought from Council)	\$ 1,200.00
	Club / Organisation / Individual cash towards the project	
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	
	Other Income:	
<b>TOTAL INCOME</b>		<b>\$ 1,200</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
		\$ 2,500
<b>TOTAL EXPENDITURE</b>		<b>\$ 2,500</b>

**FINANCIAL DETAILS**

Is your group/organisation incorporated?  Yes  No

Have you registered for Goods & Services Tax (GST) purposes?  Yes  No

Do you have an ABN?  Yes  No

ABN 35956852902

*Note – if you do not have an ABN please attach a 'Statement by Supplier' form*

Has your organisation / group previously received a community grant from Council?  Yes  No

Year \_\_\_\_\_  
Amount \_\_\_\_\_

\*\* Applicable for grants after 1 July 2016

Did your group return the acquittal form?  Yes  No

**APPLICATION CHECKLIST**

A copy of the groups / organisations public liability insurance	<input checked="" type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is not incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

**AUTHORISATION OF APPLICANT**

Name *[Signature]*

Position *C.E.O of Mudgee Disability Support Service.*

Date *9.3.17*

I confirm that the information contained in the application form and within the attachments are true and correct.

I confirm that this application has been submitted with the full knowledge and support of the applicant.

**SUBMIT YOUR APPLICATION**

@ EMAIL: After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)

**CUSTOMER SERVICE LOCATIONS:**

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

✉ POSTAL ADDRESS:  
Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

[Email My Application](#)

[Community Grants Policy](#)

[Print My Application](#)

**MUDGEES DISABILITY SUPPORT SERVICE INC.**

Aiming to maximise life's opportunities for children and adults with disabilities

ABN 35 956 852 902

Phone & Fax: 6372 3848  
Email: [mdss@internode.on.net](mailto:mdss@internode.on.net)

49 Lewis Street or  
PO Box 598 Mudgee NSW 2850

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9th March, 2017

MidWestern Regional Council  
Market Stret,  
MUDGEES NSW 2850

**Attention:** Alison Cameron

**RE: Hire Of Mudgee Town Hall Theatre**

Dear Alison,

Thank you for your email regarding the Community Grants Program. Please find attached our completed Application Form and a copy of our Public Liability Insurance Policy.

Mudgee Disability Support Service Inc. is asking if MidWestern Regional Council could waiver their hire fee of \$650 & the bond of \$550 for the use of the Town Hall Theatre from Monday 27<sup>th</sup> March, 2017 – Monday 3<sup>rd</sup> April, 2017. This is so that our Clients are able to have a number of rehearsals in the Town Hall Theatre before the day of the Play which is the Saturday 1<sup>st</sup> April, 2017.

Could you please present our Application to Council's next Meeting on 15<sup>th</sup> March, 2017.

Thank you for your assistance in this matter.

Regards,

**Sue Field**  
**Business Development Officer**  
**Mudgee Disability Support Service Inc.**







26 September 2016

Christine Puxty  
Mudgee Disability Support Service  
PO Box 598  
MUDGEES NSW 2850

PO Box 1331 Parramatta NSW 2124  
Level 1, 130 George Street,  
Parramatta NSW 2150  
DX B248 Parramatta  
phone +61 2 8623 4265  
fax +61 2 9253 7299  
email [david.harry@aon.com](mailto:david.harry@aon.com)

## Certificate of Currency

In our capacity as Insurance Brokers to **Mudgee Disability Support Service**, we hereby certify that the undermentioned Insurance Contract is current.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy detailed below.

<b>Class of Insurance</b>	<b>Public &amp; Products Liability</b>
<b>Insurer</b>	CGU Insurance Limited
<b>Policy Number</b>	MFC M6623
<b>Period of Insurance</b>	From: 01-Sep-16 To: 01-Sep-17
<b>Limit of Liability</b>	<b>\$20,000,000</b> any one occurrence and in the aggregate for Products
<b>Situation/Location</b>	Anywhere in Australia

Yours faithfully

**David Harry**  
Signed for and on behalf of  
Aon Risk Services Australia Limited



### Important notes

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance contracts Act 1984 (Cth)*.
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
  - Represent an insurance contract or confer rights to the recipient : or
  - Amend, extend or alter the Policy.

**Aon Risk Services Australia Limited** ABN 17 000 434 730. [www.aon.com.au](http://www.aon.com.au)

Aon has always valued the privacy of personal information. If you would like a copy of our Privacy Policy, you can contact us or access it from our website at [www.aon.com.au](http://www.aon.com.au).

3/13/2017

Current details for ABN 35 956 852 902 | ABN Lookup


**ABN Lookup**

## Current details for ABN 35 956 852 902

### ABN details

<b>Entity name:</b>	MUDGEE DISABILITY SUPPORT SERVICE INC
<b>ABN status:</b>	Active from 13 Apr 2000
<b>Entity type:</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST):</b>	Registered from 01 Jul 2000
<b>Main business location:</b>	NSW 2850

### Australian Charities and Not-for-profits Commission (ACNC)

MUDGEE DISABILITY SUPPORT SERVICE INC is registered with the Australian Charities and Not-for-profits Commission (ACNC) [as follows](#):

ACNC registration	From
Registered as a charity <a href="#">view ACNC registration</a>	03 Dec 2012

### Charity tax concession status

MUDGEE DISABILITY SUPPORT SERVICE INC is a Public Benevolent Institution endorsed to access the following tax concessions:

Tax concession	From
GST Concession	22 Jun 2011
Income Tax Exemption	22 Jun 2011
FBT Exemption	22 Feb 2011

### Deductible gift recipient status

Not entitled to receive tax deductible gifts

**ABN last updated:** 22 Jul 2016

**Record extracted:** 13 Mar 2017

### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).



## ABN Lookup

### Current details for ABN 35 956 852 902

#### ABN details

Entity name:	MUDGEE DISABILITY SUPPORT SERVICE INC
ABN status:	Active from 13 Apr 2000
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	NSW 2850

#### Australian Charities and Not-for-profits Commission (ACNC)

MUDGEE DISABILITY SUPPORT SERVICE INC is registered with the Australian Charities and Not-for-profits Commission (ACNC) [as follows](#):

ACNC registration	From
Registered as a charity <a href="#">view ACNC registration</a>	03 Dec 2012

#### Charity tax concession status

MUDGEE DISABILITY SUPPORT SERVICE INC is a Public Benevolent Institution endorsed to access the following tax concessions:

Tax concession	From
GST Concession	22 Jun 2011
Income Tax Exemption	22 Jun 2011
FBT Exemption	22 Feb 2011

#### Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 22 Jul 2016

Record extracted: 16 May 2017

#### Disclaimer

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COMMUNITY GRANTS  
PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

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CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Police Citizens Youth Club NSW
Contact Person	Rebecca Callaghan
Address	50 Market Street Mudgee NSW 2850
Phone	02 6372 1367
Email	mudgee@pcycnsw.org.au
ABN	89401152271
Bank Account Name	CBA
BSB	062619
Account Number	10154311

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Mudgee PCYC Running of the Colours
Amount of funding requested	\$ 800.00 (\$600 gold sponsor + free hire fee for Lawson Park)
Start and finish date	October 2017 (max 2 hours mid morning)

Briefly describe Project / Activity

For the past two years we have held a major fundraiser entitled 'Running of the Colours'. This event takes place in October / November in Lawson Park, Mudgee where participants will run / walk approximately 5kms through colour stations sponsored by local businesses. Participants are covered with colourful powder when running through these stations. This even raises money for our club to continue to support the local community and youth activities. The money raised by both business sponsorship and running registrations goes directly back into the club and will assist us in improving our facilities repairs of broken equipment and replacing outdated equipment.

CORPORATE: FINANCE / COMMUNITY GRANTS PROGRAM

ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>Police Citizens Youth Clubs NSW is a not for profit organisation and is one of Australia's leading youth focused organisations. Mudgee PCYC provides an extensive and varied range of fun, safe activities for young people and the community as a whole. There are approximately 1,900 members of our club who use the facilities. The club is approximately 40 years old and although there have been modifications and improvements along the way there are still many areas of the club that are in dire need to modernisation and repair. This fundraiser will provide much needed funds to improve, renovate and repair facilities within the club for the members of the Mid Western Region Community. In particular need is our bathroom and change facilities.</p>
<p>What is the expected amount of resident participation?</p>	<p>In 2015 we had approximately 120 participants, 5 gold business sponsors and 14 silver business sponsors.</p> <p>In 2016 we had approximately 300 participants, 6 gold business sponsors, 14 silver business sponsors and 3 bronze business sponsors.</p> <p>In 2017 we are anticipating 400+ participants, 8 gold sponsors, 12 silver sponsors and we will be introducing a major sponsor who will hopefully cover the cost of the coloured powder as this is the biggest expense at almost \$3,000 and with additional participants we will need more colour which is a greater cost to us.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>As per previous years we will consult with Mid Western Regional Council to utilise council park area and we will also consult with Mudgee Fire Brigade to get their assistance during the event with wetting participants and also at the completion of the event to assist with cleaning the coloured powder off footpaths and walkways</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>Successful delivery and completion previous years by staff of Mudgee PCYC and our volunteers. Participant numbers were low in 2015 so adjustments were made for 2016's event and we spent more time and money on promoting it on social media outlets such as Facebook. As a result our numbers more than doubled. We are planning on starting this year's planning processes a lot earlier so there is even more time to promote. We obtained feedback from participants and sponsors last year and suggestions were made for more water stations to be available throughout the course due to the heat. As a result we have decided to move the event forward a month and will include water pistols at all colour stations. With each year we will change the things that didn't work well previous years .</p>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

PROJECT BUDGET

Project Income	Community Grant (amount sought from Council)	\$ 800.00
	Club / Organisation / Individual cash towards the project	
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 10,000
	Entry Fee	
	Other Income: Business Sponsorship	\$ 7,800
<b>TOTAL INCOME</b>		<b>\$ 18,600</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Coloured Powder	\$ 2,880 (quote from 2016 attached)
	Running packs (+-shirts, headband, sunglasses)	\$ 8,000 (\$20 p/p @ 400 participants)
	<b>TOTAL EXPENDITURE</b>	<b>\$ 10,880</b>

FINANCIAL DETAILS

Is your group/organisation incorporated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an ABN?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ABN	89401152271	
<i>Note – if you do not have an ABN please attach a 'Statement by Supplier' form</i>		
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Year		
Amount		
** Applicable for grants after 1 July 2016	Did your group return the acquittal form?	<input type="checkbox"/> Yes <input type="checkbox"/> No

CORPORATE: FINANCE / COMMUNITY GRANTS PROGRAM

**APPLICATION CHECKLIST**

A copy of the groups / organisations public liability insurance	<input checked="" type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is not incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

**AUTHORISATION OF APPLICANT**

Name	Rebecca Callaghan
Position	Assistant Manager
Date	03/06/2017
<input checked="" type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input checked="" type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

**SUBMIT YOUR APPLICATION**

@ EMAIL: After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)

📍 CUSTOMER SERVICE LOCATIONS:

86 Market Street MUDGEES	109 Herbert Street GULGONG	77 Louee Street RYLSTONE
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✉ POSTAL ADDRESS:  
Attn: Finance Department  
PO Box 156  
MUDGEES NSW 2850

[Email My Application](#)      [Community Grants Policy](#)      [Print My Application](#)





Australian Government

Date of issue  
18 June 2009

### Endorsement as a deductible gift recipient

Endorsement as a deductible gift recipient under Subdivision 30-84 of the Income Tax Assessment Act 1997 is provided as detailed below.

Name	POLICE & COMMUNITY YOUTH CLUBS NSW LTD
Australian Business Number	88 401 182 371
Endorsement date of effect	1 July 2009
Provision for gift deductibility	Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997
Items in Subdivision 30-8 of the Income Tax Assessment Act 1997	4.1.1 public benevolent institution

The fact that you have been endorsed, together with the date or period of effect, is entered in the public register maintained by the Australian Business Register.

Endorsement imposes certain obligations on the endorsed entity. The obligations include the maintenance of a gift fund, advising the ATO when endorsement is endorsed or ceases, and inclusion of certain details on receipts. Each of these is explained in the ATO publication *Outpost*. These obligations are imposed by sections 30-125, 30-160 and 30-128 of the Income Tax Assessment Act 1997.

Michael Carmody  
Commissioner of Taxation and  
Registrar of the Australian Business Register



Australian Government  
Australian Taxation Office

3 October 2008

### Notice of endorsement for charity tax concessions

This endorsement notice has been issued to:

Name	<b>POLICE &amp; COMMUNITY YOUTH CLUBS NSW LTD</b>
Australian business number	<b>89 401 152 271</b>

**POLICE & COMMUNITY YOUTH CLUBS NSW LTD**, a **public benevolent institution**, is endorsed to access the following tax concessions from the dates shown:

- **Income tax exemption** from **1 July 2000** under Subdivision 50-B of the *Income Tax Assessment Act 1997*.
- **GST concessions** from **1 July 2005** under Division 176 of *A New Tax System (Goods and Services Tax) Act 1999*.
- **FBT exemption** from **1 July 2005** under section 123C of the *Fringe Benefits Tax Assessment Act 1986*.

Your organisation's endorsement to access charity tax concessions, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at [www.abn.business.gov.au](http://www.abn.business.gov.au)

Your organisation must notify the Tax Office in writing if it ceases to be entitled to endorsement.

Michael D'Ascenzo  
Commissioner of Taxation and  
Registrar of the Australian Business Register



**ASIC**  
Australian Securities & Investments Commission

# Record of Registration for Business Name

Business name information for:

## **PCYC MUDGE**

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

**Date:** 31 October 2008

**Next renewal date:** 31 October 2017

Record of registration issued by the Australian Securities and Investments Commission on 8 November 2014

A handwritten signature in black ink, appearing to read 'Rosanne Bell'.

Rosanne Bell  
Senior Executive Leader  
Registry

RECORD OF REGISTRATION



**ASIC**  
Australian Securities & Investments Commission

## **Summary of business name details**

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**Business name:** PCYC MUDGEE

**Registration date:** 31 October 2008

**Status:** Registered

**Period of registration:** 3 Years

**Next renewal date:** 31 October 2017

## **Business name holder details**

---

**Business name holder:** POLICE CITIZENS YOUTH CLUBS NSW LTD

**Holder type:** Body Corporate

**ABN:** 89401152271

## **Addresses**

---

**Address for service of documents**

PIO BOX 595

-

Mount Druitt NSW 2770

Australia

**Principal place of business**

50 Market St

Mudgee NSW 2850

Australia

**Email**

vdouglas@pcycnsw.org.au

RECORD OF REGISTRATION



**ASIC**  
Australian Securities & Investments Commission

RECORD OF REGISTRATION

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**Disclaimer**

While every effort has been made to ensure the reliability and accuracy of the information in this record, ASIC does not guarantee or warrant the accuracy or authenticity of the information. ASIC will not be liable for any damage or loss arising from any incorrect or incomplete information provided.



## TAX INVOICE

Mudgee PCYC  
MUDGEE NSW 2850

**Invoice Date**  
3 Nov 2016

**Invoice Number**  
INV-0213

**ABN**  
14 607 693 078

Holi Colour  
9-11 White Street  
PO Box 1030  
DUBBO NSW 2830

Description	Quantity	Unit Price	GST	Amount AUD
Bulk Holi Colour 25lb box	21.00	124.6753	10%	2,618.18
Pink, purple, blue, orange, yellow, green				
			Subtotal	2,618.18
			TOTAL GST 10%	261.82
			<b>TOTAL AUD</b>	<b>2,880.00</b>

### Due Date: 3 Nov 2016

EFT Payment details  
BSB 062 676  
Account No. 1023 7630  
Account Name: Holi Colour

or contact us to please pay by credit card



## PAYMENT ADVICE

To: Holi Colour  
9-11 White Street  
PO Box 1030  
DUBBO NSW 2830

**Customer** Mudgee PCYC  
**Invoice Number** INV-0213

---

**Amount Due** **2,880.00**  
**Due Date** 3 Nov 2016

**Amount Enclosed**

Enter the amount you are paying above



## ABN Lookup

### Current details for ABN 89 401 152 271

#### ABN details

Entity name:	POLICE CITIZENS YOUTH CLUBS NSW LTD
ABN status:	Active from 12 Mar 2000
Entity type:	Australian Public Company
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	NSW 2770

#### Australian Charities and Not-for-profits Commission (ACNC)

POLICE CITIZENS YOUTH CLUBS NSW LTD is registered with the Australian Charities and Not-for-profits Commission (ACNC) [as follows](#):

ACNC registration	From
Registered as a charity <a href="#">view ACNC registration</a>	03 Dec 2012

#### Trading name(s)

Trading name	From
POLICE & COMMUNITY YOUTH CLUBS NSW LTD POLICE & COMMUNITY YOUTH CLUBS	12 Mar 2000

#### ASIC registration - ACN or ARBN

000 041 056 [View record on the ASIC website](#)

#### Charity tax concession status

POLICE CITIZENS YOUTH CLUBS NSW LTD is a Public Benevolent Institution endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jul 2005
FBT Exemption	01 Jul 2005
Income Tax Exemption	01 Jul 2000

#### Deductible gift recipient status

POLICE CITIZENS YOUTH CLUBS NSW LTD is endorsed as a Deductible Gift Recipient (DGR) from 01 Jul 2000. It is covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

 Important

Current details for ABN 89 401 152 271 | ABN Lookup

Page 2 of 2

Please read **Deductible Gift Recipient (DGR)** information before making a gift.

**ABN last updated:** 21 Jul 2016**Record extracted:** 16 May 2017

### Disclaimer

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## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Mudgee Lions Club
Contact Person	Lesley Halpin
Address	258 Beragoo Road, Grattai, 2850
Phone	0263733374
Email	redelstone@gmail.com
ABN	88447571504
Bank Account Name	Mudgee Lions Club Project Account
BSB	082726
Account Number	631002002

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Mudgee Lions Twilight Market & Festival
Amount of funding requested	\$ 2,500.00
Start and finish date	Saturday 9th December 2017 (to be confirmed)
Briefly describe Project / Activity	A combined market and fun festival for the whole community with a festive, Christmas theme - started in 2014 as an annual replacement for the former Christmas Street Festival. As a community project, the principal focus is on fun and activities for all members of the family while keeping the cost to families as low as possible. Another primary objective is to get the involvement of as many community groups as possible to either promote their causes or to fund-raise. This will be the fourth year in this format which has undergone only a few minor changes/improvements each year and the format has been fully embraced by the community.

ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>The event, by its nature, is designed to be a fun and enjoyable event for the community at very low cost. We do not make any great claims to general economic benefits for the area apart from drawing a large crowd into town on an evening when not much alternative family entertainment is likely to be available.</p> <p>This event has considerable community and social benefits based on its massive popularity in the past 3 years. It brings a lot of fun and enjoyment to the community and provides a great opportunity for many community groups and causes to market their causes or programs. There has developed a very strong feel of "community ownership" for the event. All Lions Clubs bring significant benefits to their community and Mudgee Lions Club has a policy of donating at least 85% of its income back to the local community.</p>
<p>What is the expected amount of resident participation?</p>	<p>We estimate over 5,000 local people have attended in each of the past 3 years. The large number of community groups who participate (see following section) is testament to a very significant level of local participation. There have been well over 100 volunteers involved in the market and festival in each of the past 3 years.</p> <p>In addition to the Council grant being sought, local businesses are again expected to be very supportive - Moolarben Coal has again been asked for a grant, Coates Hire asked to again donate the use of general lighting towers and a mobile power source, Peters Refrigeration's for a Cool Room Trailer and First National Real Estate is being approached to again provide a great deal of photocopying and other office assistance.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>Community groups which contributed in previous years were the First Mudgee Scouts and Venturers (ran the BBQ and operated children's games); Cudgegong Cruisers Car Club (operated the Jumping Castle); the Mudgee Junior League (ran competitions on the Inflatable Obstacle Course); and the Friends of LifeSkills group (operated the Slushy Machines and Drink Stall). All of these groups were strongly supported by donations from the Lions Club and all are expected to participate again in 2017.</p> <p>Other community organisations like the Hospital Auxiliary, the local Wildlife Carers Network group, the Cooyal Community Action Group, the Rural Fire Service and the Grattai CWA were provided with sites and facilities to promote their respective causes and raise some funds. As noted earlier, over 100 local volunteers were involved in the Market and Festival and will be again in 2017..</p>
<p>Outline your organisation capacity to deliver the Project / Activity OR describe previous experiences.</p>	<p>As in 2016 we plan a letter box drop (at least one) of leaflets to almost every dwelling within the town boundaries and posters being placed in many local retail shops and businesses. Banners will be erected in prominent places around town and we will again advertise in the local press and on radio. Given the level of community ownership for the event, the local grapevine (or word of mouth) is a great promotional tool.</p> <p>We see no great need to change a winning formula so the basic format, which has proven very successful in the past 3 years, will be retained.</p> <p>The Budget outlined below is essentially the result from the 2016 event. At this stage no funding (except the Lions Club's commitment to provide an initial advance up to \$2,500 for the market and festival) has been confirmed.</p>

## CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## PROJECT BUDGET

Project Income	Community Grant (amount sought from Council)	\$ 2,500.00
	Club / Organisation / Individual cash towards the project	\$ 1,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 3,000.00
	Other Income: Moolarben Coal (not confirmed)	\$ 2,500.00
	<b>TOTAL INCOME</b>	<b>\$ 9,000.00</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Show Bags, Prizes etc	\$ 4,400.00
	Printing & Promotional Materials	\$ 2,300.00
	Community donations etc	\$ 2,300.00
	<b>TOTAL EXPENDITURE</b>	<b>\$ 9,000.00</b>

## FINANCIAL DETAILS

Is your group/organisation incorporated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you have an ABN?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
ABN	88447571504				
<i>Note – if you do not have an ABN please attach a 'Statement by Supplier' form</i>					
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Year	08/2016				
Amount	\$ 2,500.00				
** Applicable for grants after 1 July 2016	Did your group return the acquittal form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

#### APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

#### AUTHORISATION OF APPLICANT

Name	Lesley Halpin
Position	Secretary
Date	08/05/2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

#### SUBMIT YOUR APPLICATION

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



**CUSTOMER SERVICE LOCATIONS:**

86 Market Street  
MUDGEE

109 Herbert Street  
GULGONG

77 Louee Street  
RYLSTONE



**POSTAL ADDRESS:**

Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

Community Grants Policy

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## ABN Lookup

### Current details for ABN 88 447 571 504

#### ABN details

<b>Entity name:</b>	Lions Club of Mudgee Inc.
<b>ABN status:</b>	Active from 06 Apr 2010
<b>Entity type:</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST):</b>	Not currently registered for GST
<b>Main business location:</b>	NSW 2850

#### Trading name(s)

Trading name	From
Lions Club of Mudgee Inc.	06 Apr 2010

#### Deductible gift recipient status

Not entitled to receive tax deductible gifts

**ABN last updated:** 06 Apr 2010

**Record extracted:** 16 May 2017

#### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).



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## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Western Region Academy of Sport
Contact Person	Candice Boggs
Address	C/-CSU, Panorama Avenue Bathurst NSW 2795
Phone	6338 4821
Email	cboggs@csu.edu.au
ABN	71734318096
Bank Account Name	WRAS
BSB	882000
Account Number	300015812

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Annual operation of WRAS
Amount of funding requested	\$ 1,299.00
Start and finish date	1 July 2017- 30 June 2018
Briefly describe Project / Activity	Funding will be used to develop regional athletes and coaching staff. 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.



ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>WRAS attempts to eliminate the disadvantages regional athletes face in comparison to their city counterparts. WRAS invites athletes and coaches from the Mid-Western Region to apply for positions in our sports programs. In 2016 WRAS had cycling, rugby 7s, netball and basketball athletes from Mid Western Region in our programs. These athletes receive intensive training from high quality coaching staff, a strength and conditioning program and the opportunity to attend sport specific educational workshops and other academy events. Netball athletes also attended satellite training sessions in Mudgee and Gulgong.</p>
<p>What is the expected amount of resident participation?</p>	<p>WRAS invites athletes and coaches from the Mid-Western region to apply for positions in the sports programs.                  Since 1991 - 246 scholarships have been awarded to athletes from the Mid-Western region.                  15 netballers and 4 basketballers from the Mid-Western region attended the WRAS netball rookie program and basketball trials. In 2016 five (5) athletes from the Mid-Western region were scholarship holders with WRAS.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>WRAS shares information about our programs for pre-elite junior athletes with local sporting associations, schools and media to ensure Mid-Western Regional athletes are aware of the opportunities available to them.                   Active Health Solutions Mudgee were engaged to deliver strength and conditioning programs for the WRAS athletes from the Mid-Western region.</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>WRAS has been operating in the western region since 1991. In 25 years WRAS has granted scholarships to over 3500 athletes from the western region of NSW. Many WRAS graduates have gone on to represent Australia or NSW. WRAS currently has 17 Hall of Fame athletes - their achievements at the Olympic or World Championships can be viewed on the WRAS website <a href="http://wras.org.au/hall-of-fame/">http://wras.org.au/hall-of-fame/</a></p>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

**PROJECT BUDGET**

Project Income	Community Grant (amount sought from Council)	\$ 1,299.00
	Club / Organisation / Individual cash towards the project	\$ 52,399.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 8,408.00
	Other Income: NSW Gov/LGAs/Sponsors/Grants	\$ 260,701.00
	<b>TOTAL INCOME</b>	<b>\$ 322,807.00</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Budgeted operating expenses	\$ 314,700.00
	<b>TOTAL EXPENDITURE</b>	<b>\$ 314,700.00</b>

**FINANCIAL DETAILS**

Is your group/organisation incorporated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you have an ABN?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
	ABN	71734318096			
	<i>Note – if you do not have an ABN please attach a ‘Statement by Supplier’ form</i>				
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
	Year	06/2016			
	Amount	\$ 1,271.00			
<small>** Applicable for grants after 1 July 2016</small>	Did your group return the acquittal form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

#### APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

#### AUTHORISATION OF APPLICANT

Name	Candice Boggs
Position	Executive Officer
Date	04/27/2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

#### SUBMIT YOUR APPLICATION

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



**CUSTOMER SERVICE LOCATIONS:**

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77 Louee Street  
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**POSTAL ADDRESS:**

Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

Community Grants Policy

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**ABN Lookup****Current details for ABN 71 734 318 096****ABN details**

<b>Entity name:</b>	WESTERN REGION ACADEMY OF SPORT INC
<b>ABN status:</b>	Active from 14 Jun 2000
<b>Entity type:</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST):</b>	Registered from 01 Jul 2000
<b>Main business location:</b>	NSW 2795

**Deductible gift recipient status**

Not entitled to receive tax deductible gifts

**ABN last updated:** 01 Jul 2000

**Record extracted:** 16 May 2017

**Disclaimer**

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## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Mudgee Arts Council Incorporated
Contact Person	Elizabeth Halbisch
Address	105A Mortimer st Mudgee 2850
Phone	0429 988 078
Email	lizhalbisch@gmail.com
ABN	21557410913
Bank Account Name	Mudgee Regional Music Centre
BSB	062577
Account Number	10283619

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Mudgee Regional Music Centre - purchasing a drum kit.
Amount of funding requested	\$2000
Start and finish date	Fit-out project to start after July 2017. No set end date to the studio availability.
Briefly describe Project / Activity	The Mudgee Regional Music Centre (MRMC) is a not-for-profit project, under the auspices of Mudgee Arts Council that aims to provide music teaching studios and rehearsal space for use by local music teachers and Community Groups. This application is seeking funding to purchase a good quality drum kit for the use of students and Community Groups at the MRMC.

ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>A drum kit is a bulky, heavy instrument that is not easily portable and having one on-site would increase the capacity of the Mudgee Regional Music Centre. It would allow teachers to teach students percussion at the MRMC and would enable percussionists to participate in music Community Groups regularly. The drum kit that has been quoted for is of professional standard and includes the necessary components to allow for extensive use by students and Community members. Good quality equipment is a pleasure to play and hear and will encourage students to stick with their lessons. Good quality equipment also helps to make the MRMC more attractive to visiting musicians from outside the region who wish to travel here to conduct workshops and enhancing the teaching and learning opportunities for residents.</p>
<p>What is the expected amount of resident participation?</p>	<p>Teachers, students and Community group members of all ages would have access to this vital piece of equipment. It is anticipated that it would be used for teaching every day of the week at the not-for-profit Mudgee Regional Music Centre and additionally for Community Group rehearsals on several other days of the week.</p> <p>We have advance commitments from teachers for 20 hours of studio hire, which translates to over 40 students. We anticipate that the number of teaching hours utilised will grow as the facilities become available. Additionally, the Mudgee Concert Band currently has 20 financial members and is growing. We also anticipate use by other Community music groups and that with the establishment of Mudgee Regional Music Centre community music involvement will substantially increase.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>Mudgee Arts Council and the Mudgee Regional Music Centre committee has extensive partnerships with other local groups and these have been worked out in letters of support and collaborations both in the past and planned for the future. Local groups approached include Mudgee Concert Band, Mudgee Performing Arts Society and Cudgegong Youth Theatre.</p> <p>Extensive meetings with Mid-Western Region Councillors have been beneficial in our planning and getting to the phase of being able to establish a venue.</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>An organising committee has been established consisting of local music teachers and parents of students.</p> <p>Katherine Wilson</p> <ul style="list-style-type: none"> <li>- Local Music teacher with 11 Years experience private teaching</li> <li>- Bachelor of Music Studies - Sydney Conservatorium of Music</li> <li>- Dip Ed - Secondary music teaching - University of New England</li> <li>- 2 years teaching at Macquarie Conservatorium Dubbo</li> <li>- 11 years experience as a professional musician working with community groups and musicians across the Central West.</li> <li>- Involvement with the Mudgee Performing Arts Society and Dubbo Theatre Company</li> <li>- Music Director, Mudgee Presbyterian Church</li> </ul>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

**PROJECT BUDGET**

Project Income	Community Grant (amount sought from Council)	\$2000
	Club / Organisation / Individual cash towards the project	0
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	0
	Other Income:	0
	<b>TOTAL INCOME</b>	<b>\$2000</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Landers Music Orange	\$2000
	<b>TOTAL EXPENDITURE</b>	<b>\$2000</b>

**FINANCIAL DETAILS**

Is your group/organisation incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an ABN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ABN	21557410913	
<i>Note – if you do not have an ABN please attach a ‘Statement by Supplier’ form</i>		
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Year		
Amount		
<small>** Applicable for grants after 1 July 2016</small>	Did your group return the acquittal form?	<input type="checkbox"/> Yes <input type="checkbox"/> No



#### APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

#### AUTHORISATION OF APPLICANT

Name	Elizabeth Halbisch
Position	Chairperson, Mudgee Regional Music Centre Committee of Mudgee Arts Council
Date	28th March 2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

#### SUBMIT YOUR APPLICATION

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



**CUSTOMER SERVICE LOCATIONS:**

86 Market Street  
MUDGEE

109 Herbert Street  
GULGONG

77 Louee Street  
RYLSTONE



**POSTAL ADDRESS:**

Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

Email My Application

Community Grants Policy

Print My Application



02 9899 2999  
 02 9680 3023  
 8 McMullen Ave, Castle Hill NSW 2154  
 P.O. Box 686 Castle Hill NSW 1765  
 info@finsura.com.au

**Certificate of Insurance**

Mudgee Arts Council  
 PO Box 118  
 Mudgee NSW 2850

**ABN:** 58 003 334 763  
**Date:** 07.04.2016  
**Invoice No:** I0323923

**We confirm insurance has been arranged in accordance with the details shown below and subject to the premium having been paid.**

**Class** Business Pack - EDI **Policy No.** 130U152133BPK  
**Insurer** QBE Insurance (Aust) Limited  
 PO Box 4108  
 Sydney NSW 2001  
**Period** 26.04.2016 to 26.04.2017

**Summary of Cover**

QBE Australia  
 ABN 78 003 191 035  
 AFS Licence No. 239545 of Level 5, 2 Park Street Sydney

BUSINESS PACKAGE

POLICY NUMBER: 130U152133BPK  
 PERIOD OF COVER: 26/04/2016 TO 26/04/2017

INSURED:  
 MUDGEE ARTS COUNCIL INC  
 INSURED ABN:

SITUATION 1 DETAILS

BUSINESS: REGIONAL ART COUNCIL GROUP  
 SITUATION: MUDGEE  
 MUDGEE  
 2850

Finsura Insurance Broking (Aust) Pty Ltd  
 ABN: 58 003 334 763  
 AFSL: 248264 licence: FIN CAS M4733 0323049/001

www.finsura.com.au



**Finsura Insurance Broking Aust P/L**  
 ACN 003 334 763  
 PO Box 686, Castle Hill NSW 1765

Phone: 02 9899 2999  
 Fax: 02 9680 3023

**COVERAGE SUMMARY**

Mudgee Arts Council  
 Business Pack - EDI

NSW

BROADFORM LIABILITY SECTION	LIMIT OF LIABILITY
Liability	\$ 20000000
Property Owners Only?	No
Property Value	\$ Not Insured
Products Liability	\$ 20000000
Goods in Physical Control	\$ 250000
Annual Turnover	\$ 19209
Property Damage Excess	\$ 250
Number of Employees	0

The rating of this section is based on your business turnover being \$19209. If there is any change to this, you must notify the broker or the company.

GENERAL PAGE

ACTIVITIES DECLARED:  
 2 MUSICAL / THEATRICAL PRODUCTIONS  
 1 POTTERY WORKSHOP  
 2 POETRY READINGS  
 NO STAMP DUTY EXEMPTION

Fire or Business Interruption - NOT INSURED

Theft/Money/Glass - NOT INSURED

General Property/ Machinery Breakdown - NOT INSURED

Electronic Equipment - NOT INSURED

Employee Dishonesty/Tax Audit/Transit - NOT INSURED

Employment Practices/Statutory Liability- NOT INSURED

TERRORISM INSURANCE ACT - APPLICATION TO THIS POLICY

QBE Australia has determined that this policy (or part of it) is a policy to which the Terrorism Insurance Act

**Finsura Insurance Broking Aust P/L**  
ACN 003 334 763  
PO Box 686, Castle Hill NSW 1765

Phone: 02 9899 2999  
Fax: 02 9680 3023

## COVERAGE SUMMARY

Mudgee Arts Council  
Business Pack - EDI

2003 applies. We have reinsured our liability under the Act with the Commonwealth Government reinsurer, the Australian Reinsurance Pool Corporation (ARPC). As a consequence, we are required to pay a premium to the ARPC and that amount (together with the cost of that part of the cover provided by us and administrative costs associated with the legislation) is reflected in the premium charged to you.

As with any other part of our premium, it is subject to Government taxes and charges such as GST, stamp duty and, where applicable, levies.

### TERRORISM EXCLUSION ENDORSEMENT

Notwithstanding anything contained in this Policy or any endorsement attached to the contrary it is agreed that this Policy excludes death, injury, illness, loss, damage, liability, cost or expense directly or indirectly caused by, contributed to by, resulting from or arising out of or in connection with any act of terrorism, as defined herein, regardless of any other cause or event contributing concurrently or in any other sequence to the loss.

An act of terrorism includes any act, or preparation in respect of action, or threat of action designed to influence the government de jure or de facto of any nation or any political division thereof, or in pursuit of political, religious, ideological or similar purposes to intimidate the public or a section of the public of any nation by any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or government(s) de jure or de facto, and which:

- i) involves violence against one or more persons; or
- ii) involves damage to property; or
- iii) endangers life other than that of the person committing the action; or
- iv) creates a risk to health or safety of the public or a section of the public; or
- v) is designed to interfere with or to disrupt an electronic system.

This Policy also excludes death, injury, illness, loss, damage, liability, cost or expense directly or indirectly caused by, contributed to by, resulting from, or arising out of or in connection with any action in controlling, preventing, suppressing, retaliating against, or responding to any act of terrorism.

### ASBESTOS EXCLUSION ENDORSEMENT

**Finsura Insurance Broking Aust P/L**  
ACN 003 334 763  
PO Box 686, Castle Hill NSW 1765

Phone: 02 9899 2999  
Fax: 02 9680 3023

**COVERAGE SUMMARY**

Mudgee Arts Council  
Business Pack - EDI

-----  
This exclusion applies to the Broadform Liability Section.  
This policy does not cover Liability resulting from the  
existence, mining, handling, processing, manufacture, sale,  
distribution, storage or use of asbestos, asbestos products  
and/or products containing asbestos.

Amendment to your Policy Wording  
-----

Notice relating to a change in the definition of 'flood'.

This derogation notice supplements and amends your Policy Wording and  
will apply to  
policies with a commencement date or renewal effective date on or after  
19 June 2013.

Your insurance cover is unchanged except as indicated below:

New definition of "Flood"

In all instances in the Policy wording where the meaning of flood  
appears, the definition  
is deleted and replaced with the following definition for flood:

"Flood" means the covering of normally dry land by water that has  
escaped or been  
released from the normal confines of any of the following:

- (a) a lake (whether or not it has been altered or modified);
- (b) a river (whether or not it has been altered or modified);
- (c) a creek (whether or not it has been altered or modified);
- (d) another natural watercourse (whether or not it has been altered or  
modified);
- (e) a reservoir;
- (f) a canal;
- (g) a dam.

About "Flood" cover

Flood damage is excluded by the standard policy and unless your Policy  
Schedule  
specifically states otherwise, there is no cover provided for flood.

You should review your Policy and Schedule, as well as any other  
information given to you  
by your financial services provider.

If you are uncertain as to the cover provided by your Policy, please  
contact your financial  
services provider.

**Finsura Insurance Broking Aust P/L**  
ACN 003 334 763  
PO Box 686, Castle Hill NSW 1765

Phone: 02 9899 2999  
Fax: 02 9680 3023

**COVERAGE SUMMARY**

Mudgee Arts Council  
Business Pack - EDI

Date of preparation: 8 March 2013  
QM3517-0613

INSURER	POLICY NUMBER	PROPORTION
QBE Insurance (Australia) Ltd Level 5, 2 Park Street Sydney NSW 2000	130U152133BPK	100.0000%



ABN 68 072 081 139  
Ph: (02) 6362 6588  
Fax: (02) 6362 6515  
info@landermusic.com  
286 Summer St. Orange, N.S.W. 2800

## Quotation

23/2/2017

Liz Halbisch  
Mudgee Arts  
Mudgee NSW

Thank you for the opportunity to quote on the music equipment. This quote is valid for 14 days from the above date. All prices include GST.

Item	RRP	Your Price
Yamaha Stage Custom drum kit with Sabian SBR Cymbal Pack and Gibraltar Stool delivery to Mudgee	\$2729.00	\$1999.00

I look forward to hearing from you regarding this quotation. Please don't hesitate to contact me if you have any further enquiries.

Kind Regards

Albie Bevan



## Current details for ABN 21 557 410 913

### ABN details

<b>Entity name:</b>	MUDGEES ARTS COUNCIL INCORPORATED
<b>ABN status:</b>	Active from 01 Nov 1999
<b>Entity type:</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST):</b>	Not currently registered for GST
<b>Main business location:</b>	NSW 2850

### Business name(s)

Business name	From
Mudgee Regional Music Centre	27 Feb 2017

### Deductible gift recipient status

Not entitled to receive tax deductible gifts

**ABN last updated:** 27 Feb 2017

**Record extracted:** 16 May 2017

### Disclaimer

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## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Harley Museum of NSW Incorporated
Contact Person	Ken Hopkins
Address	71 Angus Ave Kandos NSW 2848
Phone	02 63794575
Email	ken@harleymuseumnsw.org.au
ABN	
Bank Account Name	Harley Museum of NSW Inc
BSB	882000
Account Number	59265

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Computer upgrade
Amount of funding requested	\$ 1,845.00
Start and finish date	1/3/17-1/4/17
Briefly describe Project / Activity	Upgrade on computer system to allow use of audio visual equipment, downloads of manuals etc for use of both the PCYC and the Harley Museum to assist in training, and all forms of general computer work from a fixed source to eliminate the use of laptops and tablets with non compatible features.

ADDRESS CRITERIA	
<p>How will your project benefit the Mid-Western Region community?</p>	<p>This will allow us to improve our Youth program training skills mainly by allowing download and storage of service manuals etc and access to online information during lessons. It will also allow us to record lessons for future use. The Harley Museum supplies the use of our building to the PCYC rent free and also pays for internet costs. Many of the files will be shared with the Harley Museum and all lessons will be kept in a manual available to other districts who already have shown interest in our program.</p>
<p>What is the expected amount of resident participation?</p>	<p>Resident participation is currently by local police in their own time, local high school staff, several local community trades people and business people plus community members. We have also had meetings with Mudgee Tafe and Dubbo Tafe about joint work on the program.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>We have consultation with local police, schools, vintage and veteran motor vehicle clubs, social clubs and community members.</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>The project is basically a plug in and run computer system we have existing monitor and printer that will be used.</p>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

**PROJECT BUDGET**

Project Income	Community Grant (amount sought from Council)	\$ 1,845.00
	Club / Organisation / Individual cash towards the project	\$ 0
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 0
	Other Income:	\$ 0
	<b>TOTAL INCOME</b>	<b>\$ 1,845</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	1,845	
	<b>TOTAL EXPENDITURE</b>	<b>\$ 0</b>

**FINANCIAL DETAILS**

Is your group/organisation incorporated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you have an ABN?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
	ABN				
	<i>Note – if you do not have an ABN please attach a ‘Statement by Supplier’ form</i>				
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
	Year				
	Amount				
<small>** Applicable for grants after 1 July 2016</small>	Did your group return the acquittal form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

#### APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

#### AUTHORISATION OF APPLICANT

Name	Ken Hopkins
Position	Manager
Date	07/02/2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

#### SUBMIT YOUR APPLICATION

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



**CUSTOMER SERVICE LOCATIONS:**

86 Market Street  
MUDGEE

109 Herbert Street  
GULGONG

77 Louee Street  
RYLSTONE



**POSTAL ADDRESS:**

Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

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Quotation	
Quote:	<b>606</b>
Date:	01/02/2017
Quotation Valid To:	
Date Goods Required:	01/02/2017
Tax Paid:	<input checked="" type="checkbox"/>

Hi Tech ITWORX Pty. Ltd.
<b>From:</b> Hi Tech ITWORX Pty. Ltd. 7/64 Sydney Road Mudgee NSW 2850 ABN 38 137 400 161

Account Contact Details
<b>Attn:</b> Chris Hodges <b>Email:</b> <a href="mailto:support@htw.net.au">support@htw.net.au</a> <b>Tel:</b> (02) 6372 7580 <b>Fax:</b> (02) 6372 2550 <b>Web:</b> <a href="http://www.htw.net.au">www.htw.net.au</a>

Quotation To
<b>Attn:</b> Ken <b>Code:</b> HARLEY.MUS <b>To:</b> Harley Museum 71 Angus Ave KANDOS NSW 2848  <b>Tel:</b> 0404 466 596 <b>Fax:</b>  <b>Order:</b>

Ship To
<b>Attn:</b> Ken <b>Code:</b> HARLEY.MUS <b>Ship:</b> Harley Museum 71 Angus Ave KANDOS NSW 2848  <b>Tel:</b> 0404 466 596 <b>Fax:</b> <b>Ship Via:</b> <b>Ship Ref:</b>

i7 System (Tower Only)				
Qty	Description	Unit	Price	Total
1.00	i7 System (Tower Only)	UNIT	\$1,300.00	\$1,300.00 <input checked="" type="checkbox"/>
1.00	Aywun 208 mATX Integrator's Case with 500w MAX PSU. 24PIN ATX, 8PIN EPS, 1x USB3+1x USB2, HD Audio. No Fan. 2 yrs Warranty.	UNIT		<input checked="" type="checkbox"/>
1.00	MSI H110M Gaming Motherboard - S1151,2xDDR4,1xPCI-E,HDMI/DVI/VGA,USB3.1	UNIT		<input checked="" type="checkbox"/>
1.00	Intel Core i7 6700 3.4GHz Fan s1151 Skylake	EACH		<input checked="" type="checkbox"/>
2.00	Crucial 8GB (1x8GB) DDR4 2400MHz UDIMM CL17	UNIT		<input checked="" type="checkbox"/>
1.00	Western Digital Desktop Hard Drive 1TB SATA	UNIT		<input checked="" type="checkbox"/>
1.00	LG GH24NSD1 24x SATA Internal DVD-RW Burner Writer Black Optical Drive OEM M-DISC Support Silent Play Jamless Play Cyberlink Power2Go 2yrs warranty	UNIT		<input checked="" type="checkbox"/>
1.00	Microsoft Windows 10 Home OEM 64Bit	UNIT		<input checked="" type="checkbox"/>
Qty	Description	Unit	Price	Total
1.00	Trend Micro Internet Security (3 User Lic)	UNIT	\$65.00	\$65.00 <input checked="" type="checkbox"/>
1.00	Microsoft Office Home & Business 2016 PKC Includes Word, Excel, Powerpoint, One Note & Outlook.	UNIT	\$295.00	\$295.00 <input checked="" type="checkbox"/>
1.00	Microsoft Wireless Optical Desktop 850, USB Keyboard & Mouse	UNIT	\$40.00	\$40.00 <input checked="" type="checkbox"/>
1.00	Data Transfer - Advanced data transfer with items copied back into correct folders, outlook *.PST restored, favorites and contacts transferred across	FEE	\$145.00	\$145.00 <input checked="" type="checkbox"/>
<b>Totals</b>			<b>GST</b>	<b>Inc. GST</b>
<b>Recommended Items</b>			<b>\$167.73</b>	<b>\$1,845.00</b> <input checked="" type="checkbox"/>
<b>Optional Extras</b>			<b>\$0.00</b>	<b>\$0.00</b> <input type="checkbox"/>
<b>Freight</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>Total</b>			<b>\$167.73</b>	<b>\$1,845.00</b>





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## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

 TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Lue Public School 
Contact Person	Caron McDonald or Helen Battye
Address	Swanston Street, Lue, NSW, 2850
Phone	0263 736 407
Email	lue-p.school@det.nsw.edu.au
ABN	88856691218
Bank Account Name	Westpac
BSB	032001
Account Number	142891

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	NSW AHA Variety Bash
Amount of funding requested	\$ 440.00
Start and finish date	Friday 26th May - Friday 26th May 2017

Briefly describe Project / Activity

The Variety Club Children's Charity are visiting Lue Public School for lunch on Friday 26th May on their annual bash run. We are expecting at least 250 - 300 people to be present on site, and we will need the extra toilets for the visiting crowd.



ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>All of our lunch supplies will be purchased through local businesses. We are holding a raffle with an all local produce hamper as the major prize. We are promoting the area to these visitors by the way of good old country hospitality and friendliness, with the inclusion of Mudgee Tourism marketing materials. Radio Real FM will be broadcasting live from the school on the day.</p>
--	--

All of our Lue residents have a role to play on the day. It is all inclusive for our little village to shine.

What is the expected amount of resident participation?

<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>Our local Lue P &amp; C are providing lunch for the visitors. Our local manufacturers &amp; businesses have donated items for our produce raffle &amp; the whole function is our way of showcasing Lue &amp; the Mudgee surrounding areas.</p>
---	---

Outline your organisation capacity to deliver the Project / Activity OR describe previous experiences.

Lue Public School has always maintained the positive local aspect of schooling & have previously welcomed local, national & international visitors passing through the area. We have catered for the Heart Foundation Big Bike Ride in 2000, the Sydney Hunt Club, The Canadian Pushbike Riders visit in 2009, and Dr Rich Allen - New York Professor for accelerated child learning, just to name a few  
 We have had a lot of excellent feedback from our visitors.

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

PROJECT BUDGET

Project Income	Community Grant (amount sought from Council)	\$ 440.00
	Club / Organisation / Individual cash towards the project	
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	
	Other Income:	
	<b>TOTAL INCOME</b>	<b>\$ 440.00</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Hire of Port a Loos	\$ 440.00
	<b>TOTAL EXPENDITURE</b>	<b>\$ 440.00</b>

FINANCIAL DETAILS

Is your group/organisation incorporated?  Yes  No

Have you registered for Goods & Services Tax (GST) purposes?  Yes  No

Do you have an ABN?  Yes  No

ABN 88856691218

*Note – if you do not have an ABN please attach a 'Statement by Supplier' form*

Has your organisation / group previously received a community grant from Council?  Yes  No

Year

Amount

Did your group return the acquittal form?  Yes  No

\*\* Applicable for grants after 1 July 2016

APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input checked="" type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

AUTHORISATION OF APPLICANT

Name	Helen Battye
Position	School Administrative Manager

Date

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.

SUBMIT YOUR APPLICATION

@ EMAIL: After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)

📍 CUSTOMER SERVICE LOCATIONS:

86 Market Street MUDGEE	109 Herbert Street GULGONG	77 Louee Street RYLSTONE
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✉ POSTAL ADDRESS:  
Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

Community Grants Policy

Print My Application



AAI Limited trading as GIO ABN 48 005 297 807  
18 Jamison Street Sydney NSW 2000  
GPO Box 2601, Sydney NSW 2001  
Telephone: 02 8121 1183 Fax 02 8121 0690

Friday, 1 July 2016

Reference: TMF 066 - 1617

Department of Education

### CERTIFICATE OF CURRENCY – NSW TREASURY MANAGED FUND

The NSW Self Insurance Corporation was established by the NSW Self Insurance Corporation Act 2004. The main function of icare is the administration of the Treasury Managed Fund (TMF), which provides cover for all asset and liability exposures (other than compulsory third party insurance) faced by general government sector budget dependent agencies and participating non budget dependent public sector agencies.

This certificate of currency confirms that from 1/07/2016 to 30/06/2017. Department of Education is a member of the TMF which provides broad protection for all assets and liability exposures in accordance with the TMF Statement of Cover Department of Education, their employees and volunteers, are fully covered for their legal liability to any third party arising out of their operations, worldwide.

Cover includes, but is not limited to:

1. Legal liability inclusive of:
  - a. Public Liability for an amount of \$100 million
  - b. Professional Indemnity for an amount of \$100 million
  - c. Directors & Officers for an amount of \$100 million, and
  - d. Product Liability for an amount of \$100 million.

Identifier No: MF100001
2. Comprehensive Motor Vehicle coverage in respect of vehicles owned or leased by Department of Education  
Identifier No: MF100660
3. Property coverage (including plate glass) on a full replacement (new for old) basis, including consequential loss, worldwide, for loss and/or damage to all real and personal property either owned by, or the responsibility of Department of Education  
Identifier No: MF100661
4. Personal Accident coverage for Voluntary Workers whilst actively engaged in voluntary work for Department of Education. Cover is also provided for Department of Education students while engaged in approved educational work experience programmes. Coverage is provided in accordance with and equivalent to the benefits payable under the NSW Workers Compensation Legislation, as amended.  
Identifier No: MF100003  
Inception Date: 1/07/1989

**NOTE:** GIO hereby agrees that should such coverage be cancelled or withdrawn for any reason, 30 days notice will be provided.

Yours faithfully,

Client Services Manager

**NSW TREASURY MANAGED FUND**

Phone No: (02) 8121 3683

Email: frank.farhart@suncorp.com.au

icare™ is the brand of Insurance & Care NSW and provides services to the NSW Self Insurance Corporation, which operates the Treasury Managed Fund (TMF) scheme. GIO is an agent for icare™ tmf.

Mudgee Loo Hire  
PO Box 1464  
MUDGEES NSW 2850

ABN. 14 263 746 137  
m. 0417 799 922



*'lovin your loo time'*

## TAX INVOICE

Lue Public School  
Attention: Helen  
Swanston St  
LUE NSW 2850

**Invoice Date**  
15 May 2017  
**Invoice Number**  
INV-2782  
**Reference / PO**  
Variety Bash 26 May

Description	Quantity	Unit Price	Amount
Set-up/ Hire of 3 x portable toilets at Lue Public School for Variety Bash on 26 May	3.00	120.00	360.00
Transport fee using custom trailer to deliver and collect toilets from Lue Public School.	1.00	80.00	80.00
		Subtotal	440.00
		Total GST 10%	44.00
		<b>Invoice Total</b>	<b>484.00</b>

**Due Date: 26 May 2017**

*Thank you for your business.*

**Direct Deposit**  
Mudgee Loo Hire  
BSB: 062-577  
Acct No: 1023 5940  
Reference: Lue Public School INV-2782

**Customer:** Lue Public School  
**Invoice Number:** INV-2782  
**Amount Due:** 484.00  
**Due Date:** 26 May 2017



[accounts@mudgeeloohire.com.au](mailto:accounts@mudgeeloohire.com.au)

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



## Current details for ABN 88 856 691 218

### ABN details

<b>Entity name:</b>	LUE PUBLIC SCHOOL
<b>ABN status:</b>	Active from 01 Nov 1999
<b>Entity type:</b>	State Government Entity
<b>Goods &amp; Services Tax (GST):</b>	Registered from 01 Jul 2000
<b>Main business location:</b>	NSW 2850

### Trading name(s)

Trading name	From
LUE PUBLIC SCHOOL	17 Apr 2000

### Deductible gift recipient status

Not entitled to receive tax deductible gifts

**ABN last updated:** 01 Jul 2000

**Record extracted:** 29 May 2017

### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).



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## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Cudgegong Country Ball
Contact Person	Kerry Reynolds
Address	95 Louee St Rylstone NSW 2849
Phone	0427790778
Email	kerry.a.ford@det.nsw.edu.au
ABN	
Bank Account Name	Cudgegong Country Ball
BSB	062763
Account Number	10033948

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Cudgegong Country Ball
Amount of funding requested	\$ 1,000.00
Start and finish date	22nd - 26th August 2017
Briefly describe Project / Activity	Cudgegong Country Ball raises money for local children's services within the Kandos/Rylstone and surrounding area. Our focus has been to purchase a bus for all the schools to use for excursions and sporting events etc. We are asking council to waiver hire costs for the Rylstone Hall, where the ball will be held and contribute to public liability costs



ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>Local school children from the Kandos/Rylstone and surrounding region have to travel long distances for all activities that are not school based as they are isolated. There are very limited buses to hire in the area and they become quite expensive. By purchasing a bus for the Kandos/Rylstone area we are giving school children from low socio-economic and isolated regions the opportunity to access a variety of enriching activities such as sporting activities and cultural experiences.</p>
<p>What is the expected amount of resident participation?</p>	<p>The combined total of school students for the region is an estimated 700 current students. However, once the bus is purchased and being used the accumulative total of students over a ten to twenty year period would be many times this.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>We work in collaboration with Kandos High School, Kandos Primary School, Rylstone Primary School, Kandos/Rylstone Pre-school, Ilford Public School, Glen Alice Primary School and Lue Public School.</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>The Cudgegong Country Ball Committee has successfully run the ball for the past four years.</p>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

**PROJECT BUDGET**

Project Income	Community Grant (amount sought from Council)	\$ 1,000.00
	Club / Organisation / Individual cash towards the project	\$ 2,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 8,500.00
	Other Income: Auction/Bar	\$ 2,500.00
	<b>TOTAL INCOME</b>	<b>\$ 14,000.00</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Band	\$ 1,400.00
	Meal	\$ 5,000.00
	security	\$ 700.00
	<b>TOTAL EXPENDITURE</b>	<b>\$ 7,100.00</b>

**FINANCIAL DETAILS**

Is your group/organisation incorporated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you have an ABN?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
	ABN				
<i>Note – if you do not have an ABN please attach a ‘Statement by Supplier’ form</i>					
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
	Year				
	Amount				
<small>** Applicable for grants after 1 July 2016</small>	Did your group return the acquittal form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

#### APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

#### AUTHORISATION OF APPLICANT

Name	Kerry Reynolds
Position	President
Date	02/06/2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

#### SUBMIT YOUR APPLICATION

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



**CUSTOMER SERVICE LOCATIONS:**

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GULGONG

77 Louee Street  
RYLSTONE



**POSTAL ADDRESS:**

Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

Community Grants Policy

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### 1. Applicant Details

**Name of Organisation** Mudgee Chamber of Commerce

**Contact Person** Kim Gribble

**Address** PO Box 1159, Mudgee, NSW 2850

**Phone** 02 6373 3344 / 0403 130 899

**Email** info@mudgeebusiness.com.au

**ABN** 98 877 134 518

**Bank Account Name** Mudgee Chamber of Commerce

**BSB** 032 653

**Account Number** 143 400

### 2. PROJECT / ACTIVITY DETAILS

**Name of Project / Activity** Mudgee Money Gift Card

**Amount of funding requested** \$3,000

**Start and finish date** Currently launching program – ongoing.

#### Briefly describe Project / Activity

Following our meeting on 27 March 2017 with Mid Western Regional Council the Mudgee Chamber of Commerce would like to kindly ask for funding of \$3000 to support the Mudgee Money Gift Card Program.

The Mudgee Money Gift Card encourages people to shop local. The Mudgee Money Program will assist in supporting the Mudgee Chamber of Commerce to encourage people to shop locally, by locking dollars into being spent at local participating stores, keeping funds in our region's economy thus benefiting the community. The Mudgee Money Program provides a tangible product to effectively and definitely lock dollars into being spent at within participating stores in the Mid Western Region (Mudgee, Rylstone, Kandos, Gulgong).

The Mudgee Money Program is "Closed Loop", meaning that once the Gift Cards are loaded, they can only be spent at participating stores in the Mudgee Region. They cannot be spent in any other areas hence keeping money into our local economy.

### 3. ADDRESS CRITERIA

#### How will your project benefit the Mid-Western Region community?

Encouraging people to shop local has been an ongoing issue for Mudgee business and our regional council for many years. The Mudgee Money program will greatly benefit the Mid Western Region by encouraging money being spent in the local area.

We aim to have a large number of businesses involved in being a 'redemption store' where the gift cards can be used and we plan on having a huge number of cards being used throughout the Mid Western Region. We will be encouraging larger organisations to purchase bulk cards for their employees to give as gifts which then can be used in the region rather than, for example, a Coles Myer card that may be used outside the region. We also aim to have an educational message to consumers in the Mid Western Region which encourages them to buy a Mudgee Money gift card as a gift which encourages people to 'shop local'. The educational message will include what the effects of shopping local are i.e. Supporting your local business, economy and community. If we increased spending in our Mid Western Region by just 2% per year then this would create 23 additional jobs and generate \$4 million dollars in additional economic value to the region. Just imagine if we could increase that by more than 2%.

We feel this campaign will greatly benefit our regions businesses and economy.

The Mudgee Chamber of Commerce has researched numerous shop local campaigns / strategies over the past 24 months and believe that the Why Leave Town (WLT)/ Mudgee Money gift card initiative will provide the best opportunity of establishing a Shop Local program that will be effective across our entire region and ultimately self-supporting. This program has been rolled out in numerous towns including Bathurst and Orange and has been extremely successful.

To get the program off the ground the Mudgee Chamber of Commerce has already made a significant investment in WLT/Mudgee Money membership and undertaken to fund and drive the initial and ongoing marketing campaigns.

In order to get the WLT/Mudgee Money program off the ground the Mudgee Chamber of Commerce is seeking the Mid Western Regional Council's support to fund the first batch of 1000 gift cards at a cost of \$3,000.

In recognition of MWRC support your logo will be displayed on all gift cards and promotional material.

**What is the expected amount of resident participation?**

We have spoken with local business owner and the common view is that this will bring more people into their store to use their Mudgee Money Gift Card and will keep money in the region's economy. We expect to have 10 'Load Up' stores (as recommended by Why Leave Town representatives) where people can purchase the cards. Note that when larger organisations purchase bulk cards this is done direct through the campaign provider, Why Leave Town.

The number of 'Redemption' stores is unlimited. At the moment we have 20 stores that are ready to sign up as 'redemption' stores and that is an initial engagement. We feel that over 100 stores will sign up as 'redemption' stores.

**What level of consultation and collaboration with other local groups has your organisation undertaken?**

The Mudgee Chamber of Commerce have spoken with the Mid Western Regional Council about the campaign as well as local business owners. We have also spoken with representatives from Rylstone, Gulgong and Kandos.

**Outline your organisation capacity to deliver the Project / Activity OR describe previous experiences.**

As a committee, the Mudgee Chamber of Commerce have a range of successful subject matter experts that will promote Mudgee Money and ensure the positive outcome of this project.

We have engaged Why Leave Town who have rolled this campaign successful out to other country towns, Narrabri, Bathurst, Orange, therefore we have support in achieving the view.

We will continue to work with the Mid Western Regional Council to make Mudgee Money a huge success which greatly benefits our region and local business owners economically.

The Mudgee Chamber of Commerce have employed a part time administrator, Kim Gribble, who carries out committee actions and delivers results and can be shown in the following examples:

- a) Pink Up Mudgee which included large scale communication across all businesses and saw over 280 businesses being involved which was a huge success.
- b) A number of best dressed shop front campaigns which engages local business.

We feel that engaging local business, communicating and getting businesses on board will be successful due to the great campaign that Mudgee Money is.

In regards to delivering the project to consumers we will use marketing to help communicate the message to shop local.

An example of the message to Consumers:

When you shop local, do you know where your money is going? We all know businesses need to make a profit, it's what they do with that money that makes a difference in our community. It is time we think about where we are spending our money when we buy anything in our towns. Are the stores owned by true locals? By not supporting true local businesses we run the risk of profits leaving our community causing a negative impact on remote Australia.

Let's make sure were supporting the local guys in business. If we help them grow, then they help us grow. The more money they have, the more they can put back into our community. Local Events, Local Sports, Infrastructure and then economically and socially we are all going to benefit.

By supporting true local businesses, you are helping to create a strong community for years to come. So, when you are going to spend your money, think about whether you are spending it with a true local.

Mudgee Money Gift Cards are a great way to buy a gift card that can be used at any participating store in the Mid Western Region only. Meaning money is kept in the Mid Western Region which benefits our community.

We have had a recent article in the Mudgee Guardian

<http://www.mudgeeguardian.com.au/story/4701038/keeping-cash-in-region-with-mudgee-money/?cs=1485>

Please find attached supporting information and marketing details on the Mudgee Money Gift Card Program:

Included:

- Why Leave Town Gift Card Program at a Glance
- Photo of Mudgee Money Gift Card
- Mudgee Money Information
- Mudgee Money Sign Up Form

We also have details on our website [www.mudgeechamber.com.au](http://www.mudgeechamber.com.au) – Mudgee Money

#### 4. PROJECT BUDGET

Project Income

Community Grant (amount sought from Council) \$3,000 \* for the initial order of \$3,000 Mudgee Money Cards at a cost of \$3.00 each.

Club / Organisation / Individual cash towards the project Expected Sales Revenue i.e. Entry Fee, Membership Sales: If you are a member of MCC there is no fee to become a redemption store. If you are not a member of the MCC, the cost to become a redemption store is \$75.00.

Other Income:

TOTAL INCOME \$3, 000

#### 5. PROJECT EXPENDITURE

List proposed cash expenditure (provide copies of quotes for equipment)

\$1, 975.00 - to sign up with Why Leave Town \*\*invoice provided

\$3,000 – Administration wages

\$3,000 – First batch of Mudgee Money Gift Cards (1000 cards at \$3)

TOTAL EXPENDITURE

\$7,975.00

#### 6. FINANCIAL DETAILS

Is your group/organisation incorporated? Yes

Have you registered for Goods & Services Tax (GST) purposes? Yes

Do you have an ABN? Yes

ABN 98 877 134 518

Has your organisation / group previously received a community grant from Council?

Yes

Year 2016

Amount Did your group return the acquittal form? Yes

#### 7. APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance                      Supplied

Where the group intends to purchase equipment, a copy of the quote/s obtained



Supplied

Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required

NA

If your group is not incorporated, please supply a letter from your auspicing bod

NA

#### 8. AUTHORISATION OF APPLICANT

**Name** Kim Gribble

**Position** MCC Secretariat

**Date** 31 May 2017

I confirm that the information contained in the application form and within the attachments are true and correct.

I confirm that this application has been submitted with the full knowledge and support of the applicant.



WHY LEAVE TOWN PROMOTIONS

PO Box 565  
Narrabri NSW 2390  
Phone 0407 200 240

**BILL TO:**  
Mudgee Chamber of Commerce  
Po Box 1159  
MUDGEES NSW 2850

# TAX INVOICE

**DATE:** February 21st 2017  
**INVOICE #** 665  
**ABN:** 81 180 759 556

**FOR:** WLT Gift Cards

DESCRIPTION	AMOUNT
WLT Gift Card Annual Program Fee	\$ 1,795.45
1000 Cards @ \$3 per card	\$ 2,727.27
SUBTOTAL	
	\$ 4,522.72
GST %	
	10.00%
GST	
	452.28
OTHER	
<b>TOTAL</b>	
	\$ 4,975.00

Make all cheques payable to **Why Leave Town Promotions**

**Direct Deposit**

Acc Name: Why Leave Town Promotions  
Bank: ANZ  
BSB: 012755  
Acc No: 370581754

Total due in 15 days.

**THANK YOU FOR YOUR BUSINESS!**



**Mudgee Chamber of Commerce**  
W: [www.mudgeechamber.com.au](http://www.mudgeechamber.com.au)  
E: [info@mudgeechamber.com.au](mailto:info@mudgeechamber.com.au)  
FB: Mudgee Chamber of Commerce  
PO Box 1159, Mudgee, N.S.W 2850  
P: 02 6373 3344 M: 0403 130 899

23 April 2017

Mid Western Regional Council  
86 Market Street  
Mudgee NSW 2850

Hand delivered to Mid Western Regional Council Office on 23 April 2017 and emailed to [des.kennedy@midwestern.nsw.gov.au](mailto:des.kennedy@midwestern.nsw.gov.au)

#### **MUDGEE MONEY GIFT CARD PROGRAM**

Dear Mayor of Mid Western Council and MWRC Councillors,

Following our meeting on 27 March 2017 with Des Kennedy, Brad Cam, Alina Azar and Julie Robertson the Mudgee Chamber of Commerce would like to kindly ask for funding of \$3000 to support the Mudgee Money Gift Card Program.

The Mudgee Money Program encourages people to shop local. The Mudgee Money Program will assist in supporting the Mudgee Chamber of Commerce to encourage people to shop locally – by locking dollars into being spent at local participating stores – keeping it in the region's economy (or business catchment area). The Mudgee Money Program provides a tangible product to effectively and definitely lock dollars into being spent at within participating stores in the Mid Western Region. The Mudgee Money Program is "Closed Loop", meaning that once the Gift Cards are loaded, they can only be spent at participating stores in the Mudgee Region. They cannot be spent in any other areas. Hence – locking money into our local economy.

Please find attached supporting information about the program and link on YouTube providing more information <https://youtu.be/fdBKgULzC4kas> as well a copy of the draft Mudgee Money Gift Card.

Encouraging people to shop local has been an ongoing issue for Mudgee business and our regional council for many years.

ATT. B.CAM

MID-WESTERN REGIONAL COUNCIL  
RECEIVED  
24 APR 2017  
CUSTOMER SERVICE CENTRE



The Mudgee Chamber of Commerce has researched numerous shop local campaigns / strategies over the past 24 months and believe that the Why Leave Town (WLT)/ Mudgee Money gift card initiative will provide the best opportunity of establishing a Shop Local program that will be effective across our entire region and ultimately self-supporting.

To get the program off the ground the Mudgee Chamber of Commerce has already made a significant investment in WLT/Mudgee Money membership and undertaken to fund and drive the initial and ongoing marketing campaigns.

In order to get the WLT/Mudgee Money program off the ground the Mudgee Chamber of Commerce is seeking the Mid Western Regional Council's support to fund the first batch of 1000 gift cards at a cost of \$3,000.

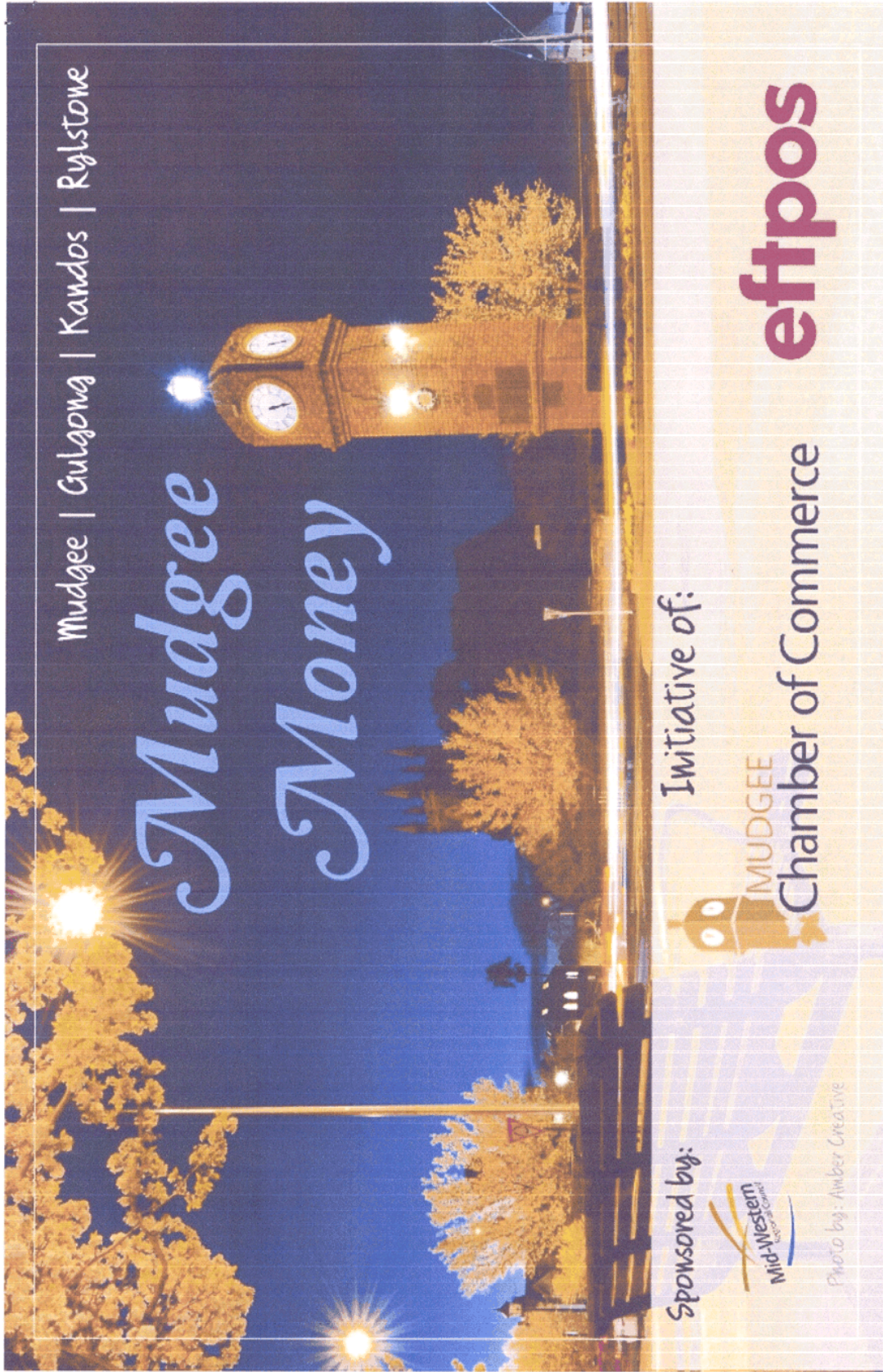
In recognition of MWRC support your logo will be displayed on all gift cards and promotional material.

Thankyou.

Yours sincerely,

Greg Dowker - President  
**Mudgee Chamber of Commerce**

**Attachments:**  
**WLT Campaign at a glance**  
**Draft copy of Mudgee Money Gift Card**





## MUDGEE MONEY GIFT CARD

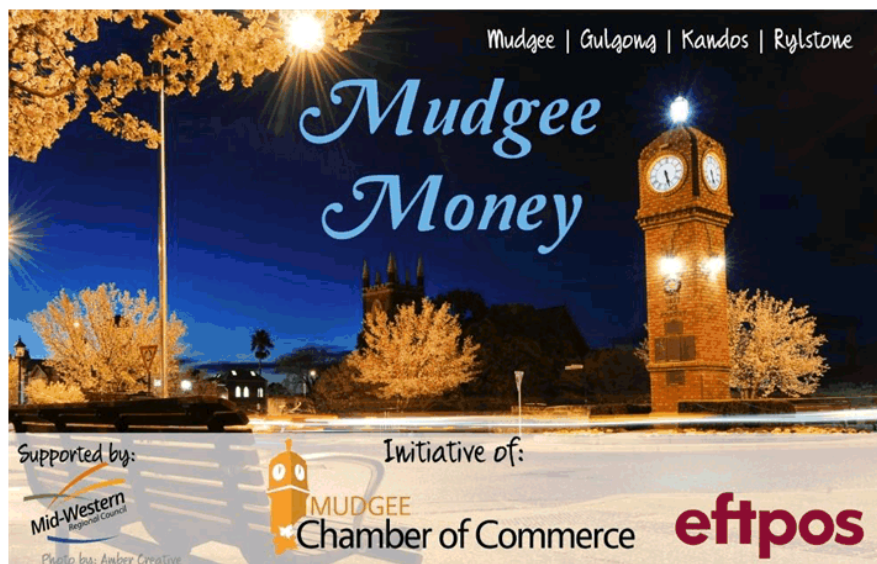
**A MCC INITIATIVE SUPPORTING LOCAL BUSINESSES IN THE MID WESTERN REGION**

Mudgee Money is an exciting gift card program that will bring more customers into your store and encourages more people to shop local in the Mid Western Region. Mudgee Money locks dollars into being spent at Mudgee Money participating stores, keeping money in your business and in our economy ultimately benefiting our community.

Attend the Information Night on Tuesday 6 June from 545pm at The Property Shop to find out how you can be a part of this new initiative driven by the Mudgee Chamber of Commerce and supported by Mid Western Regional Council.

The Mudgee Chamber of Commerce are calling for all Mid Western Region Businesses to be involved in the Mudgee Money Gift Card campaign, for more information email [info@mudgeebusiness.com.au](mailto:info@mudgeebusiness.com.au).

**INFORMATION NIGHT**  
**TUESDAY 6 JUNE 2017, 5:45PM**  
**@ THE PROPERTY SHOP, 58 MARKET STREET, MUDGEE**



**'If we increased spending in our Mid Western Region by just 2% per year then this would create 23 additional jobs and generate \$4 million dollars in additional economic value to the region. Just imagine if we could increase that by more than 2%.'**

Mudgee Chamber of Commerce

## **MUDGEE MONEY GIFT CARD – A FEW FACTS**

### **What is it?**

Mudgee Money is a gift card program that encourages people to shop local in the Mid Western Region by locking dollars into being spent at local participating stores, keeping money in our economy and ultimately benefiting our community.

### **How does it work?**

It works like any other gift card and can be used in any stores configured EFTPOS machine. A customer purchases a Mudgee Money Gift Card at a "Load Up" store located in the Mid Western Region. They choose the amount of money that the gift card will be worth and then they give it to someone as a gift. That person then takes their Mudgee Money Gift Card and uses it at any "Redemption" store's configured EFTPOS facility in the Mid Western Region.

### **Can I use this gift card outside of the Mid Western Region?**

No, the Mudgee Money gift card can only be used in participating stores in the Mid Western Region thus keeping the money within our economy.

### **How long does the card last for?**

The card is valid for 12 months from date of issue.

### **Who would buy this card?**

The Mudgee Money Gift Card is a great way to give someone a gift card that can only be used on purchasing anything in the Mid Western Region. Whether it be at a Café in Rylstone or a clothing store in Mudgee. Businesses and corporate companies can hand out gift cards to their staff and people will buy the gift cards to give to friends and family as a gift.

### **Are there any fees associated with using my EFTPOS machine?**

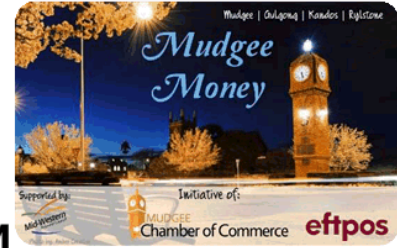
You will need to check with your EFTPOS provider to see if there are any external fees.

### **How do I become a "Redemption" Store?**

To become a Redemption Store you will need to be a member of the Mudgee Chamber of Commerce (MCC), if you are already a Member please send us an email at [info@mudgeebusiness.com.au](mailto:info@mudgeebusiness.com.au) to register and we will have a representative configure your EFTPOS machine. If you are not a member the annual fee to become a redemption store is \$75. Visit [www.mudgeebusiness.com.au](http://www.mudgeebusiness.com.au) – Mudgee Money – For more information.

**Mudgee Chamber of Commerce**  
W: [www.mudgeechamber.com.au](http://www.mudgeechamber.com.au)  
E: [info@mudgeechamber.com.au](mailto:info@mudgeechamber.com.au)  
FB: Mudgee Chamber of Commerce  
PO Box 1159, Mudgee, N.S.W 2850  
P: 02 6373 3344 M: 0403 130 899






## Mudgee Money GIFT CARD PROGRAM SIGN UP FORM

Business Name	
Address	
Phone	
Email	
Website	
Facebook	Yes <input type="checkbox"/> No <input type="checkbox"/>
Twitter	Yes <input type="checkbox"/> No <input type="checkbox"/>
Instagram	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main Contact	
Main Contact Email	
Staff Email	
Staff Email	
Staff Email	
Staff Email	
Program Status	Load Up & Redemption <input type="checkbox"/> Redemption Only <input type="checkbox"/>
Eftpos Merchant & Terminal ID's	<i>Paste / glue / staple EFTPOS activation receipt/s lengthways here.                  Then please send form to nat.whyleavetown@bigpond.com</i>

**WLT PROMOTIONS USE ONLY:**

<input type="checkbox"/> Contacts _____ <input type="checkbox"/> Reports _____ <input type="checkbox"/> Newsletter _____	<input type="checkbox"/> Pack _____ <input type="checkbox"/> FB _____ <input type="checkbox"/> Website _____
--	--



**WHY LEAVE TOWN PROMOTIONS**

## Gift Card Program Information At a Glance...

ITEM	NOTES
What is it?	An EFTPOS based Gift Card Program to assist keeping money local to your town and promote shopping locally
Why use it?	It's an effective and proven tool in assisting keeping money local to your town. Once a local WLT Gift Card has been loaded with funds, it can only be spent at participating stores in the individual participating town – keeping money circulating through your local economy
Why use WLT Promotions?	We provide a closed loop full Shop Local Gift Card Package. We are the Shop Local Gift Card Specialists with over 10 years experience in this Shop Local Gift Card Solution
Can any business be part of it?	Yes – as long as the business has an EFTPOS Machine, they can be part of the WLT Gift Card Program
Does it really keep money local?	Yes – as of June 2016, over \$1million dollars has been loaded across all of the WLT Gift Card Programs. This means that this money can only be spent at participating stores within the individual Gift Card Programs (example: Narrabri Funds can only be spent at participating Narrabri stores – cannot be spent in Moree, Goondiwindi etc)
What other towns are involved?	Currently 14 towns are utilising the WLT Gift Card Program: Narrabri / Goondiwindi / Forbes / Moree / Pittsworth / Cowra / Gunnedah / Merimbula / Bathurst / Condobolin / Grenfell / Orange / Cooma and Dubbo – with more coming in 2017
How much does it cost?*	Annual Fee payable each year \$1,975 (incl. GST). Gift Cards are a separate cost (\$3.00ea per 1000 cards, or \$3.50ea per 500). All fees and charges are listed in the <i>WLT Community Gift Card Program Information Pack</i>
What does the Annual Fee cover?*	Quarterly Reports to the Commissioning Body; Social Media representation through WLT; listing on WLT website; bi-monthly newsletters to all participating stores and Commissioning Bodies; 24/7 phone support; 1 x Activation Card; 10 x Load Up Store Packs; Redemption Store Packs
What doesn't the Annual Fee cover?*	Targeted, Launch and Campaign Advertising; face to face Program Setup and Activation; Gift Card order and Processing Fee; dedicated store pages on website

If you would like more information or a *WLT Community Gift Card Program Information Pack* for the WLT Gift Card Program, please contact:

**Natasha Coffey**  
Program Manager  
M: 0433 106 350  
E: [nat.whyleavetown@bigpond.com](mailto:nat.whyleavetown@bigpond.com)

\* Full Fees and Charges can be found in the Program Information Pack. Any prices are subject to change. Any changes made to the WLT Promotions Pricing Structure will be notified to the current Commissioning Body Participants in writing. The Program Information Pack will also be updated with the news Pricing Structure for any new towns coming into the Gift Card Program.

Please read this information in conjunction with the "Community Gift Card Program" Information Pack for full item descriptions and inclusions / exclusions. To obtain your copy, please call or e-mail Natasha @ WLT Promotions. Contact details above.

GCPIAG: v1 20.01.17

Mudgee | Gulgong | Kandos | Rylstone

# Mudgee Money

Supported by:

Mid-Western  
Regional Council

Photo by: Amber Orsini

Initiative of:



MUDGEE  
Chamber of Commerce

eftpos

### 1. Applicant Details

**Name of Organisation** Mudgee Chamber of Commerce

**Contact Person** Kim Gribble

**Address** PO Box 1159, Mudgee, NSW 2850

**Phone** 02 6373 3344 / 0403 130 899

**Email** info@mudgeebusiness.com.au

**ABN** 98 877 134 518

**Bank Account Name** Mudgee Chamber of Commerce

**BSB** 032 653

**Account Number** 143 400

### 2. Project / Activity Details

**Name of Project / Activity** Pink Up Mudgee / Pink Up Rylstone / Pink Up Gulgong etc. with the aim to including the whole Mid Western Region.

**Amount of funding requested** \$5000

**Start and finish date** 1 – 31 October

#### Briefly describe Project / Activity

Following the huge success of Pink Up Mudgee 2016 the Pink Up Mudgee Committee will be rolling out Pink Up Mudgee/Mid Western Region 2017, this year including the whole of the Mid Western Regional surrounding area along with an event of the year, a Pink Ball.

The Pink Up Mudgee campaign is held during Breast Cancer Awareness Month where the whole town turns pink to create an awareness campaign for Breast Cancer and Cancer in general. The event brings the community together and receives tremendous external media attention.

We have seen this in 2016 where over 280 businesses participated in Pink Up Mudgee. The event will raise awareness and also money for the McGrath Foundation who place breast care nurses in communities across Australia. In 2016 the Pink Up Mudgee Campaign raised \$140,000 for the McGrath Foundation.

Our aim in 2017 is to have the whole Mid Western Region participate in Pink Up Mudgee with the objective to create awareness about Breast Cancer with the goal to encourage checks and prevent the disease. Our desired outcome is to bring the whole of the Mid Western Region together and to raise funds for the McGrath Foundation as well as gaining positive publicity for the Mid Western Region.

### 3. Address Criteria

**How will your project benefit the Mid-Western Region community?**

In 2017 Pink Up Mudgee will be rolled out and will include the whole Mid Western Region and outlining areas. We want everyone in the Mid Western Regional Area to feel included. We feel that this project will benefit the Mid Western Region by bringing the community together, being known to create breast cancer awareness and supporting wonderful community initiatives as well as media recognition for the Mid Western Region ! We want everyone to know that the Mid Western Region has done it again and has turned PINK for breast cancer awareness month and to raise money for the McGrath Foundation with the main focus on the awareness campaign.

In 2016 some 280 commercial and industrial businesses were involved in the Pink Up Campaign ranging from Mudgee to Gulgong to Lue. The community involvement was spectacular with events branching off in the way of locals doing their part to help raise money. For example the Pink Races, Golf Club, Club Mudgee, McDonalds, even Tim Hauville at The Oriental wearing pink for Pink Up Mudgee with the hope to raise \$5000 for the McGrath Foundation. The reach on social media exceeded 10,000 people with one Win News Central West Report viewed by over 6,000 people online. There were several reports of people travelling through town to observe the event and the buzz the event created for locals, visitors and tourists was spectacular with even a young busker on the Church Street donating his money made through busking to the McGrath Foundation. There were several comments on social media by Mudgee locals who had moved away from Mudgee that commented that Mudgee Community has always been amazing and that they have never found the same community spirit elsewhere. In 2017 we expect more than 280 businesses to again be part of Pink Up Mudgee.

We feel that one of the economic benefits of the event is Tourism & Awareness. In 2017 we will be holding a show stopping Pink Up Ball on the 7 October held in Mudgee. We have already established a Committee who is working on the event and we expect to have 400 attendees.

We also feel that the sense of community pride is a huge economic benefit for the Mid Western Region as people feel a sense of pride to live in their region and be part of something big that makes a difference.

Pink-Up campaign is now being rolled out across NSW with the support of the Real Estate Institute of NSW and their members. (There is a meeting now). Plans are to push it nationally through the REI of Australia over the next couple of years. A community event started in Mudgee now state wide and then national.

This the second year of a very successful program that obtained national exposure in 2016. With enthusiasm and action, we plan to continue to roll out the Pink Up campaign throughout years to come. There are endless opportunities and possibilities for Pink Up Mudgee and we will make them happen.

Pink-Up campaign is now being rolled out across NSW with the support of the Real Estate Institute of NSW and their members. (There is a meeting now). Plans are to push it nationally through the REI of Australia over the next couple of years. A community event started in Mudgee now state wide and then national.

### What is the expected amount of resident participation?

We expect 2017 to have the same amazing community involvement that we had in 2016. The community involvement felt unmeasurable due to it being so huge. Over 280 businesses ranging from small business, local newspaper, preschools, high schools, sporting groups, commercial airlines, mothers groups, kids in cul-de-sacs selling handmade pink pom poms and more! We expect the same participating due to the important cause and campaign that Pink Up Mudgee is. The Pink Up Mudgee Committee is a group is made up of volunteers and we anticipate the 2017 event will be the same, including volunteers from the Mudgee Chamber of Commerce, Mudgee Tourism, Hugh Bateman, Mudgee Sporting Groups, Mid Western Regional Council and more.

In 2016 we had 280 business and community organisations directly involved in Pink Up Mudgee which also involved businesses in Gulgong and Lue. This year it is anticipated that the program will extend throughout the region. As mentioned in the earlier questions, the community was brought together through the Pink Up Mudgee campaign, everyone wanted to be involved to make a difference and to talk about breast cancer and prevention. It also gave the opportunity for the younger generation to speak about breast cancer. These conversations happened while kids were getting dressed in pink gear ready for preschool when chatting to their mum about what breast cancer is as well as kids getting ready for the Pink Up High School day and having a conversation that they will remember in the future and possibly and hopefully create early diagnosis and prevention. How amazing to have this campaign that reaches so many community members.

We also feel the social benefits being that the Mudgee Community Spirit shined and that people were so very proud to live in such a caring community. That provided support for people going through hardship. Please have a look over the Pink Up Mudgee Facebook page here <https://www.facebook.com/PinkUpMudgee/>

As in 2016, Mid Western Regional Council will be recognised at every level and every platform. Via promotion material including street banners, social media etc. As with 2016, the Mid Western Regional Council will be main speakers and representatives in media events, news reports, newspapers, finales, the ball and it is anticipated that a council representative will be on the committee as was last year.

We plan to market and promote the event by the following avenues:

Pink Up Mudgee facebook page has over 2000 followers from 2016, Hugh Bateman Tractor Trek FB page has over 4000 followers, posters, banners, social media, newspaper, radio, television, McGrath Foundation, word of mouth just to name a few. In 2016 the reach was amazing and we expect 2017 to be the same.

### What level of consultation and collaboration with other local groups has your organisation undertaken?

In 2016 we engaged over 280 businesses, groups and community organisations. We aim to have the same level of participation in 2017.

The Pink Up Mid Western Region Committee will include representatives from Rylstone, Gulgong, Kandos and Mudgee and will include representatives from MWRC, Mudgee Region Tourism and Mudgee Sporting Groups.

We also have the support of the McGrath Foundation.

Outline your organisation capacity to deliver the Project / Activity OR describe previous experiences.

Pink Up Mudgee 2016 was a huge success and shows our experience with this event. We have a huge amount of experience from last year and we will deliver 2017 Pink Up Mid Western Region by working with great people from a range of groups. This project will be another success!

### 1. PROJECT BUDGET

Project Income

Community Grant (amount sought from Council) \$5,000

Club / Organisation / Individual cash towards the project Expected Sales Revenue i.e. Entry Fee, Membership Sales: As per 2016 any income received from this event is being donated to the McGrath Foundation.

Other Income:

TOTAL INCOME \$5,000

### 2. PROJECT EXPENDITURE

List proposed cash expenditure (provide copies of quotes for equipment)

In order to roll this across the Mid Western Region we anticipate the \$5000 to be spend on advertising, marketing and administration fees to include all of the Mid Western Region. Here is a copy of 2016 expenses

Invoice No.	Company	Item	Cost
60065	PrintStorm	Street Banners	\$2,698.00
60118	PrintStorm	Window Stickers	\$450
60011	PrintStorm	Posters	\$154
1202	Image Signs	Large Pink Banner on Tennis Court Fence	\$816.20
		Administration wages	\$1,000.00
			<hr/>
			\$5,118.20

TOTAL EXPENDITURE

\$5,000

### 3. FINANCIAL DETAILS

Is your group/organisation incorporated? Yes

Have you registered for Goods & Services Tax (GST) purposes? Yes

Do you have an ABN? Yes

ABN 98 877 134 518

Has your organisation / group previously received a community grant from Council?

Yes

Year 2016

Amount Did your group return the acquittal form? Yes

#### 4. APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance                      Supplied

Where the group intends to purchase equipment, a copy of the quote/s obtained

NA

Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required

NA

If your group is not incorporated, please supply a letter from your auspicing bod

NA

#### 5. AUTHORISATION OF APPLICANT

Name Kim Gribble

Position MCC Secretariat

Date 31 May 2017

I confirm that the information contained in the application form and within the attachments are true and correct.

I confirm that this application has been submitted with the full knowledge and support of the applicant.





*Good  
Government*

## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	Rotary Club of Mudgee Inc and Rotary Club of Mudgee Sunrise Inc (combined project)
Contact Person	Margaret Barnes
Address	PO Box 643 MUDGEE NSW 2850
Phone	0417 086 248
Email	carols@mudgeesunriserotary.org.au
ABN	81995982086
Bank Account Name	National Australia Bank
BSB	082726
Account Number	74446733295

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Mudgee Showground Carols
Amount of funding requested	\$ 7,000.00
Start and finish date	Saturday, 16th December, 2017 - although setting up the previous day and final cleaning the following day would be advantageous
Briefly describe Project / Activity	Project/activity is annual celebration of Christmas for Mudgee community. The event gives Mudgee families and others the opportunity to come together to celebrate Christmas in an alcohol-free family environment. Vendors are on hand to sell food and drinks and market stalls are available for the sale of small Christmas gifts. Santa lands on Showground in a Commercial Helicopter sponsored helicopter. The event comes to a conclusion with a fantastic fireworks spectacular. The event is free to enter, although most attendees give a gold coin donation. Each attendee is given a battery-operated candle.

ADDRESS CRITERIA	
<p>How will your project benefit the Mid-Western Region community?</p>	<p>The opportunity the member of the Mid-Western Region community to come together to celebrate the Christmas spirit in an alcohol-free environment is very special. The feeling of the evening is one of goodwill and friendship.                      A bucket-brigade during the evening usually results in a sizable donation to a local charity. In 2016, around \$768 was collected by and donated to Mudgee RFS.</p>
<p>What is the expected amount of resident participation?</p>	<p>An audience of around 3,000 is expected and around 100 people, including local bands, school choirs, etc., will be part of those leading the crowd with Christmas Carols.                      Apart from the 3,000 at the Showground, many cars line the fences to witness the firework finale. Many of these are families with very small children.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>The two Mudgee Rotary clubs work closely together for this event.                      We also work with 1st Mudgee Scouts, Mudgee Rescue Squad, Mudgee RFS and St John Ambulance to use their skills for different aspects of the event.</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>The two Mudgee Rotary clubs have run this event very successfully for the past 4-5 years. Although the Mudgee Combined Churches have been co-hosts and have been on the committee, they have contributed minimally to the actual organising of the event.                      We believe the event will be at least as successful as previous years.                      It would be appreciated if, as in previous years, Council would also sponsor the Showground hire fee and waive the associated bond.</p>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

**PROJECT BUDGET**

Project Income	Community Grant (amount sought from Council)	\$ 7,000.00
	Club / Organisation / Individual cash towards the project	\$ 1,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 4,000.00
	Other Income: Sponsorship & vendor fees	\$ 28,000.00
	<b>TOTAL INCOME</b>	<b>\$ 40,000.00</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Audio equipment & fireworks	\$ 30,000.00
	Candles and fees to musical director, cameraman, sound technician & hands	\$ 8,000.00
	Miscellaneous expenses	\$ 2,000.00
	<b>TOTAL EXPENDITURE</b>	<b>\$ 40,000.00</b>

**FINANCIAL DETAILS**

Is your group/organisation incorporated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you have an ABN?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
ABN	81995982086				
<i>Note – if you do not have an ABN please attach a ‘Statement by Supplier’ form</i>					
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Year	09/2016				
Amount	\$ 7,000.00				
<small>** Applicable for grants after 1 July 2016</small>	Did your group return the acquittal form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

#### APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

#### AUTHORISATION OF APPLICANT

Name	Margaret Barnes
Position	Treasurer - Mudgee Showground Carols - Rotary Clubs of Mudgee and Mudgee
Date	06/16/2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

#### SUBMIT YOUR APPLICATION

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



**CUSTOMER SERVICE LOCATIONS:**

86 Market Street  
MUDGEE

109 Herbert Street  
GULGONG

77 Louee Street  
RYLSTONE



**POSTAL ADDRESS:**

Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

Community Grants Policy

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## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



## Application Form

### APPLICANTS DETAILS

Name of Organisation	Gulgong Hostel Association Inc (Trading as Wenonah Lodge & Wenonah Community
Contact Person	Jennifer Crust
Address	PO Box 485, Gulgong NSW 2852
Phone	026374 2222
Email	jennifer.crust@wenonah.org.au
ABN	12954086227
Bank Account Name	Commonwealth Bank of Australia
BSB	062549
Account Number	00901649

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Assistance with tip fees for bi annual clean up
Amount of funding requested	\$ 500.00
Start and finish date	Sept 2017 & Mar 2018
Briefly describe Project / Activity	We will be organising clean ups in Sept and March and would like to apply for relief from tip fees

CORPORATE: FINANCE / COMMUNITY GRANTS PROGRAM

ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>We are a not for profit, community owned and operated residential and community aged care service. We employ 38 staff, have 25 residents, approximately 60 community clients &amp; have about 30 volunteers.</p> <p>We endeavor to keep our grounds &amp; buildings looking good and organise a working bee staffed by volunteer staff &amp; board members.</p> <p>To not be worried about tip fees would be a weight off our minds.</p>
<p>What is the expected amount of resident participation?</p>	<p>This project will benefit approx 30 volunteers and 38 staff</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>Discussions with council &amp; our staff</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>Wenonah Lodge project managed the building of the new kitchen which had total cost of \$250,000. Our maintenance officer is a licensed tradesman.</p> <p>Our last working bee had 15 volunteer participants and we weeded all the gardens and laid mulch to keep the weeds down.</p>



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

**PROJECT BUDGET**

Project Income	Community Grant (amount sought from Council)	\$ 500.00
	Club / Organisation / Individual cash towards the project	\$ 100
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 0
	Other Income:	\$ 0
	<b>TOTAL INCOME</b>	<b>\$ 600</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
		\$ 100
	<b>TOTAL EXPENDITURE</b>	<b>\$ 100</b>

**FINANCIAL DETAILS**

Is your group/organisation incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an ABN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ABN	12954086227	
<i>Note – if you do not have an ABN please attach a ‘Statement by Supplier’ form</i>		
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Year	04/2017	
Amount	\$ 1,080	
<small>** Applicable for grants after 1 July 2016</small>	Did your group return the acquittal form?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**APPLICATION CHECKLIST**

A copy of the groups / organisations public liability insurance	<input type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

**AUTHORISATION OF APPLICANT**

Name	Jennifer Crust
Position	CEO
Date	05/26/2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

**SUBMIT YOUR APPLICATION**

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



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**POSTAL ADDRESS:**

Attn: Finance Department  
PO Box 156  
MUDGEE NSW 2850

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## ABN Lookup

### Current details for ABN 12 954 086 227

#### ABN details

Entity name:	GULGONG HOSTEL ASSOCIATION INC
ABN status:	Active from 20 Apr 2000
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	NSW 2852

#### Australian Charities and Not-for-profits Commission (ACNC)

GULGONG HOSTEL ASSOCIATION INC is registered with the Australian Charities and Not-for-profits Commission (ACNC) [as follows](#):

ACNC registration	From
Registered as a charity view ACNC registration <a href="#">as follows</a>	03 Dec 2012

#### Trading name(s)

Trading name	From
WENONAH LODGE	20 Apr 2000

#### Charity tax concession status

GULGONG HOSTEL ASSOCIATION INC is a Public Benevolent Institution endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jul 2005
FBT Exemption	01 Jul 2005
Income Tax Exemption	01 Jul 2000

#### Deductible gift recipient status

GULGONG HOSTEL ASSOCIATION INC is endorsed as a Deductible Gift Recipient (DGR) from 01 Jul 2000. It is covered by Item 1 of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

#### Important

Please read [Deductible Gift Recipient \(DGR\)](#) information before making a gift.

ABN last updated: 22 Jul 2016

Record extracted: 29 May 2017

### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).



*Good  
Government*

## COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL  
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

## Application Form

### APPLICANTS DETAILS

Name of Organisation	St Matthews Catholic School Mudgee
Contact Person	Kerry Fitzsimmons
Address	P O Box 1357 Mudgee NSW 2850
Phone	02 6372 1742
Email	stmattsmudgee@bth.catholic.edu.au
ABN	17505313007
Bank Account Name	St Matthews Mudgee
BSB	032814
Account Number	321993

### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Indigenous Immersion to Kununurra East Kimberley region, Western Australia
Amount of funding requested	\$1000
Start and finish date	June 15th 2017 - June 25th - leave Kununurra / 26th 2017 arrive back in Mudgee
Briefly describe Project / Activity	To raise awareness for young Mudgee students about the challenges faced by Indigenous Australians living in remote areas of Australia. Ten Y10 students have volunteered to assist in a remote Catholic school in Kununurra, WA to work within the school for a week and become more informed of Indigenous disadvantage and get first hand experience of 'closing the gap' priorities related to education and healthcare, two areas our young people can relate to.

ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>These students are young adults in our community, society and country. They are the youth who can effect change. For 1 week they will work in a school where indigenous students are enrolled, they will see first hand that education for all Australia is empowering, they will see first hand that health care and good nutrition in indigenous communities is a priority, they will see first hand that indigenous Australians experience disadvantage. The students will return to Mudgee with first hand knowledge and understanding.</p>
<p>What is the expected amount of resident participation?</p>	<p>All students and their families live locally. All the students attend our local Catholic School. Their families are rate payers and consumers of local goods and services. The experience of these local residents will be shared with many on their return. The students will return to Mudgee with knowledge and understanding through this first hand experience. They will provide feedback on their experience to our school community and will be our youth ready to inform others on the needs of indigenous Australian's from their first hand experience.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>We have a connection with a local indigenous NGO organisation who has assisted us with our school and student preparation. Within our school we have an Indigenous Aboriginal worker who can assist with our preparation as well.</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>In 2016 we ran this Indigenous Immersion to Kununurra with the support of Catholic Mission, where 10 young SMCS students volunteer in a local catholic school in Kununurra. That was a successful and worthwhile experience and our school decided to offer the opportunity again to Y10 students in 2017. As in 2016 the Indigenous Immersion is coordinated by Catholic Mission. They undertake all planning and connections with both schools and indigenous community groups in Kununurra so that all is in place prior to the SMCS student's arrival in Kununurra and their week of volunteering is programmed.</p>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

### PROJECT BUDGET

Project Income	Community Grant (amount sought from Council)	\$1000
	Club / Organisation / Individual cash towards the project	32,945.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	NA
	Other Income:	\$3000 - fundraising to date
	<b>TOTAL INCOME</b>	<b>35,945.00</b>

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	Full participation 13 x \$3700	\$48,100
	Travel to & from Sydney - bus, bus driver meals and accommodation	\$800
	<b>TOTAL EXPENDITURE</b>	<b>48,900</b>

### FINANCIAL DETAILS

Is your group/organisation incorporated?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an ABN?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ABN	17505313007	
<i>Note – if you do not have an ABN please attach a 'Statement by Supplier' form</i>		
Has your organisation / group previously received a community grant from Council?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Year	2016	
Amount	500.00	
** Applicable for grants after 1 July 2016	Did your group return the acquittal form?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



### APPLICATION CHECKLIST

A copy of the groups / organisations public liability insurance	<input checked="" type="checkbox"/>	Supplied
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	Supplied
Where the groups / organisations does not have an ABN, 'Statement by Supplier' form is required	<input type="checkbox"/>	Supplied
If your group is <b>not</b> incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	Supplied

### AUTHORISATION OF APPLICANT

Name	Kerry Fitzsimmons
Position	Teacher
Date	29.5.17
<input checked="" type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input checked="" type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

### SUBMIT YOUR APPLICATION

@ **EMAIL:** After you complete this digital form, please save it to your computer and email to: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)



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**POSTAL ADDRESS:**

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PO Box 156  
MUDGEE NSW 2850

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To St. Matthews Central School, Mudgee  
Attention Ms Kerry Fitzsimmons  
Date 16 February 2017

Re: Immersion to Kununurra (901)

Dear Kerry,

Great to hear that your school has decided to include an immersion in 2017! I look forward to working with you to facilitate this immersion. The following is what I understand has been agreed upon:

Immersion to: **Kununurra**  
Depart from: **Sydney**  
Immersion dates "in country": **16 \* – 25 June 2017 (arriving in Sydney on 26<sup>th</sup> June) \*\***  
Cost per participant: **3,700**  
Number of participants: Minimum 10 Participants  
\*Groups departs from Mudgee after School on Thursday, 15<sup>th</sup> June  
\*\* See proposed flight itinerary below

Below I have listed the steps we need to follow with a timeline to help with planning.

Date due		
16-02-2017	To St Matthews School – Student Registration Form	✓
16-02-2017	To St Matthews School - Invoice 1: Group holding deposit	\$5,000 ✓
<b>02-03-2017</b>	<b>From St Matthews School - Payment of Invoice 1</b>	<b>\$5,000</b>
21-03-2017	To St Matthews School - Invoice 2: Remaining amount	
20-04-2017	From St Matthews School - Payment of Invoice 2	
20-04-2017	From St Matthews School - Completed Registration forms and Photo ID	
01-06-2017	To St Matthews School - Flight E-tickets	

Flight Itinerary:

Flight no.	Date	Departure - Destination	Times	Extra info.
VA551	Friday 16th June 2017	Sydney - Perth	07:15 - 10:25	
VA1637	Friday 16th June 2017	Perth - Kununurra	12:00 - 15:10	
VA1638	Sunday 25th June 2017	Kununurra - Perth	16:10 - 19:45	
VA572	Sunday 25th June 2017	Perth - Sydney	23:55 - 06:15	Arrives next day

### Terms and conditions

#### The Process

Once you have confirmed to precede with an immersion the position will be placed on hold for up to 6 weeks. At this time a CONFIRMATION email will be sent to you outlining the details of what has been agreed too. An invoice requesting a deposit of \$5,000 will also be sent at this time. Once the deposit has been received by Catholic Mission the booking will change status from HOLD to RESERVED.

#### Deposit

All bookings require a \$5,000 deposit which is credited to the total cost of the immersion.  
The deposit of \$5,000 is non-refundable.

#### Final Payment & Overall Cost

The cost per participant is as agreed upon multiplied by the number of participants plus any other extra services agreed upon that you may have requested less the deposit already paid.  
Final payments are not refundable.

#### Payment Schedule

Payment of deposit invoice will be due within 4 weeks of the first Invoice.  
Payment of the final invoice (outstanding balance) will be due 12 weeks before departure of group.

#### Name Change on Ticket

Airlines charge a flat \$150 to change misspelt names unless the fault is that of the airline. This charge is carried by the party at fault.

#### Refunds

Cancellations are not refundable however immersion date changes are sometimes possible.  
In the case of an individual cancelling due to medical reasons refunds of airline tickets can sometimes be claimed through insurance.  
Refunds are non-refundable however Catholic Mission will endeavour to recover costs on behalf of participants from airlines and providers whenever possible and at Catholic Missions discretion.

#### Costs

Costs per participant are based on departure from the capital city of the departure state.  
Medical and contents insurance are included in the costs.

---

With regards,  
Bianca Carvalho  
*Immersion Administrator*  
02 9919 7823



ABN 76 000 005 210  
AFSL No. 235415  
Level 8, 485 La Trobe Street,  
Melbourne VIC 3000  
Telephone: 03 9934 3000  
Facsimile: 03 9934 3464  
www.ccinsurance.org.au

Date of Issue: 1 December 2016

Client Number: 2328

## CERTIFICATE OF CURRENCY

### PUBLIC LIABILITY INSURANCE

Period of Insurance: 01/01/2017 to 01/01/2018  
Policy Number: 02 LIA 200003  
Reference Number: 02 PLS 0159968

Insured: Trustees of The Roman Catholic Church For The  
Diocese of Bathurst - Catholic Education Office  
Bathurst

Cover: Legal liability for personal injury or damage to  
property anywhere in Australia

Limit of Indemnity: \$200,000,000  
Products Liability: \$200,000,000

Policy includes: St. Matthew's Catholic School Mudgee

This policy covers liability attaching to all activities of the insured and to activities of its unincorporated groups and associations operating under the control and supervision of the insured.

This certificate is issued subject to the Terms and Conditions of Catholic Church Insurance Limited's policy.

Trinh Quach  
Underwriting Officer





## POLICY Asset Management

*A prosperous  
and progressive  
community*

ADOPTED	VERSION NO
COUNCIL MEETING MIN NO	REVIEW DATE
DATE:	FILE NUMBER

### Objective

To set the broad framework for undertaking asset management in a structured, consistent and coordinated manner, and to set asset management processes throughout Mid-Western Regional Council by;

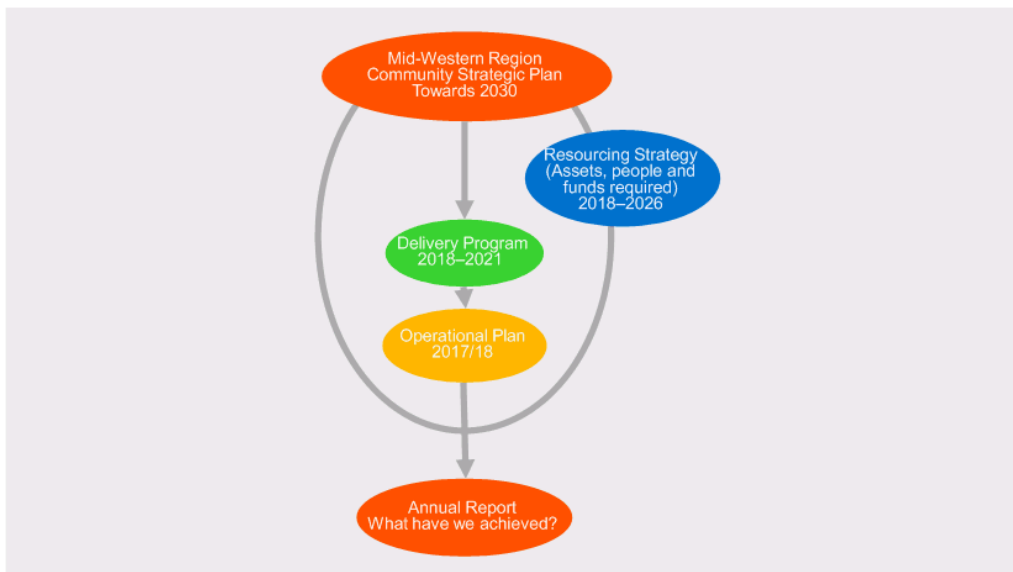
Ensuring Councils services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment;

Safeguarding Council assets by implementing appropriate asset management strategies and appropriate financial resources for those assets;

Creating an environment where all Council employees have an integral role in overall management of Council assets by creating and sustaining a culture asset management awareness throughout the Council;

Meeting legislative requirements for asset management; and

To manage and operate the appropriate mix of sustainable community infrastructure at the lowest life cycle cost.



### Legislative requirements

Local Government Act 1993

Integrated Planning and Reporting Guidelines and Manual

POLICY: ASSET MANAGEMENT | , ERROR! REFERENCE SOURCE NOT FOUND.

## Related policies and plans

- Asset Management Strategy

## Policy

### Background

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.

Council is responsible for a significant portfolio of community infrastructure, valued at approximately \$1,207 million at June 2016 (gross replacement cost), to support its core business of delivering services to the community.

The current Asset Management Plans (AMP) rely on data that is in its infancy and both the data and related AMP's will develop further over the next few years to provide a framework that:

- Ensures Council's services and infrastructure are provided reliably, with the appropriate quality levels of service to residents, visitors and the environment.
- Safeguards Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial treatment of those assets.
- Creates an environment where all Council employees take an integral part in overall management of Council assets.
- Meets and surpasses legislative requirements for asset management.
- Ensures resources and operational capabilities are identified, and responsibility for asset management is allocated.
- Demonstrates transparent and responsible asset management processes that align with best practice.

### Principles

A consistent framework must exist for implementing systematic asset management and appropriate asset management best practice across all departments of Council.

The asset management framework shall incorporate an overriding Asset Management Strategy (AMS), and Asset Management Plans (AMP's) for each class of Council assets.

The AMP's shall cover a minimum period of 10 years and have a focus on long term sustainability for the benefit of current and future generations.

The asset management framework must rely on an up to date Asset Management System which shall incorporate the following information:

- Asset registers;
- Asset condition assessments;
- Asset maintenance and management systems;
- Strategic planning capabilities;
- Predictive modelling;
- Deterioration modelling; and
- Lifecycle costing.

POLICY: ASSET MANAGEMENT | , ERROR! REFERENCE SOURCE NOT FOUND.

Relevant legislative requirements and political, social and economic environments are to be taken into consideration in asset management.

Asset management is to be integrated with existing planning and operational processes.

Asset renewal plans will be prioritised and implemented progressively based on the level of service, as determined by the Council after consultation with the community, required and the effectiveness of the current assets to provide that level of service.

Systematic and cyclic renewal reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice, applicable Australian Standards and legislative requirements.

Council's financial asset information shall be audited annually as a part of the external financial audit, and Councils Asset Management Systems shall be reviewed and internally audited.

## **ROLES AND RESPONSIBILITIES**

**Councilors** adopt the policy and ensure sufficient resources are applied to manage the assets.

The **General Manager** has overall responsibility for developing asset management systems, policies and procedures and reporting on the status and effectiveness of asset management within Council.

**Directors and Managers** are responsible for implementing asset management systems, policies and procedures.

**Employees with management or supervisory responsibility** are responsible for the management of assets within the area of responsibility as determined under asset management plans.

**Employees** will be tasked under implementation plans, and will be responsible for the timely completion of those activities contained within those plans, and shall be familiar with asset management and how it is applied within the Mid-Western Regional Council. [Insert policy details here]



ASSET MANAGEMENT STRATEGY  
2017/2021  
Mid-Western Regional Council





# MID-WESTERN REGIONAL COUNCIL

Address 86 Market St, Mudgee, NSW 2850  
Email [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)  
Telephone 02 6378 2850  
Mayor Des Kennedy  
General Manager Brad Cam  
Prepared By Andrew Drummond, Manager Plant & Facilities  
Date of Publication July 2017



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## INTRODUCTION

The Asset Management Strategy (AMS) is designed to provide a plan to manage Councils physical assets including setting parameters for asset selection, maintenance, inspection and renewal which plays a key role in determining the operational performance and sustainability of Council.

This Asset Management Strategy makes up a part of the Council Resourcing Strategy as required by the Local Government Integrated Planning and Reporting framework.

### THE RESOURCING STRATEGY INCLUDES:

- 1 Long Term Financial Planning
- 2 Workforce Plan
- 3 Asset Management Strategy

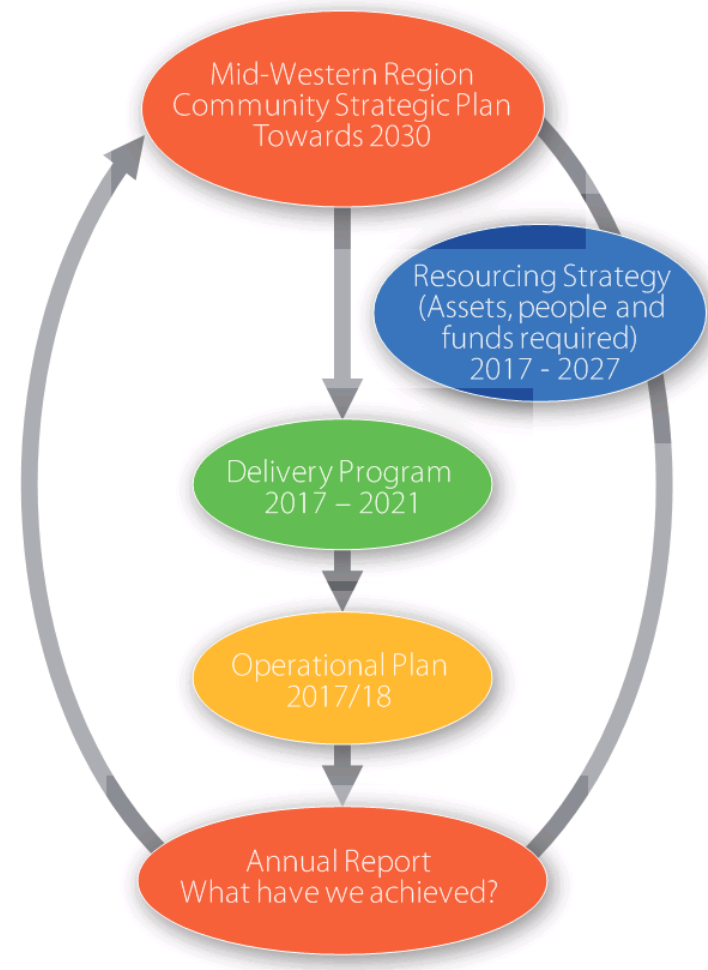
Asset Management Planning incorporates an Asset Management Policy, Asset Management Strategy and Asset Management Plans.

## OUR ASSET MANAGEMENT POLICY

The Asset Management Policy sets a vision for Council's asset management activities:

*To manage and operate the appropriate mix of sustainable community infrastructure at the lowest life cycle cost that supports communities in the Mid-Western Regional Council.*

Council's endorsed Asset Management Policy is attached as Appendix 1.



## Asset Management

Asset management deals with the optimal management of physical asset systems and their life cycles. The objective is to minimise the whole of life cost of assets and to identify other critical factors such as risk or business continuity to be considered objectively in the decision making process. It represents a cross-disciplinary collaboration to achieve best net sustained value-for-money in the selection, design/acquisition, operations, maintenance and renewal/disposal of physical infrastructure and equipment, for the purpose of achieving the objectives of the Community Plan.

A strong and sustainable local government system requires a robust planning process to ensure that Council assets are managed in the most appropriate way on behalf of the community.

## Service Delivery

The Community Plan details the service outcomes and objectives, as derived from the community consultation process, of Council. The service areas that the community identified as important were grouped around the following themes:

Looking after our Community - Vibrant towns and villages with a rich history, a safe and healthy community, and a strong sense of community pride – a great place for families

Protecting our Natural Environment - Conserving and promoting the natural beauty of our region

Building a Strong Local Economy - A prosperous and diversified economy delivering lifestyle benefits to the community through employment, income and sustainable economic growth

Connecting our Region - Linking towns and villages across our region, and connecting our region to the rest of NSW

Good Government - A strong council that is representative of the community and effective in meeting the needs of our people



Council utilises infrastructure assets to provide services to the community. Roads and footpaths provide transport services. Stormwater systems protect properties and roads from flooding and control water runoff quality. Park and landscape assets provide recreation services and enhance and protect the built and natural environment. Water and Sewerage services provide services essential for a town and buildings provide cultural, recreational and community services. The Council provides a high level of service to its community due to the standard of construction and relatively young age of infrastructure assets.

Council's existing infrastructure stock was built over the past 100 years. During this past period of infrastructure expansion, little or no analysis was done to determine a strategy to sustain this infrastructure stock by matching future maintenance and renewal expenditures with future income projections. The pattern of infrastructure construction in the past points to a future peak in infrastructure renewal over and above maintenance activities.

The Asset Management Strategy is a procedure to determine what the asset stock needs to be to achieve strategic objectives. The Asset Management Strategy is therefore an ongoing process as strategic objectives develop and change. The steps in this process are to:

- review the strategic trends;
- assess potential impacts on the asset stock;
- assess gaps in asset knowledge to enable the asset management plans and asset improvement plans to be developed.

Linking of service levels and the cost of service delivery is an essential component of strategic asset management. It is essential that council knows the true costs of service delivery and the service levels that are desired by the community and what level they are willing to pay for.

The opportunity for advanced asset management is to focus on facilitating community access to services rather than just building and maintaining assets. This can assist in reducing asset ownership below what, with hindsight, may be seen as either desirable or economically sustainable. Re-assessing what services – and, especially what level of service – the community requires, and seeking alternatives to Council service provision, can significantly reduce the future renewal funding problems Council is facing. Solutions include private provision, co-operating with neighboring Councils and the private sector in the provision of joint services, and administrative assistance to community bodies, such as sporting or social groups, where services can be provided more cost effectively.



## Our Assets

### Types of Assets

Council's asset types are summarised below and are categorised by the Community Plan Themes which illustrates how these assets help meet the objectives as set out in the Community Plan:

#### Looking after our Community

- Streetscaping
- Community Buildings
- Swimming Pools
- Cemetery assets
- Library Books
- Parks & Reserves
- Showgrounds
- Sportsgrounds
- Community Service & Program assets
- Animal Control Facilities
- Public Amenities

#### Protecting our Natural Environment

- Water Supply infrastructure
- Waste Water infrastructure
- Solid Waste Management assets
- Stormwater infrastructure
- Noxious Weeds assets
- Environment education facilities
- Sustainable energy assets
- Wetlands and other community land

#### Building a Strong Local Economy

- Tourism Signage & Buildings
- Saleyard assets
- Investment Property & Development

#### Connecting our Region

- Council Roads & Bridges
- Airports
- Footpaths & Cycleways
- Communications assets

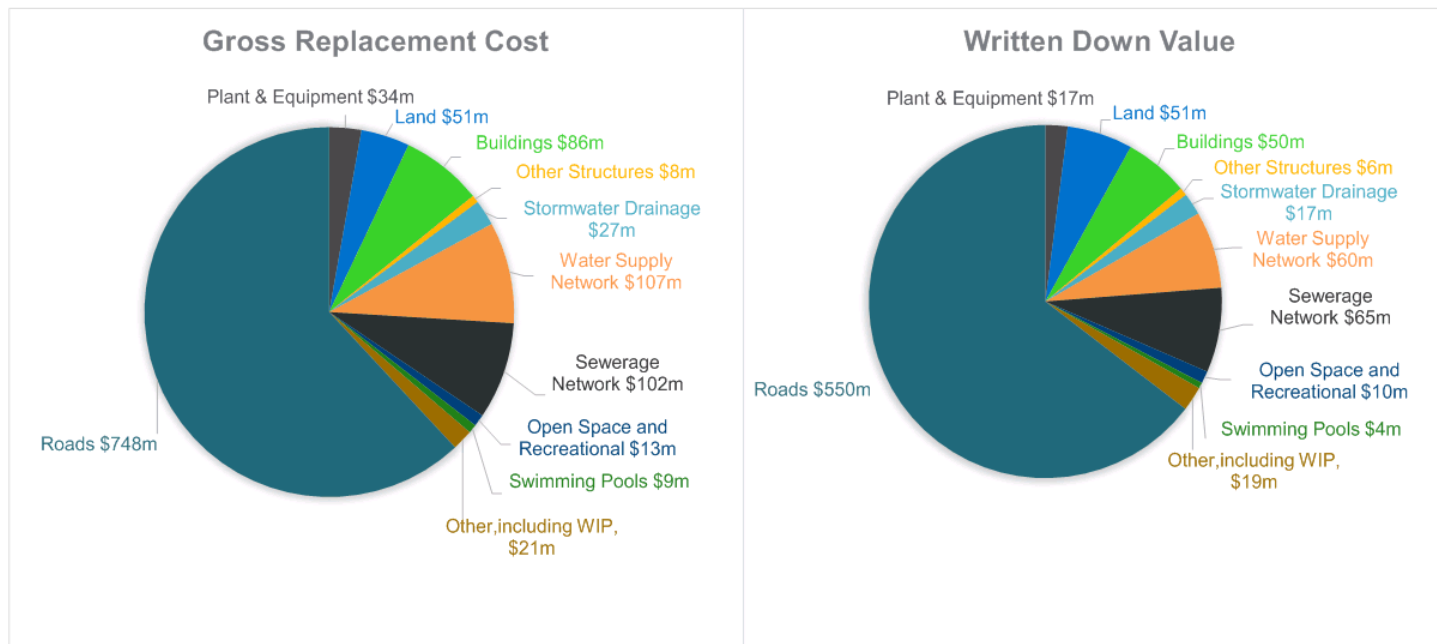
#### Good Government

- Corporate Buildings
- Plant & Machinery



## Asset Conditions

At 30 June 2016, estimated replacement value and written down value of Council assets were over 1,207 million and 851 million, as represented below:





The state of major infrastructure as reported in the Mid-Western Regional Council Financial Statements & Schedules as at 30 June 2016 is included below:

\$'000

Asset class	Asset category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2015/16 Required maintenance <sup>3</sup>	2015/16 Actual maintenance	Carrying value	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
								1	2	3	4	5
Buildings	Centres	106	–	212	236	6,153	10,456	6%	34%	57%	4%	0%
	Councils Works Depot	161	–	67	74	8,094	14,989	6%	36%	56%	1%	2%
	Council Halls	900	–	115	101	4,537	11,814	4%	28%	46%	15%	8%
	Council Houses	197	–	91	52	5,463	7,447	9%	37%	46%	6%	2%
	Museum	–	–	13	15	615	1,377	100%	0%	0%	0%	0%
	Library	–	–	52	59	3,768	5,266	6%	94%	0%	0%	0%
	Childcare Centre(s)	–	–	8	–	1,605	2,476	29%	51%	20%	0%	0%
	Amenities/Toilets	1,502	–	242	263	17,926	28,512	11%	47%	25%	14%	4%
	Rural Fire Service	100	–	–	–	2,098	3,723	0%	42%	47%	9%	1%
<b>Sub-total</b>	<b>2,966</b>	<b>–</b>	<b>800</b>	<b>800</b>	<b>50,259</b>	<b>86,060</b>	<b>9.4%</b>	<b>41.9%</b>	<b>37.5%</b>	<b>8.4%</b>	<b>2.8%</b>	
Other structures	Other structures	23	–	–	–	6,270	8,548	47%	40%	11%	2%	0%
	<b>Sub-total</b>	<b>23</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>6,270</b>	<b>8,548</b>	<b>47.0%</b>	<b>40.0%</b>	<b>11.0%</b>	<b>2.0%</b>	<b>0.0%</b>
Roads	Sealed roads	6,010	–	922	953	104,185	159,819	32%	34%	23%	11%	1%
	Unsealed roads	2,793	–	1,570	1,497	24,338	72,588	20%	25%	30%	20%	5%
	Bridges	305	–	47	13	31,461	56,544	6%	25%	66%	3%	0%
	Footpaths and Cycleways	222	–	52	30	4,455	8,059	24%	29%	27%	20%	0%
	Kerb and Gutter	206	–	29	30	9,246	19,047	35%	31%	31%	4%	0%
	Parking Areas	22	–	12	4	1,151	1,676	52%	22%	21%	4%	0%
	Culverts and Causeways	425	–	74	87	5,023	10,395	17%	17%	35%	21%	9%
	RMS Regional Roads	6,950	–	593	545	63,976	92,782	17%	27%	35%	19%	1%
	Regional Bridges	–	–	35	52	25,401	46,189	22%	76%	2%	0%	0%
	Bulk Earthwork	–	–	–	–	280,916	280,916	0%	100%	0%	0%	0%
	<b>Sub-total</b>	<b>16,933</b>	<b>–</b>	<b>3,334</b>	<b>3,211</b>	<b>550,152</b>	<b>748,015</b>	<b>14.2%</b>	<b>58.5%</b>	<b>19.0%</b>	<b>7.4%</b>	<b>0.9%</b>



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\$'000

Asset class	Asset category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2015/16 Required maintenance <sup>a</sup>	2015/16 Actual maintenance	Carrying value	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
								1	2	3	4	5
Water supply network	Dams and Weirs	–	–	–	–	5,848	14,799	9%	91%	0%	0%	0%
	Reservoirs	356	–	51	64	8,655	15,684	33%	52%	7%	8%	0%
	Pumping Stations	–	–	49	52	3,055	5,651	7%	72%	19%	0%	2%
	Treatment	–	–	476	479	13,357	22,917	0%	50%	50%	0%	0%
	Bores	–	–	98	61	293	1,427	0%	56%	45%	0%	0%
	Reticulation Mains	1,980	–	521	577	17,842	29,418	35%	15%	35%	1%	15%
	Main Delivery	34	–	–	–	11,087	17,210	64%	8%	27%	1%	0%
	<b>Sub-total</b>	<b>2,370</b>	<b>–</b>	<b>1,194</b>	<b>1,232</b>	<b>60,138</b>	<b>107,105</b>	<b>26.3%</b>	<b>40.9%</b>	<b>27.3%</b>	<b>1.4%</b>	<b>4.1%</b>
Sewerage network	Pump Stations	–	–	134	158	5,553	8,213	44%	40%	17%	0%	0%
	Treatment	702	–	415	507	16,160	28,928	43%	22%	25%	10%	0%
	Reticulation Mains	9,588	–	295	317	38,058	57,572	21%	12%	12%	43%	12%
	Rising Mains	251	–	–	–	6,211	7,680	81%	4%	7%	3%	5%
	<b>Sub-total</b>	<b>10,541</b>	<b>–</b>	<b>844</b>	<b>982</b>	<b>65,982</b>	<b>102,393</b>	<b>33.9%</b>	<b>16.4%</b>	<b>15.7%</b>	<b>26.9%</b>	<b>7.1%</b>
Stormwater drainage	Stormwater drainage	–	–	260	507	17,150	27,155	23%	0%	77%	0%	0%
	<b>Sub-total</b>	<b>–</b>	<b>–</b>	<b>260</b>	<b>507</b>	<b>17,150</b>	<b>27,155</b>	<b>22.5%</b>	<b>0.0%</b>	<b>77.0%</b>	<b>0.0%</b>	<b>0.5%</b>
Open space/recreational assets	Swimming pools	82	–	377	507	4,545	9,267	25%	7%	64%	4%	0%
	Open Space and Recreation	392	–	1,619	1,687	9,611	12,691	35%	26%	27%	12%	0%
	<b>Sub-total</b>	<b>474</b>	<b>–</b>	<b>1,996</b>	<b>2,194</b>	<b>14,156</b>	<b>21,958</b>	<b>30.8%</b>	<b>18.0%</b>	<b>42.6%</b>	<b>8.6%</b>	<b>0.0%</b>
<b>TOTAL – ALL ASSETS</b>		<b>33,307</b>	<b>–</b>	<b>8,428</b>	<b>8,926</b>	<b>764,107</b>	<b>1,101,234</b>	<b>17.6%</b>	<b>49.2%</b>	<b>22.8%</b>	<b>8.5%</b>	<b>1.9%</b>

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**Notes:**

- a Required maintenance is the amount identified in Council's asset management plans.

**Infrastructure asset condition assessment 'key'**

1	<b>Excellent</b>	No work required (normal maintenance)
2	<b>Good</b>	Only minor maintenance work required
3	<b>Average</b>	Maintenance work required
4	<b>Poor</b>	Renewal required
5	<b>Very poor</b>	Urgent renewal/upgrading required

## Targets of Council Asset Management

There is a recognised backlog in asset renewal activities of over \$33 million (see estimated cost to bring up to a satisfactory condition above), and no gap in required maintenance expenditure (see difference in required and actual annual maintenance above). Because of this, Council is working on closing the gap in asset renewal expenditure with 10 year projection of capital expenditure included in the draft Long Term Financial Plan as follows:

Mid-Western Regional Council 10 Year Financial Plan for the Years ending 30 June 2027 CAPITAL WORKS - ALL FUNDS (CONSOLIDATED) Scenario: Base Scenario	Current Year	Projected Years									
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Capital WIP	-	-	-	-	-	-	-	-	-	-	-
Plant & Equipment	3,501,800	4,560,797	5,228,638	2,351,909	5,295,691	5,375,126	5,455,753	5,537,590	5,620,653	5,704,963	5,790,538
Office Equipment	13,380	-	-	-	-	5,702	5,788	5,875	5,963	6,052	6,143
Furniture & Fittings	-	-	-	-	-	-	-	-	-	-	-
Plant & Equipment (under Finance Lease)	-	-	-	-	-	-	-	-	-	-	-
Operational Land	400,000	-	-	-	-	-	74,874	75,997	77,137	278,294	579,468
Community Land	-	-	-	-	-	-	-	-	-	-	-
Land under Roads	-	69,481	70,524	71,567	72,677	73,767	-	-	-	-	-
Land Improvements - non-depreciable	-	-	-	-	-	-	-	-	-	-	-
Land Improvements - depreciable	-	5,371	-	-	5,618	-	-	-	-	-	-
Buildings - non-specialised	818,094	5,585,954	1,337,594	713,491	724,574	735,443	746,474	757,671	769,036	780,572	792,281
Buildings - specialised	-	-	-	-	-	-	-	-	-	-	-
Other Structures	1,255,373	799,001	714,000	1,028,000	331,000	541,000	241,000	771,000	227,000	233,000	632,000
Roads	23,007,510	20,324,293	7,186,561	7,482,163	7,516,931	7,408,685	7,298,815	7,187,298	7,074,108	6,959,220	6,842,608
Bridges	906,596	55,765	56,602	57,439	58,331	59,206	60,094	60,995	61,910	62,839	63,782
Footpaths	544,835	526,557	128,456	130,354	132,379	134,365	136,380	138,426	140,502	142,610	144,749
Bulk Earthworks (non-depreciable)	-	-	-	-	-	-	-	-	-	-	-
Stormwater Drainage	331,856	243,999	320,037	350,135	355,576	360,910	366,323	371,818	377,395	383,056	388,802
Water Supply Network	3,134,547	8,844,290	2,929,029	3,470,167	3,469,301	9,346,000	8,917,000	2,017,000	7,730,000	2,701,000	3,413,000
Sewerage Network	1,997,920	1,784,735	1,918,406	16,952,260	3,663,637	4,089,000	1,315,000	4,342,000	1,870,000	1,787,000	1,929,000
Swimming Pools	-	-	-	-	-	-	-	-	-	-	-
Other Open Space/Recreational Assets	261,279	3,831,087	289,198	1,524,895	286,617	290,916	295,280	299,709	304,205	308,768	313,399
Other Infrastructure	568,436	-	-	-	-	-	-	-	-	-	-
Heritage Collections	-	-	-	-	-	-	-	-	-	-	-
Library Books	66,566	68,165	69,188	40,211	71,301	72,371	73,456	74,558	75,676	76,811	77,964
Other Assets	97,000	340,390	425,740	245,818	213,626	216,830	220,083	223,384	226,735	230,136	233,588
Remediation Assets	-	2,000,000	-	-	-	-	-	-	-	2,500,000	-
<b>Total Capital Expenditure</b>	<b>36,905,192</b>	<b>49,039,886</b>	<b>20,673,974</b>	<b>34,418,409</b>	<b>22,197,259</b>	<b>28,709,321</b>	<b>25,206,321</b>	<b>21,863,321</b>	<b>24,560,321</b>	<b>22,154,321</b>	<b>21,207,320</b>
<b>Total Expenditure</b>	<b>36,905,192</b>	<b>49,039,886</b>	<b>20,673,974</b>	<b>34,418,409</b>	<b>22,197,259</b>	<b>28,709,321</b>	<b>25,206,321</b>	<b>21,863,321</b>	<b>24,560,321</b>	<b>22,154,321</b>	<b>21,207,320</b>

The imbalance between the rates of renewal and asset consumption has developed because renewal has a 'delay function'; most of Council's assets have been built by developers or with the assistance of State and Federal funding over the last 30, 40 or more years. Renewal is lumpy; unlike depreciation, which averages the renewal costs, actual payments for renewal are periodic, and for any given asset group renewal can be far less, or much more, than depreciation.

Only sound long term renewal forecasting will let Council know where it stands in preparing for the renewal challenge. Renewal is not associated with increased funding. Instead, it has to compete with many other demands on Council, and recently these demands – for social and environmental reasons as well as for increased services – have themselves been increasing. Revenue increases have not kept pace with these extra demands; a limited revenue base and community sensitivity to tax (property rates) increases have been the main reasons. Renewal is exacerbated where maintenance is underfunded.

Council's objective over the next 12 to 18 months is to carefully review depreciation methodology and effective lives. This will maintain that the infrastructure backlog figure as reported in special schedule 7 accurately reflects current costs to bring to satisfactory standard and will also necessarily require community engagement in order to determine the meaning of satisfactory.

## FIT FOR FUTURE

The NSW Government Fit for the Future reforms aimed to improve the strength and effectiveness of local government in providing services and infrastructure that communities need. In 2015, Mid-Western Regional Council was deemed Not Fit in the initial Independent Pricing and Regulatory Tribunal (IPART) Fit for the Future assessment, on the basis that Council did not satisfy financial criteria set for:

- Sustainability; and
- Infrastructure and Service Management

On receiving these results, Council prepared a renewed Business Improvement Program (BIP) which directly tackles the challenges of sustainability and infrastructure service management, with an aim to become Fit for the Future by 2021. The result of Council's renewed Business Improvement Program, which was reported in Council's 2016-2026 Long Term Financial Plan, was a Fit for the Future proposal that met forecast performance benchmarks. In order to meet these forecast benchmarks, Council is required to complete the following Asset Management improvement strategies:

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Strategies	Key Milestones	Target Date	Expected Outcome
<b>Objective 2: Examine Opportunities to Reduce Operating Expense</b>			
a) Review current depreciation methodology and process	i) Refine asset management data and systems	2016/17 2017/18	Reliable asset management data and systems to assist decision making
	ii) Examine alternative depreciation options and what is required to demonstrate preferred option is fair and reasonable	2016/17	Preferred methodology for treatment of depreciation
	iii) Confirm depreciation process and educate staff	2017/18	Consistent treatment of depreciation costs
	iv) Reassess roads Fair Value ahead of 5 year schedule	2017/18	Accurate assessment of depreciation costs
	v) Implement in line with fair value assessment over 5 year period	2021/22	Accurate assessment of depreciation costs

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Strategies	Key Milestones	Target Date	Expected Outcome
<b>Objective 3: Improve Asset Management and Service Processed</b>			
a) Review current depreciation methodology and process	i) Refine asset management data and systems	2016/17 2017/18	Reliable asset management data and systems to assist decision making
	ii) Examine alternative depreciation options and what is required to demonstrate preferred option is fair and reasonable	2016/17	Preferred methodology for treatment of depreciation
	iii) Confirm depreciation process and educate staff	2017/18	Consistent treatment of depreciation costs
	iv) Reassess roads Fair Value ahead of 5 year schedule	2017/18	Accurate assessment of depreciation costs
	v) Implement in line with fair value assessment over 5 year period	2021/22	Accurate assessment of depreciation costs
b) Review current asset management methodology and process used to determine asset condition, asset value and asset life	i) Increase confidence levels and reliability of asset management data	2017/18	Accurate asset management data
	ii) Link asset management decisions to community satisfaction levels and expectations	2018/19	Deliver services and infrastructure which meets community expectations

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ASSET MANAGEMENT PLAN | 2017/18

Strategies	Key Milestones	Target Date	Expected Outcome
<b>Objective 4: Ensure Rational Asset Decisions Are Made</b>			
a) Provide reliable asset management data	i) Increase confidence levels and reliability of asset management data	2017/18	Reliable asset management data
	ii) Ensure training is provided to relevant staff	2017/18	Consistent asset management practices
b) Ensure appropriate asset management systems are in place	i) Review current asset management systems and identify areas for improvement	2016/17 ongoing	Effective asset management
	ii) Ensure training is provided to relevant staff	2016/17 ongoing	Consistent asset management practices
c) Conduct annual condition checks on key assets	i) Refine framework for assessing asset conditions, with a focus on making assessments as objective as possible	2016/17	Preferred methodology for conducting annual condition checks
	ii) Ensure training is provided to relevant staff	2016/17 ongoing	Consistent annual condition check practices
	iii) Continue program of annual condition checks	2016/17 ongoing	Accurate asset condition data



Strategies	Key Milestones	Target Date	Expected Outcome
d) Identify obsolete assets and opportunities for asset rationalisation	i) Prepare list of all Council assets that may be considered surplus to requirements, starting with land and buildings	2016/17	Identify future scope to dispose of unused or duplicate land and building assets
	ii) Identify land and buildings which are not used at all and/or have no future use	2016/17	Identify unused assets
	iii) Identify land and buildings which can be rationalised	2016/17	Identify duplicate assets
	iv) Develop a strategy for disposing of assets over a 5 year time period, including community consultation strategy	2017/18	Asset rationalisation strategy
e) Educate community on current service level standards with a focus on the regionalisation of assets rather than duplication of assets around the region	i) Discuss as part of community engagement process for next round of IP&R	2017/18	Provide opportunities for community engagement and feedback
f) Consider the full life cycle costs associated with the investment in new	i) Develop process/guideline for new asset investment	2016/17	Sound business case for investment





Strategies	Key Milestones	Target Date	Expected Outcome
<b>Objective 5: Address Infrastructure Backlog</b>			
a) Review existing infrastructure backlog to fully understand what is required and establish clear parameters for reporting an accurate backlog in the future	i) Align activities to OLG planned changes to Special Schedule 7	2016/17 ongoing	Accurate infrastructure backlog data
b) Develop a program to have the backlog reduced over a defined timeframe	i) Develop strategy to address backlog in next 10 years, prioritising areas to be addressed	2017/18	Strategy to address backlog
c) Increase spend on asset maintenance to close gap between required and actual spending	i) Increase confidence and reliability of data to identify actual and required expenditure	2017/18	Accurate asset maintenance data
	ii) Review general ledger and the capture of asset data to improve identification of operational vs maintenance costs	2017/18	Accurate asset maintenance data
	iii) Improve understanding of remaining useful life of assets and spending required to achieve this life	2017/18	Accurate asset maintenance data
	iv) Identify options for funding to start closing infrastructure gap based on satisfaction levels of community	2017/18	Strategy to close asset maintenance gap
	v) Increased cash funding on asset renewals (from additional revenues, operating expense savings and identified options in point iv)	2019/20	Closure of asset maintenance gap

## Asset Management Plans

Asset Management Plans (AMPs) are long-term plans that outline the asset activities for each service. The International Infrastructure Management Manual (IIMM) defines an Asset Management Plan as "...a written representation of the intended asset management programs for one or more infrastructure networks based on the controlling organisation's understanding of customer requirements, existing and projected networks, and asset conditions and performance."

An AMP have been developed for each major asset group. AMPs incorporate, as a minimum, the following factors:

- Council will establish and monitor prescribed levels of service for each asset related service. The levels of service will be determined by Council in accordance with the Community Plan and corresponding Delivery Plan and Operating Plan.
- Existing levels of service and associated cash flow projections for maintenance, renewal and upgrade will be documented.
- The asset management plan will include the service provider, service levels, performance targets, asset custodian, life cycle cash flows and risk profiles for each service.
- The capital works program will be developed from each asset management plan and will identify all works needed to achieve target service levels.
- Council will have a funding model for all asset related services extending out at least 10 years into the future and a matching Funding Strategy which addresses the need for funds the peaks and troughs in this need and how the funds will be sourced.

Asset Management Plans currently in place or programmed for development are:

- Roads Asset Management Plan, incorporating associated infrastructure such as bridges and footpaths
- Water Supply Network Asset Management Plan
- Sewerage Network Asset Management Plan
- Buildings Asset Management Plan, incorporating Other Structures
- Stormwater Drainage Asset Management Plan
- Waste Asset Management Plan.
- Open Spaces Asset Management Plan



## Water Supply, Waste Water Supply and Waste AMPs

There are specific asset management planning requirements for water supply, sewerage and waste management. They require compliance with the *Best-Practice Management of Water Supply and Sewerage Guidelines 2007* and the *NSW Reference Rates Manual for Valuation of Water Supply, Sewerage and Stormwater Assets*. These requirements include the need to prepare an Asset Register, a 20 to 30-year Operation Plan, Maintenance Plan and a Capital Works Plan which identifies the required renewals, works for improved levels of service and works for serving new growth. Councils must continue to meet these asset management planning requirements for their water supply and sewerage infrastructure. Waste assets also meet this 30 year requirement.

## Our Asset Management System

In order to capture the necessary data to create accurate and meaningful Asset Management Plans, Council requires an up to date asset management system which collects the following information:

- Asset registers;
- Asset ownership/custodianship;
- Asset condition assessments;
- Asset attributes (physical and lifecycle);
- Asset maintenance and management systems;
- Strategic planning capabilities;
- Predictive modelling;
- Deterioration modelling; and
- Lifecycle costing.

Council currently uses an integrated asset management system that captures and provides the above data in order to complete fair value financial modelling as required on a 5-year cyclical rotation for each major asset category.

This asset management system captures actual data for capital works which is then used to model Asset Management Plans and long term financial asset planning. The ability to capture operating costs against each asset will be developed over the next two years.

## Measuring Asset Expenditure

An understanding of expenditure trends is fundamental to managing assets. Assets that are allowed to deteriorate beyond their optimum renewal period will start requiring high levels of reactive maintenance in order to control risk and correctly separate recurrent or reactive maintenance costs from asset renewals enables better asset planning and the reduction of lifecycle costs.

It is also important to differentiate between capital expenditure on the existing asset stock and capital expenditure on expanding the asset stock.

Expenditure on public works assets may be split into four categories, maintenance, capital renewal, capital upgrade and capital expansion.

- Maintenance - expenditure on an asset, which maintains the asset in use but does not increase its service potential or life
- Capital Renewal - expenditure on renewing an existing asset or a portion of an infrastructure network, which increases the service potential or extends the life
- Capital Upgrade - expenditure on upgrading the standard of an existing asset or infrastructure network to provide a higher level of service to users, e.g. widening the pavement and sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, building a grandstand at a sporting facility, replacing an existing bridge with one having a greater carrying capacity, replacing a chain link fence with a wrought iron fence.
- Capital Expansion - expenditure on extending an infrastructure network, at the same standard currently enjoyed by existing residents, to a new group of users, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb.

## Risk Management

Management of risk and liability through a risk assessment process is fundamental in assisting Council to allocate resources and meet community expectancies. The following asset categories have been identified as critical to this process, and although further and continuous work in this area is required, Council is committed to reducing risk in Council assets as demonstrated in the table below.



## Identifying Risk

Asset Class	Risk Identified	Possible Causes	Risk Matrix Rating	Risk Treatment
<b>Roads</b>	Motor vehicle accidents causing injury/fatality/damage to property	Road deterioration, design flaws, missing safety signage, vandalism of safety signage	High	Australian Standards, RTA regulations, asset condition testing, public liability insurance
	Increased infrastructure deterioration	Design flaws, reduced material quality, reduced work quality, heavy vehicle movements, excessive weather events, poor maintenance	High	Annual maintenance program, reactive maintenance, public liability insurance
<b>Playgrounds/ Sportsgrounds</b>	Damage to assets (outside of normal effective life)	Natural disasters, vandalism, accidental damage	High	Identify high risk areas and use proactive means eg levee banks, security cameras, education programs
	Damage to sportsgrounds	Overuse	High	Management of use of grounds and parks
	Inadequate amenities	Underestimated use or capacity	Med	Review and upgrade where required
	Injury/fatality to users	Unmaintained infrastructure, mis-use of assets, component failures, poor design, inadequate safety signage	High	Maintenance programs and AMP's, public liability insurance, safety signage



Asset Class	Risk Identified	Possible Causes	Risk Matrix Rating	Risk Treatment
<b>Stormwater Drainage</b>	Reticulation Risk	Flood events or continued heavy rainfall	High	Regular asset condition monitoring, Hazard reporting, education programs
	Structural failure	Poor design or quality of materials used	High	Regular asset condition monitoring, Australian standards, Hazard reporting
	Blockages	Environmental conditions, roots leaves	High	Regular asset condition monitoring, Hazard reporting, maintenance programs
	Injury/fatality from inadequate infrastructure	Blocked access escape paths during natural disaster event, drowning, health, odours, mosquitoes	High	Public liability insurance, Australian standards, Legislation compliance eg WHS Acts, Hazard reporting, education programs
	Damage to property	Attempted vehicle access through flooded assets, inadequate reticulation causing flooding on private property	High	Regular asset condition monitoring, public liability insurance, Australian standards, Hazard reporting, education programs
<b>Buildings</b>	Injury/fatality to users	Unmaintained infrastructure, mis-use of assets, component failures, poor design, inadequate safety signage	High	Maintenance programs and AMP's, public liability insurance, safety signage, adequate emergency access
	Damage to property	Natural disasters, vandalism, accidental damage	High	Identify high risk areas and use proactive means eg security cameras, education programs, planning & development legislation



Asset Class	Risk Identified	Possible Causes	Risk Matrix Rating	Risk Treatment
<b>Water Supply/ Sewerage</b>	Reticulation Risk	Poor design or quality of materials used, aged infrastructure	High	Australian standards, asset condition testing, maintenance programs, AMPs
	Blockages	Environmental conditions, roots leaves	High	Regular asset condition monitoring, Hazard reporting, maintenance programs
	Health of community	Insufficient or inadequate infrastructure, non-functioning infrastructure, leakage	High	Regular asset condition monitoring, Hazard reporting, maintenance programs, EPA legislation, public liability insurance
<b>Solid Waste Management</b>	Health of community, injury/fatality	Sharps or incorrectly dumped waste treatment eg illegal asbestos dumping	High	Public liability insurance, Legislation compliance eg WHS Acts, Hazard reporting, education programs, EPA Legislation

## Risk Management Strategies

Council aims to improve its risk management processes in regard to Asset Management and will incorporate information from the Asset Management System with the following risk management strategies to develop an ongoing risk management plan within the next 24 months.

The main elements of risk management as defined in AS/NZS 4360 are:

- Establish Risk Management Context,
- Determine Risk Evaluation Criteria,
- Identify Risks,
- Analyse Risks
- Evaluate Risks,
- Treat Risks (or Manage Risks),
- Monitor and Review

#### *Establish the Context*

The risk management context is established in three areas, strategic, organisational and risk management. The Strategic Context involves identifying:

- the relationships between the council and the environment;
- strengths, weaknesses, opportunities and threats (SWOTs), including the financial, operational, competitive, political (public perception/image) social and legal aspects of the council's functions; and
- the stakeholders.

The purpose of the strategic context is to identify and determine the crucial elements that might support or impair the council's ability to manage the risks associated with its operation.

#### *Organisational Context*

The purpose of this stage is to develop an understanding of the council and its capabilities, as well as its goals and objectives and the strategies that are in place to achieve them.

#### *Risk Management Context*

The purpose of this stage is to develop the criteria against which risk is to be assessed. This may depend on operational, technical, financial, legal, social, humanitarian, or other criteria.

Risk evaluation criteria can include

- financial loss of up to a certain amount,
- injury to a person requiring hospitalisation,
- number of incidents not to exceed a certain amount.





#### *Risk Identification*

Risk identification seeks to identify the risks and elements at risk that may need to be managed. A well structured systematic process is crucial, because a potential risk not identified at this stage is excluded from further analysis. All risks should be identified, whether or not they are under the control of the council.

The risks are identified in three stages:

- What can happen. The aim is to generate a comprehensive list of events which might affect each element of the council's service delivery.
- How and why it can happen. It is necessary to consider possible causes and scenarios. There are many ways and event can be initiated. It is important that no significant causes are omitted.
- Are risks credible? An assessment of credibility of all risk is undertaken to ensure that credible risks receive proper and due consideration.

Risks should be defined as a statement of risk. For example: There is a risk of injury to people from tripping on a paved footpath.

#### *Risk Analysis*

Risk is analysed by combining estimates of likelihood and consequences in the context of existing control measures. The objective of a risk analysis is to separate the minor acceptable risks from the major risks and to provide data to assist in assessment and treatment of risk.

The level of risk is determined by considering two aspects against existing controls:

- how likely it is that things may happen (likelihood, frequency of probability), and
- the possible consequences (impact or magnitude of the effect) if they do occur.



The risk analysis process is to:

- identify the existing management controls, technical systems and procedures to control risk,
- evaluate the likelihood of events occurring and their consequences in the context of these existing controls,
- combine the evaluation of likelihood and consequences to produce a level of risk.

#### *Risk Evaluation*

Risk evaluation involves comparing the level of risk found during the analysis process with previously established risk criteria and deciding whether the risks can be accepted.

Options should be evaluated on the basis of the extent of risk reduction and the extent of benefits or opportunities created, taking into account the criteria developed in Risk Context. In general, the adverse impact of risks should be made as low as reasonably practicable irrespective of any absolute criteria. A combination of options may give the optimum risk reduction outcome. If the risks fall into the acceptable or low categories, they may be accepted with minimal further treatment. Acceptable or low risks should be monitored and periodically reviewed to ensure they remain acceptable. If the risks do not fall into the acceptable or low category, they should be managed using one of the options below.

The output of risk evaluation is a prioritised list of risks for further action.



Risk Matrix

POTENTIAL CONSEQUENCE						LIKELIHOOD				
						A	B	C	D	E
No.	Key Word	Health & Safety	Environmental	Financial	Public Image	Rare	Unlikely	Possible	Likely	Almost Certain
						<i>Requires unusual chain of events</i>	<i>Not expected to occur</i>	<i>May Occur</i>	<i>Will occur occasionally</i>	<i>Expected to occur</i>
5	<b>Catastrophic</b>	<i>Fatality or work related fatal disease</i>	<i>Detrimental impact to environment or community. High level prosecution.</i>	<i>Greater than \$500,000</i>	<i>International media coverage</i>	Moderate 13	High 19	Critical 22	Critical 24	Critical 25
4	<b>Severe</b>	<i>Serious Permanent injury or illness</i>	<i>Long term negative impact. Low level prosecution.</i>	<i>No more than \$500,000</i>	<i>National media coverage</i>	Moderate	Moderate 12	High 18	Critical 21	Critical 23
3	<b>Serious</b>	<i>Lost time injury or illness</i>	<i>Serious but reversible impact Media enquiry.</i>	<i>No more than \$100,000</i>	<i>State media coverage</i>	Low	Moderate 9	Moderate 11	High 17	Critical 20
2	<b>Significant</b>	<i>Medically treated injury or illness</i>	<i>On-site incident promptly contained requiring external clean up aid.</i>	<i>No more than \$25,000</i>	<i>Local media coverage.</i>	Low	Low 5	Moderate 8	High 15	High 16
1	<b>Minor</b>	<i>First Aid treated injury or illness</i>	<i>On-site incident immediately contained &amp; cleaned up.</i>	<i>No more than \$5,000</i>	<i>Public complaint.</i>	Low	Low 2	Low 3	Moderate 7	High 14



STATUS	ACTION REQUIRED	NOTIFY	MONITOR
<b>Critical</b>	Do not commence activity. Immediate senior management action required.	General Manager (Notified by Group Mgr)	N.A.
<b>High</b>	Immediate action required to reduce risk. Authorisation required before commencing activity.	Group Manager (Notified by Operational Mgr)	Weekly
<b>Moderate</b>	Risk reduction required to as low as reasonable practicable before commencing task	Operational Manager	Monthly
<b>Low</b>	Follow routine procedures and monitor risk.	Team Leader	Annually

#### *Manage the Risks*

Risks need to be managed appropriately to the significance of the risk and importance of the affected item/asset to the region As a general guide:

- low levels of risk can be accepted and additional action may not be needed; these risks should be monitored,
- major or significant levels of risk should be managed with actions to reduce or eliminate the risk,
- high levels of risk require close management and the preparation of a formal plan to manage the risks.

Options for managing risk are shown below. The optimum solution may involve a combination of options.

- Avoid the risk by deciding not to proceed with the activity that would incur the risk, or choose an alternative course of action that achieves the same outcome,
- Reduce the level of risk by reducing the likelihood of occurrence or the consequences, or both;
  - the likelihood may be reduced through management controls, organisational or other arrangements which reduce the frequency of, or opportunity for errors, such as alternative procedures, quality assurance, testing, training, supervision, review, documented policy and procedures, research and development.
  - the consequences may be reduced by ensuring that management or other controls, or physical barriers, are in place to minimise any adverse consequences, such as contingency planning, contract conditions or other arrangements.



- Transfer the risk by shifting the responsibility to another party (such as an insurer), who ultimately bears the consequences if the event occurs. Risks should be allocated to the party, which can exercise the most effective control over those risks.
- Accept and retain the risks within the organisation where they cannot be avoided, reduced or reduced or transferred, or where the cost to avoid or transfer the risk is not justified, usually because the risk is acceptable or low. Risks can be retained by default, i.e. Where there is a failure to identify and/or appropriately transfer or otherwise manage risks.
- The cost of managing risks needs to be commensurate with the benefits obtained, the significance of the event and the risks involved.

#### *Risk Management Plans*

Plans should document how the chosen options are to be implemented. The plan should identify responsibilities, schedules, the expected outcomes of treatment, budgeting, performance measures and the review process to be set in place.

The successful implementation of the risk management plan requires an effective management system which specifies the methods chosen, assigns responsibilities and individual accountabilities for actions and monitors them against specified criteria.

#### *Monitoring and Review*

Monitoring and review is an essential and integral step in the process of managing risk. It is necessary to monitor risks, the effectiveness of any plans, strategies and management systems that have been established to control implementation of risk management actions. Risks need to be monitored periodically to ensure changing circumstances do not alter the risk priorities.

#### *Risk Management Process Improvement*

The process improvement covers 3 steps and identifies further issues to be addressed.

- Improve risk management process and link to assets,
- Link work history for scheduled and reactive work to assets,
- Monitor costs on important scheduled and reactive jobs.



## Definitions

*Asset Class* - Grouping of like asset categories, eg all pavement, seal, kerb & gutter are all part of the asset class of roads.

*Asset Condition Assessment* - The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

*Current Replacement Cost* - The cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate modern equivalent asset.

*Depreciation* - Depreciation is a measure of the average annual consumption of service potential over the life of the asset. Depreciation is not a measure of required expenditure in any given year.

*Fair Value* - The amount for which an asset could be exchanged or liability settled, between knowledgeable, willing parties, in an arms length transaction, normally determined by reference to market or comparable prices. Generally, there is no market for Council's infrastructure assets and Fair Value is current replacement cost less accumulated depreciation.

*Infrastructure Assets* - These are typically large, interconnected networks of or portfolios of composite assets such as roads, drainage and recreational facilities. They are generally comprised of components and sub-components that are usually renewed or replaced individually to continue to provide the required level of service from the network. These assets are generally long lived, are fixed in place and often have no market value.

*Level of Service* - The defined service quality for a particular Primary Service (eg roads, child care services) against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost (eg the number of accidents on local roads).

*Maintenance and Renewal Gap* - Difference between estimated budgets and projected expenditures for maintenance and renewal of assets, totaled over a defined time (eg 5, 10 and 15 years).



*Materiality* – The concept of materiality referred to in accounting standards has been amplified in these guidelines. An asset is material if its omission would result in misleading the reader of the financial report. The convention of an asset being material if greater than 10 – 15 % of asset value is only partly useful for road assets because of historic variability in practice in measuring value. The overriding principle is that financial reports present a true and fair picture of the financial position of the council.

*Operating Expenditure* - Expenditure on providing a service, which is continuously required including staff salaries and wages, plant hire, materials, power, fuel, accommodation and equipment rental, on-costs and overheads. Operating expenditure excludes maintenance and depreciation.

*Remaining Life* - The time remaining until an asset ceases to provide the required service level or economic usefulness. Remaining life is economic life minus age.

*Risk Management* - The allocation of probability and consequence to an undesirable event and subsequent actions taken to control or mitigate that probability and/or consequence.

*Service Level Target* - Target set for level of service to be achieved in the next reporting period (eg to retain, increase or reduce the number of accidents on local roads).

*Useful Life* - The period from the acquisition of an asset to the time when the asset, while physically able to provide a service, ceases to be the lowest cost alternative to satisfy a particular level of service. The economic life is at the maximum when equal to the physical life, however obsolescence will often ensure that the economic life is less than the physical life.

TOWARDS 2030



ASSET MANAGEMENT PLAN | 2017/18

## References

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TOWARDS 2030



ASSET MANAGEMENT PLAN | 2017/18

## Appendix 1 - Asset Management Policy



**MID-WESTERN REGIONAL COUNCIL**

PO BOX 156  
MUDGEE NSW 2850

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

Ph: 1300 765 002 or (02) 6378 2850  
Fax: (02) 6378 2815  
email: [council@midwestern.nsw.gov.au](mailto:council@midwestern.nsw.gov.au)

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