



2017

COUNCIL BUSINESS PAPERS

Ordinary Meeting WEDNESDAY 15 NOVEMBER 2017



PO BOX 156
MUDGEES NSW 2850

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

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8 November 2017

Dear Councillor

MEETING NOTICE
Ordinary Meeting
15 NOVEMBER 2017
Open Day at 5:30pm

Council Meeting commencing at conclusion of Open day

Notice is hereby given that the above meeting of Mid-Western Regional Council will be held in the Council Chambers, 86 Market Street, Mudgee at the time and date indicated above to deal with the business as listed on the Meeting Agenda.

Members of the public may address the Committee Meeting at Open Day. Speakers are given five minutes to outline any issue of relevance to the Council. If you wish to speak at Open Day please contact the Mayor's Office on 1300 765 002 or 02 6378 2850 by 3.00 pm on the day of the meeting. Alternatively, please make yourself known to the General Manager prior to the commencement of the meeting.

Yours faithfully

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

BRAD CAM
GENERAL MANAGER

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Item 1: Apologies

Item 2: Disclosure of Interest

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

Item 3: Confirmation of Minutes

3.1 Minutes of Ordinary Meeting held on 18 October 2017

Council Decision:

That the Minutes of the Ordinary Meeting held on 18 October 2017 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

Item 4: Matters in Progress

| SUBJECT | RESOLUTION NO. & DATE | RESOLUTION | ACTION |
|--------------------------------|---|--|--|
| Quarry Road – Kandos | Res. 64/12 Ordinary Meeting 15/2/2012 | That consideration of this matter be deferred until discussions with Cement Australia have been completed. | No determination as yet. |
| Saleyards Subdivision | Res. 228/14 Ordinary Meeting 4/6/14 | That Council: 2. Council advertise state-wide a tender to sell the former Saleyards site, known as Lot 2 DP534336, Lot 399 DP132580, and Lot 532 DP1132581 which has recently been approved for a 48 lot residential subdivision; 3. all tenders be forwarded to Council for determination as to whether or not Council will sell the site; 4. the tender process to last 60 days, and the tender notice clearly indicate that Council may not necessarily accept all or any tenders; 5. Council demolish the old SES building prior to the public tender of this subdivision and remove all demolished waste from site. | Council has completed the demolition of the old SES building, and the survey of the subdivision is also complete. Further discussion with Council to decide the best timing to call for a tender of this subdivision. |
| Levee Bank | Res. 125/17 Ordinary Meeting 17/05/17 | That Council investigate the design of a levy bank around the netball courts at Glen Willow and that a report be brought back to Council. | To be reported to Council at the 18 October 2017 Council meeting. <u>RECOMMENDED FOR COMPLETION.</u> |
| Solar Energy Options | Res. 129/17 Ordinary Meeting 17/05/17 | That: 1. Council endorse the strategy of installing solar panels on appropriate Council buildings to reduce ongoing electricity costs and deliver this strategy for at least one further Council building during the 2017/18 financial year. | To be reported to Council at a future meeting. |
| Rylstone Pedestrian Footbridge | Res. N/A | <i>Request made by Cr Shelley at the 19 July 2017 Council Meeting.</i> | Council will seek grant funding for the Pedestrian Bridge over the Cudgegong River at Rylstone. |

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

6.1 Stronger Country Communities Fund - Holtermann Museum

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0100035

MOTION

That Council nominate the Holtermann Museum for funding in the next round of Stronger Country Communities funding.

Background

This is a very important project for tourism in Gulgong.

Officer's comments

As with the first round of the Stronger Country Communities Fund, there will be an opportunity for local groups and community members to submit applications for the next round of the Stronger Country Communities Fund. Individual projects must be able to demonstrate that they meet the eligibility criteria which is outlined in the application.

The Stronger Country Communities Fund states that it will support projects that involve:

- Building new community facilities (such as parks, playgrounds, walking and cycle pathways)
- Refurbishing existing local facilities (such as community centres and libraries)
- Enhancing local parks and the supporting facilities (such as kitchens and toilet blocks)

If the Holtermann Museum has a project that requires grant funding, it will need to show that it is one of the above.

Item 7: Office of the General Manager

7.1 Runway Motorsport Australia Event

REPORT BY THE GENERAL MANAGER
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, F0470025

RECOMMENDATION

That Council:

1. **receive the report by the General Manager on the Runway Motorsport Australia Event; and**
2. **decline the use of the Mudgee Airport for the Runway Motorsport Australia event.**

Executive summary

Council has received an event proposal from Runway Motorsport Australia seeking permission to use the Mudgee Airport for a one-day sprint car motor race on one weekend per year over a 3 to 5 year period. If the event proposal is supported by Council, the first event is proposed to be held at an agreed time on a weekend in 2018.

This report recommends that Council does not support the proposal to use the Mudgee Airport for the Runway Motorsport Australia Event.

Disclosure of Interest

Nil.

Detailed report

As Councillors are aware, Council staff have been in discussions with representatives of Runway Motorsport Australia regarding the holding of a sprint car motor race at the Mudgee Airport. This event was held for several years at the Snowy Monaro Regional Council Airport but is now seeking a new venue.

Please find attached a copy of the event proposal, Economic Impact Statement, letters of support for the event and two layout options for the Mudgee Airport site (refer attachments 1 to 4).

It is acknowledged that this event would benefit the tourism industry in the region, however the risk of potential damage to the runway and airport infrastructure resulting in any disruption to FlyPelican flights is of great concern. The event organiser also wishes to use the airport facilities all day Friday and on Sunday overlapping the arrival and departure times of FlyPelican. I have sought feedback on the Motorsport Australia event proposal from the Chief Executive Officer of Flypelican

who has advised that FlyPelican cannot support the proposal given the potential risk of damage to the runway and hence flight services (refer attachment 6).

It is important to note that there are a number of other private businesses and regular users which operate out of Mudgee Airport. Consultation with these private businesses and other airport users has not yet occurred. If Council was interested in supporting the runway event, it is recommended that Council seek feedback from all potentially impacted businesses and airport users. Closure of the airport over the 3 days proposed to accommodate the runway event may result in negative business impacts (e.g. loss of trade, inability to meet contractual obligations or service requirements).

For this event to proceed the organiser has requested that Council lay a 5m x 120m strip of hot mix at the north eastern end of the runway at a cost of approximately \$30,000. The event organiser was reluctant to increase the hire fee in his original proposal and is also reluctant to provide a bank guarantee to ensure that any damage to the airport would be repaired. It should be noted that if an emergency is to occur on the event day and the airport needs to be reopened, I do not feel the organiser could vacate the restricted area in a timely manner.

Council requested I negotiate with the organiser to consider hosting the event on a public road. The organiser has declined that offer as they feel that the road surface is not flat enough to handle the speed at which these cars travel (refer attachment 5).

Community Plan implications

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

Strategic implications

Council Strategies

Airport Masterplan.

Council Policies

Not Applicable.

Legislation

Not Applicable.

Financial implications

Assuming no damage to the runway, and no additional event costs are required to be covered by Council, the financial impact would include:

1. \$30,000 to seal an additional section at the end of the runway – this would negatively impact building and infrastructure renewal as it would add to the asset value requiring replacement in future years;
2. \$6,500 hire fee income, per annum, over the term of the agreement (3-5 years) – this would positively impact Council's Operating Performance Ratio and Own Source Revenue ratio.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|--------------|-----------------------------|--------------------|-----------------------------------|
| 2017/18 | ✓ | ✓ | ✗ |
| Future Years | ✓ | ✓ | ✗ |

Associated Risks

Any damage to the runway or associated lighting could result in several days' loss of our airline service. The organiser is proposing a February/March date for hosting this event and if the weather is extremely hot it could add to the deterioration of the runway with cars accelerating and travelling at over 300kms per hour.

BRAD CAM
GENERAL MANAGER

19 October 2017

- Attachments:*
1. Runway Motorsport Australia Proposal. (separately attached)
 2. Economic Impact Statement. (separately attached)
 3. Letters of Support for event. (separately attached)
 4. Proposed Layout at Airport. (separately attached)
 5. Email - Angela Bartlett, Runway Motorsport Australia. (separately attached)
 6. Email - Paul Graham, FlyPelican. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

7.2 Community Safety Committee

REPORT BY THE DIRECTOR COMMUNITY
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0100054

RECOMMENDATION

That Council:

1. receive the report by the Director Community on the Community Safety Committee;
2. consider the expressions of interest from community members; and
3. determine not to proceed with the establishment of the Community Safety Committee as a Section 355 Committee of Council.

Executive summary

The purpose of this report is to advise Council of the lack of interest from community members to be members of the Community Safety Committee and to determine whether Council wants to continue seeking interest from the community for the formation of this Committee.

Disclosure of Interest

Nil.

Detailed report

At the Council meeting held on 15 March 2017, the following motion was supported:

That Council:

1. ***re-instate the Community Safety Committee as a Section 355 Committee of Council;***
2. ***endorse the General Manager, Mayor, Cr Karavas and the Youth Mayor to be members of the Committee; and***

Subject to community consultation through the Community Safety Committee,

3. ***develop a plan for the installation of CCTV in the Mudgee CBD with particular reference to Byron Place and Mudgee Town Centre carparks.***

While three members of the NSW Police have put forward their interest in being members of the Committee, there has only been one expression of interest from a general member of the community. Council needs to determine whether this will provide a reasonable level with consultation with the community.

While it clear that the NSW Police have a significant role to play in Community Safety, they would understandably be working to their own strategies, plans, procedures and policies. Any Community

Safety Committee would need to establish a good relationship with the Police, however a Council Community Safety Committee may have a different focus to police work and it is equally important to have a broad understanding of what Council and the community would want and expect from this Committee when established.

Community Plan implications

| | |
|--------------|--|
| Theme | Looking After Our Community |
| Goal | A safe and healthy community |
| Strategy | Work with key partners and the community to reduce crime, anti-social behaviour and improve community safety |

Strategic implications

Council Strategies

Community Strategic Plan

Council Policies

Code of Practice for Section 355 Committees

Legislation

There are potentially a range of legislation that could impact on the work of a Community Safety Committee. This would depend on the Terms of Reference on the Committee. However, legislation such as the Crimes Act, Workplace Surveillance Act and the Young Offenders Act may be involved.

Financial implications

At this stage, it is expected that the Community Safety Committee may make recommendations to Council on areas of expenditure

Associated Risks

There is a small risk that a community committee that does not attract a broad range of community views may not have the overall support of the community and that the work of the Committee may seem invalidated by this. Ultimately, it will be a Council decision whether there is a benefit of establishing this Committee.

If there is no Committee, Council may be limiting opportunities to attract funding for community safety initiatives as they may not be able to demonstrate consultation with the community.

SIMON JONES

DIRECTOR COMMUNITY

27 September 2017

Attachments:

1. Expression of interest for Community Safety Committee - Insp. Cameron Whiteside, Snr Cst James Ray & Snr Cst Jason Turnbull.
2. Safety Committee member, expression of interest - Victoria Smith-Webb.

APPROVED FOR SUBMISSION:

BRAD CAM

GENERAL MANAGER

From: Jason Turnbull
To: [Mette Sutton](mailto:Mette.Sutton)
Subject: Re: Update - Community Safety Committee [DLM=For-Official-Use-Only]
Date: Wednesday, 14 June 2017 1:54:12 PM

Hi Mette,

I understand that I am the only one who has expressed interest in the Community Safety Committee, can you please add Detective Inspector Cameron WHITESIDE who is the Crime Manager here at the Station along with Senior Constable James RAY, Domestic Violence Liaison Officer to the Community Safety Committee who are also interested in attending meetings once and hopefully a committee is formed.
I noticed that there have advertisements for a Community Safety Committee through the Local Radio Station in order to recruit members, has this been successful?

Forwarded for your information,
Regards,

Jason TURNBULL
Licensing Senior Constable 43274
Mudgee Police Station
94 Market Street, Mudgee
NSW 2850
PH: 63728545

From: Mette Sutton <Mette.Sutton@midwestern.nsw.gov.au>
To: "Jason Turnbull (turn1jas@police.nsw.gov.au)" <turn1jas@police.nsw.gov.au>
Date: 06/06/2017 16:40
Subject: Update - Community Safety Committee

Good Afternoon Snr Constable Turnbull

I have spoken with our General Manager, Brad Cam, and he too confirmed that you are the only person who has expressed an interest in the Community Safety Committee.

Also, today I have read the Guardian story on their website about the proposed Committee and they have directed any interest to this office. I will keep you posted on any other interest received and the progress/or not of this committee.

Kind regards
Mette

Mette Sutton | Executive Assistant to the General Manager & Mayor
Mid-Western Regional Council
t 02 6378 2820
f 02 6378 2815 | e mette.sutton@midwestern.nsw.gov.au
a 86 Market Street | PO Box 156 Mudgee NSW 2850

PRIVATE AND CONFIDENTIAL - MIDWESTERN REGIONAL COUNCIL

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From: Victoria Smith-Webb
To: [Council](#)
Cc: [Councillor Karavas](#)
Subject: Safety Committee member application.
Date: Thursday, 29 June 2017 4:59:05 PM

Good Afternoon,

Please accept this email as my formal request to be admitted onto the Mid-Western Regional Council's Safety Committee.

My name is Victoria Smith-Webb - I am a ratepayer residing at 17 Kellett Drive, Mudgee NSW 2850 Mob: 0427720212.

My interest in being on this committee stems from my 25years as a resident of this wonderful town. My background has been as an employee in Mudgee Gulgong Tourism for over 7years (1998-2004) and most recently as a devoted member to Community Services dealing with local employment and training organisations for the last 7 years.

I have been an active member and participant of the following Mudgee committees

Mudgee Federation Committee 2000 – Deputy Chair

Mudgee Regional Garden Club – Newsletter Editor

Mudgee Regional Arts Council - Member

Mudgee Readers Festival Executive Committee – Secretary & Public Officer.

My desire to be a participating member of this committee stems from not only my diverse background in the community services sector of this town , but for a desire to see safety or our community from OH&S issues, personal danger and the vandalism that has plagued our region for many years. I have been fortunate to be involved with two council elections and take responsibility for public safety seriously.

In bringing public safety as an issue to the forefront of our community needs, I believe working with our local law enforcement , we will see a decline in misbehaviours and vandalism by the means of digital detection and public vigilance in reporting. Gone are the days when we can assume everyone has good intentions and would behave in a moderate manner. The Mudgee Region needs to be at the forefront of innovative initiatives to ensure that as we move forward we do so in a safe environment.

Thank you for your time and consideration

Regards

Victoria Smith-Webb

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7.3 Mudgee Regional Saleyards Committee

REPORT BY THE DIRECTOR COMMUNITY
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, F0720001

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Mudgee Regional Saleyards Committee membership;**
2. **consider the expressions of interest to be community members of the Mudgee Regional Saleyards Committee;**
3. **endorse _____ as community members of the Mudgee Regional Saleyards Committee; and**
4. **endorse the draft Terms of Reference for the Mudgee Regional Saleyards Committee.**

Executive summary

The purpose of this report is to advise Council of expressions of interest from community members, to ask Council to endorse community members as members of the Mudgee Regional Saleyards Committee and to endorse the Terms of Reference for the Mudgee regional Saleyards Committee.

Disclosure of Interest

Nil.

Detailed report

In re-instating the Mudgee Regional Saleyards Committee, Council will need to appoint representatives to this Committee. Councillor Kennedy has already been selected as the Councillor representative on the Committee.

Nominations for membership have been received for Council's endorsement. These nominations are from the following individuals:

- Sandy Walker
- Esme Martens
- David Clarke
- Robert Kearins
- Barry Clapham
- James Percy Thompson
- Bill Lawson
- Chris Schmidt

It is noted that those nominating have a variety of backgrounds, particularly as stock agents and primary producers. While the call for nominations from community members did not specify particular organisations or backgrounds, it is noted that the previous Saleyards Committee had representation from the Mudgee Livestock Selling Agents, the NSW Farmers Federation, Livestock transport operators and the Beef Improvement Association. Council may wish to consider allocated membership specifically to organisations in this way.

It is noted that two Councillors have nominated to be community representatives on the Saleyards Committee. While there does not appear to be anything in the legislation to prohibit this, verbal advice has been received from the Office of Local Government that suggests that it may be difficult for a Councillor to act as a community representative on a Section 355 Committee of Council when their primary role is as a Councillor. For this reason it is not recommended that Councillors be appointed as community representatives on Section 355 Committees, although it is ultimately a decision of Council.

It is also noted that all Councillors have the right to attend the meetings of any Section 355 Committee, albeit in a non-voting capacity.

Council is asked to consider a draft Terms of Reference for the work that Council will be asking the Committee to undertake on its behalf. The expectation would be that the Committee would seek to review this and recommend any changes to Council that they see as appropriate. It is noted, however, that there is a facility manager in place and it may be that the intent of the Committee is to provide the opportunity for consultation with facility users.

Community Plan implications

| | |
|--------------|--|
| Theme | Looking After Our Community |
| Goal | Effective and efficient delivery of infrastructure |
| Strategy | Provide infrastructure and services to cater for the current and future needs of our community |

Strategic implications

Council Strategies

Not Applicable.

Council Policies

Code of Practice for Section 355 Committees.

Legislation

Local Government Act

Financial implications

Any recommendations for expenditure from the Committee would require endorsement from Council. As such, the budget provided to the Saleyards for operations is not expected to change, outside of specific requests to Council.

Associated Risks

The formation of the Saleyards Committee may provide some additional opportunity for consultation with users of the Saleyards to ensure the best possible service is being provided within the budget.

SIMON JONES
DIRECTOR COMMUNITY

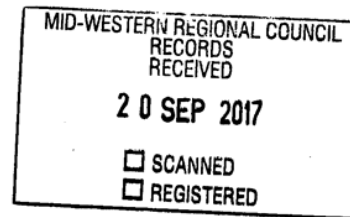
25 October 2017

- Attachments:*
1. Application for one of the Community Representative appointments re Mudgee Saleyards Committee - Esme Martens.
 2. Application to become a Community Member re MWRC Mudgee Saleyards 355 Committee - JP Thompson.
 3. MWRC 355 Saleyards - David Clarke.
 4. MWRC 355 Saleyards2 - David Clarke.
 5. Saleyards expression of interest - Bill Lawson.
 6. Saleyards Committee - Chris Schmidt.
 7. Saleyards cover letter - Sandy Walker.
 8. Draft Terms of Reference - Mudgee Regional Saleyards Committee.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Morven Park,
6216 Castlereagh Highway,
Running Stream 2850
178th September 2017
Mr Brad Cam,
General Manager,
Mid Western Regional Council,
P.O. Box 156,
Mudgee 2850



RE: Application for Community Representative Mudgee Saleyards Committee

Dear Mr Cam,

Attached please find my application for one of the community representative appointments.

I believe that I have the necessary skills, ability and interest to perform the duties well

Should you have any queries please feel free to contact me on 0263588237 or E-mail esmemartens@optusnet.com.au.

Yours faithfully,

Esme Martens AM

Esme Martens AM

Application for Consideration as Committee Member Mudgee Saleyards Committee

Name: Esme Elizabeth Martens AM

Address: Morven Park, 6216 Castlereagh Highway, Running Stream 2850

Occupation: Farmer, managing a beef cattle enterprise of 3,000 acres with the help of a paid employee.

Qualifications: BE(civil) University Queensland

B Economics, University Queensland

Construction Management Certificate, University of NSW

Diploma Frontline management Corporate Focus

LG Certificate of Qualification as Engineer & Town Planner

Chairperson & Council representative Mudgee Saleyards Committee for several years.

AM, for service to Local Government & the Community

- Experience:**
1. Since coming to the former Rylstone Shire in 1976 I have been involved in Agriculture in the beef farming industry, a period of 41 years
 2. I currently own an area of 3,000 acres in the Ilford, Running Stream, Razorback, Round Swamp areas and run over 300 breeding stock.
 3. I sell my stock through Chris Schmidt . a local stock and station agent
 4. During the 2016-2017 financial year I sold 109 head of through Mudgee Saleyards. This financial year I have already sold 81 head and supported both fat cattle and store cattle sales.
 5. I own my own cattle truck and transport my own stock to the saleyards and thus am familiar with the rules surrounding stock transport.
 6. As a former chairperson of the Mudgee Saleyards committee I attended Saleyards Conferences throughout NSW and brought reports back to Council.
 7. I am aware of the new biodiversity guidelines and Johns disease scoring

and accreditation and have attended training and have prepared my own plan.

8. As a current MWRC Councillor I am very aware of the importance that Agriculture plays in the economic future of the shire and am committed to ensure that every effort is made to ensure that the saleyards remains viable.

James P Thompson
"Mornington"
325 Mebul Rd
MEBUL NSW 2852.
Ph. 63740226
E-mail thompsondm1@bigpond.com

General Manager.
Brad Cam
Mid-Western Regional Council
59 Market St.
Mudgee
NSW 2850.
21/9/2017



Dear Mr Cam

I James Percy Thompson of "Mornington" 325 Mebul Rd Mebul 2852 am applying to become a Community Member of the Mid-Western Regional Council Saleyards 335 Committee.

I am a Farmer who along with my Grandson sell Stock through the Saleyards. I was elected as a Councillor to Mudgee Council in 1987 on a Rural Ratepayers Ticket & have had two terms as Mayor of Mudgee Council & four as Mayor of Mid-Western Council & have had very strong support at eight elections from the community particularly Farmers to represent them.

I severed on the Saleyard Committee for many years & was instrumental in getting the new Yards built with a shed & under cover yards with sand floors for the comfort of both the Stock & the Public, The Cattle don't lose as much weight in our stock friendly yards which means more money for the vendors, this needs to be advertised more in promotion of our yards to attract Farmers in the fringe areas to use them.

I am also well aware of the Livestock Production Assurance Scheme that will be introduced from the 1/10/2017 including animal welfare and biosecurity modules. These will apply to cattle, sheep and goat producers all of which are sold in our saleyards.

I have also worked in the present saleyards for a few months and understand how the yards work.

Regards J.P. Thompson



19/9/2017

The General Manager

Mid -Western Regional Council,

RE: Saleyards Operations

Dear Brad,

I understand that Council is reforming a 355 committee for saleyards operations and is calling for expressions of interest from the community. I am interested in being a member of the committee.

I am currently the chair of the Mudgee District branch of NSW Farmers .

Our family farming business buys & sells cattle through the Mudgee saleyards at the prime, store and special Angus store sales.

We also carry livestock and deliver to Mudgee and other saleyards.

My experience in agricultural business began with working on our family farm in 1977. I have been the managing partner of the business since 1995.

I am also a director of the Australian Farm Institute, (the premier Agricultural Farm think tank in Australia).

I have recently retired as a Director and Treasurer of the NSW Farmers Association after 16 years representation on Executive Council & Board combined.

I look forward to working with the other members of the committee to ensure the saleyards remains an important and efficient centre for local commerce.

Kind regards,

David Clarke.

Contact David Clarke Ph. 0263791383, Mob. 0427791384, email. mtbrace@bigpond.com



21/9/2017

The General Manager

Mid -Western Regional Council,

RE: Saleyards Operations

Dear Brad,

It has been drawn to my attention that Mr Robert Kearins was appointed by the last NSW Farmers Association Mudgee Branch AGM as the branches representative on the Saleyards Committee as it was constituted historically. I recognise that method of populating the new committee is different to past practice; therefore I ask leave (as Chairman of NSW Farmers Mudgee District Branch) to submit both Robert Kearins and Barry Clapham for consideration as both have served on the committee well in the past and both have continued interest in the saleyards operations. Robert as a producer and Barry as a transport operator, in addition to my own submission already tended.

Mr Percy Thompson has also shown interest in serving of the Saleyards committee as producer / community representative. He is a member of NSW Farmers Association.

I appreciate that this application may fall outside the intended method of nomination but as both Barry and Robert are out of town and could not make the submission in time I hope you will accept this application on their behalf. I understand Mr Thompson will be making his own application.

I also understand that the local agents will be making a submission as well.

Kind regards,

David Clarke.

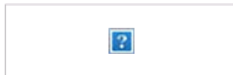
Contact David Clarke Ph. 0263791383, Mob. 0427791384, email. mtbrace@bigpond.com

From: Peter Mitchell
To: [Council](#)
Subject: SALEYARD expression of interest
Date: Friday, 22 September 2017 12:55:49 PM
Attachments: [image002.jpg](#)

I wish to tender my interest in becoming a member of the Mudgee Saleyards Committee. My name is Grant Lawson (Bill) and currently the owner of McDonald Lawson Pty Ltd Mudgee. I have successfully run this business for the last 24 years, currently as the sole owner, but previously with Terry McDonald.

Thanks
Bill Lawson

McDonald Lawson Pty Ltd
Phone 63721442
Fax 63724655
Mobile 0406792599
admin@mcdonaldlawson.com.au
www.mcdonaldlawson.com.au



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From: Louise Schmidt
To: [Council](#)
Subject: Saleyards Committee
Date: Friday, 22 September 2017 11:32:24 AM

Attention - General Manager

I Chris Schmidt of 8 Bellevue Road, Mudgee, am replying to the Councils request for expressions of interest for the Saleyards Committee.

I currently operate a Stock & Station Agency business at the Mudgee Saleyards where I have acted continuously for various identities for the past 20 years. During this period of time I have been a representative for the Agents on past Saleyard Committees.

Over the last 35 years I have worked at numerous Saleyards throughout NSW and have a very good understanding of Saleyard operations.

I herewith make application to be included in the Mudgee Saleyards Committee and believe I would be a worthy and positive partici

Regards,

Chris Schmidt
0427 735224



PO Box 909, Mudgee NSW 2850
www.cs livestockmudgee.com.au

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Attention: Brad Cam
General Manager, Midwestern Regional Council
86 Market Street, Mudgee NSW 2850

RE: EXPRESSION OF INTEREST – SALE YARDS COMMITTEE

Dear Brad,

I would like to put my name forward for the newly reformed Sale Yards committee.

I was born in Mudgee and grew up on the land, I started stock buying when I was 22 years old, buying stock for a wholesaler at the Mudgee abattoirs.

Five years later, I started my own wholesale meat business and two export boning rooms plus meat transport from the Mudgee abattoirs.

In a normal week I bought 150 cattle and 300 lambs to wholesale in Sydney plus 500 sheep and 100 cattle a day for the two boning rooms.

I later joined Woolworths based at Armadale as their livestock buyer for the North of the state.

Each week I had to buy 300 cattle and 1,500 lambs for their requirements.

In 1980, I moved back to Mudgee, where I served a four year term in Mudgee Shire Council as a Councillor.

In that time I helped design the new Mudgee saleyards. It was then the second undercover saleyards in Australia.

I have bought livestock from Glen Innes in the north to Cowra, Homebush, to Moree and in the south Flemming in Melbourne (where I saw 17,000 sold in one day) . I have purchased stock out of a total of 26 saleyards.

In the late 1990's I graduated from UNE, CRC where I completed rural science, majoring in feedlot management, Meat technology and science.

I see myself qualified to sit on this newly formed saleyards committee.

Yours Sincerely,

Sandy Walker
8 Bawden Road, Mudgee NSW 2850
Ph: 0428 636 215

MID-WESTERN REGIONAL COUNCIL MUDGEES REGIONAL SALEYARDS COMMITTEE

| | | |
|---------------|-------------------------------------|-------------|
| ADOPTED | | REFERENCE |
| EMT | | REVIEW DATE |
| DATE ADOPTED: | CLICK HERE TO ENTER | FILE NUMBER |

Preamble

Mid-Western Regional Council appreciates the advice, voluntary time, commitment, interest and dedication demonstrated by members of its Advisory Committees. Council will give serious consideration to recommendations stated in the minutes of Advisory Committees. Such recommendations are considered in the context of Council's Community Strategic Plan, Operational Plan and Delivery Program.

Responsibilities

- The Mudgee Regional Saleyards Committee will provide advice and recommendations to Council on matters relating to the future direction and long term planning of the saleyards.
- All notifications of repairs and maintenance requirements are to be made through customer service, not the Saleyards Committee, and a customer request will be generated for the works.

Composition of Committee

The Committee shall comprise of at least one elected Councillor and up to eight community representatives.

Meeting Frequency and Quorum

The committee shall meet at least once every three months. The quorum shall be at least four members of the Committee

Delegations

Nil

Council Contact and Support

The Council contact person of the Committee will be the Manager, Plant & Facilities. Where possible, the Saleyards Supervisor will also attend the meetings.

Financial Arrangements

Nil

Secretarial Support

The minutes of meetings shall be recorded and distributed by secretarial resources provided from the Council.

7.4 Merging of Inglenook Exploration & Charbon Colliery Community Consultative Committees

REPORT BY THE DIRECTOR COMMUNITY
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0420233

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Merging of Inglenook Exploration & Charbon Colliery Community Consultative Committees; and**
2. **note the approval to merge Inglenook Exploration and Charbon Colliery Community Consultative Committees.**

Executive summary

This report is to advise Council of the formal merger of the Inglenook Exploration & Charbon Colliery Community Consultative Committees.

Disclosure of Interest

Nil.

Detailed report

Earlier this year, permission was sort to merge the Inglenook Exploration & Charbon Colliery Community Consultative Committees. This has now been approved by the Minister for Resources. It is noted that Cr Martens was the Council representative on both of the previous Committees. Cr Martens will continue in her role as Council representative on the new Inglenook Exploration & Charbon Colliery Community Consultative Committee.

Community Plan implications

| Theme | Looking After Our Community |
|--------------|--|
| Goal | Effective and efficient delivery of infrastructure |
| Strategy | Provide infrastructure and services to cater for the current and future needs of our community |

Strategic implications

Council Strategies

Community Strategic Plan

Council Policies

Not applicable

Legislation

Not applicable

Financial implications

There may be some minor savings in travel expenses for Councillors given that there will only be a requirement to go to one meeting rather than two.

Associated Risks

Community Consultative Committees provide an opportunity for Council to remain up to date with any issues or community concerns regarding these operations. There would be some minor risk to the community if Council was not involved.

SIMON JONES
DIRECTOR COMMUNITY

25 October 2017

Attachments: 1. Inglenook Exploration & Charbon Colliery Community Consultative Committees.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

INGLENOOK EXPLORATION & CHARBON COLLIERY
COMMUNITY CONSULTATIVE COMMITTEE

*Correspondence to the Chair: PO Box 273,
BELMONT NSW 2280
mmacdonald-hill@bigpond.com
mobile: 0448 414 888*

October 18 2017

Mr Brad Cam
General Manager
Mid-Western Regional Council
PO Box 156
MUDGEE NSW 2850
via email council@midwestern.nsw.gov.au

Dear Brad

Thank you for your letter received today regarding Councillor Esme Martens' appointment to the Inglenook and Charbon Community Consultative Committee.

Earlier this year and following discussion with both committees, I wrote to the Minister for Resources, the Hon Don Harwin and the Department of Planning and Environment's Executive Director of Resource Assessment, seeking approval to merge the Inglenook Committee, established in 2010 as a Ministerial Committee, with that of the Charbon Committee, a long established committee under the Department of Planning and Environment.

This proposal was following the release of the department's new Community Consultative Guidelines for State Significant Development in November 2016, both committees are part of Centennial Coal operations, share the same Chair, similar membership and meeting schedule and an apparent community of interest. The benefit of combining time and resources, both from a company perspective but most important, that of the voluntary members was clearly acknowledged. In addition, as the Division of Resources and Geoscience and Resources Regulator became part of the Planning and Environment Cluster in April 2017, it was considered an appropriate and timely move.

Following the Minister's and departmental approval, the inaugural meeting of the merged committee took place yesterday. The meeting minutes will be sent to Council in due course.

Yours faithfully



Margaret MacDonal-Hill
INDEPENDENT CHAIRPERSON

7.5 MRTI Quarterly Report - July 2017 to September 2017

REPORT BY THE GENERAL MANAGER
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, F0770077

RECOMMENDATION

That Council receive the report by the General Manager on the MRTI Quarterly Report - July 2017 to September 2017.

Executive summary

As per the funding and performance agreement entered into in July 2017 between Mudgee Regional Tourism Inc (MRTI) and Council, MRTI is required to report quarterly to Council on their performance.

Disclosure of Interest

Nil.

Detailed report

The MRTI report for the first quarter of the 17/18 financial year has been delivered to Council in accordance with the funding and performance agreement. The report is attached for Council's consideration.

Community Plan implications

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

Strategic implications

Council Strategies

A key strategy in the Mid-Western Region Community Plan is to promote the Region as a great place to live, work, invest and visit. This strategy recognises the important role that tourism plays in building a strong local economy.

Council has a contract with MRTI for the supply of tourism services within the Mid-Western Local Government Area. The term of this contract is for 4 years ending on 30 June 2021. Under this contract, MRTI must provide quarterly reports to Council.

Council Policies

Not Applicable.

Legislation

Not Applicable.

Financial implications

This report is for information purposes only, as per Council's contractual arrangement with MRTI. There are no additional financial implications.

Associated Risks

This report is for information purposes only, as per Council's contractual arrangement with MRTI.

BRAD CAM
GENERAL MANAGER

2 November 2017

Attachments: 1. MWRC Quarterly Report Q1 2017-18.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



Quarterly Report
Q1: July to September 2017

prepared for

MID-WESTERN REGIONAL COUNCIL

Executive Summary

Mudgee Region Tourism Inc (MRTI) tables this report to the Mid-Western Regional Council (MWRC) as a requirement of the contract between MWRC and MRTI 2017-21, an agreement subject to the following key performance indicators:

| # | Objective | Metric/KPI | Q1 Result (vs. same period last year) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--------|--------|-------|---------|---------|------|-------|--------------|----------|--------|--------|--------|--------|--------|---------|-------------|-------|--------|--------|-------|----|----|----|----|----|---|-----|-----|-----|--------|----|----|----|----|----|----|---|---|---|-----|
| 1 | Measure tourism numbers to the LGA and where they are from | <p>Analyse trends in tourism visitation in the Mudgee Region by capturing and reporting:</p> <ol style="list-style-type: none"> VIC visitation (post codes) Overnight visitation via accommodation members representing at least 30% of region's total room inventory (visitor nights x LGA average per visitor spend NVS data \$157 as at Dec 15) | <p>Total VIC visitors 9,972 (↑54%)</p> <p>VISITOR NIGHTS Q1 2016 v 2017 Overnight visitors* (↑5%) or \$194,680 in incremental visitor spend</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>8,764</td> <td>8,354</td> <td>9,600</td> <td>26,718</td> </tr> <tr> <td>2017</td> <td>9,837</td> <td>7,129</td> <td>10,992</td> <td>27,958</td> </tr> <tr> <td>2016 v 2017</td> <td>1,073</td> <td>-1,225</td> <td>1,392</td> <td>1,240</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Overall 5% increase in visitor nights Q1 2018 v 2017 (Note: Let's Skip Town campaign in market Apr-Jun 16 and again from Sep-17) Exponential increase in VIC visitors in Sep-17 due to pre-sale of Flavours of Mudgee token packages (89%), mostly local residents *Q1 sample size: 31% of total inventory across the region (9 accommodation providers) | Year | Jul | Aug | Sep | Total | 2016 | 8,764 | 8,354 | 9,600 | 26,718 | 2017 | 9,837 | 7,129 | 10,992 | 27,958 | 2016 v 2017 | 1,073 | -1,225 | 1,392 | 1,240 | | | | | | | | | | | | | | | | | | | | |
| Year | Jul | Aug | Sep | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016 | 8,764 | 8,354 | 9,600 | 26,718 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017 | 9,837 | 7,129 | 10,992 | 27,958 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016 v 2017 | 1,073 | -1,225 | 1,392 | 1,240 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Provide all tourism related businesses in the LGA with the opportunity for promotion | <ol style="list-style-type: none"> Maintain or increase total number and/or total value of MRTI memberships Provide a business listings page on website (for all tourism members and non-members) at no cost. Web page to be visually sponsored by MWRC (logo) | <p>276 members (on par) – tier breakdown, see below \$359,979 membership fees (↑1%)</p> <p>Click here for Mudgee Region business listings page</p> <p>Click here for MWRC sponsor logo (footer of every page and on our new 'Our Sponsors' page)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Partnerships</th> <th>Platinum</th> <th>Gold</th> <th>Silver</th> <th>Copper</th> <th>Bronze</th> <th>Basic</th> <th>Friends</th> <th>Diamond</th> <th>Ruby</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Sep-16</td> <td>17</td> <td>21</td> <td>33</td> <td>45</td> <td>67</td> <td>91</td> <td>3</td> <td>N/A</td> <td>N/A</td> <td>277</td> </tr> <tr> <td>Sep-17</td> <td>19</td> <td>30</td> <td>31</td> <td>38</td> <td>70</td> <td>80</td> <td>3</td> <td>3</td> <td>2</td> <td>276</td> </tr> </tbody> </table> | | | | | | | | | | | Partnerships | Platinum | Gold | Silver | Copper | Bronze | Basic | Friends | Diamond | Ruby | Total | Sep-16 | 17 | 21 | 33 | 45 | 67 | 91 | 3 | N/A | N/A | 277 | Sep-17 | 19 | 30 | 31 | 38 | 70 | 80 | 3 | 3 | 2 | 276 |
| Partnerships | Platinum | Gold | Silver | Copper | Bronze | Basic | Friends | Diamond | Ruby | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep-16 | 17 | 21 | 33 | 45 | 67 | 91 | 3 | N/A | N/A | 277 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep-17 | 19 | 30 | 31 | 38 | 70 | 80 | 3 | 3 | 2 | 276 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Attend and promote the region at events outside the region | <p>Identify at least 4 key trade and/or consumer shows annually (within specified target markets) to promote the Region. For example (these may vary year to year):</p> <ol style="list-style-type: none"> Sydney Cellar Door (Feb) Pyrmont Food & Wine Festival (May) Balmoral Mudgee Food & Wine Festival (Aug) Sydney Food + Wine Show (Oct) | <p>√ Balmoral – August 2017</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|---|---|---|---|
| 4 | Provide monthly marketing communication to subscriber database, report on social media reach and website visitation statistics | <ol style="list-style-type: none"> 1. Annual subscriber database health check 2. Increase subscriber's year on year 3. Distribute monthly subscriber emails (maintain brand and membership activation integrity) 4. Distribute weekly member newsletters 5. Prepare monthly digital media statistics (social media + website), track trends, increase engagement and followers | <p>14,489 subscribers (↑1% - after annual audit conducted Dec-16, with some addresses culled)</p> <p>✓ Subscriber EDM sent 07 Jul, 11 Aug & 14 Sep ✓ Member News EDM sent weekly</p> <p>Unique website visitors 47,515 (↑4%) Unique page views 196,920 (↓4%) *Note: Let's Skip Town Campaign in market Q1 2016 and again SEP-17, website primary call to action. Highest ever unique visitation recorded SEP-17 (20,378) to new campaign micro-site.</p> <p>Facebook 11,871 (↑20%) Instagram 7,832 (↑33%) Twitter 1,750 (↑12%)</p> |
| 5 | Promote all tourism-related council and major regional events | Promote MWRC and major events through Visitor Guide, subscriber database, digital channels, MRTI stalls (e.g. Flavours of Mudgee) and other promotional channels (e.g. radio, Mudgee Guardian articles, etc) | <p>✓ Flavours of Mudgee tourism stall</p> <p>✓ Various promotion of in-region events across print and digital channels</p> <p>✓ PR activation plan in place</p> |
| 6 | Develop annual marketing plan providing details of all marketing and promotional activities planned to be undertaken on a monthly basis to promote LGA as a tourism destination and provide quarterly updates | <ol style="list-style-type: none"> 1. Review + update Mudgee Region DMP on a 3-yearly basis 2. Develop an annual Marketing Campaign Strategy, with measurable KPIs 3. Prepare report and meet MWRC quarterly to discuss KPI tracking and results | <p>✓ DMP revision finalised, 3-year plan effective 01 Jul 2017</p> <p>✓ Visitor Guide: new guide launched Aug-17, 100K print and distribution plan commenced (in region to visitors, via members, at events + promotional opportunities outside region and to residences across MWRC and in target market areas)</p> <p>✓ 2017 'Let's Skip Town' Campaign launched Sep-17</p> <p>✓ PR coverage of Mudgee Region: - EAV (est. advertising value): \$908,203 - PRV (PR value): \$2,724,609</p> <p>✓ MWRC quarterly report completed + submitted</p> |

Key Activity

Mudgee Ranked #1 Foodie Destination

Mudgee was ranked #1 food destination in Australia by global travel site booking.com. The travel booking website uncovered the top local and global food destinations as endorsed by foodie fans. In Australia, Mudgee Region surpassed renowned food and wine destinations including Orange, Adelaide, Hobart and Daylesford. Press release prepared and circulated by Klick, accolade promoted via social channels also.



New Billboard Artwork



In line with our new Visitor Guide, we updated the 'skin' of our billboard on the Castlereagh Highway at Lithgow, to reflect current branding and campaign activity – install 07 Aug.

Promotional Events

Mudgee Small Farm Field Days: tourism stall resulted in around 100 Visitor Guides distributed, \$472 in retail sales and 31 entries/new subscribers as a result of event competition.

Promotional Event Participation

Balmoral Food + Wine Festival received strong visitation, 2,000 new Visitor Guides distributed, 96 online entries + 291 festivalgoers entered our competition to win a trip to Mudgee Region increasing our subscriber database by 387. PR Partners Klick, helped host and promote Mudgee Region to 30 VIP Media. We also featured on [WIN Central West News](#) the following night.



Visitor Guide

Launched to members 08 Aug and to the public at Balmoral 13 Aug.

2017 Let's Skip Town Campaign

- Launched 04 September
- Designed to drive mid-week visitation, targeting retirees, leading lifestyles and visiting friends and relatives
- Digital banner ads, native ads, social media paid + organic posts, a campaign micro-site incorporating our campaign experience themes and offers www.mudgeedeals.com.au directly linked to our primary site, media visits, digital and print coverage and a TV commercial appearing across the WIN Network. To view our campaign TVC [click here](#)
- Campaign partner KPI of 15 exceeded, with 28 partners + 37 offers secured
- Overnight visitation up 15%, or 1,392 visitor nights, on same period last year (or \$218,544 in visitor spend – sample size 28% of region's inventory)
- Overnight visitation up 16%, or 895 overnight visitors, on mid-week visitation (or \$140,515 in visitor spend)
- Unique monthly visitors to website KPI exceeded, with 20,378 (up 33% on last year when we were in market + up 89% when not in market), highest unique monthly visitors to visitmudgeeregion.com.au ever!
- EAV almost achieved, with \$90K+ secured in the first month
- 1,453 new social media followers and 722 new subscribers
- Strong TVC coverage secured in prime-time (e.g. The Project, The Bachelorette, Survivor)
- Key target market Leading Lifestyles responding well, indicating offers are appealing
- 32% of campaign partners converted bookings in the month for the month with 1,425 click throughs to campaign offer pages
- 37 campaign offers converted, 76 room nights or 101 visitor nights and total revenue direct to campaign partners \$10,906
- 1,768 outbound links were clicked from Mudgee Region website to campaign partners



| KPI | Objective + baseline | Target | Result |
|-----|--|------------------------|--|
| 1 | Increase mid-week visitation on previous year + maintain demand for weekend travel | 5,000 visitor nights | Sep mid-week: 895 (up 16%) Sep weekend: 497 (up 13%) Sep: KPI achieved 1,392 (up 15%) |
| 2 | Increase social media followers by 20% (baseline: 20,000) | 4,000 followers | Sep: 1,453 new followers |
| 3 | Increase subscriber database by 10% (baseline: 14,000) | 1,300 subscribers | Sep: 722 new subscribers |
| 4 | Secure campaign partners with mid-week deals | 15 partners | KPI achieved + exceeded 28 participating partners with 37 mid-week offers |
| 5 | Generate strong Equivalent Advertising Value (EAV) from PR investment of \$25K | \$100,000 EAV | Sep: \$90,928 |
| 6 | Increase unique monthly visitors to website (baseline: 13,000) | 15,000 unique visitors | Sep: KPI achieved 20,378 |

Social Media

We continue to see strong growth across our three social channels (up 37%, exceeding our annual target of 25%) compared to same period last year. At the end of Q1 our total social followers exceeded 21,000.

Media Clippings – a snapshot

Mudgee, Country NSW



Mudgee, Country NSW. Image credit: yTravel

Mudgee is a great alternative to the well-known Hunter Valley wine region and not just for the quality of wine on offer – we also fall in love with Mudgee's heritage buildings, wide streets, parks and overall country charm.

We highly recommend bike riding through the wineries when in Mudgee, they're in close proximity to each other and the terrain is generally flat making it a great day out. Cycling between the wineries put a fun twist on the experience with our kids. Check out Blue Wren Wines, Huntington Estate Wines, Robert Oatley Vineyards and Lowe Wines.

The Mudgee Brewery is a family-friendly place to have a bite to eat and sample the local craft beer. We sat in the little courtyard and enjoyed the live acoustic set over lunch. For dinner, we ate across the street at the Lawson Park Hotel.

I know it is cliché, but Mudgee is a truly hidden gem and only 3.5 hours' drive from Sydney.

marketins.com.au | 2017

delicious.

HIGHLIGHTS

**AUSTRALIA'S FAVOURITE FOOD REGION
 MAY SURPRISE YOU**

Hint- It's not Hobart.

Australia is not at a shortage when it comes to produce-heavy destinations. And while the southern states (Tasmania in particular) are really sweeping the stakes when it comes to enticing the foodies of the nation, it seems that Australia's favourite food destination actually lies in New South Wales. According to Booking.com, the top local destination for food and wine to visit is the Mudgee Region.

Sitting not far behind Mudgee in second place is Orange. In third place, Adelaide, in fourth, Hobart, and rounding out the top five is Daylesford in Victoria.

CEO of Mudgee Region Tourism Cara George is thrilled with the news. "It is fantastic to see Mudgee Region recognised as the leading food destination in Australia," she says. "The results truly reflect the award-winning food and wine produced throughout the region and it's another reason for visitors to skip town and come to Mudgee."

Gastronomic travel continues to gain ground around the world, with Booking.com reporting that 79 percent of travellers between the ages of 18 and 34 base their holidays around districts known primarily for their gastronomic delights. 8 percent now travel for fine dining, 7 percent for wine, and 10 percent to indulge in a penchant for street food.

Those statistics aren't just relevant to Australia, with foodie travelling blossoming internationally. The world's top city endorsed for food by the website is currently Hong Kong. The Asian metropolis is followed in the top 10 by Sao Paulo, Tokyo, Athens, Kuala Lumpur, Melbourne, Bangkok, Granada, Las Vegas, and Buenos Aires.



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click

HIGHLIGHTS

Daily Telegraph

Indulge yourself in NSW's third largest wine region, Mudgee

THE air gets clearer as the drive to Mudgee. The cars become fewer and the bustling landscape of the city fades into scenes of rustic corrugated sheds, fat grazing cattle and vines.

We've escaped Sydney for a midweek break and the trip is an easy three-and-a-half hour drive north west into the Cudgegong Valley.

The third-largest wine region in NSW, Mudgee has a cellar doors but the area has proudly kept its production small-scale.

Because every winery is boutique and family-run, you are not just handed a glass, but a story.

Between sips and sips at picturesque Logan Wines, in Apple Tree Flat, we are told the beginnings of winemaker Peter Logan's rose and now wine range Clementine.

"This one here is about to be released next week. It's the 2017 Clementine Blushing Minnie and is named after the Logan's young daughter. It's a blend of all the pinots – noir, gris and meunier."

Family and wine interlace everywhere in Mudgee and many younger generation farmers are coming through the ranks, pushing the industry in exciting new directions.

At Barnabee, family is close to the heart of Trine and Andy Gay, who came from Sydney to take over the vineyard from Trine's parents just two years ago.

The vineyard is one of the oldest in Mudgee, and dates back to 1968. Trine and Andy are driven by a philosophy passed down from Trine's parents – to always maintain the integrity of each wine. Plus Trine says, "We just really love wine."

Like all good wine regions, what's on your plate is often as exciting as what is in your glass, and in Mudgee you're never too far away from a good platter.

Husband and wife team Jess and Jason Moore have got their platter down pat at Moolah's Estate.

Served on a sun-drenched deck, the board comes piled with Jason's homemade pasta, matched with local High Valley posto fetta, chorizo, olives, fire roasted peppers and homemade lavash.

After a day of platters and award-winning wines, it's nice to keep the luxury rolling, and the accommodation offerings at five-star Evandera are pure bliss.

Evandera Boutique Luxury Accommodation rests on five acres of gardens with a stunning vista out towards the Cudgegong River.

Newly bought by Phil and Stacey Stoddart, and run with the help of their dog Hopey, Evandera House dates back to the 1860s and sleeps eight. There's also four intimate cottages scattered around the grounds.

We are staying in the left cottage and with temperatures pushing sub zero, we have never been so happy to see that the fire is already lit when we arrive.

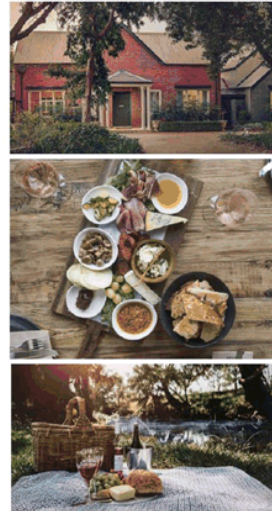
There's a spa to be enjoyed, you can feed carrots to Possum the horse, there's lines to throw into the river or a game of tennis to be had on what Stacey calls their "back courts".

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Helen's rich toffee butterscotch schnapps sells in six packs, and Nathan's gin with Australian cinnamon myrtle and eucalyptus is starting to catch up.

Nathan believes what sets Mudgee apart is the kinship between the small business owners in the region and because people are simply doing what they love.

The writer travelled as a guest of Mudgee Tourism.



blir

news local
Blacktown Advocate

Travel Wine and dine

There are many indulgences to enjoy on a midweek break to Mudgee, writes Danielle Buckley

THE air gets clearer as the drive to Mudgee. The cars become fewer and the bustling landscape of the city fades into scenes of rustic corrugated sheds, fat grazing cattle and vines.

We've escaped Sydney for a midweek break and the trip is an easy three-and-a-half hour drive.

The third-largest wine region in NSW, Mudgee has a cellar doors but the area has proudly kept its production small-scale.

Because every winery is boutique and family-run, you are not just handed a glass, but a story.

Between sips at picturesque Logan Wines, in Apple Tree Flat, we are told the beginnings of winemaker Peter Logan's rose and now wine range Clementine.

"This one here is about to be released next week. It's the 2017 Clementine Blushing Minnie and is named after the Logan's young daughter. It's a blend of all the pinots – noir, gris and meunier."

Family and wine interlace everywhere in Mudgee and many younger generation farmers are coming through the ranks, pushing the industry in exciting new directions.

At Barnabee, family is close to the heart of Trine and Andy Gay, who came from Sydney to take over the vineyard from Trine's parents just two years ago.

The vineyard is one of the oldest in Mudgee, and dates back to 1968. Trine and Andy are driven by a philosophy passed down from Trine's parents – to always maintain the integrity of each wine.

Like all good wine regions, what's on your plate is often as exciting as what is in your glass and in Mudgee you're never too far away from a good platter.

Husband and wife team Jess and Jason Moore have got their platter down pat at Moolah's Estate.

Served on a sun-drenched deck, the board comes piled with Jason's homemade pasta, local High Valley posto fetta, chorizo, olives, fire roasted peppers and homemade lavash.

After a day of platters and award-winning wines, it's nice to keep the luxury rolling and the accommodation at five-star Evandera is pure bliss.

Evandera Boutique Luxury Accommodation is on five acres of gardens with a stunning vista towards the Cudgegong River. Newly bought by Phil and Stacey Stoddart – and run

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Nathan says what sets Mudgee apart is the kinship between the small business owners and because people are simply doing what they love.

The writer travelled as a guest of Mudgee Tourism.



A view of a vineyard in Mudgee. Top right: Picnic on the grounds at Evandera House.

Jump the 'Flavours of Mudgee' queue



Tasting packages for Flavours of Mudgee 2017 will be available for pre-purchase for the first time in the event's six year history.

From Monday, September 11 tasting token packages will be available from Mudgee Region Tourism. The package includes five tasting tokens and a souvenir Flavours of Mudgee wineglass.

Mid-Western Regional Council's flagship event sees more than 70 stallholders line Church and Market streets to serve up the region's best food and wine on Saturday, September 23.

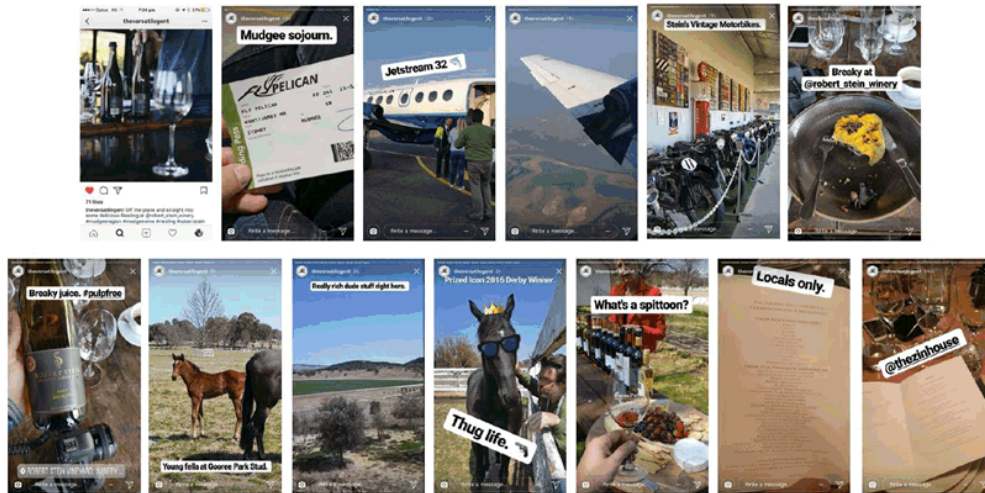
A feature event in the month-long Mudgee Food and Wine Festival, Flavours of Mudgee draws a crowd of more than 9,000 people.

"Flavours of Mudgee is one of the biggest events of the year and the town is abuzz for the entire weekend," Mid-Western Regional Council Mayor, Des Kennedy said.

"The local community and visitors have really embraced this event that showcases all the best that the region has to offer."

Tasting token packages will be available for pre-purchase from Mudgee Region Tourism, 84 Market Street Mudgee from Monday.

Pre-purchased packages are non-refundable and will still be available for purchase at the event. For more information visit Flavours of Mudgee on Facebook and at flavoursofmudgee.com.au.



Womans Day

PLAN A WEEKEND IN... MUDGEE

Follow in the footsteps of Doctor Doctor's Hugh Knight by visiting this picturesque NSW wine region

Travel
Mudgee is the perfect backdrop for the TV doco.

Young folks at Goose Park Stud.

Thug life.

What's a spittoon?

Locals only.

@thezinehouse

3 other activity-packed escapes out of Sydney

Bowral
Just a 90-minute drive from Sydney, this delightful southern highlands town is the perfect weekend escape. Enjoy town walking, fly fishing and visit the Bowral Museum & the National Centre for Textiles, world-renowned legendary Aussie fashioner Don Bradman.

Orange
Soak up 19th-century charm on the stunning Heritage Trail through the town's streets. Take a stroll through the picturesque Orange Botanic Gardens.

Hunter Valley
Australia's oldest wine region offers more than just fine wine and gourmet dining. Visit the award-winning Hunter Valley Gardens, visit the local art, wander with a round of golf and if you're feeling adventurous, take to the air in a hot air balloon.

THE BEST HERITAGE LISTED BUILDINGS IN THE MUDGEE REGION

GULGONG PIONEERS MUSEUM
The Gulgong Pioneers Museum is a must-visit for anyone interested in the history of the gold rush. The museum is housed in a grand, historic building and features a collection of artifacts, photographs and documents that tell the story of the region's early days.

Local history
Mudgee has a rich history, and the Mudgee Regional Council is proud to preserve and promote its heritage. Visit the Mudgee Regional Museum and the Mudgee Regional Library to learn more about the region's past.

Local food and drink
Mudgee is a food and drink lover's paradise. From locally sourced produce to award-winning wines, there's something for everyone. Visit the Mudgee Regional Council's website for more information on local food and drink events.

Local events
Mudgee has a vibrant community and a variety of events throughout the year. From the Mudgee Regatta to the Mudgee Festival of the Arts, there's always something to do. Visit the Mudgee Regional Council's website for more information on local events.

DO YOURSELF A FAVOUR. GET YOURSELF TO Mudgee

Mudgee is a beautiful region with a rich history and a vibrant community. Whether you're looking for a weekend escape or a place to call home, Mudgee has everything you need. Visit the Mudgee Regional Council's website for more information on the region.

Skip town AND VISIT MUDGEE region

Mudgee is a beautiful region with a rich history and a vibrant community. Whether you're looking for a weekend escape or a place to call home, Mudgee has everything you need. Visit the Mudgee Regional Council's website for more information on the region.

Stay another day

You'll be surprised and delighted with Mudgee's outdoor heritage town. Visit the Mudgee Regional Council's website for more information on the region.

Mudgee comes to the big smoke

THE Balmoral promenade upgrade works failed to deter lower north shore foodies as Sunday's fantastic weather brought out the crowds for the 27th Annual Mudgee Wine and Food Festival preview.

Festival director Mike O'Malley said the pop-up event at Balmoral Beach enjoyed at least a 20 per cent increase on last year's turnout of up to 6000 people.

There were almost 60 stallholders, including about 30 wineries and about 10 food stalls. Mr

O'Malley said: "With the plethora of food shows around on TV, the Sydney public has a heightened attention to food, produce and where it comes from, so we tend to get a good reaction when we bring regional produce down here.

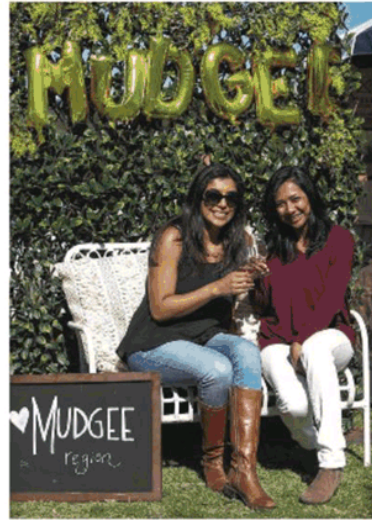
"What's interesting too, is that these events not only do well with tastings, but the Balmoral crowd are good buyers too. Good case (wine) orders flowed through on the day."

Visit visitmudgeeregion.com.au for more information.

Tabitha Satkunarajah from Cremorne and Srinuja Siva from Pennant Hills enjoy a taste of Mudgee by the sea.



Wine and food lovers enjoyed a beautiful day of quaffing at Balmoral on Sunday. Above left: Lauren Mason and Shane Lodge sampling some vino. Above centre: Emily Bird and daughter get a taste of farm life. Above right: Crowds flocked to the stalls. Pictures: Julian Andrews



HIGHLIGHTS

NEWSLOCAL
Manly Daily

Travel Midweek in Mudgee

There are many luxuries to indulge in at NSW's third-largest wine region, writes Danielle Buckley

THE air gets clearer on the drive to Mudgee. The cars become fewer and the bustling landscape of the city fades into scenes of rustic corrugated sheds, fat gravelly rattle and views.

We have exceeded Sydney for a midweek break and the trip is an easy three and a half hour drive north-west into the Cudgegong Valley.

The third largest wine region in NSW, Mudgee has 60 cellar doors but the area has generally kept its production small-scale.

Because every winery is boutique and family-run, you are not just handed a glass but a story. Between walks and sips at picturesque Logan Wines, in Apple Tree Flat, we are told the beginnings of Williams River Logan's rose and new wine range, Clementine.

"Peter made the first rose vintage as a gift for his wife Hannah on their wedding day in 2003. It's her favourite drink," cellar door JC Renae Hasler says.

"This one here is about to be released next week. It's the 2017 Clementine Blushing Mince and is named after the Logan's young daughter. It's a blend of all the grapes - rosé, red and muscadine."

Family and wine interests over years in Mudgee and many younger generation farmers are coming through the ranks, pushing the industry in exciting new directions.

At Burchtree, family is close to the heart of Tito and Andy Gray, who came from Sydney to take over the vineyard from Tito's parents just two years ago.

The vineyard is one of the oldest in Mudgee, dating back to 1888. Tito and Andy are driven by a philosophy passed down from Tito's parents - to always maintain the integrity of each

wine. Plus, Tito says, "We just really love wine".

Like all good wine regions, what's on your plate is often as exciting as what is in your glass and, in Mudgee, you're never too far away from a good platter.

Hubbard and wife, Jess, and Jason Moore have got their platter down pat at Moore's Estate. Served on a sun-drenched deck, the board comes piled with Jason's homemade pesto, matched with local High Valley pesto Beca, chorizo, olive, fire roasted peppers and homemade lovesh.

After a day of tastings and award winning wines, it's nice to keep the luxury rolling and the accommodation offerings at five-star Evanzelos are pure bliss.

Kivendale Boutique Luxury Accommodation is on 2ha of gardens with a stunning vista out towards the Cudgegong River.

Newly bought by Phil and Stacey Stoddart - and run with the help of their dog, Honey - Bourne House dates back to the 1800s and sleeps eight.

There are also four intimate cottages scattered around the grounds.

We are staying in the left cottage and with temperatures pushing out bars, we have never been so happy to see that the fire is already alight when we arrive.

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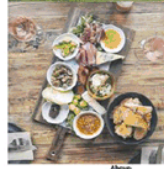
"The writer travelled as a guest of Mudgee Tourism."

EAT

- Alby & Father's famous jaffle with locally smoked ham, farmer brown egg and cheese with tomato relish
- Cafe 89's baked apple and cinnamon porridge or banana buttermilk
- The Oriental for creamy pub fare
- Mudgee Brewing Co's maple baked bacon and roast pineapple with garlic base and mozzarella
- The Cellar by Gilbey's platter with High Valley cheese and candied walnuts and apple jelly

DRINK

- First Ridge for Italian varieties and sunset views
- Robert Stein for crumbly wine lakes, panoramic views and a vintage motorcycle collection
- Goose Park stud and vineyard for romantic stud tours, wagyu and tasty draps
- Loonies Wines for walking farm tours and beautiful conopsea from cellar door



Above: Cheese and meat platter from The Cellar by Gilbey's. Right: Address along at Alby & Father's restaurant.

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Monday, September 11, 2017

News | Local News By Lauren Gardner | 841 Views

New Mudgee region visitor guide | Photos, poll

by Emily Bird @emilysbird 6 Aug 2017, noon

Facebook Twitter Email

Treasurer's Report

1. **Nature of Report**

- a. This is the financial report for the first quarter of the MRTI 2017-18 financial year, given to Mid-Western Region Council (MWRC) under the reporting format as agreed under the contract executed between MWRC and MRTI.
- b. The report demonstrates the trading result for the financial quarter ended September 30th 2017.

2. **Accounting Conventions**

- a. The attached P&L and Balance Sheet have been prepared from the MYOB General Ledger (via reporting system CALXA) with no external intervention other than formatting.
- b. Accrual accounting is used under GAAP.

Overall Result

- a. Q1 Operating Profit is \$33.5K below budget primarily due to timing issue with Regional Marketing spend and the 2017 Let's Skip Town Campaign going into market earlier than initially anticipated.

3. **Trading Income**

Retail trading income at end of Q1 was \$1.4K above budget (20%). Ticket Sales Commission behind budget \$4.7K (-70%) due to lack of contracted events in region (pre-sale tickets for Flavours of Mudgee not under commission agreement in first year). Membership income below budget \$6.3K (-91%) due to new Partnership + Events Coordinator position vacant during the period (due to commence 31 Oct).

4. **Total Income**

Overall income under budget by \$10K, with total cost of sales under by \$641, resulting in Gross Profit \$11K under budget.

5. **Total Expenses**

Total expenses \$23K above budget.

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

6. **Cash Funds**

At the end of Q1 of the 2017-18 Financial Year cash is the primary current asset \$238,628.

7. **Balance Sheet**

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

Mudgee Region Tourism Incorporated
Balance Sheet as of September 2017

| Balance Sheet — Mudgee Region Tourism Inc | |
|---|----------------|
| Sep 2017 | Sep 2017 |
| Asset | |
| Current Assets | 291,717 |
| Cash on Hand | 238,628 |
| Visa Debit Cards | 1,243 |
| Debtors | 34,830 |
| Stock on Hand | 12,990 |
| Prepayments | 4,025 |
| Non-Current Assets | 75,020 |
| Motor Vehicle (Nett) | 36,549 |
| Office Furn & Equip (Nett) | 10,022 |
| Intangible Assets | 28,449 |
| Total Asset | 366,737 |
| Liability | |
| Current Liabilities | 132,145 |
| Trade Creditors | 43,243 |
| Sundry Creditors | 11 |
| Accruals | 50,803 |
| Hire Purchase | 18,891 |
| GST Liabilities | (2,566) |
| Payroll Liabilities | 21,762 |
| Prepaid Income | 32,091 |
| Membership Income 2017/2018 | 32,091 |
| Ticket Sales | 13,847 |
| Seat Advisor EFT | 13,916 |
| Countrylink Tickets | (69) |
| Total Liability | 178,083 |
| Net Assets | 188,654 |
| Equity | |
| Retained Earnings | 38,785 |
| Current Earnings | 149,869 |
| Total Equity | 188,654 |

Mudgee Region Tourism Incorporated
Profit + Loss (Budget Analysis)
July through September 2017

Budget Analysis with Full Year Budget and Variance — Mudgee Region Tourism Inc

Sep 2017

| | Actuals | Budget | Variance (\$) | Full Year Budget | Full Calendar Year Variance Jan 2017 - Dec 2017 |
|--------------------------------|----------------|----------------|-----------------|------------------|--|
| Income | | | | | |
| Retail Sales | 8,262 | 6,880 | 1,383 | 79,668 | (71,406) |
| Ticket Sales Income | 2,046 | 6,771 | (4,725) | 33,997 | (31,951) |
| Membership Income | 652 | 7,000 | (6,348) | 336,340 | (335,689) |
| Grants - DNSW (round 2) | 0 | 0 | 0 | 12,000 | (12,000) |
| Booking Agency Fees | 0 | 17 | (17) | 296 | (296) |
| MWRC Contract | 108,000 | 108,000 | 0 | 489,200 | (381,200) |
| Interest Received | 6 | 273 | (267) | 1,372 | (1,366) |
| Total Income | 118,966 | 128,941 | (9,975) | 952,873 | (833,907) |
| Cost of Sales | | | | | |
| COGS Retail | 4,700 | 4,291 | (409) | 48,759 | 44,059 |
| COGS Ticketing | 241 | 9 | (232) | 2,223 | 1,982 |
| Total Cost of Sales | 4,941 | 4,300 | (641) | 50,982 | 46,041 |
| Gross Profit | 114,025 | 124,641 | (10,616) | 901,891 | (787,866) |
| Expense | | | | | |
| Advertising | 0 | 0 | 0 | 2,296 | 2,296 |
| Audit Fees | 395 | 355 | (40) | 4,382 | 3,987 |
| Bank Charges | 12 | 44 | 32 | 46 | 34 |
| Bank Charges - Merchant | 228 | 45 | (183) | 1,461 | 1,233 |
| Cleaning | 180 | 117 | (63) | 2,169 | 1,989 |
| Computer Expenses | 490 | 347 | (142) | 5,335 | 4,845 |
| Depreciation | 1,755 | 1,758 | 3 | 21,120 | 19,365 |
| Electricity | 217 | 215 | (2) | 2,588 | 2,371 |
| Visitors Centre Costs | 36 | 86 | 50 | 2,997 | 2,961 |
| Insurance | 283 | 125 | (158) | 2,587 | 2,304 |
| Insurance - Workers Comp | 0 | 334 | 334 | 2,975 | 2,975 |
| Motor Vehicle Running | 1,748 | 527 | (1,221) | 6,387 | 4,639 |
| MV Interest | 113 | 161 | 49 | 1,789 | 1,677 |
| Office Supplies | 0 | 46 | 46 | 760 | 760 |
| General Postage | (112) | 39 | 152 | 395 | 507 |
| Member Expenses | 143 | 205 | 62 | 910 | 767 |
| Printing & Stationery | 343 | 308 | (35) | 3,554 | 3,211 |
| Professional Fees | 55 | 188 | 133 | 8,013 | 7,958 |
| Rent Mudgee Visitors Centre | 483 | 0 | (483) | 929 | 446 |
| Gulgong Visitors Centre | 0 | 0 | 0 | 1,000 | 1,000 |
| Rylstone/Kandos running costs | 4 | 0 | (4) | 957 | 953 |
| Repairs & Maintenance | 509 | 142 | (367) | 2,445 | 1,936 |
| Staff Amenities & Ent | 343 | 67 | (276) | 2,858 | 2,515 |
| Subscriptions & Memberships | 109 | 0 | (109) | 1,780 | 1,671 |
| Sundry Expenses | 442 | 167 | (275) | 1,000 | 558 |
| Security | 45 | 67 | 22 | 934 | 889 |
| Telephone, Fax & Internet | 585 | 655 | 69 | 7,751 | 7,166 |
| Travel Expenses | 186 | 42 | (144) | 750 | 564 |
| Website Expenses | 187 | 730 | 543 | 6,261 | 6,074 |
| Visitor Guide Exp | 1,359 | 998 | (361) | 117,349 | 115,989 |
| Wages and Salaries | 32,991 | 33,969 | 977 | 394,244 | 361,253 |
| Fringe Benefits Tax | 456 | 500 | 44 | 4,643 | 4,187 |
| Regional Marketing Expenditure | 30,540 | 8,996 | (21,544) | 280,001 | 249,461 |
| Total Expense | 74,124 | 51,232 | (22,892) | 892,664 | 818,541 |
| Operating Profit | 39,901 | 73,409 | (33,508) | 9,227 | 30,675 |
| Net Profit | 39,901 | 73,409 | (33,508) | 9,227 | 30,675 |

Item 8: Development

8.1 Events Assistance Application - Additional Funding for Rylstone Street Feast

REPORT BY THE EVENTS COORDINATOR
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, ECO800009; FIN300052

RECOMMENDATION

That Council:

1. **receive the report by the Events Coordinator on the Events Assistance Application - Additional Funding for Rylstone Street Feast; and**
 2. **provide additional funding to Rylstone Street Feast for the provision of Traffic Control Personnel (\$654) and Waste Services (\$586).**
-

Executive summary

Rylstone Street Feast is the annual flagship event for Rylstone. The 2017 event took place on Saturday 28 October. The 2017 event previously received \$2,500 in events assistance funding and has requested additional funding of \$1,240 to cover the cost of other Council services that were provided for the event which were not included in their original application.

Disclosure of Interest

Not applicable.

Detailed report

Council's Events Assistance Program is designed to assist local community events which benefit the local economy and attract visitors to the Mid-Western Region. A maximum of \$2,500 per event per year is recommended. Under this program, the highest priority should be for events which:

- Attract the largest number of visitors to the Region
- Extend the duration of visitation to the Region (i.e. occur over a number of days)

Rylstone Street Feast is the annual flagship event from Rylstone and attracts 1,000 people, 50% being visitors to the region.

Rylstone Street Feast received \$2,500 in events assistance funding for the 2017 event for the preparation of a traffic control plan, hire of Rylstone Community Hall, portaloos hire and marketing and promotion of the event.

Additional Council services were required to deliver the event and the Committee has requested that these services be provided in-kind. These services include:

- Supply of Traffic Control Personnel - \$654
- Hire, delivery and emptying of bins - \$586

Due to the nature of the event and the importance of the event to Rylstone and the wider community, it is recommend that Council approves these services to be provided in-kind.

Community Plan implications

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

Strategic implications

Council Strategies

Applications for events assistance are required to have clear linkages to the Community Plan Towards 2030 outcomes. This includes ensuring the region is promoted as a great place to live, work, invest and visit. Events provide important social and economic benefits to the region.

Council Policies

Events Assistance Policy – applicants are required to meet the eligibility criteria of the policy including attracting visitors the region.

Legislation

The Local Government Act 1993, Section 356, states: (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Financial implications

Funding of \$60,000 is provided in the 2017/18 Operational Plan for Events Assistance. \$51,812 has already been allocated, leaving a balance of \$8,188. Should Council approve the recommendations in this report, a balance of \$6,948 will remain.

Associated Risks

If Council does not support the allocation of additional funds to Rylstone Street Feast, there is a risk that the event is not sustainable in the long term and will not continue in the future. This would have devastating effects for the Rylstone area.

ALAYNA GLEESON
EVENTS COORDINATOR

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

25 October 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.2 Events Assistance Applications - January to June 2018 Events

REPORT BY THE EVENTS COORDINATOR
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, ECO800009; FIN300052

RECOMMENDATION

That Council:

1. receive the report by the Events Coordinator on the Events Assistance Applications - January to June 2018 Events;
2. provide Events Assistance to the below applicants (includes cash and in-kind amounts); and

| | |
|---|---------|
| Henry Lawson Society of NSW | \$2,500 |
| Gulgong Prince of Wales Eisteddfod | \$2,000 |
| Gulgong Turf Club Inc. | \$1,000 |
| Gulgong Arts Council | \$891 |
| Cudgegong Valley Antique Machinery Club | \$500 |
| CWA Kandos | \$500 |

3. decline the applications to provide Events Assistance to the following applicants for the reasons provided in the report:

| |
|---|
| Big Bike Pty Ltd |
| Mudgee Civilian Rifle and Smallbore Club Inc. |
| Gulgong Pistol Club Inc. |

Executive summary

This report considers applications for Events Assistance under Council's Events Assistance Policy. It relates to events to be held between 1 January and 30 June 2018.

Disclosure of Interest

Nil.

Detailed report

Council's Events Assistance Program is designed to assist local community events which benefit the local economy and attract visitors to the Region. A maximum of \$2,500 per event per year is recommended. Under this program, the highest priority should be for events which:

- Attract the largest number of visitors to the Region; and
- Extend the duration of visitation to the Region (i.e. occur over a number of days)

Applications were recently open for the next round of Events Assistance funding which is for events to be held from 1 January to 30 June 2018. A total of nine (9) complete applications were received.

An application from Big Bike Pty Ltd was received for the 2018 Mudgee Bike Muster. This event has previously been funded under Events Assistance as a not-for-profit event, however ownership and management of the event has recently changed. Under the policy, applicants must be not-for-profit. As such, it is recommended that the request for funding is declined. However, if Council wishes to use their discretion and support the event, the recommended funding amount based on the scoring system is \$1,000.00.

The provision of funds under Events Assistance were also not recommended for the Mudgee Civilian Rifle and Smallbore Club Inc and Gulgong Pistol Club Inc. The reason that these applications were declined was because there are very limited funds remaining in Events Assistance for 1 January to 30 June 2018 events, and the number of visitors to the region is relatively low compared to other events which have put forward applications for Events Assistance for this period. The estimated visitors were 80 and 35 respectively. The key priority for Events Assistance is to support events which attract the largest number of visitors to the region.

Attachment 1 outlines the requests and recommendations for funding. Attachment 2 is completed applications from all applicants.

The scoring system below was used to score applications against set criteria:

| Local community/volunteer participation in event | | |
|--|--------------------|--|
| Score | Definitive Answers | Value Judgement |
| 0 | Unsatisfactory | No or limited local community/volunteer participation or impact (<500 residents) |
| 1 | Poor | Community/volunteer participation or local benefits impacting (500 to 1,000 residents) |
| 2 | Satisfactory | Community/volunteer participation or local benefits impacting between (1,000 to 2,000 residents) |
| 3 | Good | Direct community/volunteer involvement or local benefits impacting (>2,000 residents) |

| Capacity to ensure event continues and develops in the future | | |
|---|--------------------|--|
| Score | Definitive Answers | Value Judgement |
| 0 | Unsatisfactory | First time event being held, no plans outlined in application, unclear capacity to deliver event |
| 1 | Poor | Limited event history (year one), limited plans outlined in application |
| 2 | Satisfactory | Event is at least two years old, appropriate planning |
| 3 | Good | Well-established event with detailed planning for the future outlined |

| Economic activity generated from event | | |
|--|--------------------|--|
| Score | Definitive Answers | Value Judgement |
| 0 | \$0-\$25K | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |
| 2 | \$25K-\$50K | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |
| 4 | \$50K-\$100K | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |
| 6 | \$100K-\$150K | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |
| 8 | \$150k-\$200K | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |
| 10 | \$200K-\$250K | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |
| 12 | \$250K-\$300K | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |
| 14 | \$300K+ | Number of visitors to the region x \$425 (if multi-day event) or \$125 (if single day) |

Community Plan implications

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

Strategic implications

Council Strategies

Applications for events assistance are required to have clear linkages to the Community Plan Towards 2030 outcomes. This includes promoting the region as a great place to live, work, invest

and visit. By supporting events which provide opportunities for local and visitor attendance, this increases visitation to the region and provides social and economic benefits to the region.

Council Policies

Events Assistance Policy – applicants are required to meet the eligibility criteria of the policy including attracting visitors the region.

Legislation

The Local Government Act 1993, Section 356, states: (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Financial implications

Funding of \$60,000 is provided in the 2017/18 Operational Plan for Events Assistance. The current balance is \$8,118.00. However, Council has also received a separate request from Rylstone Street Feast, which if approved, would leave a balance of \$6,948 to be allocated for events held between 1 January and 30 June 2018.

Based on the scoring system above, the recommendation of staff is to provide \$7,391 in Events Assistance for this round of funding. This would result in the current budget being exceeded by \$443, which is not material and therefore does not require a budget variation. If Council choose to provide additional support above staff recommended amounts, it will need to increase the Events Assistance budget, accordingly.

Associated Risks

If Council does not support these events, there is a risk that they may not go ahead in the future or that they are held at another location and therefore, there is the potential of lost economic benefits to the Mid-Western Region.

There is also a risk that an applicant provides false or fraudulent information in order to benefit from the program. This risk is minimised by the clear and transparent policy, process for approval, and feedback requirements of the program.

ALAYNA GLEESON
EVENTS COORDINATOR

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

25 October 2017

Attachments: 1. Events Assistance Recommendations - January to June 2018 Events.
2. Events Assistance Applications - January to June 2018. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Event Assistance Funding Application Summary and Recommendations
 Events falling between 1 January 2018 and 30 June 2018

| Organisation | Event | Attendance | Event Date | Amount Requested Cash | Amount Requested In-kind | Summary of Requested | Total Amount Requested (cash + in-kind) | Total Score (out of 20) | Funding Recommended |
|---|---|---|----------------------------------|-----------------------|--------------------------|--|---|-------------------------|------------------------------------|
| Henry Lawson Society of NSW | Henry Lawson Heritage Festival | Visitors - 4100 Local - 1200 Total - 5300 | 08/06/2018 - 11/06/2018 | \$2,500.00 | \$0.00 | Television advertising and program printing - \$2,500 | \$2,500.00 | 19 | \$2,500.00 |
| Gulgong Prince of Wales Eisteddfod | 38th Gulgong Prince of Wales Eisteddfod | Visitors - 2093 Local - 3909 Total - 6002 | TBC - May 2018 (15 days minimum) | \$1,929.00 | \$571.00 | Venue hire Gulgong Memorial Hall - \$571 Printing & distributing programs - \$200 Trophies & prizes - \$1229 Volunteer equipment & uniforms - \$500 | \$2,500.00 | 18 | \$2,000.00 |
| Big Bike Pty Ltd | Mudgee Bike Muster 2018 | Visitors - 280 Local - 6 Total - 286 | 30/03/2018 - 03/04/2018 | \$2,500.00 | \$0.00 | Posters and flyers (design & print) - \$1000 Social media advertising - \$1000 Targeted search advertising - \$500 | \$2,500.00 | 10 | \$0.00 |
| Gulgong Turf Club Inc. | Gulgong Gold Cup 2018 | Visitors - 1175 Local - 825 Total - 2000 | 10/06/2018 | \$2,500.00 | \$0.00 | Sponsorship - \$2500 | \$2,500.00 | 9 | \$1,000.00 |
| Gulgong Arts Council | UneARThed | Visitors - 350 Local - 600 Total - 950 | 09/06/2018 - 10/06/2018 | \$2,000.00 | \$891.00 | Venue hire - \$891 Marketing, printing, promotional, administration - \$2,000 | \$2,891.00 | 9 | \$891.00 |
| CWA Kandos | CWA Kandos Gardens Fair | Visitors - 330 Local - 270 Total - 600 | 7/04/2018 - 08/04/2018 | \$1,500.00 | \$0.00 | Not listed | \$1,500.00 | 8 | \$500.00 |
| Cudgegong Valley Antique Machinery Club | Mudgee Swap Meet 2018 | Visitors - 440 Local - 830 Total - 1270 | 14/01/2018 | \$2,160.00 | \$250.00 | Ground hire Mudgee showground - \$250 Advertising - \$760 Signs and printing - \$500 Event insurance - \$900 | \$2,410.00 | 7 | \$500.00 |
| Gulgong Pistol Club Incorporated | Safari Service Pistol & WA1500 Open 2018 | Visitors - 35 Local - 35 Total - 70 | 17/02/2018 - 18/02/2018 | \$2,500.00 | \$0.00 | Prizes - \$1,000 Targets, patches and consumables - \$1,500 | \$2,500.00 | 4 | \$0.00 |
| Mudgee Civilian Rifle and Smallbore Club Inc. | 2018 Easter Smallbore Benchrest Championships | Visitors - 80 Local - 30 Total - 110 | 31/03/2018 - 01/04/2018 | \$2,350.00 | \$0.00 | Trophies - \$200 Prize money - \$1000 Meals - \$500 Target material - \$150 Sundries and range maintenance - \$500 | \$2,350.00 | 2 | \$0.00 |
| | | | | \$19,939.00 | \$1,712.00 | | \$21,651.00 | | |
| | | | | | | | | | Remaining Budget \$6,948.00 |
| | | | | | | | | | Difference \$443.00 |

8.3 Monthly Development Applications Processing and Determined

REPORT BY THE
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A100055, A100056

RECOMMENDATION

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

Executive summary

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

Disclosure of Interest

Nil.

Detailed report

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

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

Community Plan implications

| Theme | Looking After Our Community |
|----------|---|
| Goal | Vibrant towns and villages |
| Strategy | Maintain and promote the aesthetic appeal of the towns and villages within the Region |

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

27 October 2017

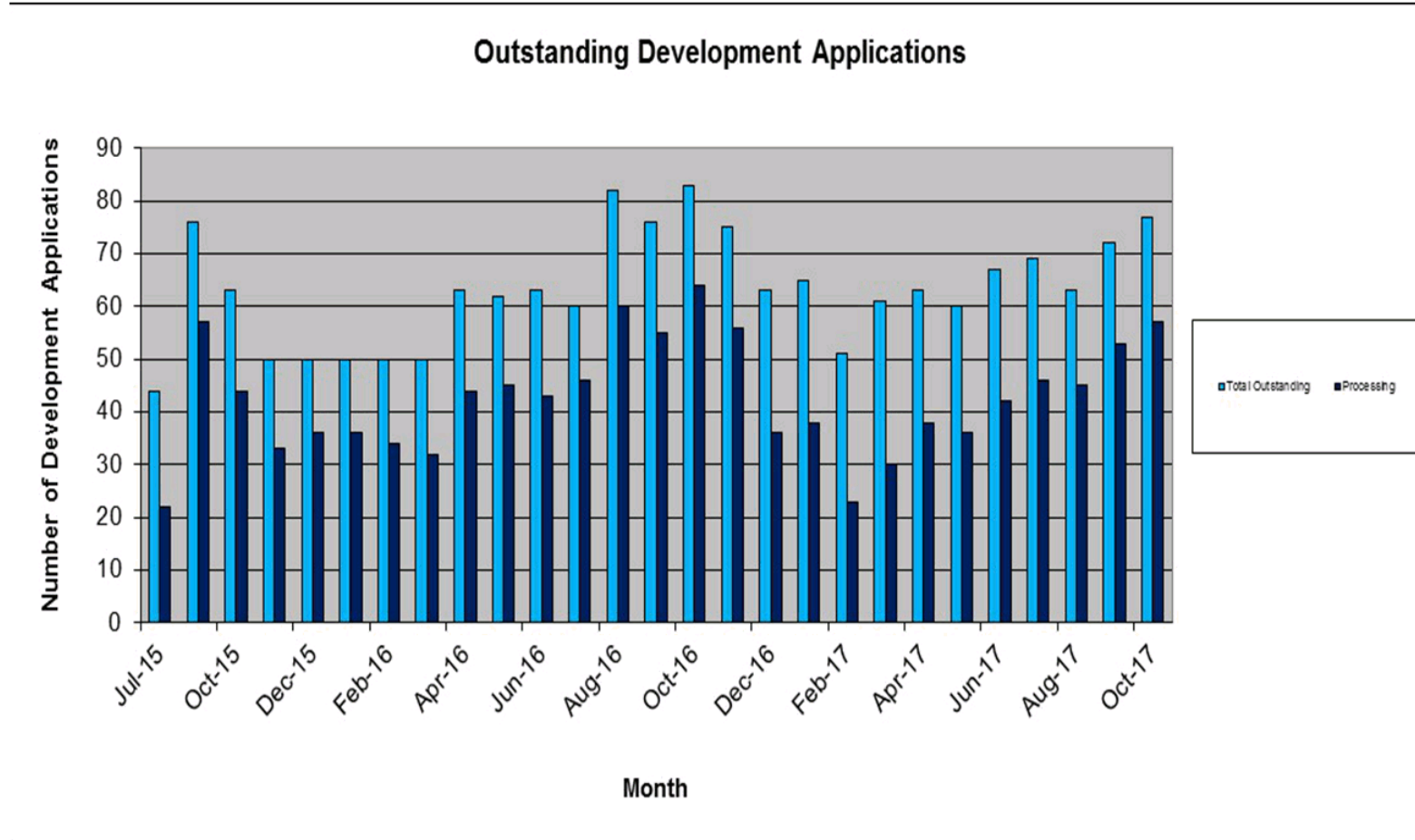
Attachments: 1. DA applications processing and determined - October 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

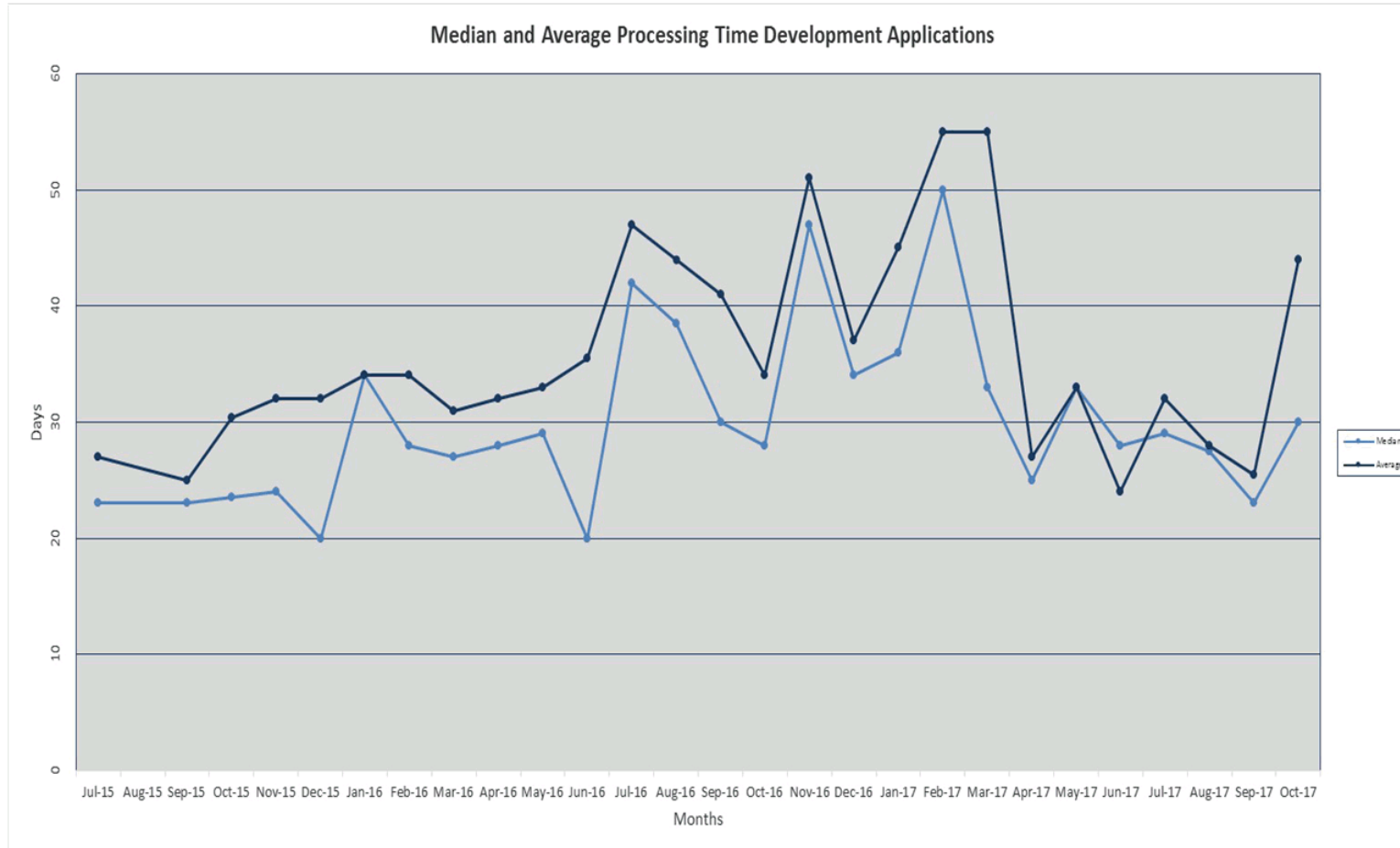
Monthly Development Application Processing Report – October 2017

This report covers the period for the month of October 2017. Graph 1 indicates the processing times up to 31, October 2017 with the month of October having an average of 44 days and a median time of 30 days.



Monthly Development Application Processing Report – October 2017

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



Monthly Development Application Processing Report – October 2017

The Planning and Development Department determined 22 Development Applications either by Council or under delegation during October 2017.

Development Applications Determined – October, 2017

| Appl/Proc ID | Description | House No | Street Name | Locality |
|--------------|---|----------|----------------------|------------|
| DA0344/2016 | Residential Shed | 23 | Ferris Street | CLANDULLA |
| DA0292/2017 | Secondary Dwelling | 28 | Rocky Waterhole Road | MILROY |
| DA0315/2017 | Subdivision - Torrens Title | 1 | Clifton Avenue | MUDGEE |
| DA0010/2018 | Residential Shed | 9 | Strikes Lane | EURUNDEREE |
| DA0026/2018 | Subdivision - Torrens Title | 30 | Robertson Street | MUDGEE |
| DA0036/2018 | Moveable Dwelling | 1429 | Hill End Road | GRATTAI |
| DA0038/2018 | Residential Shed | 51 | Inglis Street | MUDGEE |
| DA0040/2018 | Change of use - health consulting rooms | 203 | Market Street | MUDGEE |
| DA0042/2018 | Change of use - Anytime Fitness | 20 | Sydney Road | MUDGEE |
| DA0043/2018 | Depot | 10 | Nicholson Street | MUDGEE |
| DA0048/2018 | Dwelling House | 643 | Campbells Creek Road | WINDEYER |
| DA0054/2018 | Alterations & Additions | 59 | Denison Street | MUDGEE |
| DA0056/2018 | Residential Shed | 21 | Callaghan Street | CALNDULLA |
| DA0057/2018 | Subdivision - Torrens Title | 7 | Wurth Drive | BOMBIRA |
| DA0059/2018 | Secondary Dwelling | 1346 | Castlereagh Highway | CULLENBONE |
| DA0062/2018 | Shed >150m2 | 914 | Queens Pinch Road | MULLAMUDDY |
| DA0065/2018 | Swimming Pool | 54 | Cullenbone Lane | CULLENBONE |
| DA0067/2018 | Residential Shed | 476 | Botobolar Road | BOTOBOLAR |
| DA0069/2018 | Change of use – existing building to dwelling | 921 | Aarons Pass Road | CARCALGONG |
| DA0073/2018 | Residential Shed | 16 | Robert Hoddle Grove | BOMBIRA |
| DA0075/2018 | Residential Shed | 7 | Clare Court | MUDGEE |
| DA0088/2018 | Swimming Pool | 2692 | Ulan Road | COOKS GAP |
| DA0018/2018 | Change of use from detached garage to class 1a dwelling & internal fitout | 20 | Macquarie Drive | MUDGEE |
| DA0037/2018 | Kandos Street Machine Festival & Camping Ground | 62 & 76 | Cooper Drive | KANDOS |
| DA0078/2018 | Dwelling House with attached triple garage | 18 | Hughson Avenue | MUDGEE |
| DA0241/2017 | Dwelling House | 11 | Loy Avenue | MUDGEE |
| DA0314/2017 | Commercial Alterations and Additions | | Byron Place | MUDGEE |

Monthly Development Application Processing Report – October 2017

Development Applications currently being processed – October, 2017.

| Appl/Proc ID | Description | House No | Street Name | Locality |
|--------------|--|----------|----------------------|-------------|
| DA0214/2011 | Dwelling House | 663 | Castlereagh Highway | BURRUNDULLA |
| DA0327/2011 | Shed >150m2 | 23 | Horatio Street | MUDGEES |
| DA0191/2015 | Subdivision - Torrens Title | 196 | Robertson Road | MUDGEES |
| DA0046/2016 | Alterations & Additions | 1581 | Yarrabin Road | YARRABIN |
| DA0102/2016 | Dwelling House | 705 | Windeyer Road | GRATTAI |
| DA0315/2016 | Tourist and Visitor Accommodation | 345 | Bylong Valley Way | ILFORD |
| DA0325/2016 | Change of use – garage to bedroom | 179 | Denison Street | MUDGEES |
| DA0343/2016 | Commercial Alterations/Additions | 137 | Ulan Road | PUTTA BUCCA |
| DA0034/2017 | Subdivision - Torrens Title | 38 | Hill End Road | CAERLEON |
| DA0221/2017 | Function Centre | 141 | Black Springs Road | EURUNDEREE |
| DA0228/2017 | Subdivision - Torrens Title | 158 | Robertson Street | MUDGEES |
| DA0266/2017 | Residential Shed | 3 | Cudgegong Street | RYLSTONE |
| DA0280/2017 | Warehouse | 23 | Industrial Avenue | MUDGEES |
| DA0287/2017 | Child Care Centre | 272 | Church Street | MUDGEES |
| DA0303/2017 | Change of use – vehicle repair station | 1 | Inglis Street | MUDGEES |
| DA0004/2018 | Multi Dwelling Housing | 66 | Dangar Street | KANDOS |
| DA0008/2018 | Subdivision - Torrens Title | 215 | Putta Bucca Road | PUTTA BUCCA |
| DA0009/2018 | Subdivision - Torrens Title | 15 | Wiradjuri Close | PUTTA BUCCA |
| DA0025/2018 | Residential Shed | 174 | Broadhead Road | SPRING FLAT |
| DA0031/2018 | Residential Shed | 1 | Caerleon Court | MUDGEES |
| DA0053/2018 | Subdivision - Torrens Title | 1848 | Castlereagh Highway | TALLAWANG |
| DA0061/2018 | Dual Occupancy | 42 | Bateman Avenue | MUDGEES |
| DA0063/2018 | Shed >150m2 | 434 | Melrose Road | MOUNT FROME |
| DA0064/2018 | Garage | 10 | Hardwick Avenue | MUDGEES |
| DA0066/2018 | Dwelling House | 202 | Broadhead Road | SPRING FLAT |
| DA0072/2018 | Earthworks | 290 | Rocky Waterhole Road | MOUNT FROME |
| DA0077/2018 | Dwelling House | 285 | Springfield Lane | GALAMBINE |
| DA0079/2018 | Alterations & Additions | 3926 | Bylong Valley Way | RYLSTONE |
| DA0080/2018 | Serviced Apartment | 1671 | Lower Piambong Road | PIAMBONG |
| DA0082/2018 | Residential Shed | 72 | Winter Street | MUDGEES |
| DA0083/2018 | Residential Shed | 221 | Black Lead Lane | GULGONG |

Monthly Development Application Processing Report – October 2017

| | | | | |
|-------------|----------------------------------|------|-----------------------|-------------|
| DA0085/2018 | Boundary Adjustment | 62 | Cox Street | MUDGEES |
| DA0086/2018 | Dwelling House | 15 | Baskerville Drive | MUDGEES |
| DA0089/2018 | Dwelling House | 20 | Inglis Street | MUDGEES |
| DA0091/2018 | Subdivision - Strata Title | 35 | Banjo Paterson Avenue | MUDGEES |
| DA0092/2018 | Boundary Adjustment | 4 | Queen Street | GULGONG |
| DA0093/2018 | Dwelling House | 202 | Black Lead Lane | GULGONG |
| DA0095/2018 | Residential Shed | 35 | Beryl Road | GULGONG |
| DA0096/2018 | Dwelling House | 16 | Robert Hoddle Grove | BOMBIRA |
| DA0097/2018 | Residential Shed | 13 | Burrundulla Avenue | MUDGEES |
| DA0098/2018 | Boundary Adjustment | 24 | Byrnes Lane | BURRUNDULLA |
| DA0099/2018 | Agriculture | 80 | Kemps Valley Road | KAINS FLAT |
| DA0100/2018 | Alterations & Additions | 143 | Black Lead Lane | GULGONG |
| DA0102/2018 | Change of use – shed to dwelling | 111 | Mount Pleasant Lane | BUCKAROO |
| DA0103/2018 | Alterations & Additions | 1581 | Yarrabin Road | YARRABIN |
| DA0104/2018 | Commercial Alterations/Additions | 121 | Ulan Road | PUTTA BUCCA |
| DA0105/2018 | Dwelling House | 99 | Winchester Crescent | COOKS GAP |
| DA0107/2018 | Residential Shed | 1603 | Bocoble Road | CARCALGONG |

Monthly Development Application Processing Report – October 2017

Heritage Development Applications currently being processed – October 2017.

| Appl/Proc ID | Description | House No | Street Name | Locality |
|--------------|---|----------|-----------------|----------|
| DA0271/2011 | Alterations & Additions | 87 | Short Street | MUDGEE |
| DA0091/2017 | Residential Shed | 42 | Louee Street | RYLSTONE |
| DA0122/2017 | Dual Occupancy | 1 | Lewis Street | MUDGEE |
| DA0247/2017 | Change of use – to beauty salon | 79 | Market Street | MUDGEE |
| DA0252/2017 | Secondary Dwelling | 111 | Horatio Street | MUDGEE |
| DA0295/2017 | Alterations & Additions | 28 | Herbert Street | GULGONG |
| DA0306/2017 | Commercial Alterations/Additions | 17 | Church Street | MUDGEE |
| DA0047/2018 | Alterations & Additions | 101 | Lawson Street | MUDGEE |
| DA0049/2018 | Garage | 47 | Herbert Street | GULGONG |
| DA0052/2018 | Alterations & Additions | 90 | Belmore Street | GULGONG |
| DA0058/2018 | Fence | 1 | Dunphy Crescent | MUDGEE |
| DA0060/2018 | Change of use – serviced apartment | 10 | Mealey Street | MUDGEE |
| DA0068/2018 | Residential Shed | 125 | Market Street | MUDGEE |
| DA0070/2018 | Change of use – confectionary to takeaway | 56 | Church Street | MUDGEE |
| DA0071/2018 | Subdivision - Torrens Title | 24 | Perry Street | MUDGEE |
| DA0074/2018 | Residential Shed | 62 | Inlgis Street | MUDGEE |
| DA0076/2018 | Commercial Alterations/Additions | 42 | Court Street | MUDGEE |

Item 9: Finance

9.1 Draft Annual Report 2017

REPORT BY THE FINANCIAL ACCOUNTANT
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, COR400008

RECOMMENDATION

That Council:

1. **receive the report by the Financial Accountant on the Draft Annual Report 2017; and**
 2. **adopt the draft Annual Report 2017.**
-

Executive summary

Council is required to prepare an Annual Report summarising the achievements of the financial year, along with a number of statutory disclosures, financial statements and a State of the Environment Report. The draft report has been prepared, and is enclosed under separate cover for Council to review prior to its publication.

Disclosure of Interest

Nil

Detailed report

Council's draft Annual Report 2017 is attached for endorsement by Council. The Annual Report meets all requirements as set out in the Local Government Act 1993, the Local Government Regulations 2005, and the Integrated Planning and Reporting Guidelines for Local Government in NSW issued by the Office of Local Government. Details of the requirements are listed below.

The Annual Report includes:

- A message from the Mayor and General Manager
- Details of Council structure
- Requirements under Civic Leadership
- Council's Vision and Values
- Information about the region
- Progress on the Operational Plan and Delivery Program
- Financial Snapshots
- Performance Measures
- Statutory Information, and
- State of the Environment Report snapshots

Community Plan implications

| | |
|--------------|---|
| Theme | Good Governance |
| Goal | Good communications and engagement |
| Strategy | Improve communications between Council and the community and create awareness of Council's roles and responsibilities |

Strategic implications

Council Strategies

The Annual Report provides Councils achievements in implementing the Operational Plan 2016/17 and Delivery Program 2014-2017.

Council Policies

Not Applicable

Legislation

Section 428 of the Local Government Act 1993 requires that:

Council prepare an annual report within 5 months of the end of the year outlining its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed

The annual report must contain the following:

(a) a copy of the council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time,

(b) such other information or material as the regulations or the guidelines under section 406 may require.

The Annual Report must be published on Council's website and a link provided to the Minister (OLG).

The Annual Report must contain a copy of Council's audited financial reports, State of the Environment report, and a number of other items of information as set out in various sections of the Local Government (General) Regulation 2005, in particular Section 217.

Financial implications

Not Applicable

Associated Risks

Not Applicable

TRISH ELSEGOOD
FINANCIAL ACCOUNTANT

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

26 October 2017

Attachments: 1. Draft Annual Report 2017. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.2 Monthly Statement of Investment and Bank Balances as at 31 October 2017

REPORT BY THE MANAGER FINANCIAL PLANNING
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, FIN300053

RECOMMENDATION

That Council:

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

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The attachment to this report provides information on the performance of the portfolio and provides a register of all investments held as at 31 October 2017.

Community Plan implications

| Theme | Good Governance |
|--------------|------------------------|
|--------------|------------------------|

| | |
|------|---|
| Goal | An effective and efficient organisation |
|------|---|

| | |
|----------|--|
| Strategy | Prudently manage risks association with all Council activities |
|----------|--|

Strategic implications

Council Strategies

Not applicable.

Council Policies

Council's Investments Policy requires a written report each month setting out the entire investment portfolio.

Legislation

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

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

Financial implications

Not applicable.

Associated Risks

There are inherent risks in investing funds across different platforms, which have the possibility of impacting Council investments. However, the parameters of the Investment Policy have been developed to reduce risk, as much as possible, and are designed to heavily protect capital investment. The higher risk items are that return on investment will not be as high as anticipated, or in very bad economic environments (e.g. Global Financial Crisis) there may be no return on investment – this risk is unlikely, and monthly reporting to Council helps to mitigate investment risk by providing a probity process.

NEIL BUNGATE
MANAGER FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

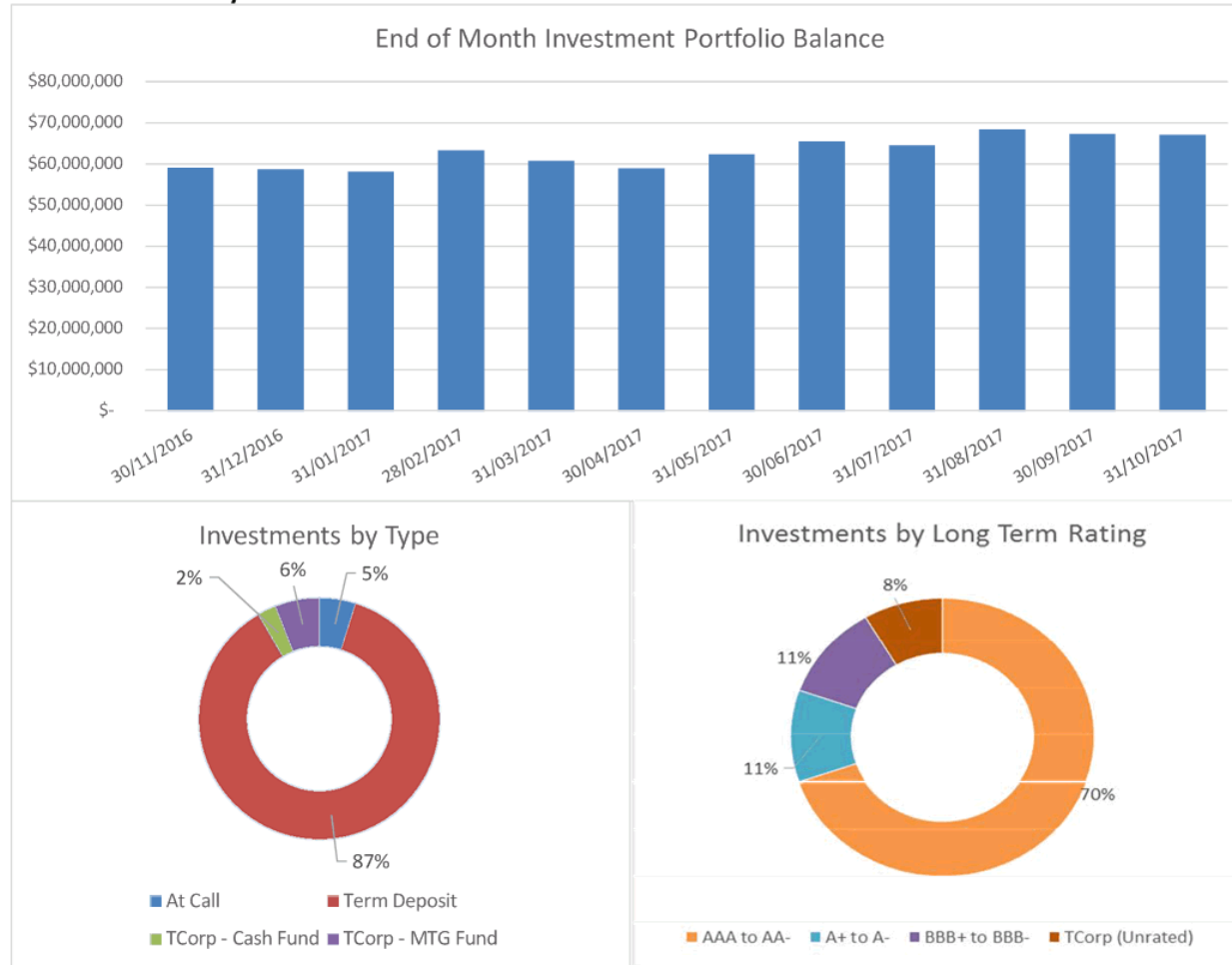
1 November 2017

Attachments: 1. Investment Balances 30 Oct 2017.

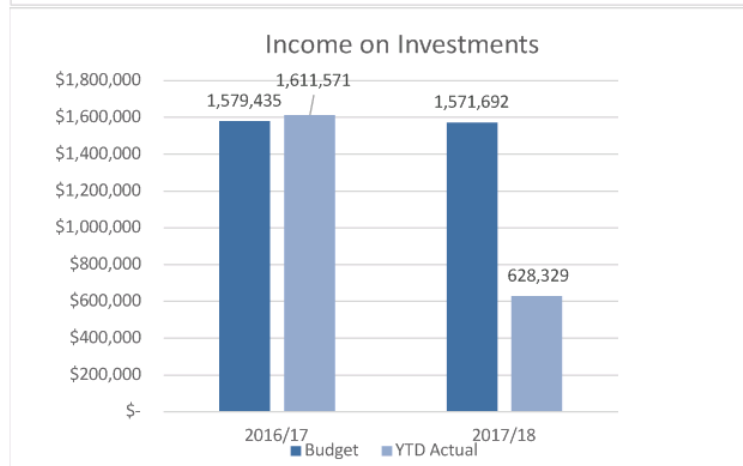
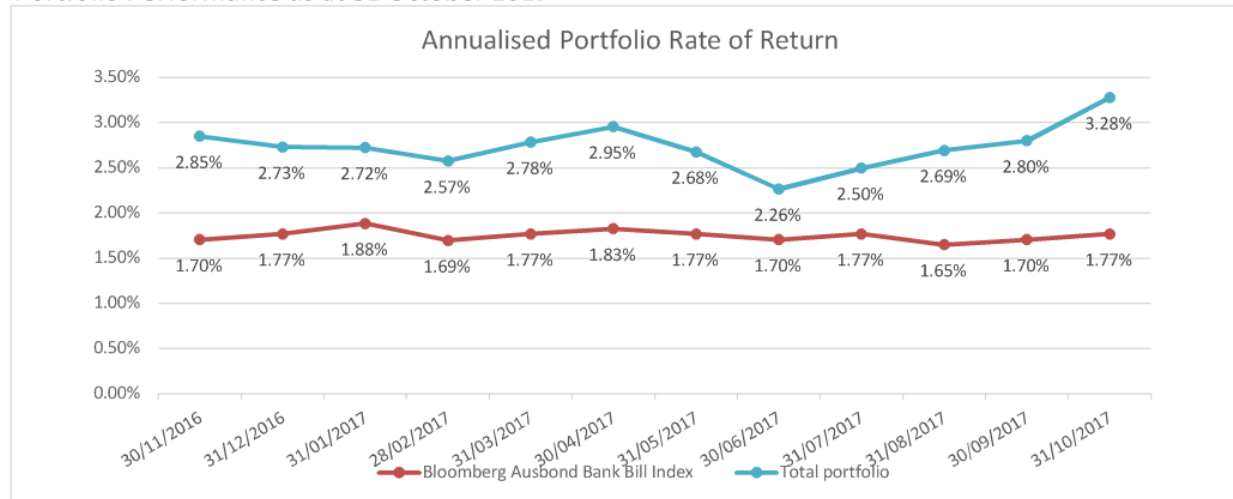
APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Portfolio Summary as at 31 October 2017



Portfolio Performance as at 31 October 2017



Investment Register as at 31 October 2017

| Bank Account | Opening Balance | Receipts | Payments | Closing Balance | Overdraft Limit |
|----------------------|-----------------|------------|------------|-----------------|-----------------|
| NAB (Cheque Account) | 27,173 | 15,624,511 | 15,623,113 | 28,572 | 700,000 |

The bank balances have been reconciled to the General Ledger as at 31/10/2017

| Investments | Type | Amount \$'000 | Yield % | Maturity Date | Term | Long Term Rating |
|-------------------------|--------------|---------------|---------|---------------|---------|------------------|
| National Australia Bank | At Call | 3,258 | 1.90% | NA | At Call | AA- |
| National Australia Bank | Term Deposit | 1,600 | 2.55% | 21/03/2018 | 259 | AA- |
| National Australia Bank | Term Deposit | 3,000 | 2.66% | 26/09/2018 | 370 | AA- |
| National Australia Bank | Term Deposit | 1,800 | 2.57% | 5/09/2018 | 322 | AA- |
| St George Bank | Term Deposit | 1,300 | 2.65% | 15/11/2017 | 217 | AA- |
| St George Bank | Term Deposit | 1,800 | 2.65% | 13/12/2017 | 238 | AA- |
| St George Bank | Term Deposit | 2,500 | 2.60% | 24/01/2018 | 238 | AA- |
| St George Bank | Term Deposit | 1,000 | 2.65% | 30/05/2018 | 364 | AA- |
| St George Bank | Term Deposit | 2,500 | 2.60% | 21/02/2018 | 259 | AA- |
| St George Bank | Term Deposit | 2,500 | 2.60% | 28/03/2018 | 292 | AA- |
| St George Bank | Term Deposit | 1,500 | 2.60% | 7/02/2018 | 238 | AA- |
| St George Bank | Term Deposit | 1,500 | 2.55% | 7/03/2018 | 252 | AA- |
| St George Bank | Term Deposit | 1,000 | 2.61% | 11/07/2018 | 364 | AA- |
| St George Bank | Term Deposit | 1,600 | 2.60% | 18/04/2018 | 259 | AA- |
| St George Bank | Term Deposit | 1,000 | 2.61% | 2/05/2018 | 259 | AA- |
| Bankwest | Term Deposit | 1,500 | 2.55% | 20/12/2017 | 217 | AA- |
| Bankwest | Term Deposit | 1,700 | 2.55% | 10/01/2018 | 238 | AA- |
| CBA | Term Deposit | 2,000 | 2.55% | 24/04/2018 | 300 | AA- |
| CBA | Term Deposit | 1,500 | 2.55% | 4/04/2018 | 247 | AA- |
| CBA | Term Deposit | 2,000 | 2.58% | 25/07/2018 | 359 | AA- |
| CBA | Term Deposit | 1,500 | 2.57% | 16/05/2018 | 266 | AA- |

| Investments | Type | Amount \$'000 | Yield % | Maturity Date | Term | Long Term Rating |
|---------------------------------|--------------|------------------|---------|---------------|------|------------------|
| CBA | Term Deposit | 1,500 | 2.65% | 16/05/2018 | 259 | AA- |
| CBA | Term Deposit | 1,700 | 2.65% | 13/06/2018 | 287 | AA- |
| CBA | Term Deposit | 2,500 | 2.60% | 27/06/2018 | 293 | AA- |
| CBA | Term Deposit | 1,000 | 2.61% | 11/07/2018 | 307 | AA- |
| CBA | Term Deposit | 1,000 | 2.61% | 29/08/2018 | 356 | AA- |
| CBA | Term Deposit | 1,000 | 2.63% | 8/08/2018 | 314 | AA- |
| AMP | Term Deposit | 1,000 | 2.75% | 20/12/2017 | 280 | A |
| AMP | Term Deposit | 1,000 | 2.75% | 29/11/2017 | 238 | A |
| AMP | Term Deposit | 1,000 | 2.60% | 26/04/2018 | 269 | A |
| AMP | Term Deposit | 1,000 | 2.60% | 2/05/2018 | 266 | A |
| ING Bank | Term Deposit | 1,200 | 2.68% | 1/11/2017 | 182 | A |
| ING Bank | Term Deposit | 1,000 | 2.65% | 30/05/2018 | 357 | A |
| ING Bank | Term Deposit | 1,000 | 2.92% | 2/10/2019 | 720 | A |
| Bank of Queensland | Term Deposit | 1,300 | 2.60% | 22/08/2018 | 315 | BBB+ |
| Bank of Queensland | Term Deposit | 1,000 | 2.60% | 8/08/2018 | 287 | BBB+ |
| Bendigo & Adelaide Bank | Term Deposit | 1,000 | 2.80% | 1/11/2017 | 364 | BBB+ |
| Bank Australia | Term Deposit | 1,000 | 2.80% | 25/07/2018 | 322 | BBB |
| Beyond Bank | Term Deposit | 1,200 | 2.70% | 29/11/2017 | 203 | BBB |
| Members Equity Bank | Term Deposit | 2,000 | 2.65% | 22/11/2017 | 210 | BBB |
| TCorp - Medium Term Growth Fund | Managed Fund | 3,995 | | | | TCorp (Unrated) |
| TCorp - Cash Fund | Managed Fund | 1,670 | | | | TCorp (Unrated) |
| Total Investments | | 67,122 | | | | |

Limit Compliance as at 31 October 2017

| Investments by Institution | Long Term Rating | Amount \$'000 | % of Portfolio | |
|---------------------------------|------------------|---------------|----------------|--------------|
| | | | Actual | Policy Limit |
| National Australia Bank | AA- | 9,658 | 14% | 30% |
| Bankwest | AA- | 3,200 | 5% | 30% |
| St George Bank | AA- | 18,200 | 27% | 30% |
| CBA | AA- | 15,700 | 23% | 30% |
| AMP | A | 4,000 | 6% | 15% |
| ING Bank | A | 3,200 | 5% | 15% |
| Bank of Queensland | BBB+ | 2,300 | 3% | 5% |
| Bendigo & Adelaide Bank | BBB+ | 1,000 | 1% | 5% |
| Bank Australia | BBB | 1,000 | 1% | 5% |
| Beyond Bank | BBB | 1,200 | 2% | 5% |
| Members Equity Bank | BBB | 2,000 | 3% | 5% |
| TCorp - Medium Term Growth Fund | TCorp (Unrated) | 3,995 | 6% | 15% |
| TCorp - Cash Fund | TCorp (Unrated) | 1,670 | 2% | 15% |
| | | 67,122 | 100% | |

| Investments by S&P Rating | Long Term Rating | Amount \$'000 | % of Portfolio | |
|---------------------------|------------------|---------------|----------------|--------------|
| | | | Actual | Policy Limit |
| | AAA to AA- | 46,758 | 70% | 100% |
| | A+ to A- | 7,200 | 11% | 40% |
| | BBB+ to BBB- | 7,500 | 11% | 20% |
| | TCorp (Unrated) | 5,664 | 8% | 15% |
| | Unrated | - | 0% | \$ 250,000 |
| | | 67,122 | 100% | |

| Term to Maturity | Amount \$'000 | Actual | % of Portfolio | |
|-----------------------------|------------------|-------------|----------------------|-----------------------|
| | | | Cumulative Actual | Cumulative Minimum |
| Less than 3 months | 25,122 | 37% | 37% | 20% |
| Between 3 months and 1 year | 41,000 | 61% | 99% | 40% |
| Between 1 year and 2 years | 1,000 | 1% | 100% | 50% |
| Between 2 years and 4 years | - | 0% | 100% | 85% |
| More than 5 years | - | 0% | 100% | 0% |
| | 67,122 | 100% | | |

Monthly Investment Portfolio Activity

The below table shows investments that have matured and have been redeemed or re-invested, and new investments placed.

| Bank Accounts | Opening Balance \$'000 | Redeemed Balance \$'000 | Re-invested Balance \$'000 | Change in interest rate | Change in Term (days) | New Term Rate |
|---------------------------------|---------------------------|-------------------------------|----------------------------------|----------------------------|--------------------------|---------------|
| NAB (At call account) | 1,242 | | 3,258 | | | |
| TCorp - Cash Fund | 1,666 | | 1,670 | | | |
| TCorp - Medium Term Growth Fund | 3,447 | | 3,995 | | | |
| NAB | 1,500 | 1,500 | | | | |
| Bank of Queensland | 1,300 | | 1,300 | -0.05% | 89 | 2.60% |
| ING Bank | | | 1,000 | New Deposit | | 2.92% |
| ING Bank | 2,000 | 2,000 | | Redeemed | | |
| NAB | | | 1,800 | New Deposit | | 2.57% |
| NAB | 1,000 | 1,000 | | Redeemed | | |
| ING Bank | 2,000 | 2,000 | | Redeemed | | |
| Bank of Queensland | | | 1,000 | New Deposit | | 2.60% |
| | 14,155 | | 14,022 | | | |
| Investment Portfolio Movement | | | (133) | Reduction | | |

9.3 Quarterly Budget Review Statement September 2017

REPORT BY THE MANAGER FINANCIAL PLANNING
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, FIN300117

RECOMMENDATION

That Council:

1. receive the report by the Manager Financial Planning on the Quarterly Budget Review Statement September 2017;
2. amend the 2017/18 Operational Plan in accordance with the proposed variations as listed in the Quarterly Budget Review attachment to this report; and
3. note the opinion of the Responsible Accounting Officer regarding the satisfactory financial position of Council, based upon the revised estimates of income and expenditure.

Executive summary

This report, with its incorporated attachment, makes up the September 2017 Quarterly Budget Review Statement of the 2017/18 Operational Plan. Proposed budget variations to the Operational Plan with relevant financial implications are included in the attachment.

Disclosure of Interest

Nil.

Detailed report

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

Community Plan implications

| Theme | Good Governance |
|-------|-----------------|
|-------|-----------------|

| | |
|------|---|
| Goal | An effective and efficient organisation |
|------|---|

| | |
|----------|--|
| Strategy | Prudently manage risks association with all Council activities |
|----------|--|

Strategic implications

Council Strategies

The recommendation if approved will amend the 2017/18 Operational Plan.

In accordance with the Delivery Program 2017/21 a comprehensive Quarterly Budget Review reporting is required to be completed within two months of period end.

Council Policies

Not applicable

Legislation

Clause 203 of the Local Government (General) Regulation 2005 requires that:

- (1) Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.
- (2) A budget review statement must include or be accompanied by:
 - (a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
 - (b) if that position is unsatisfactory, recommendations for remedial action.
- (3) A budget statement must also include any information required by the Code to be included in such a statement.

Financial implications

Approval of all the proposed budget variations to the Operational Plan in this report will have the following impact on Council's projected cash balances:

| Funding Source | Total |
|-------------------------------|------------|
| Asset Replacement Reserve | -\$ 15,500 |
| Capital Program Reserve | -\$ 7,300 |
| Plant Replacement Reserve | \$ 50,860 |
| Unrestricted Cash | -\$197,304 |
| Voluntary Planning Agreements | -\$ 32,000 |
| Sewer Unrestricted Cash | -\$ 41,000 |
| Waste Unrestricted Cash | -\$ 27,000 |

The proposed variations have a slight positive impact on the following financial ratios for 2017/18. Page 20-22 of the attachment shows the projected movement in each ratio. The approval of three additional staff will have a negative impact on future years Operating Performance Ratio.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|--------------|-----------------------------|--------------------|-----------------------------------|
| 2017/18 | ✓ | ✓ | ✓ |
| Future Years | ✗ | - | - |

Certification

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

It is my opinion that the September Quarterly Budget Review Statement for Mid-Western Regional Council indicates that Council's projected financial position as at 30 June 2018 will be satisfactory, having regard to the projected estimates of income and expenditure for the 2017/18 financial year.

Associated Risks

Approval of the budget variations proposed in this report are required in order to meet some project deadlines. Should the variations not be approved there is a risk of losing grant funding and delays in project commencement.

NEIL BUNGATE
MANAGER FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

1 November 2017

Attachments: 1. Quarterly Budget Review Statement September 2017. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.4 Investments Policy Review

REPORT BY THE MANAGER FINANCIAL PLANNING
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, FIN300032

RECOMMENDATION

That Council:

1. receive the report by the Manager Financial Planning on the Investments Policy Review; and
2. adopt the revised Investment Policy

Executive summary

This report presents the annual review of Council's Investments Policy. A copy of the proposed Investment Policy with track changes is attached to this report.

Disclosure of Interest

Nil

Detailed report

Council's Finance department have conducted a review of the Investments Policy, with the result being one minor change recommended. This change is to amend the annual review requirement reference to the correct source. The recommendation to conduct an annual review comes from the Office of Local Government Investment Policy Guidelines.

All other elements of the Policy are proposed to remain the same including risk management strategies, as they meet Councils current requirements.

Community Plan implications

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

Strategic implications

Council Strategies

Not applicable

Council Policies

The current Investments Policy requires an annual review. The recommendation if approved will amend the Investment Policy.

Legislation

Local Government Act 1993 (NSW) Section 625

Local Government (General) Regulation 2005 (NSW) Clause 212

Financial implications

Not applicable

Associated Risks

Investment risk and risk management strategies are included in the Investments Policy. There is no change to these risks by adoption of the revised policy.

NEIL BUNGATE
MANAGER FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

2 November 2017

Attachments: 1. Investments Policy 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Investments

*A prosperous
and progressive
community*

| | | | |
|--|--------|-------------|---------------------------------------|
| COUNCIL MEETING MIN NO | 344/46 | REFERENCE | 1.0 |
| DATE: 15 6 NOVEMBER 2017 6 | | REVIEW DATE | 15 6 /11/2018 7 |
| | | FILE NUMBER | FIN300053 |

Objective

The objective of this policy is to provide a framework for managing the investment of Council funds. It aims to ensure Council:

- Complies with the relevant legislative and regulatory requirements
- Identify risks, risk management strategies and establish tolerable levels of exposure to risk
- Give due consideration to the preservation of capital
- Maintain sufficient liquidity to meet all cash flow requirements
- Maximise the rate of return in line with all requirements of this policy
- Establish guidelines in relation to monitoring and reporting on investments
- Confirm delegations of authority and other governance matters in relation to investments

Legislative and regulatory requirements

- Local Government Act 1993 (NSW) Section 625
- Local Government (General) Regulation 2005 (NSW) Clause 212
- Ministerial Local Government Investment Order dated 12 January 2011
- The Trustee Amendment (Discretionary Investments) Act 1997 (NSW)
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Investment Policy Guidelines
- Office of Local Government Circulars

Approved Investments

Investments are limited to those allowed by the Ministerial Investment Order and must be denominated in Australian Dollars. Approved investments include:

- public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- debentures or securities issued by a NSW Council;
- interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution, but excluding subordinated debt obligations;
- bills of exchange issued by or accepted by an authorised deposit-taking institution and not more than 200 days to maturity;

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- a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

Prohibited Investments

This policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest).

Related policies and plans

- Statement of Business Ethics
- Conflicts of Interest Policy

Policy

Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager has in turn delegated the day-to-day management of Council's investments to the:

- Chief Financial Officer (Responsible Accounting Officer)
- Manager Financial Planning
- Financial Accountant
- Manager Revenue and Property

A minimum of two price quotations of like or similar investments must be obtained for the acquisition of all market investments in order to verify the fairness of the purchase price. Two authorised signatories, with appropriate delegation limits must approve each investment recommendation. Recommendations must be retained on file as a permanent record.

Any single investment exceeding \$5M, or, with a maturity term that exceeds 1 year must be authorised by the Responsible Accounting Officer or General Manager.

The General Manager must approve delegations in writing and record them in the Register of Delegations. Delegated officers are required to acknowledge that they have received a copy of this policy and understand their obligations in this role when investing funds on behalf of Council in accordance with this policy.

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Adequate controls are in place to safeguard Council's assets, such as the separation of duties in relation to authorising and executing transactions through the requirement of two authorised signatories for each transaction.

Conflicts of Interest

Officers shall refrain from activities that would conflict with the proper execution and management of Council's investment portfolio. Council's Conflicts of Interest Policy provides guidance for recognising and disclosing any conflicts of interest.

In accordance with Council's Statement of Business Ethics, any independent investment advisors are also required to disclose any actual or perceived conflicts of interest.

Investment Risk

Investment risk can take many forms:

Credit risk – the risk that the institution Council has invested in fails to pay the interest and or repay the principal of an investment.

Liquidity risk – the risk an investor is unable to realise the investment at short notice due to the illiquid nature of a particular investment. This could potentially result in Council being unable to meet payments as and when they fall due.

Market risk – the risks associated with changes in market prices such as interest rates, currency and commodity prices.

Legislative risk – the risk of laws changing that affect investment value.

Risk Management Strategies

There are risks associated with all investments. Council's primary consideration is the reduction of credit and liquidity risks. The following strategies aim to reduce these risks.

CREDIT QUALITY LIMITS

To reduce credit risk, Council will only invest in products with a Standard and Poor's (S&P) long-term credit rating of BBB- or stronger, with the exception of TCorp's Hour-Glass Funds. Investments in unrated entities will be restricted to the limits of the Commonwealth Guarantee (Financial Claims Scheme).

To further reduce risk Council's policy includes maximum holding limits for each rating category. Individual counterparties/financial institution limits are also established to ensure portfolio diversification which reduces the risk of being over exposed to a particular institution.

The following table applies to restrict investments in institutions by the S&P long-term credit rating. Percentage limits in the table refer to percentages of the total portfolio.

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| Long-Term Credit Rating | Portfolio Limit | Limit Per Institution |
|---|-----------------|---|
| AAA to AA- | 100% | 30% |
| A+ to A- | 40% | 15% |
| BBB+ to BBB- | 20% | 5% |
| TCorp's Hour-Glass Funds (No Rating) | 15% | Not Applicable |
| No Rating | 5% | Limited to the Commonwealth Guarantee amount |

Credit guidelines to be adopted reference the S&P ratings system criteria and format. Credit ratings measure relative credit strength and in no way do they guarantee the Council against investment losses. Despite this challenge, credit ratings provide the best independent information available to assess exposure to credit risk. The format of S&P rating criteria is shown in the below table.

| S&P | | RATING DESCRIPTION | |
|-----------|------------|--------------------|------------------------------|
| LONG-TERM | SHORT-TERM | | |
| AAA | A-1+ | PRIME | INVESTMENT-GRADE |
| AA+ | | HIGH GRADE | |
| AA | | | |
| AA- | | | |
| A+ | A-1 | UPPER MEDIUM GRADE | |
| A | | | |
| A- | | | |
| BBB+ | A-2 | LOWER MEDIUM GRADE | |
| BBB | | | |
| BBB- | | | |
| NR | NR | NO RATING | NO RATING HAS BEEN REQUESTED |

Investments graded lower than BBB- are not shown as they are considered non-investment grade speculative and therefore would be prohibited under this policy.

TERMS TO MATURITY FRAMEWORK

The term to maturity framework is structured around the cash requirements of the Council and the management of liquidity and market risk. The portfolio liquidity parameters specify the maximum and minimum amounts or percentages of the total investment portfolio than can be held within the

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various investment maturity bands. The liquidity/maturity profile of the total investment portfolio must comply with the parameters shown in the table below.

| Period to Maturity | Cumulative Minimum % of Total Portfolio |
|--------------------|---|
| < 3 months | Greater of 20% or \$15 million |
| < 1 year | 40% |
| < 2 years | 50% |
| < 4 years | 85% |

The minimum requirement for short term access to investments is set at a minimum of \$15 million to ensure adequate funds are available to meet Council's expected liabilities based on the current budget.

| Term to Maturity | Maximum % of Total Portfolio |
|----------------------|------------------------------|
| < 3 months | 100% |
| 3 months to 1 year | 80% |
| 1 to 2 years | 60% |
| 2 to 4 years | 50% |
| Greater than 4 years | 15% |

The term to maturity of individual investments will also be limited according to the institutions credit rating, as shown in the table below.

| Long-Term Credit Rating | Maximum Term |
|-------------------------|--------------|
| A or above | 10 years |
| Below A | 1 year |

PROCEDURE FOR THE BREACH OF LIMITATIONS OR THRESHOLDS

Where a breach of threshold or limitation occurs due to an unavoidable change in the total investment portfolio or downgrade in credit rating, the following process will apply:

- an immediate freeze is imposed on the acquisition of new investment in the relevant category until the portfolio can be effectively managed back to accord with the requirements of this policy
- the relevant category of investments must be managed back in accord with the policy limits within a period that takes into account any adversity created by market, liquidity and credit risk.

The immediate forced sale of the investment in breach of limits or thresholds will not be required.

Performance Benchmarks

Investment performance will be measured quarterly against the following benchmarks according to the term of investment.

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| Term of Investment | Benchmark |
|--------------------|--|
| < 2 years | Bloomberg Ausbond Bank Bill Index (Quarterly and 1 year) |
| 2 years and over | Bloomberg Ausbond Composite 2-5 year Index |

Reporting

Documentary evidence must be held for each investment and details thereof maintained in the Investment Register. The documentary evidence must provide Council legal title to the investment.

Details to be included in the Investment Register:

- The source and the amount of money invested;
- Particulars of the security or form of investment in which the money is invested;
- The term of the investment; and
- The rate of interest to be paid, and the amount of money that Council has earned, in respect of the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least monthly.

Council will be provided with a written report each month setting out details of the entire investment portfolio. The report will confirm compliance of Council's investments with legislative and policy requirements. The report will be made up to the last day of the month immediately preceding the meeting.

As part of the quarterly budget review process, Council will be provided with a detailed commentary and performance benchmarking of the portfolio.

Review of Policy and Investments

ANNUAL REVIEW

In accordance with the Office of Local Government Investment Policy Guidelines Code of Accounting Practice & Financial Reporting, Council will review the Investments Policy annually or in the event of significant legislative or market changes.

PROFESSIONAL ADVICE

Council may from time to time use the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or

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potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this Investment Policy.

Any independent advisor engaged by Council is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Definitions

| Term | Meaning |
|--|--|
| Authorised Deposit-Taking Institution | Authorised Deposit-Taking Institutions are corporations which are authorised under the <i>Banking Act 1959</i> to accept deposits and conduct banking activities. |
| BBSW | The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW. |
| Bill of Exchange | A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer. |
| Bloomberg Ausbond Bank Bill Index | The Bloomberg Ausbond Bank Bill Index is a leading benchmark for the fixed income market in Australia. |
| Commonwealth Guarantee (Financial Claims Scheme) | The Financial Claims Scheme (FCS) is an Australian Government scheme that protects depositors of authorised deposit-taking institutions (banks, building societies and credit unions) and policyholders of general insurance companies from potential loss due to the failure of these institutions. For banks, building societies and credit unions incorporated in Australia, the FCS provides protection to depositors up to \$250,000 per account-holder per ADI. The Scheme seeks to provide depositors with timely access to their protected deposits in the unlikely event of the failure of their ADI. |
| Debenture | A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders. |
| FRN | A Floating Rate Note (FRN) is a medium to long-term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly. |
| TCorp's Hour-Glass Funds | New South Wales Treasury Corporation (TCorp) is the financial markets partner for New South Wales public sector agencies. Hour-Glass Funds are permitted under Ministerial Local Government Investment Order. Hour-Glass Funds are ready made Unit Trusts catering to most investment objectives. |

Item 10: Operations

10.1 Mudgee Airport Development

REPORT BY THE MANAGER, PLANT AND FACILITIES
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, COU50087

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Plant and Facilities on the Mudgee Airport Development;**
2. **amend the Operational Plan 2017/18 to allocate \$180,000 to complete the unfinished taxiway civil works as defined in the Airport Master Plan Stage 1, funded from the Land Development Reserve;**
3. **amend the Operational Plan 2017/18 to allocate \$10,000.00 for the survey, registration fees, and legal costs for subdivision;**
4. **delegate the General Manager authority to obtain commercial valuations on two blocks of land, Lots 12 and 13, with a subsequent report to Council detailing the results and further recommendation;**
5. **amend the Operational Plan 2017/18 to allocate \$3,000 for land valuation fees for Lots 12 & 13, funded from the Land Development Reserve;**
6. **provide in principal approval for the 25 year lease of the remaining blocks of land, Lots 1 to 11; and**
7. **delegate the Mayor and General Manager to approach the Minister Infrastructure and Transport with the view to accelerate the decommissioning of the Non Directional Beacon (NDB) Tower at the Mudgee Airport.**

Executive summary

Council has received two NSW Restart Grants that related to projects as defined in the Airport Master Plan. The first grant has been completed and the second grant is nearing completion. This funding has been mainly utilised to extend and renovate the terminal building, install PAPI lights and new runway lighting, extend the taxiways, produce an airport noise assessment and realign the entrance road George Campbell Rd.

In order to complete stage 1 which is identified in the Airport Master Plan (AMP) as the South East Development Zone, additional funding is required on top of the grant funding to finish works in order that the lots of land are ready to be made available for sale and or lease.

This recommendation is to allocate funding from the Land Development Reserve to complete the remaining 170m of taxiways and to allocate funding for the valuations and legal fees required to enable Council to lease lots 1 to 11, and to sell lots 12 and 13. Lot 14 has already been allocated by Council for the new Rural Fire Service complex. The Airport Master Plan notes in Section 5.5 that 25 to 40 year extended leases are recommended where freehold purchase may restrict future development plans. All land in the South East Development Zone is impacted by the NDB tower, some lots will not be available for building construction until the NDB tower is either removed or relocated.

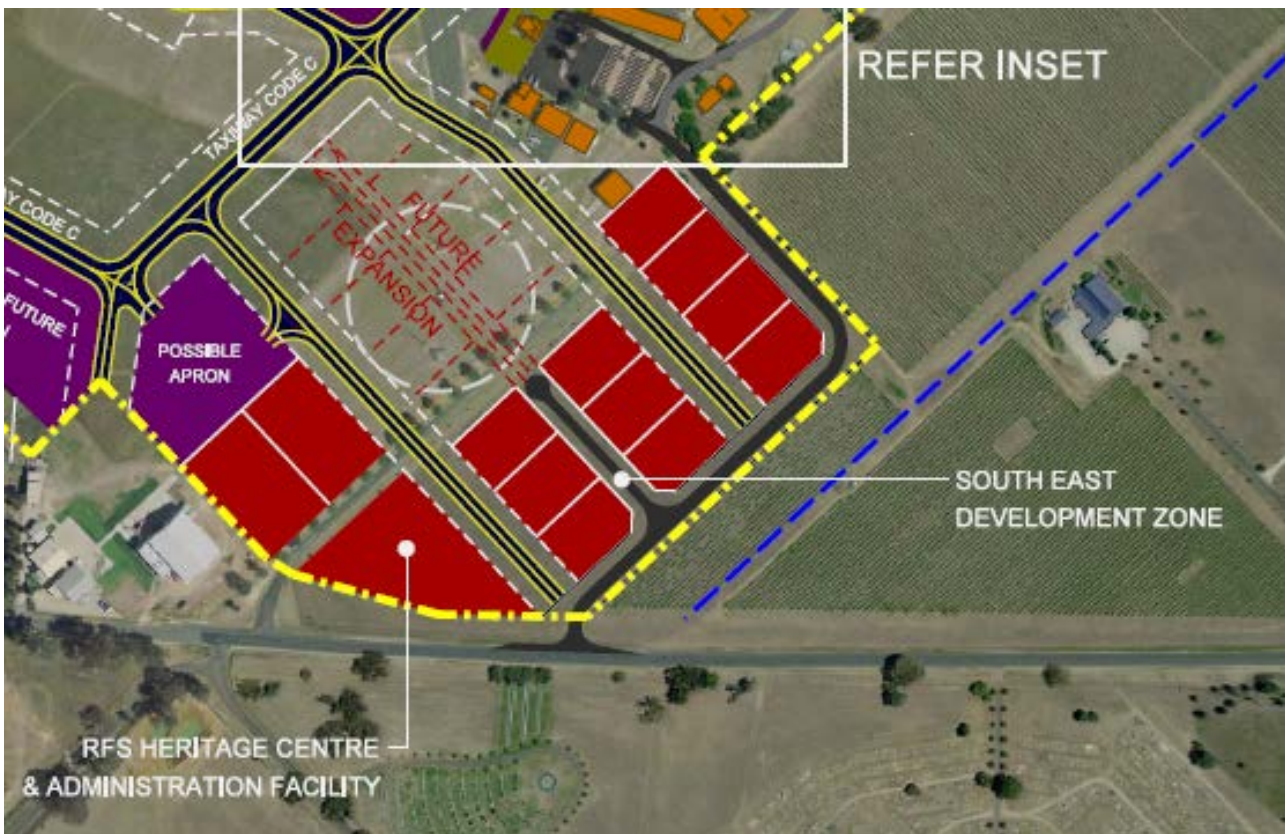
Disclosure of Interest

Nil.

Detailed report

Airport Master Plan

The AMP adopted by Council shows staged development at the airport, and the current stage is the development of the South East Development Zone. An extract of the AMP layout is below, and generally the current works are in line with this plan. Minor change to the layout were required to ensure access to each block by car and aircraft was achievable whilst also ensuring the minimum wingtip clearances of 20m from the centre of the taxiway was achieved.



NDB Tower

The NDB tower is located on Lot 1 DP829122 and that parcel of land is leased to Air Services with an ending lease date of 30/6/2034.

There are regulations restricting development within the vicinity of the NDB tower and all development applications within 500m of the centre of the NDB tower must be referred to Air Services Australia for approval. The building restrictions are shown below, as is the effect on the development area of the 60m and 150m building zones.

The Mudgee NDB tower is currently listed on the Air Services website as being one of 165 NSW Non-Backup Navigation Aids that are expected to be decommissioned from 26th May 2016 (listing attached for your reference).

Discussions with Air Services Australia reveal that there is no plan or intention to decommission in the near future and further correspondence from Council to the Minister Infrastructure and Transport may assist in progressing this decommissioning, which will further assist the sale or lease of the additional land parcels. The plan below highlights the number of land lots that are affected by the NDB tower mainly within the 60m to 150m zone. There are already existing buildings within that zone and further discussions with Air Services Australia are required to determine their position on building requirements during the period leading up to the decommissioning of these towers.

NDB

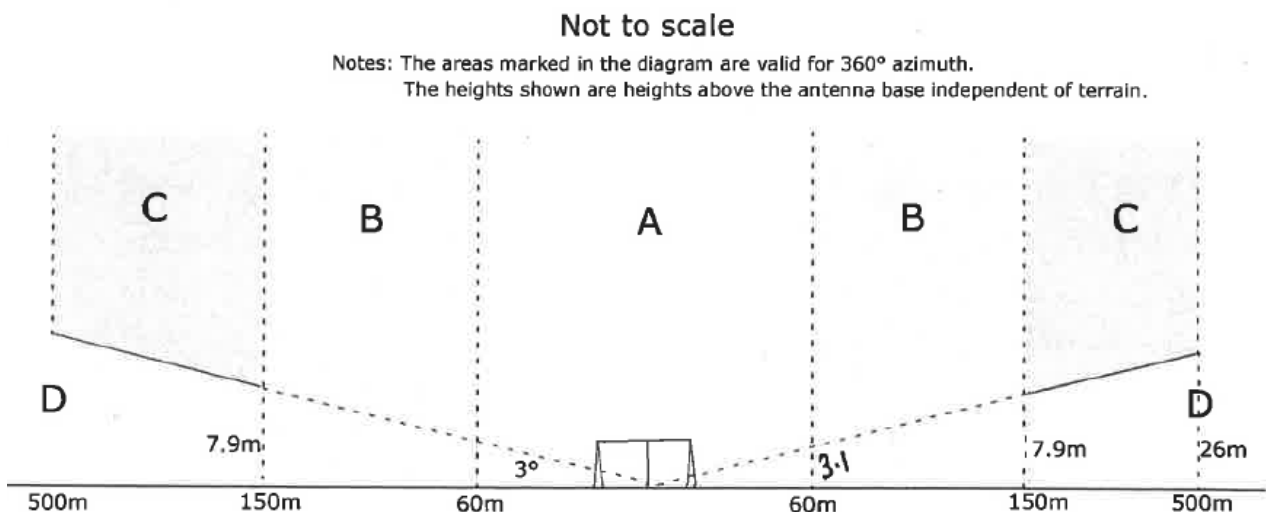


Figure 1.1 NDB Siting requirements

- A - No obstructions tolerated.
- B - Small non-metallic buildings less than 2.5m in any dimension may be tolerated.
- C - Steel masts and towers must remain below 3° from the base of the NDB drop wire.
- D - Unrestricted.



NSW Restart

The majority of works funded by NSW Restart at the airport have been finalised and the final stages of the Extension of Utility works is underway and expected to be completed by December 2017 and upon completion of those works the airport security fence will be relocated to encompass the new airside area. The fencing relocation is NSW Restart funded.

Funding was not sufficient to complete the taxiway to Lots 9, 10 and 11 and this needs to be completed in order to lease Lots 9, 10 and 11, and complete the airport capital works. The taxiway length remaining to be sealed is 170m at a cost of \$180,000. The sale of Lots 9 and 10 will be subject to Air Services Australia approval of buildings in that area or the decommissioning of the NDB tower.

Community Plan implications

| Theme | Connecting Our Region |
|----------|---|
| Goal | Efficient connection of the region to major towns and cities |
| Strategy | Develop a regional network in partnership with government agencies, that grows with the needs of residents businesses |

Strategic implications

Council Strategies

This proposal is made in line with the adopted Airport Master Plan.

Council Policies

Not Applicable

Legislation

Mudgee Airport must comply with CASA regulations, particularly MOS139 and also comply with Air Services Australia requirements under the Air Service Act 1995.

Financial implications

There is currently insufficient funding to complete the taxiway civil works. An additional \$180,000 is recommended to be added for the final extension of the taxiway.

There is also currently no budget allocation for the subdivision survey, registration and legal costs, estimated at about \$10,000, or the valuation costs estimated at \$3,000. Budget allocations are recommended to progress this work.

It is recommended that the costs for the development and subdivision be funded from the Land Development Reserve, as this development meets the objectives set out in the Financial Reserves Policy. It should be noted that the planned sales of Lots 12 & 13 will result in a surplus which will be returned to the Land Development Reserve. A budget variation will be recommended through a separate report or Quarterly Budget Review, once estimates of the sale amounts are obtained.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|--------------|-----------------------------|--------------------|-----------------------------------|
| 2017/18 | ✘ | - | ✘ |
| Future Years | ✔ | ✔ | - |

Associated Risks

The land in this development area is affected by the location of the NDB tower and restrictions are in place regarding building types and heights. All development within 500 metres of the NDB tower must be approved by Air Services Australia and this restriction may affect the suitability of building types until such time as the NDB tower is relocated or decommissioned.

ANDREW DRUMMOND
MANAGER, PLANT AND FACILITIES

GARRY HEMSWORTH
DIRECTOR OPERATIONS

9 October 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.2 Sealing of Black Lead Lane

REPORT BY THE MANAGER WORKS
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, R0133001

RECOMMENDATION

That Council:

1. receive the report by the Manager Works on the Sealing of Black Lead Lane;
2. approve the sealing of 1000m of Black Lead Lane with a contribution from the applicants for the cost of the seal and a condition that payment is received prior to any works commencing; and
3. amend the 2017/18 Operational Plan to include the sealing of Black Lead Lane for \$51,160, funded from \$36,160 contribution from the applicant, and an additional \$15,000 from existing resheeting budgets.

Executive summary

At the Council meeting of 15th February 2017, Council resolved to upgrade and maintain a 1000m length of Black Lead Lane that was formally unmaintained. The road was put on the maintained road list with a grading schedule of 24 months.

Following this resolution, the residents of Black Lead Lane have requested that the road be sealed under the provisions within the Bitumen Sealing of Gravel Roads Policy. This report outlines the financial impacts and benefits of the upgrade works.

Disclosure of Interest

Nil.

Detailed report

Council's Bitumen Sealing of Gravel Roads Policy makes provision for residents to apply to Council for consideration to seal sections of gravel road. The cost of the sealing is borne by the applicant while Council prepares the base ready for seal.

Following the Council resolution to upgrade Black Lead Lane, the residents of Black Lead Lane have requested that the road be sealed under the provisions within the Bitumen Sealing of Gravel Roads Policy.

It is recognised that the sealing of the road would provide significant benefits to the residents as they are willing to invest in the upgrade Black Lead Lane and therefore it is recommended that Council approve the works. The applicant will seal to the end of the road, leaving no unsealed sections for Council to maintain.

Community Plan implications

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

Strategic implications

Council Strategies

It is acknowledged that Council's overall strategy is to refrain from seal extensions, however recently, unsealed roads have been considered for sealing on merit. This report recommends approval for sealing because the residents are prepared to significantly financially contribute to the upgrade of the road.

Council Policies

The Bitumen Sealing of Gravel Roads Policy makes provision for applicants to apply to Council for consideration of sealed unsealed roads with certain conditions including payment of contributions by the applicant.

Legislation

Not Applicable

Financial implications

The cost to undertake the capital upgrade is \$61,160. This involves a cost of \$25,000 to Council for the resheeting and preparation of base for seal, and a cost to the applicant of \$36,160 for the initial two coat bitumen seal. There is already a \$10,000 allocation for resheeting a 300m section of this road, following the Council resolution on 15th February 2017. It is recommended that an additional \$15,000 be added to the budget, funded from resheeting to cover the full cost of preparation of the base for seal.

Future cost to Council is generally greater for a sealed road than an unsealed road. Should Black Lead Lane be sealed, the future costs will involve a reseal after 13 years and rehabilitation after 39 years, estimated at \$132,000 based on today's rates. Should Black Lead Lane remain as an unsealed road, the future costs will involve grading every 24 months and resheeting after 13 years, estimated at \$104,000 based on today's rates.

The capital costs will increase overall, however as grading will no longer be necessary, the operating costs will decrease and improve the operating ratios in future years.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|--------------|-----------------------------|--------------------|-----------------------------------|
| 2017/18 | - | X | X |
| Future Years | ✓ | - | X |

Associated Risks

As discussed in the financial implications, this report sets a positive precedent in terms of residents making a contribution towards sealing of roads for their benefit, reducing the risk of future resident claims to seal roads without a contribution.

SALLY MULLINGER
MANAGER WORKS

GARRY HEMSWORTH
DIRECTOR OPERATIONS

30 October 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.3 RFT2017/17 Supply of Quarry Products

REPORT BY THE SENIOR WORKS ENGINEER (MAJOR PROJECTS)
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, COR400166

RECOMMENDATION

That Council:

1. receive the report by the Senior Works Engineer (Major Projects) on the RFT2017/17 Supply of Quarry Products;
2. accept the list of preferred suppliers for tender 2017/17 for the supply of quarry products in accordance with Clause 178 of the Local Government (General) Regulation 2005 as listed below. Supply will be allocated based on a combination of both product supply cost and cartage costs.

Quarry Organisations:

| |
|-----------------------------------|
| Regional Quarries Australia |
| Kandos Operations Pty Ltd |
| Ulan Stone Pty Limited |
| Boral Resources (Country) Pty Ltd |

3. accept the term of this contract is for 3 years, commencing 27 November 2017, expiring 26 November 2020; and
4. delegate authority to the General Manager to approve any additional service providers that may submit an application during the term of this tender for consideration.

Executive summary

An open tender process in accordance with Section 55 of the Local Government Act 1993 was carried out for the establishment of a panel of preferred quarry product providers. This report details the tender process undertaken, and recommends a preferred supplier list for quarry products.

Disclosure of Interest

Nil

Detailed report

The Request for Tender called for ex works prices for products. The costs of transport can make up a significant part of the price for the supply of quarry products and is generally linked to the proximity of the quarry to the delivery location. Due to the large range of products and project locations this panel tender allows Council to achieve the best value for supply of quarry products depending on the delivery arrangements. Supply therefore will be allocated based on a

combination of both product supply cost and cartage costs. Considerations may also be given to design and specifications requirements for certain projects.

Tenders were called on Friday 29th September 2017 for the supply of quarry products and closed at 12pm 3rd November 2017. The initial closing date was 20th October, however due to minimal response by the 19th October it was in the best interests of Council to extend the closing date to the 3rd November. Four tenders were received, and four tenders were accepted.

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

The terms of the tender were for the supply of quarry products for a period of three years and allow for CPI increases to be submitted prior to each financial year. Council have also included VendorPanel as an alternate to obtain a request for quote where required.

The tendering process was initiated and a Procurement and Evaluation Plan was developed. A Tender Assessment Panel (TEP) was formed, comprising representatives from the most relevant departments within Council. Members of the TEP used the Evaluation Plan and methodology to determine which tenderers offered the best value for money in the provision of general contracting services to Council.

Tenders Received

Four tenders were received, four tenders were accepted. Minor clarifications were required, however all information was determined as acceptable by the TEP.

Late Tenders

No late tenders were received.

Conforming Tenders

Four tenders received conformed to the tender requirements.

Non-complying or Alternate Tenders

Nil

Evaluation Methodology

The objective of the evaluation was to provide Council with a panel (list) of suppliers by providing value for money and all compliance information.

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

Evaluation Panel

| | |
|-----------------|-----------------------|
| Sally Mullinger | Manager Operations |
| Kristie Ward | Manager Procurement |
| Danny Oldfield | Senior Works Engineer |

Evaluation Findings

All tenderers were assessed and scored against the evaluation criteria and weightings in the Evaluation Plan to determine the list of preferred panel tenderers and the service providers are also listed in VendorPanel.

Community Plan implications

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

Strategic implications

Council Strategies

These recommended suppliers are required to meet the Councils maintenance and capital works program.

Council Policies

Council's Procurement Policy

Legislation

S55 Local Government Act 1993

Financial implications

The costs of the projects that require quarry products are recognised in the Management Plan under the maintenance and construction of Councils assets.

Associated Risks

There is minimal risk to Council as per Council's Risk Management Policy.

DANNY OLDFIELD
SENIOR WORKS ENGINEER (MAJOR
PROJECTS)

GARRY HEMSWORTH
DIRECTOR OPERATIONS

6 November 2017

Attachments: 1. CONFIDENTIAL (RATES). (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.4 Acceptance of Funding for Road Improvements - Bylong Coal Project

REPORT BY THE DIRECTOR OPERATIONS
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, .

RECOMMENDATION

That Council:

1. **receive the report by the Director Operations on the Acceptance of Funding for Road Improvements - Bylong Coal Project;**
2. **subject to KEPCO proceeding with the Bylong Coal project, accept the funding from KEPCO for road improvements, listed in the body of the report;**
3. **amend the 2018/19 Delivery Program to include the road improvement expenditure associated with the Bylong Coal Project in the amount \$3,635,802, funded from contributions from KEPCO;**
4. **authorise the General Manager to negotiate final terms of the formal agreement; and**
5. **authorise the General Manager and Mayor to sign all necessary documentation to formally accept the funds from KEPCO;**

Executive summary

KEPCO Bylong Australia P/L have offered to fund several road improvement projects associated with the Bylong Coal Project. This report seeks Council's endorsement to accept the funds so Council can undertake the construction of road works agreed. It also seeks Council's endorsement to enter into formal agreement with KEPCO.

Disclosure of Interest

Nil.

Detailed report

Council and KEPCO Bylong Australia P/L have been in discussions regarding the necessary road improvements that will be utilised by construction, workforce and other traffic associated with the proposed Bylong Coal Project.

Subject to development consent being granted and KEPCO agreeing to proceed with the project the following works have been agreed to be funded by KEPCO:

| Description | Estimated Cost |
|---|---------------------------|
| Wollar Road (Munghorn Gap) Upgrade | \$2,254,113 |
| Bylong Valley Way Upgrade between Upper Bylong and Wollar Road Intersections | \$784,950 |
| Realignment of Wollar Road to proposed intersection location | \$177,751 |
| Intersection upgrade Bylong Valley Way and Wollar Road (incl. asphalt pavement) | \$418,988 |
| TOTAL | \$3,635,802 ex GST |

The above projects fulfil KEPCO's requirements as recommended in the latest Department of Planning and Environment Assessment Report.

Council will be responsible for the design and construction of the above works in accordance with a timeline acceptable to the construction and operation of the mining project. It is currently estimated that this work will begin within the 2018/19 financial year.

Community Plan implications

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

Strategic implications

Council Strategies

Council's Community Strategic Plan includes an outcome of connecting our region through goals of providing a high quality road network that is safe and efficient and efficient connection of the region to major towns and cities.

These projects contribute towards the Community Strategic Plan.

Council Policies

Not applicable.

Legislation

Not applicable.

Financial implications

The proposed agreement with KEPCO to accept funding to undertake various road improvement works associated with the Bylong Coal Project does not require any funding contribution from Council. All work will be undertaken at full cost recovery.

Some Blackspot funding has been applied for to supplement the works at Munghorn Gap. However, this works will be additional to the \$3.6 million estimate included above, and will be included in the Operational Plan/Delivery Program once confirmation of funding is received. If this application is unsuccessful, the scope of works will be reduced.

Longer term these works will expand the road network and Council will be responsible for future renewals. This will increase depreciation which will negatively impact the Operating Performance Ratio of future years, and also negatively impact the Building & Infrastructure Renewal ratio.

Because these works are funded from external contributions to Council infrastructure, the Own Source Revenue ratio will also be negatively impacted in the years that contributions are received towards the work.

It should be noted that the expansion/upgrade works will provide an increased level of service to users of this road.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|---------------------|------------------------------------|---------------------------|--|
| 2017/18 | - | - | - |
| Future Years | ✘ | ✘ | ✘ |

Should the KEPCO Bylong Coal Project not go ahead, Council will be required to remove these funded works from the 2018/19 year Delivery Program, however, it is anticipated that this project will receive consent, at this stage.

Associated Risks

Council will be responsible for any cost overrun in the delivery of these projects. However, to mitigate possible increased cost Council has control of the design process and has the ability to tailor the scope of works to match the available funding.

GARRY HEMSWORTH
DIRECTOR OPERATIONS

6 November 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 11: Community

11.1 Business Use of Footpath Policy

REPORT BY THE MANAGER GOVERNANCE
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, LAW100036

RECOMMENDATION

That Council:

1. **receive the report by the Manager Governance on the Business Use of Footpath Policy; and**
 2. **endorse the minor amendments to the Business Use of Footpath Policy.**
-

Executive summary

Council has received questions from Businesses requesting clarification of the Policy relating to the applicable fees and charges, conditions for the size of advertising signage and the insurance requirements changing from \$10 million to \$20 million as per industry standards.

Businesses across the region have actively utilised this Policy with 68 permits in place adding to the ambience of the region as a tourist destination.

Disclosure of Interest

Nil

Detailed report

This Policy was introduced to facilitate businesses, community groups and entertainers use of the footpaths for either commercial or community activities. Council has currently approved 68 permits.

The Policy has been reviewed following consideration of questions raised by business, 3 changes are being recommended, please refer to the marked changes to sections 7, 9.2 and 10.1 as attached.

Section 7 changes the requirements for \$20 million public liability coverage from the prior \$10 million policy requirement to align with industry standard. This has also been highlighted by Council's new insurance brokers as a recommended action.

Section 9.2 providing greater clarification of fees and charges that are applicable and when they are applied and refers the policy to the decisions of Council made in the annual fees and charges determinations. These minor amendments bring the policy into line with the adopted fees and charges.

Section 10.1 provides clarification for the maximum size of A frames used for advertising on the footpaths. The recommended policy now provides for a maximum height of 1.2 metres and a maximum width of 0.6 of a metre for 'A' frames on Council footpaths.

Community Plan implications

| Theme | Looking After Our Community |
|--------------|---|
| Goal | Vibrant towns and villages |
| Strategy | Maintain and promote the aesthetic appeal of the towns and villages within the Region |

Strategic implications

Council Strategies

Not applicable.

Council Policies

Business Use of Footpath Policy.
Risk Management.

Legislation

Roads Act

Financial implications

The fees and charges associated with the business use of footpaths permits are taken into account with a small revenue budget allocation in the operating plan annually.

Associated Risks

Council permitting a business to conduct their business activity on the footpath presents significant risks. Council will limit this risk by ensuring that the business has appropriate insurance to cover that activity. As a minimum requirement the business will be required to have \$20,000,000 insurance coverage under a Public Liability Policy.

Council also addresses other risks associated with conducting business on the footpath by adopting the Business Use of Footpaths Policy that defines rules that businesses must comply with under a council permit. Compliance of these rules are routinely inspected by Councils Law Enforcement Officers.

TIM JOHNSTON
MANAGER GOVERNANCE

SIMON JONES
DIRECTOR COMMUNITY

30 August 2017

Attachments: 1. Business Use of Footpath Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Business Use of the Footpath

*A prosperous
and progressive
community*

| | | |
|---|-------------|---------------------|
| ADOPTED/REVIEW | REFERENCE | CM 186/16 |
| MEETING MIN NO CM 11.4 18/05/2016 | REVIEW DATE | MAY 2020 |
| DATE: 20 JULY 2016 NOVEMBER 2017 | FILE NUMBER | GOV400047, A0420120 |

1. Purpose

The purpose of this policy is to facilitate businesses, community groups and entertainers use of the footpaths for either commercial or community activities.

This policy aims to enhance and promote a vibrant and welcoming atmosphere in the Mid-Western Regional Council local government area (MWRC LGA).

The policy will ensure a pleasant and safe environment for shoppers and patrons, without compromising the safety or amenity of the public domain for pedestrians using the public footpath and adjoining public spaces and for motorists parking or alighting from their vehicles.

The policy will allow the approval of business use of footpath areas within the MWRC LGA adjacent to businesses where there is adequate road reserve/footpath width for safe pedestrian and traffic circulation.

The permits available are:

- Advertising signs
- Display of goods for sale
- Dining
- Dining/Liquor licensed area

Temporary Use Permits include:

- Displays and promotions
- Community groups fundraising
- Busking

Businesses should not utilize a footpath use without a permit from the Council.

Community groups or the general public wanting to utilize a footpath for promotions, fundraising or entertainment activities should speak with the council before undertaking such activities.

POLICY: BUSINESS USE OF THE FOOTPATH | 22 SEPTEMBER 2017

2. Objective

The objectives of this policy are as follows:

2.1 Access and Equity

- To ensure safety and convenient passage of all pedestrians and customers when using public footpaths;
- To ensure the maintenance of clear view lines for both pedestrians and motorists, particularly near pedestrian crossings, street corners and key intersections; and
- To ensure adjoining premises are not adversely affected by any business use of footpath areas.

2.2 Council and community Protection

- To protect Council, the community and the public interest from potential insurance and liability claims, while permitting effective use of public footpaths for business purposes;
- To effectively address risk management and insurance liability issues for Council;
- To ensure that business use of public footpaths will not cost the public purse; and
- To ensure that the amenity of the general public will not be compromised by the provision of business use to footpath areas.

2.3 Economic

- To enhance the economic viability of our local businesses by offering permits to use public footpaths for business purposes;
- To ensure trading and enhance our neighbourhood centres by providing a more vibrant and colourful atmosphere for shoppers.
- To provide for an active and integrated street front; and
- To maintain visibility and exposure of shopfronts.

3. Legislative requirements

The Roads Act 1993 and the Local Government Act 1993 generally require that a person shall not carry out any activity on a public road or place without approval of Council.

Sections 125, 126 and 127 and in some cases Sections 137A-139F of the roads Act 1993 allow Council to approve the use of a footpath as long as using the footpath for that purpose is not taken to constitute a public nuisance and does not give rise to an offence against the Roads Act or any other relevant legislation.

Section 68 of the Local Government Act 1993 allows Council to approve the planning of articles on or to overhang the footpath.

Sections 137A-139F of the Roads Act 1993, address legislative requirements for Street Vending activities.

NSW Liquor Act 2007 and Liquor Regulation 2008 apply for the purpose of the service of alcohol.

POLICY: BUSINESS USE OF THE FOOTPATH | ERROR! REFERENCE SOURCE NOT FOUND.

4 Areas to which this Policy applies

The policy applies to all footpath areas in the Mid-Western Regional Council areas.

5 Applying to use the Footpath

Applications must be made on the Business Use of the Footpath Application form which is available on Council's website or is available at Council's offices. Applications must be accompanied by a diagram showing how the footpath is proposed to be used with particular reference to the area of the proposed use and other supporting documentation as required by the Business Use of Footpaths Policy.

6 Footpath area that can and cannot be used

Business, community groups and entertainers use of footpath areas is permitted, with the approval of Council, generally on footpaths immediately adjacent to a shop front and in locations that do not cause an impediment to other footpath users.

The use of footpath areas maybe either prohibited or restricted, in locations where they obstruct the clear view line of pedestrians or motorists. Clear view lines allow pedestrians to view on-coming traffic and motorists to observe pedestrians movements.

To ensure access and equity there will generally be minimum width retained for pedestrian circulation of at least 1.8 metres immediately adjacent to the property boundaries (generally the building line), for the clear passage of footpath users. Council may, on the merit of a particular situation and application, consider variation to this standard where the applicant can show that the proposal is consistent with the surrounding environment, adequate pedestrian circulation and parking safely is maintained or that agreement has been obtained from the relevant Access Committee.

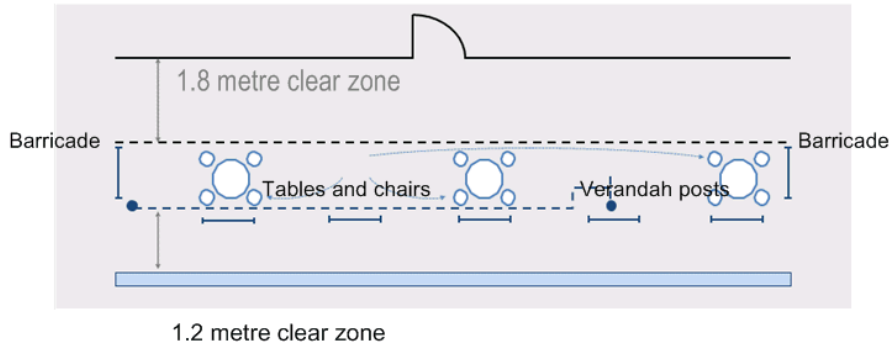
Any use of footpaths will be conditional upon the safety of potential users. Where deemed necessary, a 1.2 metre setback from the kerb edge may be required to ensure the safety of pedestrians and patrons from contact with moving motor vehicles

These setback conditions (3 meters) may result in there being only small areas of footpath available for use. Applications should make this assessment before applying and paying any fees and charges.

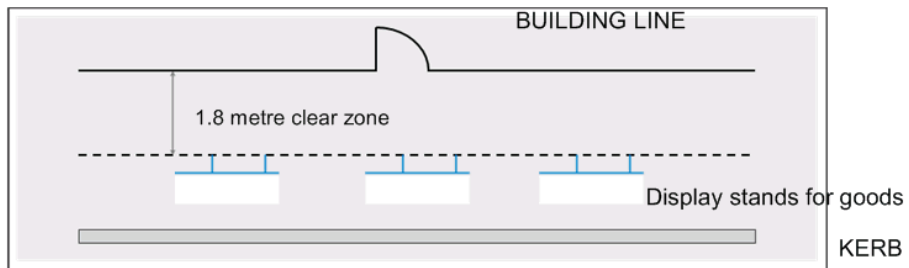
POLICY: BUSINESS USE OF THE FOOTPATH | 22 SEPTEMBER 2017

Some examples of how footpaths may be used by businesses are set out diagrammatically below:

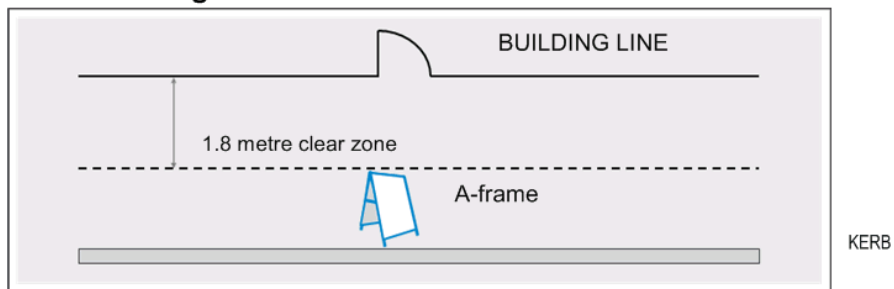
Footpath Dining



Display of goods for sale



Advertising of business



POLICY: BUSINESS USE OF THE FOOTPATH | ERROR! REFERENCE SOURCE NOT FOUND.

7 Public liability Insurance

Permission for the use of the footpath will only be valid where adequate insurance cover is provided by the applicant. To ensure Council and community protection from claims that may arise as a result of use of the footpath area the permit holder must:

- ~~Take out a public liability insurance policy for the sum of not less than \$120,000,000 which is to be in force at all times during the term of the approval. In some cases there is more extensive outdoor dining or use of the footpath, Council may require a public liability insurance policy of not less than \$20,000,000.~~
- Extend the policy to indemnify Mid-Western Regional Council against any public liability claims arising from trading activities on the footpath.
- Provide proof of this current policy to council with the application for approval or when requested to do so (This can be by way of a Certificate of Currency).
- Maintain this insurance policy during the term of the approval and provide updated Certificates of Currency each year upon renewal time the approval is renewed.

8 The Permit

Council will issue a Permit to those who receive approval to use the footpath for business purposes. The issue of permits to use the footpath for business purposes will be at the sole discretion of the General Manager. This Permit must be prominently displayed in the front window of the business of which the Permit refers.

9 General Conditions

All business / persons being issued with a permit shall be required to comply with the following general conditions:

9.1 Term

Approvals shall be for a maximum period of 5 years.

9.2 Fees

Council reserves the right to charge a fee for the administration process of determining, approving and issuing permits.

Permits are subject to an application fee and; an area and annual renewal fee as outlined in Mid-Western Regional Councils Schedule of Fees and Charges.

•

POLICY: BUSINESS USE OF THE FOOTPATH | 22 SEPTEMBER 2017

9.3 Hours of operation

The hours of operation for any approved area must be the same as or less than the approved hours of operation of the associated business unless specified in the permit. The hours of operation for the approved area may be limited if it is considered that the amenity of the surrounding area or the safety of pedestrians or footpath diners may be adversely affected. Businesses seeking approval for the service of alcohol with meals will have hours of alcohol service defined, refer section 10.4 below

9.4 Maintenance of approved area

The approved area and areas between the shop premises shall be kept clean at all times and any spills or other material likely to cause injury or accident shall be removed immediately by the applicant/operator.

9.5 Smoking

Smoking is not permitted in any area used for dining or any other area as provided under the Smoke-free environment act 2000.

9.6 Business or financial Transactions

No business or financial transactions shall be carried out on the approved area. Such activities shall be carried out wholly within the confines of the premises. This does not include the giving and taking of bills, and associated tips and charges.

9.7 Lighting

Any proposed lighting must be included in the application for approval by Council and be in accordance with the relevant Australian Standards.

9.8 Noise

Amplified music is not permitted.

9.9 Safety

The approved area shall not in any form reduce the safe egress of people from the business premises.

9.10 Access

- The applicant should provide access in accordance with AS1428 for people with disabilities.
- No business use of the footpath will be permitted where the use would create access problems for people with disabilities.
- In heritage areas with narrower footpaths, consideration will still be given to applications which take account of the needs of all persons who require clear lines of access past footpath obstacles.

POLICY: BUSINESS USE OF THE FOOTPATH | ERROR! REFERENCE SOURCE NOT FOUND.

9.11 Public Assets

- The removal/relocation of any Council assets, such as rubbish bins and existing street furniture, shall be subject to Council approval and will be at the applicant's cost.
- The removal/relocation of any public utilities/infrastructure shall not be permitted unless justification on public benefit can be made to Council and approvals have been obtained from the relevant authorities. Works will be carried out at the applicant's cost.

9.12 Breaches of Conditions

- If a business permitted to use the footpath in accordance with the Policies conditions breach any of the conditions that apply to their permit will in the first instance be warned. The warning of the breach will be placed in writing.
- Businesses that have been warned of a breach and are found to have again breached will have the permit withdrawn. Notice of withdrawal of the permit will be in writing.
- Businesses who have the service of alcohol condition 10.4 contained in their permit and have been found to have breached condition 10.4 will have the notice of permit being withdrawn notified to the Liquor Licencing Authority.

9.13 Permit transferability

- The Permit cannot be transferred from one user to another. Should a business be sold, the new business operator must make a new application to Council for permission to use the footpath.

9.14 Termination of a permit

A Permit can be terminated at any time by either party with one week's notice.

The Council may enter the approved area and terminate the approval, without notice if:

- The operator breaches the approval and does not remedy the breach within 14 days of receipt of written notice from the Council;
- In the Council's opinion, the road safety or pedestrian circumstances in regard to the approved area substantially change; or
- Council's approval granted pursuant to section 68 of the Local Government Act 1993 and section 125 of the Roads Act 1993 is either revoked by Council, or lapses.

9.15 Enforcement and Compliance.

Enforcement can be taken under the Roads (General) Regulation 2000 in relation to the placement of obstructions on the footpath, or Section 125(1) and 121B of the environmental Planning and Assessment Act 1979. Failure to comply with the conduct of business set out herein or with the enforcement order may result in receiving a fine or cancellation of the Permit. These offences incur set penalties set by State legislation.

POLICY: BUSINESS USE OF THE FOOTPATH | 22 SEPTEMBER 2017

10. Specific Conditions

10.1 Advertising Signs

The following controls apply to all signage/advertising to be displayed on the approved area:

- Large portable advertising signs or fixed structures will be referred to Councils Planning department for determination of the need for a Development Application to be lodged with the Council.
- Signage/advertising can be permitted on A-frames, barriers and umbrellas. (Umbrellas must be of non-reflective material, signage on each umbrella must be consistent with all other umbrellas on the approved area).
- No other signage will be permitted on any other structure on the footpath/nature strip.
- All signage must be placed to avoid obstruction to pedestrian movement (in accordance with Section 6)
- A-Frames must be a maximum height of 1.2 metres and maximum width of 0.6 metres
- A-Frames must only be displayed during business hours
- A-Frames are to be generally located directly in front of the premises to which they relate
- Signage must be of colour (or marked) so that it is distinguishable
- Signage must not have any sharp edges or protruding parts
- Signage must directly relate to your business

10.2 Display of goods for sale

- Display stands must be stable or firmly secured. Display stands should be a minimum height of 1,000mm and a maximum height of 1,200mm and width of 750mm. All display stands should be of high quality design.
- No part of the footpath is to be used for storage.

10.3 Dining

- Barricades are optional. If installed, barricades must not contain parts that are likely to cause damage to the pavement, or sharp edges, hinges and other moving parts that may present a hazard to patrons or pedestrians
- Any proposed transparent solid barrier (such as Perspex) should comply with AS 1428.1 Access and Mobility, and should be clearly marked for the full width with a highly visible contrasting line.
- Outdoor dining areas must be easily accessible from the public footway and should as far as possible present an open and inviting image to entice participation. Planter boxes may be used in appropriate circumstances to physically define the side boundaries or perimeters of an outdoor dining area.

POLICY: BUSINESS USE OF THE FOOTPATH | ERROR! REFERENCE SOURCE NOT FOUND.

- Planter boxes may be considered in open areas, where there is sufficient room and pedestrian movement is not impeded. The planter boxes must be well-maintained by the applicant. Council reserves the right to order the removal of planter boxes that are not properly maintained including the consistent provision of approved high-quality flowers or vegetation. Permanent planter boxes will only be considered on footpath areas where the footpath has been widened for specific business use.
- Approved planters shall be terra cotta, concrete or reconstituted stone in natural, sandstone or terra cotta colour, or powder coated, brushed stainless steel or timber.
- Outdoor furniture should be strong, durable, waterproof and weather resistant designed for commercial outdoor use. Tables and chairs should fold or stack for storage.
- Outdoor furniture may be powder coated or polished aluminium, brushed or stainless steel, natural or painted timber, or canvass. Under no circumstances shall outdoor furniture consist of “cheap” bulk manufactured plastic chairs. Surfaces such as table tops should be non-reflective. All outdoor furniture will be subject to the approval of Council.
- Outdoor furniture is not to be placed outside the approved area under any circumstances.
- Each business should adopt a single colour and style for tables and chairs in its particular area to provide consistency and identity.
- All outdoor furniture must be temporary and must be able to be removed in extreme weather conditions.
- Umbrella’s must be securely mounted at all times and in the advent of high winds must be managed so that they do not cause harm to patrons and pedestrians.
- Where the use of a heating device is proposed, details of the type, location and design must be included in the application. Heating devices must be designed in a manner which minimises risk and as such shall turn off automatically if overturned to prevent injury to patrons and property. Heating devices must be removed when not in use and suitably screened from public view. All outdoor heaters must comply with the relevant Australian Standards.
- Food and drink must be served on non-disposable crockery and cutlery. Food and drink must not be prepared in the area approved for outdoor eating.
- Paper, foam or plastic plates, cups and cutlery shall not be used for footpath outdoor dining areas.
- Appropriate footpath service shall be provided which includes as a minimum the removal of any dirty plates, cups, cutlery, footpath staining, and rubbish on a regular basis during each operating day.

10.4 Dining / Liquor Licencing area

- All applications for a dining / liquor licenced area permit will be referred to NSW Police Mudgee Local Area Command. Local Police can make representations to the Office of Liquor Gaming & Racing as part of the consideration of the liquor license boundary extension application and; comment directly to the Council on the proposed local permit being issued.
- Council will issue to applicants a letter outlining the local conditions of the permit, this

POLICY: BUSINESS USE OF THE FOOTPATH | 22 SEPTEMBER 2017

letter will be used by businesses when applying to the Office of Liquor Gaming & Racing to extend their liquor licence boundary to include the designated area of footpath.

- Barricades 1 metre in height clearly defining the boundaries of the licenced area will be approved in consultation with the council. The barricades must be linked together and constructed so that they cannot be easily moved by patrons and can tolerate wind events.
- The maximum capacity of patrons to be seated at tables in the permitted footpath dining area will be limited by the available square meters of footpath divided by 3 multiplied by 4 which equates to the maximum number of patrons at one time in the designated area.
- Seated table service of alcohol with meals by authorised staff of the licenced premises only will be permitted.
- Service of alcohol with meals is restricted to be undertaken between the hours 12 noon and 10 pm, and;
 - no more than one alcoholic drink may be supplied to any one person at any one time and;
 - the following drinks must not be sold or supplied;
 - any drink (commonly referred to as a 'shot') that contains more than 30 ml of spirits or liqueur and that is designated to be consumed rapidly and;
 - any drink containing more than 50% spirits or liqueur and;
 - any ready to drink (RTD) beverage with an alcohol by volume content more than 5% and;
 - any drink prepared on the premises that contains more than one 30ml nil nip of spirits or liqueur
 - Wine and beer sold by the glass cannot exceed the following individual serve quantities; wine not exceeding 150 ml and beer not exceeding 425mls
 - Liquor must only be sold or supplied in vessels opened by authorised staff of the licenced premises
 - No liquor may be taken out of the footpath defined licenced area

N.B. in this condition, ready to drink (RTD) beverage means an alcoholic mixed beverage that is prepared by the manufacturer.

- In the case of BYO the proprietor shall serve and store the alcohol provided by patrons within the premises (not the footpath area) as single drinks as above.
- Signposting of the licenced area will be displayed on the outside panels of the barricades to inform the public of the licenced area.
- Signposting of the Alcohol Free Zone will be displayed on the inside of the barricades informing patrons that as they leave the licenced area they are entering an alcohol free zone.
- Outdoor furniture should be strong, durable, waterproof and weather resistant designed for commercial outdoor use. Tables and chairs should fold or stack for storage.
- Outdoor furniture may be powder coated or polished aluminum, brushed or stainless steel, natural or painted timber, or canvass. Under no circumstances shall outdoor furniture consist of "cheap" bulk manufactured plastic chairs. Surfaces such as table tops should be non-reflective. All outdoor furniture will be subject to the approval of Council.

10.5 Temporary Use Permits

- Temporary use permits are required by businesses, community organisations and individuals wanting to access the footpath/nature strip for once off / occasional activities including advertising, promotions, fundraising, and entertainment and busking. Applications must contain the following;
 - A description of the activity to be conducted e.g. fashion parade, sale of raffle tickets, busking, promotion, advertising, choir etc.
 - The date and times of the activity including setup and takedown e.g. 10.30 am to 12.30 pm
 - A description of furniture and fittings to be placed on the footpath / nature

POLICY: BUSINESS USE OF THE FOOTPATH | ERROR! REFERENCE SOURCE NOT FOUND.

- strip
- A letter/email of consent from the business that is supporting the activity to be conducted on the footpath in front of their shop
- A certificate of currency (refer to item 7 above)
- Temporary use permits issued by council will be dated, signed by the authorizing officer and state the permitted activity. Permits must be made available upon request.

11.2 Policy Review - Vandalism

REPORT BY THE BUILDING SERVICES COORDINATOR
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, GOV400047

RECOMMENDATION

That Council:

1. **receive the report by the Building Services Coordinator on the review of Council's Vandalism Policy; and**
2. **endorse the reviewed Vandalism Policy.**

Executive summary

This Policy was initially introduced 20 July 2011 for the purpose of minimising the unsightliness and cost of vandalism and graffiti to Council and the Community and also engaging the community to assist in reducing vandalism offences. It was then readopted with no changes in September 2013. It is now presented back to Council following review.

Disclosure of Interest

Nil.

Detailed report

Investigation and prosecution of vandalism is the responsibility of the NSW Police.

The Vandalism Policy was first adopted in July 2011. The supporting report of the General Manager advised Council of the ever increasing number of incidents of vandalism and recommended that Council institute a reward programme as a means of encouraging members of the community to report incidents of vandalism to the Police. At that time the incidents of vandalism were primarily the act of damaging or defacing with graffiti.

Part 4 of the Graffiti Control Act 2008 requires Council's to undertake the work for the removal of graffiti and to maintain a register of such work.

Council has not had any claims made from members of the public seeking financial rewards in accordance with the Policy. As such, the Policy has presumably had no impact on the rate of vandalism. The existence of the policy also has no impact on what we do when faced with an incidence of vandalism, in terms of contacting police or insurance.

There would be an argument to suggest that the Policy is not required, although it is noted that the impact of vandalism on the community can be cyclical and will potentially become a bigger community issue at some point in the future.

Council has incurred costs as follows for repairs to Council assets following incidents of Vandalism.

| 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 to date |
|---------|----------|----------|---------|-----------------|
| \$7,795 | \$14,617 | \$11,519 | \$9,555 | \$5,078 |

The minor suggested changes to the policy are to simplify the reward mechanism that is currently in place. This would allow for the following rewards where information is provided that leads to a conviction:

| CATEGORY | DAMAGE AMOUNT | REWARD |
|----------|---------------------|---------|
| 1 | Up to \$2,500 | \$500 |
| 2 | \$2,500 to \$10,000 | \$2,000 |
| 3 | Over \$10,000 | \$5,000 |

Community Plan implications

| Theme | Looking After Our Community |
|----------|--|
| Goal | A safe and healthy community |
| Strategy | Work with key partners and the community to reduce crime, anti-social behaviour and improve community safety |

Strategic implications

Council Strategies

Not Applicable.

Council Policies

Not Applicable

Legislation

Graffiti Control Act 2008

Financial implications

The Policy may incur costs to Council in payment of rewards ranging from \$500 to \$5000. There is currently no budget in place for any reward payments and so any reward payments would come out of the relevant maintenance budget.

Associated Risks

There appears to be little risk that the policy will lead to significant expenditure as it has not been accessed over the past six years.

PAUL BLACKWELL
BUILDING SERVICES COORDINATOR


SIMON JONES
DIRECTOR COMMUNITY

3 October 2017

Attachments: 1. POLICY-REVIEW - Vandalism (track changes).

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

| | | |
|---|------------------|--|
|  | POLICY | ADOPTED C/M 4/9/13 Minute No. 349/13 |
| | VANDALISM | REVIEW: Sept 15 FILE No. A0100021, F0650131, R0791070 |

PURPOSE

The purpose of this policy is to minimise both the unsightliness and the cost of vandalism and graffiti to Council and the community and to enlist the community’s help in reporting instances of vandalism and graffiti as soon as possible.

The policy provides a reward ~~regim~~ where information regarding an offence results in legal action being taken against the offender.

OBJECTIVES

The objectives of this policy are to:

1. reduce acts of vandalism and malicious damage to public and commercial/retail property in the Mid-Western Regional local government area; and
2. encourage the public to report acts of vandalism and malicious damage and to offer a reward for the provision of such information.

DEFINITIONS

Graffiti

Any inscription, word, figure or word design that is marked, etched, scratched, drawn, sprayed, painted, pasted, applied or otherwise affixed to or on any surface without the owners consent and includes any remnants of same such as adhesives, glues, tape, shadows or colour variations remaining after removal.

Incident

An incident refers to an offence of malicious damage occurring in one location or in a specific timeframe by the same offender or group of offenders, and as such may refer to more than one specific action.

Vandalism

The willful or malicious destruction, ~~injury~~, disfigurement, or defacement of any property, without consent.

POLICY

Principles

Any person who witnesses, or has information regarding an act of graffiti or vandalism should in the first instance report the matter to the nearest police station or should contact the Police Assistance Line (13 14 44). What they need to provide is information such as:

Vandalism

- Time of incident
- Place of incident
- Description of damage
- Possible offenders details
- Photographs

The police will examine the information and may investigate the offence. Should an offender be identified, and either admit guilt or be found guilty, the informant should then write to Council seeking payment of the reward.

Council will, where appropriate, seek compensation for graffiti and vandalism offences where an offender has been identified and admitted or been found guilty.

Rewards

Council will offer a reward ~~on a sliding scale, for -on a sliding scale, -as determined by Council from time to time, according to the amount of damage occasioned for~~ information provided by the public ~~that leads to a conviction of the perpetrator(s) resulting from damage to public or commercial/retail property.~~ The scale of the reward system is as set out below:

| CATEGORY | DAMAGE AMOUNT | REWARD FOR A CONVICTION |
|----------|----------------------|-------------------------|
| 1 | Up to \$1,000 | \$500 |
| 2 | \$1,001 to \$3,000 | \$750 |
| 3 | \$3,001 to \$5,000 | \$2,000 |
| 4 | \$5,001 to \$10,000 | \$3,000 |
| 5 | \$10,001 to \$20,000 | \$4,000 |
| 6 | \$20,001 and above | \$5,000 |

| CATEGORY | DAMAGE AMOUNT | REWARD |
|----------|--------------------|---------|
| 1 | Up to \$2,500 | \$500 |
| 2 | \$2,500 - \$10,000 | \$2,000 |
| 3 | \$10,000 and above | \$5,000 |

Responsibilities

Determination of the reward ~~payable~~ will be at the absolute discretion of the Mayor and General Manager.

Requirements placed upon persons providing information

Persons providing information must be aware that an appearance in a Court to give evidence may be required.

Recordkeeping, confidentiality and privacy

The following documents will arise out of the process:

- letter from applicant claiming reward
- response letter to applicant
- financial transaction records

All documentation held and created in relation to applications held under the scheme and which includes information which indicates the identity of the applicant shall be treated as confidential.

Any person who makes application for a reward under this policy will be deemed a complainant to

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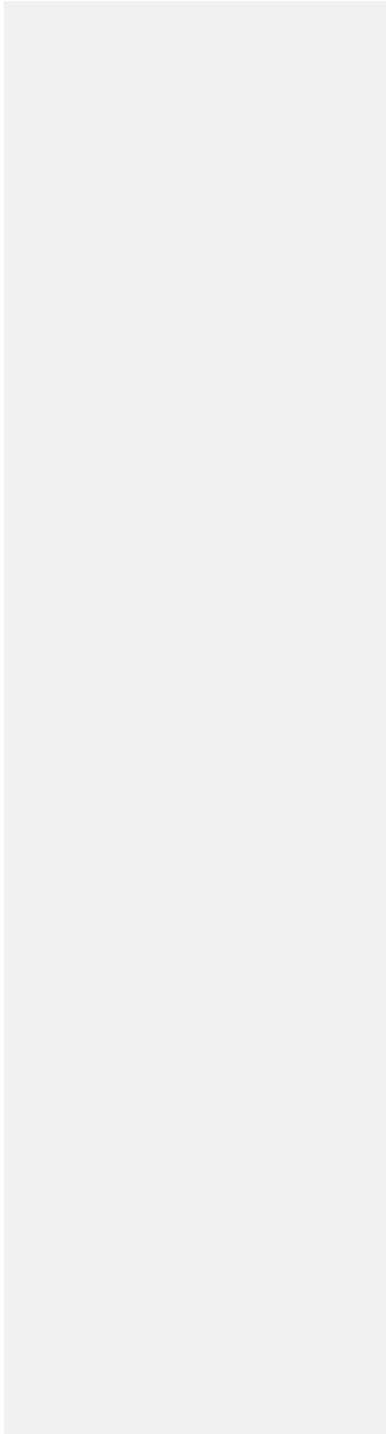
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Vandalism
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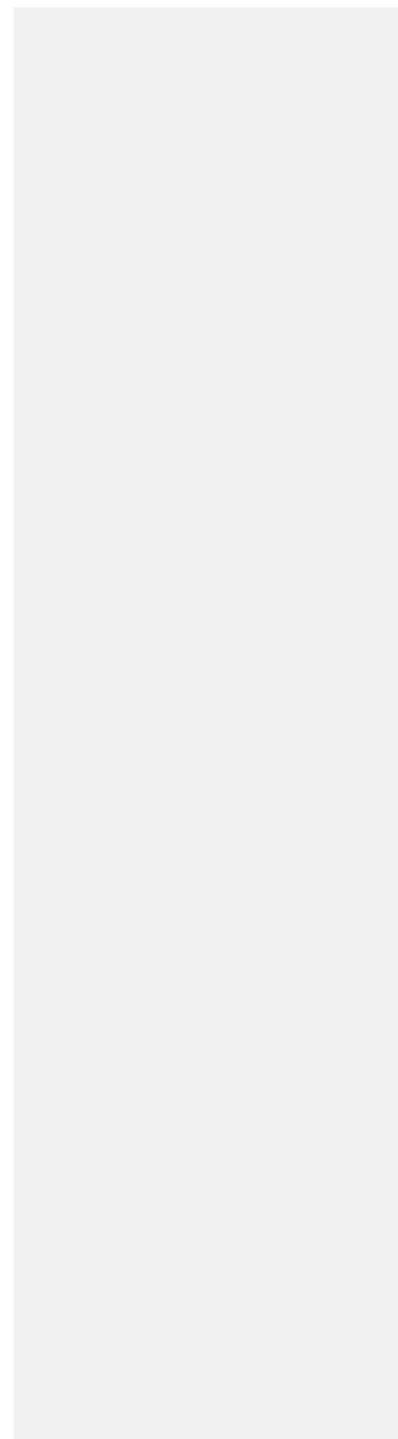
For purposes of protecting the safety of individuals, the identity of complainants and -public interest, documentation held and created in relation to applications held under the scheme, may not be subject to release to members of the public.



Vandalism

Breaches and sanctions

All applications for the reward will be verified with NSW Police and Mid-Western Regional Council records to ensure compliance with this policy. Fraudulent and/or misleading claims will be ineligible for payment of the reward. Council may seek to recoup the reward and costs associated with this action should an application be found to be fraudulent or misleading.



11.3 Community Transport Policy

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, COS300013

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Community Transport Policy; and**
2. **endorse the Community Transport Policy.**

Executive summary

The Community Transport Policy was last reviewed in September 2014. It is timely that the policy be reviewed given recent developments within the transport and community services industries. Additional policy has also been added to ensure consistency of approach with service delivery.

Disclosure of Interest

Nil.

Detailed report

Tracked and clean versions of the updated policy are attached to this report. Amendments include:

1. Updated legislation, policies and plans;
2. Updated funding information;
3. Consistent terminology in policy and service promotional material;
4. Reference to new government bodies, My Aged Care and the National Disability Insurance Agency;
5. Aligning the Smoking Policy with Council's Smoke Free Outdoor Areas Policy; and
6. Specifically referencing limitations with gopher/scooter transportation in the Carriage of Mobility Aids and Goods in Vehicles Policy.

Community Plan implications

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

Strategic implications

Council Strategies

Community Strategic Plan

Disability Inclusion Action Plan – As one of the target service groups for Community Transport is people living with a disability, it is pertinent that the policy aligns with the Council plan promoting community inclusion for those living with disability.

Council Policies

Not Applicable.

Legislation

Not Applicable.

Financial implications

Whilst being auspiced by Council, the service is funded entirely through external funding streams, such as funds from Transport for NSW as well as client contributions.

Associated Risks

Not Applicable.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

16 October 2017

Attachments: 1. Draft Policy - Clean version. (separately attached)
2. Draft Policy - With tracked changes. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.4 Community Services July 2017 to September 2017 Quarterly Report

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0060030

RECOMMENDATION

That Council:

1. receive the report by the Manager, Community Services on the Community Services July 2017 to September 2017 Quarterly Report; and
2. note the recent services provided and activities coordinated by Council's Community Services Department.

Executive summary

This report aims to familiarise Council with services provided by its Community Services Department and to inform of activities undertaken within this portfolio.

Disclosure of Interest

Nil.

Detailed report

A summary of the various community services provided to the Mid-Western community are detailed in the attached report. Services covered in this report include Community Transport, Meals on Wheels, Community Development, Family Days Care, Youth Services and Cultural Services.

Community Plan implications

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

Strategic implications

Council Strategies

Not applicable.

Council Policies

Not applicable.

Legislation

Not applicable.

Financial implications

In the event that Council is successful with its grant application under the Regional Cultural Fund, further budget deliberations will be necessary to consider any supplementary and operational funding going forward. There is no recommendation, at present, to amend the Operational Plan 2017/18 or the Delivery Program 2017/21, and as such there is no impact to Council's sustainability ratios.

In the event that Council's Family Day Care Scheme is successful with its grant application under the Community Child Care Fund, budget variations will need to be managed then and fees and charges reconsidered.

Associated Risks

Not applicable.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

16 October 2017

Attachments: 1. Community Services Q3 2017 Report.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

COMMUNITY DEVELOPMENT

Council's Community Development Officers coordinated a number of regular meetings and annual events for the community over the past quarter.

Meetings

Mudgee and Gulgong Interagency and Rylstone and Kandos groups – Participants at these meetings generally come from local government and non-government organisations, as well as guest speakers from time to time, such as representatives from the HomeCare and NSW Liquor & Gaming. Discussions revolve around issues affecting the community services sector as well as opportunities to work together and support mutual client groups.

Mudgee People Against Violence - This group works to address and troubleshoot local domestic violence issues. A sub-committee/working party has been established to deliver the "Love Bite" program in schools within the LGA which focus on what constitutes a healthy, respectful relationship. A sub-committee/working party has also been formed to raise funds and awareness through the national 'White Ribbon Day'. The committee has also coordinated workshops for community workers about domestic violence and services, through funding sourced through Council's Community Grants Program.

Events

NAIDOC Week - The Mudgee flag raising ceremony was attended by approximately 60 guests and was followed by a morning tea featuring screenings of short videos on the topic of 'Our Languages Matter', the theme for this year's NAIDOC celebrations. In Kandos, the flag raising ceremony was followed by a visit to the Kandos Museum where the North East Wiradjuri – Dabee Travelling Stories exhibition was on display. The event was attended by 47 community members.

Christmas in July – This annual event, targeted at senior community members, was held at Club Mudgee where food and musical entertainment by Wellington local, Nigel Stanley, was provided. Approximately 100 guests attended and feedback received following the event was very positive.

Plastic Free July – Council's calico bag initiative across the region for Plastic Free July received very positive feedback from the community.

General

Council's Community Development Officers continue to work closely with community stakeholders to identified community needs and gaps in community service provision, as well as being a linkage tool to identify where different groups and services may work together for the benefit of the local community. Information sharing is a crucial community development tool, and local community service information is shared to almost 200 recipients on a weekly and monthly basis.

The Community Development team will be working closely with the Department of Family and Community Services (its major external funding body) over the next two years as focus shifts to the rollout of a Targeted Earlier Intervention program aimed at servicing three main target groups: children, young people, families and communities who are potentially vulnerable or have known vulnerabilities, including those experiencing crisis. Reform is aimed at encouraging community based solutions, alongside tailored formal supports, to ultimately prevent children and young people from entering the statutory child protection system. At this stage, there has been no indication that industry reform will necessitate an adjustment of funding levels.

COMMUNITY TRANSPORT

Transport figures Q3/2017

- 137 trips classed as Health Related Transport trips.
- 1496 trips classed as Home and Community Care trips.
- 284 trips classed as Community Transport Program trips.
- 70 trips classed as Department of Veterans Affairs trips.

Total: **1987 trips**

There have been 2 unmet requests for transport, neither were for health-related transport.

Vehicles

Two vehicles were damaged during this period. One was from a driver backing into a stationary car when reversing from a steep driveway causing bumper damage and the other was front end damage when hitting a kangaroo late afternoon when returning from Dubbo.

Volunteers

The service currently has 23 volunteers on its books and has commenced a recruitment campaign to attract more drivers.

Training

Internal meetings commenced in preparation for a new computer software booking program which will be rolled out between October and November. This will mean all community transport vehicles will be fitted with a tablet and the service booking system will be completely new.

Point to Point legislation will affect Mudgee Community Transport from 1 November 2017. In summary:

- Community Transport services who are delivering transport not funded directly by Transport for NSW (in a vehicle 12 seats or less, including driver) will need to be registered under the Point to Point legislation and meet relevant safety obligations (such as identifying, minimising and eliminating risks, creating and maintaining a safety management system, roadworthy and insured vehicles) to provide, for example -
 - Workers compensation transport
 - NDIS participant transport
 - Department of Veterans Affairs transport
- Pay a registration fee of \$120 and an annual fee of \$500
- Introduce a Passenger Service Levy from 1 February 2018, which will be in place for up to five years – additional monthly reporting and cost of \$1 per trip per passenger.
- Community Transport providers subcontracting to taxis will be responsible to ensure the taxi service engaged is meeting all standards associated with this legislation.
- Due to deregulation of industry, passengers must be provided with driver and vehicle details at time of booking together with a fare estimate.

CULTURAL MATTERS

Council prepared and disseminated a Lawson Park Sculpture Walk brochure which highlights to locals and tourists the public art works currently installed within the Park and other local sites. The brochure was part of a program building momentum and promotion of the annual Sculptures in the Garden event in October and also included a Sculpture Walk hosted by Councillor Paine with artist discussions. Approximately 60 guests attended the walk in mid-September.

During this quarter, work was also spent preparing a grant application for \$4 million under the Regional Cultural Fund to finance the proposed regional gallery. This application was finalised and submitted in early September 2017 with the announcement of those applicants successfully through to the next grant round due to be announced on 23 October 2017.

Matters pertaining to discussions by Council's Cultural Development Committee are presented to Council in separate stand alone reports.

FAMILY DAY CARE

Council's Family Day Care Scheme is the major provider of, flexible, non-standard hours child care across the Mid-Western region (and into Wellington, also), offering care 24 hours a day 7 days a week if required - full-time positions, part-time, day, evening, overnight, weekends, before and after school care and school holiday care.

Currently, the service coordinates 24 educators in Mudgee, Gulgong, Kandos, Rylstone and Wellington. Educators located within: Mudgee 10, Gulgong 2, Kandos 1, Rylstone 1 and Wellington 10. The service currently have 308 children registered and the waitlist for service comprises approximately 100 children ranging from 0 to 12 years old. An educator recruitment drive is being planned to reduce this pressure.

External operational funding will cease after 30 June 2018. The service is completely funded by this grant and levies paid by families and educators. These levies, therefore, will be required to increase.

The service has prepared a grant application for sustainability funds over three years. Notification of whether the application is successful or not will not be communicated until April 2018.

HEALTHY COMMUNITIES

Following endorsement of Council's 2017/2018 budget, expressions of interest were sought for the provision of fitness classes across the region during the 2017/2018 financial year.

A selection panel consisting of two Council staff and one external stakeholder reviewed all applications and service agreements were finalised for the provision of the following fitness classes:

- Aqua Fitness – Mudgee
- Aqua Fitness – Gulgong
- Heartbeat – Mudgee
- Seniors Low Impact Fitness – Rylstone

All fitness programs have now commenced and participation numbers will continue to be monitored throughout the year.

MEALS ON WHEELS

Main Meals including hot meals, chilled deserts, sandwiches & soups

July 589

August 594

September 466

Total 1,649

Frozen meals including meals, baked meals and breakfast meals

July 51

August 63

September 80

Total 194

Current number of active clients for Meals on Wheels 34

Current number of clients cancelled until further notice, in respite or with family 1

Summary

Meals on Wheels meal numbers declined in September due to clients cancelling meals following challenges with service provision. The Service Coordinator worked closely with the third party provider to investigate and resolve the issues and meal requests have now returned to a more acceptable level. Service supervision will continue to ensure meal quality and consistency. Clients have indicated satisfaction with recent improvements.

Frozen meal orders have increased mainly due to clients being unable to prepare meals for themselves over weekends when the service does not deliver.

Volunteers

The service currently has 17 organisations and businesses and 9 individuals engaged to deliver meals, totalling 162 volunteers.

The State Meals on Wheels Awards were held in September and the volunteer nominated by the service was a finalist in the Young Volunteer category.

Volunteer businesses and organisations are encouraged to promote their contribution to the service on their social media platforms, providing the service with positive exposure amongst the community, both in terms of service provision and encouraging volunteering as a rewarding activity.

National Meals on Wheels Day

A National Meals on Wheels Day morning was hosted by the service in August for volunteers and clients. Fantastic media coverage was achieved via television news and the local newspaper.

YOUTH SERVICES

Following Council's endorsement of the offer by KEPCO of funding for a Youth Services Officer role in July 2017, negotiations commenced in respect of key performance indicators for the role. Negotiations are expected to be finalised shortly and it is hoped that recruitment can occur prior to the Christmas shutdown period.

Submissions were sought from the community on the draft Youth Strategy in August 2017. Only one response (from the Mid-Western Regional Youth Council) was received, and the strategy was subsequently endorsed at the October 2017 Council meeting.

Matters pertaining to Youth Council events and activities are presented in separate stand-alone reports to Council.

11.5 National Disability Insurance Scheme

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, COS300185/COS300025

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the National Disability Insurance Scheme ; and**
2. **note concerns regarding the National Disability Insurance Scheme roll-out across the region and its effects on Council-auspiced services and service users.**

Executive summary

The National Disability Insurance Scheme ('NDIS') began to rollout across the region from 1 July 2017. The logic of the scheme is to provide support for Australians with disability, their families and carers, replacing current block funded support services.

Released on 19 October 2017, the Productivity Commission's Study Report on NDIS costs acknowledges that the current timetables for participant intake will not be met. Further, it notes that, in the transition phase, the National Disability Insurance Agency (the agency charged with responsibility for scheme rollout) has to date been too focused on quantity and not enough quality within the participant planning process.

Council is accredited to provide the following services under the scheme:

1. Household tasks (Meals on Wheels)
2. Assist-Travel/Transport (Community Transport)
3. Spec Support Employ (Supported Employees)
4. Participate Community (Community Transport)
5. Assist Access/Maintain Employ (Supported Employees)

The aim of this report is to provide Council with an update of the region's NDIS rollout as it affects Council.

Disclosure of Interest

Nil.

Detailed report

Funding

Whilst the NDIS began rollout in the region from 1 July 2017, the project is not expected to be completed before the end of June 2018. Accordingly, previously block funded services (Meals on Wheels and Community Transport) will receive monthly reducing payments to fund younger clients

with disability which offsets the anticipated engagement of new NDIS clients between 1 July 2017 and 30 June 2018. From 1 July 2018, all younger disability block funding for Council's services will cease, although other revenue streams will remain in place (such as the Commonwealth Home Support Program which funds elderly people to encourage them to stay in their homes).

Clients that are ineligible to fit within funding streams at that stage, will be expected to cease receipt of service or pay for it at a rate equivalent to full cost recovery. There is an argument, however, within the Productivity Commission Report, that the NDIA should consider block funding in 'thin markets' (including outer regional and remote markets). Given the increased numbers of service providers in region in recent years in preparation for NDIS rollout, however, it is unlikely that the Mid-Western LGA would be considered a thin market.

Meals on Wheels

Mudgee Meals on Wheels has a limited number of potentially NDIS-eligible clients as the majority of its clients are elderly and, therefore, ineligible for the NDIS. Potential NDIS participants have been contacted and encouraged to discuss with NDIS Planners the possibility of building into their NDIS plans and budgets, funds to continue to receive Meals On Wheels.

To date, Mudgee Meals on Wheels has not received requests from these clients for NDIS Service Agreements, however, given the limited numbers of clients within this pool, the sliding scale of monthly payments more than adequately cover for their services at this stage. The service will continue attempts to engage these clients to ensure service continuity after 30 June 2018.

Community Transport

With respect to the Council-auspiced Mudgee Community Transport service, the greatest challenge facing it when transitioning to NDIS is the treatment of participant funds earmarked for transport and community access. Under the NDIS, transport funds are paid directly to participants and not set aside in specifically managed (and, therefore, accountable) budgets to purchase support services. The treatment of these funds, therefore, may not be handled as originally intended and, given NDIS Operational Guidelines, Council is not in a position to manage this situation.

Unlike the Meals on Wheels service, however, the potential pool of NDIS participants is greater (approximately 50 clients accessing the service at differing levels of intensity). The service understands that a portion of these clients have already been engaged with NDIS and have had plans and budgets drawn up, however, no requests for Service Agreements have been forthcoming. The service has no means of assessing participant budgets against current client usage levels unless that participant is forthcoming with his/her plan.

Further, whilst the intention of transport under NDIS is not to fully fund this support for participants (i.e., it is reasonable to expect participants' family members, carers, informal networks and/or the community to provide some level of support), the rates of transport support funds available under NDIS (\$1,606 to \$3,456 annually) will come as a shock to clients that currently use the subsidised service at an intense rate. Going forward, the service is required to charge NDIS participants at a per kilometre full cost recovery rate. The maximum cap on funding of \$3,456 will be extremely challenging given the distances travelled by some participants across the LGA if they wish to continue to engage in community activities at the same level of intensity.

The service continues to liaise with Transport for NSW and the National Disability Insurance Agency, as well as its peak body, to voice the abovementioned concerns but practicable and sustainable solutions have not been forthcoming. Presently, the sliding scale of block funding provided to service transport younger clients with disability is not viable and this indicates

participants may be refused service from 1 July 2018 based on an inability to pay in the event that funding is not increased or sourced elsewhere.

Mudgee Community Transport faces an additional challenge that is not necessarily related to the NDIS but will effect NDIS participants. From 1 November 2017, Transport for NSW have introduced new regulatory framework for all transport booking service providers. On the whole, the community transport service is excused from these Point to Point regulations as the majority of transport it currently undertakes is within its funding obligations with Transport for NSW and, therefore, gains an exemption.

All other transport conducted by the service, such as transport for NDIS and Department of Veterans Affairs clients and other brokeraged transport arrangements, will attract a \$1.00 levy, payable by the client for each booking made by them. There is currently a grace period to arrange for Point to Point registration and to educate potential clients of this new fee until 1 February 2018. Again, this additional fee will limit the affordability of transport service for NDIS clients.

Supported Employees

In terms of Council's supported employees, the feeling from staff is that the roll out for them has gone relatively smoothly in terms of being contacted by the NDIA and the Local Area Coordinators/Planners (responsible for working with participants to formulate plans and budgets). There is apprehension, however, that there are a lot of failed systems in place with the scheme, which can be frustrating for participants, their carers and staff working with the participants. There is also concern regarding how time consuming the whole process is; a lot more than first anticipated. Financial faults within plans are also being identified and these are attributable to errors by the Local Area Coordinators/Planners themselves. They are, however, relatively easy to sort through once discovered.

Another major concern is the lack of consistency of information and advice being delivered; the answer to a question one week, may be different the next. Finally, the supported workers only appear to be accessing work supports at this stage (and this is backed up by the notes above about a lack of contact with the other services offered by Council) and have indicated they are unsure how to access other services. Staff are working with those employees and their carers to address this issue. Indeed, the Productivity Commission Report recommended that a process should be implemented to allow for minor amendments or adjustments to plans without triggering full plan reviews, so this may assist other Council services that have been wrongfully omitted from participant plans from the outset.

Finance

At the back of house, Council's Finance Team are responsible for processing claims through the NDIA Portal as services are delivered pursuant to participants' plans (with the exception of Community Transport, as noted above). Unfortunately, the process is not as streamlined as it was originally intended by the NDIA. Finance staff estimate that 29% of plans received have not been adequately processed, resulting in:

- Incorrect allocation of funding;
- No funding at all (even when the plan specifically lists goals);
- Plans not being activated;
- Participants not even being aware that they have plans in place.

Again, there is concern about a lack of consistent communication across the board.

Finally, staff have raised concerns about the mobility allowances being paid directly to participants to fund their transportation. A large portion of administrative staff time will be required to undertake

invoicing and debt management, which Council has previously not had to address due to contractual restrictions on pursuing clients who display an inability to pay under previous funding schemes.

Community Plan implications

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

Strategic implications

Council Strategies

Disability Inclusion Action Plan
Equal Employment Opportunity Management Plan
Workforce Strategy 2017-2021

All three strategies highlight the importance of an inclusive community and how Council may address this by assisting those people living within the community with a disability through event and project planning and also through recruitment policy and procedure.

Council Policies

Council's Equal Employment Opportunity (EEO) and Workforce Diversity, Community Transport and Meals on Wheels Policies are all relevant to services provided by Council as an accredited NDIS provider.

Legislation

National Disability Insurance Scheme Act (Cth) 2013 implements the NDIS through, *inter alia*:

- (a) Providing reasonable and necessary supports, including early intervention supports, for participants; and
- (b) Enabling people with disability to exercise choice and control in the pursuit of their goals and the planning and delivery of their supports; and
- (c) Facilitating the development of a nationally consistent approach to the access to, and the planning and funding of, supports for people with disability.

Financial implications

At this point, it is still difficult to determine the overall financial impacts of the introduction of the NDIS. Ultimately, the extent of services provided will still remain cost neutral to Council.

Associated Risks

The changes to funding processes mean that there may be some negative reaction to pricing structures across all providers of community services under NDIS, including Council services such as Mudgee Community Transport and Meals on Wheels. On paper, it will look as though Council is charging more for clients who are most at need. This, however, is the nature of the NDIS set up, where the funding is provided to individuals on the basis that the full cost is recognised by the individual, the service and the government providing the funding.

Moving from block funding to individualised funding as the potential to impact services through less security as income will only come as a result of services being provided. There are a range of

potential impacts associated with this, including on permanent staffing levels and security of employment, as well as the ability to forward plan for the future of the services. It is believed that both Community Transport and Meals on Wheels are well placed to manage these changes to the industry.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

16 October 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.6 Office of Local Government Consulting Drafts of a new Model Code of Conduct and associated Procedures

REPORT BY THE MANAGER GOVERNANCE
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0170031

RECOMMENDATION

That Council:

1. **receive the report by the Manager Governance on the Office of Local Government Consulting Drafts of a new Model Code of Conduct and associated Procedures; and**
2. **note the opportunity to make a submission into the consultative process before 2 December 2017.**

Executive summary

Councils have been provided with the Office of Local Government Circular No 17-30 dated 23 October 2017 inviting Councils to make submissions regarding the revised Code of Conduct and Procedures.

Council's Code of Conduct and the Procedures are fundamental documents that underpin Council's Governance framework. The Office of Local Government (OLG) have for several years been drafting a new Code of Conduct taking account of many years managing code of conduct complaints.

OLG has requested Councils to make submissions to the draft documents. LG NSW have indicated that they will be making a submission on behalf of Councils in NSW.

Disclosure of Interest

Nil

Detailed report

The OLG circular No 17-30 / 23 October 2017 / A565071 attached to this report details the changes that are proposed highlighting them in bold print. The proposed changes are significant and include;

- Recent changes to the LG Act and regulations will see pecuniary interest provisions incorporated into the Model Code.
- The changes consolidate all ethical standards for public officials into a single statutory instrument. Breaches of pecuniary interest obligations by councillors are treated as misconduct under the Act and will be subject to the three strikes misconduct rules.
- Harassment, discrimination and bullying are being included in the Codes general obligations part 3.
- Work health and safety obligations are new to the Code

- Councillors must disclose in writing meetings and other communications with applicants or objectors to planning applications where the planning application is under consideration

Councillors are encouraged to read and comment on these significant changes to the Code.

Community Plan implications

| | |
|--------------|---|
| Theme | Good Governance |
| Goal | Strong civic leadership |
| Strategy | Provide accountable and transparent decision making for the community |

Strategic implications

Council Strategies

Not applicable

Council Policies

Council has adopted the OLG's Model Code of Conduct 2015 and the Procedures with minor amendment as its Code and Procedures.

The draft Code of Conduct if adopted will impact on other Policies of the Council including;

Gifts & Benefits Policy

Conflicts of Interests Policy

Interaction Between Councillors & Staff Policy

Electronic Communications – Acceptable Use Policy

Legislation

s440 (3) Local Government Act requires Councils to adopt a Code of Conduct.

Financial implications

Nil

Associated Risks

Not applicable

TIM JOHNSTON
MANAGER GOVERNANCE

SIMON JONES
DIRECTOR COMMUNITY

24 October 2017

- Attachments:*
1. OLG Circular No 17 - 30. (separately attached)
 2. Draft Model Code of Conduct. (separately attached)
 3. Draft Procedure of the Code of Conduct. (separately attached)
 4. Councils Legal Advisor Blog 24 Oct 17. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.7 Gulgong Holtermann Museum and Gulgong Gold Experience

REPORT BY THE DIRECTOR COMMUNITY
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, REC800024

RECOMMENDATION

That Council:

1. receive the report by the Director Community on the Gulgong Holtermann Museum and Gulgong Gold Experience; and
2. note that negotiations over the loan to the Gulgong Holtermann Museum (GHM Inc.) have concluded that GHM have declined the offer of the loan due to the inclusion of the requirement that GHM Inc. must continue to maintain the Gulgong Gold Experience for the duration of the loan term;
3. amend the Operational Plan 2017/18 to remove the loan funding of \$150,000 to Gulgong Holtermann Museum (GHM Inc.) and reduce interest income by \$3,353, net surplus to be returned to unrestricted cash;
4. amend the Delivery Program years 2018/19, 2019/20, 2020/21 to remove the loan repayments and interest of \$17,283 per annum;
5. endorse draft Memorandum of Understanding between Mid-Western Regional Council and Gulgong Holtermann Museum Inc. for the operation of the Gulgong Gold Experience for 2018;
6. note that the draft Memorandum of Understanding would allow for an additional payment of \$5,000 to Gulgong Holtermann Museum Inc to facilitate the operation of the Gulgong Gold Experience, paid from existing budget; and
7. authorise the General Manager to finalise the negotiations over this Memorandum of Understanding and sign as required.

Executive summary

This report seeks to provide information to Council on the budgeted proposal to provide a loan to the Gulgong Holtermann Museum in relation to the purchase of the Museum property on Mayne Street in Gulgong and also in relation to the Memorandum of Understanding regarding the operation of the Gulgong Gold Experience at Red Hill.

Disclosure of Interest

Nil

Detailed report

Council determined through the budget process to support the Gulgong Holtermann Museum Inc. through the provision of a loan of \$150,000 that would facilitate the payment for the Museum site. At the Council meeting in October, the following resolution was supported:

That Council:

- 1. receive the report by the Chief Financial Officer on the Holtermann Museum Mortgage Deed;***
- 2. endorse financial assistance to Gulgong Holtermann Museum Incorporated in the form of a reduced rate loan for the principal amount of \$150,000, secured by mortgage over Lot 1 DP 400599, Folio Identifier 1/400599, 123-125 Mayne Street, Gulgong;***
- 3. note the draft Mortgage Deed, as attached, with recommended terms;***
- 4. endorse the addition of a term to ensure Gulgong Holtermann Museum Incorporated continue to maintain the Memorandum of Understanding MWRC and Holtermann Museum Inc. – Red Hill for the duration of the loan term;***
- 5. authorise the General Manager to negotiate final terms of the Mortgage Deed;***
- 6. authorise the General Manager and Mayor to sign the Mortgage Deed and all related documentation, as required;***
- 7. authorise the use of Councils seal on the Mortgage Deed and all related documents, as required;***
- 8. authorise the General Manager to complete all other actions required to implement the Mortgage Deed, carry out principal drawdown of the loan, discharge the existing mortgage on the certificate of title to the loan security property, and register the mortgage over the loan security property.***

Point 4 of the resolution included the requirement that Council include the continued management of the Gulgong Gold Experience at Red Hill as a condition of Council agreeing to the loan. Council has since received a letter from the Gulgong Holtermann Museum Inc. dated 23 October 2017 that states that the Museum Committee sees this clause as an impediment to their operations and that have “have no choice but to decline your offer of financial assistance”. As such, the loan will now not proceed and Council will need to amend its operational plan accordingly.

It is important to note that the relevant clause in the Council resolution would need to be rescinded if Council were of a mind to no longer require this clause to be inserted into the Mortgage Deed.

The discussions around the continued operation of the Gulgong Gold Experience at Red Hill have continued. The current Memorandum of Understanding between Council and the Gulgong Holtermann Museum Inc. is due to end on 31 December 2017. In negotiations, Gulgong Holtermann Museum Inc. have indicated that they would be happy to continue operating the Gulgong Gold Experience under the same conditions as previously with the following changes:

- The MOU only be for one year
- The organisation of volunteers and publicity takes a considerable amount of time and the GHM would appreciate support to the amount of \$100 per week in order to continue to provide the service

- The Gulgong Gold Experience would benefit from the provision of a mobile phone in order to support promotional work, bookings and volunteer management

These considerations have been included in the draft MOU and are recommended to Council for adoption. The Gulgong gold Experience has been working well with over 3,000 visitors in its first year. The MOU represents a reasonable investment and the best option for Council in continuing to provide this facility to visitors and locals.

As the end of the current MOU draws near, it is required that Council provides for the General Manager to undertake any final negotiations over the Memorandum of Understanding so that certainty can be provided to the operation of the Gulgong gold Experience as soon as possible.

Community Plan implications

| Theme | Looking After Our Community |
|--------------|---|
| Goal | Meet the diverse needs of the community and create a sense of belonging |
| Strategy | Support arts and cultural development across the Region |

Strategic implications

Council Strategies

Community Strategic Plan

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Changes to the Operational Plan as a result of not proceeding with the loan will have a favourable impact on Council's unrestricted cash in 2017/18.

However, it should be noted that Operating Performance Ratio and Own Source Revenue will be negatively impacted by the reduction of interest income, roughly \$3.5k pa.

If adopted by Council, the new Memorandum of Understanding would provide \$5,000 in additional outgoings to Gulgong Holtermann Museum Inc, plus some additional mobile phone costs. However, the intention would be for these costs to come from existing budgets. If Council were to attempt to run the Gulgong gold Experience itself, it is likely that significantly greater cost would need to be budgeted.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|---------------------|------------------------------------|---------------------------|--|
| 2017/18 | x | x | - |
| Future Years | x | x | - |

Associated Risks

The risks associated with proceeding with the loan are negated by its cancellation. The continued support for the MOU represents the best way for Council to ensure that the tourist facility remains open and available to visitors to the region and therefore assists in the overall attractiveness of Gulgong as a tourist destination.

SIMON JONES
DIRECTOR COMMUNITY

30 October 2017

Attachments:

1. Declined Financial Assistance (Loan) GHM Inc. Loan Application.
2. LETTER Re MWRC - GHM Memorandum of Understanding for GGE.
3. Memorandum of Understanding MWRC and Holtermann Museum Inc. - Red Hill 2018.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



GULGONG

HOLTERMANN MUSEUM

INCORPORATED

23.10.2017

The General Manager
MWRC
Box 156
MUDGEE NSW 2850

MID-WESTERN REGIONAL COUNCIL
RECORDS
RECEIVED

24 OCT 2017

SCANNED
 REGISTERED

GHM Inc. LOAN APPLICATION to COUNCIL
MWRC/GHM Inc. MOU for GGE

Dear Brad

Further to my email of 18.10, and our MOU submission of 20.9, I wish to officially put GHM concerns to Council following our committee meeting Tuesday last.

I refer specifically to your announcement at the GHM sod turning earlier this year - that Council would be happy to consider a low interest loan to GHM Inc. to facilitate the final payment for the GHM site.

We are very grateful for that offer.

However we were very disturbed to learn recently that councillors voted unanimously at the October meeting to tie the loan approval to GHM administering GGE for the duration of the loan (possibly 10 yrs).

We cannot in all conscience demand this of any incoming GHM committee or managerial team.

Indeed, such a demand could well be illegal under our constitution.

It would certainly blur the focus of, and be an impediment to, any incoming GHM team.

To this end, if Council insists on this "left field" condition being implemented, we will have no choice but to decline your offer of financial assistance.

Again, GHM is willing with specified assistance from Council, to extend the MOU

for GGE throughout 2018 as we focus on completing the GHM project.

Thank you for your attention to this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Chris Pearson', enclosed within a hand-drawn oval.

Chris Pearson
(Chairman GHM/GGE)

cc Simon Jones
MWRC councillors

GULGONG HOLTERMANN MUSEUM Inc.

Box 313 GULGONG NSW 2852

23.10.2017

Dear Councillor.....

I attach copy of correspondence to the General Manager and trust you find it self explanatory.

GULGONG GOLD EXPERIENCE (GGE)

This project was borne of Cobborah transition funds (some \$400K), generously matched by Council and then some, then brought to fruition by GHM volunteers who spent many 100s of hours creating and arranging 2D, 3D and interactive displays unseen in any other historic gold town, creating bespoke showcases, seeking corporate sponsorship, creating websites and publicity, landscaping and enlisting the wonderful help of volunteers who now keep this facility open every day.

It is truly a \$1 million project.

I trust you are aware of Council's current Master Plan for Red Hill in which some GHM committee members are actively involved.

GGE has proved itself to be a great addition to the Shire's many attractions, and will host some 4000 visitors in the first 18 months of operation.

GULGONG HOLTERMANN MUSEUM (GHM)

Another exciting community project brought about by passionate people from across the Shire and beyond, aiming to create a high tech. 21st century educational and tourist facility, based on the world renowned and UNESCO listed Holtermann Collection of photographs, held by the State Library of NSW.

This project involves the purchase and conservation/restoration of two famous Heritage Listed buildings as well as creating new complementary sympathetic structures in Gulgong's historic CBD.

With funds raised by committee, grant funding, foreign government support, State Library donations, corporate sponsorship, many 1000's of hours of voluntary professional and trades support from across the Shire and beyond, GHM is also a \$1 million project.

As you know GHM Inc. currently administers GGE.

Your recent vote in an attempt to tie GHM to GGE administration for the duration of a proposed loan from Council is left field, not in the spirit of original negotiations and completely unacceptable.

Before you make any more decisions impacting on these two projects, my very hard working committee, the dozens of associated volunteers and professionals, I urge you inspect both projects to note their correlation and value to the Shire. Perhaps then you'll see why we take our current stand.

Irrespective of the outcome in this matter, we would be delighted to host a visit from you.

Yours sincerely,

Chris Pearson
(Chairman GHM/GGE)
0263741844

cc Brad Cam
Simon Jones

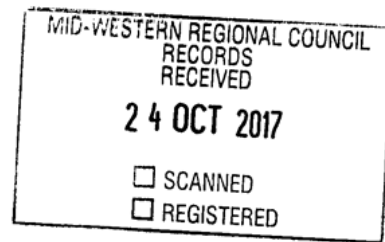
Hi SIMON

FYI AS REQUIRED

regards,
Chris P.

23.10.2017

The General Manager
MWRC
Box 156
MUDGEES NSW 2850



GHM Inc. LOAN APPLICATION to COUNCIL
MWRC/GHM Inc. MOU for GGE

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for GGE throughout 2018 as we focus on completing the GHM project.

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Yours sincerely,

Chris Pearson
(Chairman GHM/GGE)

cc Simon Jones
MWRC councillors

GULGONG HOLTERMANN MUSEUM Inc.

Box 313 GULGONG NSW 2852

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Your recent vote in an attempt to tie GHM to GGE administration for the duration of a proposed loan from Council is left field, not in the spirit of original negotiations and completely unacceptable.

Before you make any more decisions impacting on these two projects, my very hard working committee, the dozens of associated volunteers and professionals, I urge you inspect both projects to note their correlation and value to the Shire. Perhaps then you'll see why we take our current stand.

Irrespective of the outcome in this matter, we would be delighted to host a visit from you.

Yours sincerely,



Chris Pearson
(Chairman GHM/GGE)
0263741844

cc Brad Cam
Simon Jones



GULGONG

HOLTERMANN MUSEUM

INCORPORATED

The General Manager
MWRC
Box 156
MUDGEES NSW 2850

20.9.2017

MWRC – GHM Memorandum of Understanding for GGE

Dear Brad

GHM wishes to thank Council for the generous support given to the GGE project since the Cobbora funding was won by the Gulgong Chamber of Commerce and matched by Council.

Subsequent support and encouragement from Council, along with the huge voluntary effort from GHM and its volunteers has produced what we feel is a very worthwhile asset for the shire.

As you and Mayor Des saw a few weeks ago, the GHM project is steaming ahead and now takes top priority for us, though we have thoroughly enjoyed creating GGE and running it true to our agreement with Council.

We would like to continue in the role of managing and further developing GGE but under slightly different circumstances.

The necessary time involved to formulate volunteer rosters, keep accurate attendance records, manage the website, manage publicity across all media, manufacture bespoke showcases and exhibits (2D, 3D and interactive), manage bookings, manage bus tours and large groups out of hours, keep accurate financials, do banking and pay accounts, seek and liaise with corporate sponsors, carry out cleaning and maintenance etc, has now necessitated a part time paid coordinator/volunteer.

All correspondence to: Secretary PO Box 313 Gulgong NSW 2852

May we suggest a one off investment of \$100/week from Council (to be complemented as necessary from GGE takings) for the period Jan 2018 to Dec 2018 to engage a coordinator while we concentrate all efforts on completing the GHM project.

We hope this investment would not come from the normal Red Hill annual budget. Perhaps paying an “allowance” will obviate workers comp, super. etc?
This is something you could advise us on.

After this period, we should be able to re-invest efforts into GGE if Council so sees fit.

The other vital issue for us is a land line phone for GGE.

We recently tried to set up a mobile account but with all the new security measures involved, we ran into a wall.

GGE is not the owner, does not have an ABN or a direct postal address for billing. At the moment (some) volunteers use their own phones to coordinate activities, some do not have a phone which is a H&S issue whilst often alone underground.

With the NBN now available and us receiving requests for credit card facilities from bus companies and larger groups, we feel GHM or whoever runs GGE, really needs this service and all the benefits it would bring.

The terms and conditions of the existing MOU are suitable, providing we can agree on a 12 month tenure (18mths at present).

Trusting you find these proposals workable.

Yours sincerely,

Chris Pearson
(chairman GHM)

cc Simon Jones



MID-WESTERN REGIONAL COUNCIL

PO Box 156, MUDGEE NSW 2850

86 Market Street, Mudgee | 109 Herbert Street, Gulgong | 77 Louee Street, Rylstone

T 1300 765 002 or 02 6378 2850 | F 02 6378 2815

E council@midwestern.nsw.gov.au

Memorandum of Understanding Mid-Western Regional Council and Gulgong Holtermann Museum Inc. 2018

1. Purpose

The purpose of this MOU is to facilitate the use and operation of the Red Hill Mining Exhibit (Gulgong Gold Experience). Gulgong Holtermann Museum Inc will have permission to use the facility and be responsible for its operation as a tourist facility available and open to the public.

2. Terms and Conditions of Use

- 2.1 The Red Hill Mining Exhibit (Gulgong Gold Experience) is a Mid-Western Regional Council (MWRC) facility on land managed by Council.
- 2.2 MWRC agrees to the use and operation of the Gulgong Gold Experience by Gulgong Holtermann Museum Inc. (GHM Inc.).
- 2.3 Two sets of keys will be provided to GHM Inc. on permanent loan.
- 2.4 There will be no charge to GHM Inc. for the use and operation of the Red Hill Mining Exhibit.
- 2.5 MWRC will provide financial assistance of \$5,000 per annum to GHM Inc in return for the operation and day to day oversight of the Gulgong Gold Experience. This will be paid quarterly on receipt of an invoice from GHM Inc.
- 2.6 MWRC will provide a mobile phone for the exclusive use of the Gulgong Gold Experience.
- 2.5 GHM Inc. agree to ensure that the Gulgong Gold Experience is open to the public on Saturdays, Sundays and Public Holidays (except Christmas Day, Boxing Day, Good Friday and ANZAC Day) as a minimum.
- 2.6 GHM Inc. is able to charge entry to the Gulgong Gold Experience. Any funds collected are to be re-invested into the maintenance, operation and promotion of the facility and its exhibits.
- 2.7 GHM Inc. is to provide MWRC with a report each six months on the operation of the Gulgong Gold Experience. This should include information related to visitation numbers and any financials related to the operation of the facility.

- 2.8 Minor maintenance issues are to be the responsibility of GHM Inc. (in consultation with Council as required). Major maintenance issues should be referred to Council's Building Service Department.
- 2.9 The Red Hill site and the Gulgong Gold Experience will be covered by Council's building and public liability insurances.
- 2.10 Any volunteers or employees used for the operation of the Gulgong Gold Experience will be the responsibility of the GHM Inc. and be covered under its insurance.
- 2.11 GHM Inc. is to provide MWRC with a copy of its current public liability insurances with Council listed as an interested party.
- 2.12 GHM Inc. is to provide MWRC with a copy of its Operations Plan for the Gulgong Gold Experience. This is to include reference to volunteer management, training and induction, risk assessments and information on contacts and responsibilities for the operation of the Gulgong Gold Experience.
- 2.13 Consideration will be given to a licence agreement in relation to the property. If a licence agreement was to eventuate then this would take precedence over this Memorandum of Understanding.
- 2.14 This MOU extends until 31 December 2018 but can continue beyond that time until either party requests a further MOU to be negotiated. Alternatively, either party can terminate this MOU with a month's notice at any time after 31 December 2018.

Signed:

BRAD CAM
GENERAL MANAGER
MID-WESTERN REGIONAL COUNCIL

CHRIS PEARSON
CHAIR
GULGONG HOLTERMANN MUSEUM INC .

Date:

Date:

11.8 Village Subsidies 2017-2018

REPORT BY THE DIRECTOR COMMUNITY
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, FIN300052

RECOMMENDATION**That Council:**

1. **receive the report by the Director Community on the Village Subsidies 2017-2018; and**
2. **note the village subsidies for 2017 – 2018.**

Executive summary

This report seeks to provide Council with current information on the value of village subsidies that are being provided in the 2017/18 financial year.

Disclosure of Interest

Nil.

Detailed report

Village subsidies are provided to a number of groups throughout the region to assist in the upkeep of village facilities including gardening, cleaning and minor building maintenance. Subsidies are provided from existing operational budgets. While the amounts for the Hargraves Progress Association and the Goolma Amenities Committee are larger than other subsidies, there is a wider scope to the facilities that they manage and the work that is performed. The Goolma Amenities Committee also receives a separate payment for the cleaning of the toilets for travellers passing through the area. The village subsidies for 2017 – 2018 financial year in accordance with CPI, will be as follows:

| | |
|--|--------------------|
| Bylong Hall Committee | \$1,500.00 |
| Birriwa Sportsground Trust | \$1,500.00 |
| Botobolar Community Committee | \$1,500.00 |
| Bungaba Progress Association | \$1,500.00 |
| Cooks Gap & District Process Association | \$1,500.00 |
| Cooyal sportsground Trust | \$1,500.00 |
| Grattai CWA branch | \$1,500.00 |
| Hargraves Progress Association | \$2,400.00 |
| Ilford Hall Trust | \$1,500.00 |
| Lue Hall and Recreation Committee | \$1,500.00 |
| Meroo Hall Trust | \$1,500.00 |
| Mullamuddy Rural Fire Brigade | \$1,500.00 |
| Pyramul Recreation Ground Trust | \$1,500.00 |
| Windeyer Progress Association | \$1,500.00 |
| Goolma Amenities Committee | \$5,195.20 |
| Total | \$27,095.20 |

Community Plan implications

| | |
|--------------|---|
| Theme | Looking After Our Community |
| Goal | Vibrant towns and villages |
| Strategy | Maintain and promote the aesthetic appeal of the towns and villages within the Region |

Strategic implications

Council Strategies

Community Strategic Plan

Council Policies

Not Applicable

Legislation

Not applicable

Financial implications

These amounts are covered by existing operational budgets. If Council wanted to consider changing the amounts of the subsidies, this would require an amendment to the operational plan.

Associated Risks

Not Applicable

SIMON JONES
DIRECTOR COMMUNITY

30 October 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.9 Library Services - July to September 2017 Quarterly Report

REPORT BY THE LIBRARY SERVICES COORDINATOR

TO 15 NOVEMBER 2017 ORDINARY MEETING

GOV400064, F0620020

RECOMMENDATION

That Council receive the report by the Library Services Coordinator on the Library Services - July to September 2017 Quarterly Report.

Executive summary

This report seeks to inform Council of the activities undertaken by the Mid-Western Regional Council Library Service, under the broad outlines of Customer Visits, Library Borrowings, Purchased items, Strategic Partnerships, and Sustainable Organisation. The Report covers the period July 2017 to September 2017.

Disclosure of Interest

Nil

Detailed report

Customer visits, library borrowings, & purchased items

Visits to our Library branches during the July to September 2017 period are slightly above those of the previous quarter

| Quarter | Visits |
|-------------------|--------|
| July – Sept 2017 | 29,532 |
| April – June 2017 | 28,509 |

Across the Library Service, loans of library items have increased when compared to the previous quarter

| Quarter | Loans |
|-------------------|--------|
| July – Sept 2017 | 22,213 |
| April – June 2017 | 20,927 |

Loans from the Mobile Library have increased when compared to the same period last year

| Quarter | Loans |
|------------------|-------|
| July – Sept 2017 | 1,795 |
| July – Sept 2016 | 1,177 |

The use of library e-resources has remained steady when compared to the previous quarter

| Quarter | Accesses |
|-------------------|----------|
| July – Sept 2017 | 607 |
| April – June 2017 | 642 |

The Library continues to purchase new items in line with the Collection Development Strategy. These items include audio books, magazines, fiction and non-fiction for adults and children in both print and electronic formats, and DVDs.

| Quarter | Purchases |
|------------------|-----------|
| July – September | 845 |

Strategic partnerships

The Library has recently developed an ongoing partnership with the Mudgee Museum, which sees an exhibit on display at Mudgee Library, and which will be changed frequently.

The Library continues to partner with Mudgee Readers' Festival, again this year acting as the 'hub' of the Readers' Festival and hosting a diverse range of authors, with much interest generated in the wider community.

Sustainable organisation

The Library continues to engage with the community through regular newspaper features, items in Council's Community newsletter, and via the Library's Facebook page. An email is sent monthly to schools, school librarians, BookGroup and other interested community members, and includes promotional materials (if appropriate), instructions for use of targeted online resources, news of upcoming Library events, and recommended reading lists.

Mudgee Library hosted visiting exhibitions from the Australian Museum on themes of 'Night and Day' and 'Birds', which were extremely popular with library patrons. In line with the Museum-in-a-Box themes, Children's Services Library staff created an exciting program of storytelling and children's craft programs for the September school holidays, with all branches reporting high levels of interest and attendance.

Mudgee Library also facilitated face-painting workshops during the September school holidays, with Zombie face painting for primary-aged children, and Sugar Skulls / Day of the Dead face painting for high-school aged patrons.

e-books and e-audiobooks continue to be added to the Library's Axis 360 platform, providing a diverse offering of around 3,000 adult fiction, biographies, young adult and children's titles, available 24/7.

Mudgee Library welcomed a representative from the NSW State Library for a Readers Advisory Day, hosting Readers Advisory training for Library staff in the morning, and an online Reference and Information Group meeting in the afternoon.

Community Plan implications

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

Strategic implications

Council Strategies

The Library Services – Quarterly Report has been developed in line with the 2014-2017 Delivery Program.

Council Policies

The Library Services – Quarterly Report has been developed in line with the Collection Management Strategy.

Legislation

Not applicable

Financial implications

Not applicable

Associated Risks

Not applicable

MICHELLE MAUNDER
LIBRARY SERVICES COORDINATOR

SIMON JONES
DIRECTOR COMMUNITY

30 October 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.10 Tree Policies

REPORT BY THE MANAGER, RECREATIONAL SERVICES
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, GOV400047

RECOMMENDATION

That Council:

1. receive the report by the Manager, Recreational Services on the Tree Policies;
2. place the amended Street Tree Policy and Tree Removal and Pruning Policy on public exhibition for 28 days; and
3. adopt the amended Street Tree Policy and the Tree Removal & Pruning Policy if no submissions are received following the public exhibition period.

Executive summary

This report recommends that the attached Draft Tree Policies be placed on public exhibition for a period of 28 days. If no submissions are received it is recommended to adopt these policies.

Disclosure of Interest

Nil

Detailed report

Revisions have been made to Council's Street Tree and Tree Removal and Pruning policies, as part of the policy review process. These amendments reflect changes in legislation and tree planting and removal requirements and procedures. The Tree Removal and Pruning policy includes clearer guidelines to staff and the public when inspecting, reporting and recommending removal of existing trees on Council lands.

Changes to the Street Tree policy are shown as track changes. Due to the numerous changes to the Tree Removal and Pruning policy the current policy as well as the proposed policy are attached.

Community Plan implications

| Theme | Looking After Our Community |
|-------|-----------------------------|
|-------|-----------------------------|

| | |
|------|----------------------------|
| Goal | Vibrant towns and villages |
|------|----------------------------|

| | |
|----------|---|
| Strategy | Maintain and promote the aesthetic appeal of the towns and villages within the Region |
|----------|---|

Strategic implications

Council Strategies

Not Applicable

Council Policies

Street Tree Policy and Tree Removal and Pruning Policy

Legislation

Mid-Western Local Environmental Plan 2012

Local Government Act 1993

Roads Act 1993

Electricity Supply Act 1995

Biodiversity Conservation Act 2016

Local Land Services Act 2013

Financial implications

Not Applicable

Associated Risks

These policies provide staff with safe procedures, guidelines and information to the community. They eliminate unlawful tree planting and removal by the public.

TRACEY KANE
MANAGER, RECREATIONAL SERVICES

SIMON JONES
DIRECTOR COMMUNITY

1 November 2017

- Attachments:*
1. Policy - Adopted Tree Removal Pruning in Public Places. (separately attached)
 2. Policy - Tree Removal and Pruning in Public Places reviewed. (separately attached)
 3. Policy - Street Tree Planting reviewed. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 12: Reports from Committees

12.1 Mudgee Sports Council September 2017 and October 2017

REPORT BY THE DIRECTOR COMMUNITY
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0360013

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Mudgee Sports Council September 2017 and October 2017;**
 2. **note the minutes for the Mudgee Sports Council Meeting held on 26 September 2017 and the Annual General Meeting 30 October 2017; and**
 3. **endorse the updated Terms of Reference for the Mudgee Sports Council.**
-

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Mudgee Sports Council meeting held on 26 September 2017 and the Annual General Meeting 30 October 2017. An updated Terms of Reference for the Mudgee Sports Council has also been provided for endorsement by Council.

Disclosure of Interest

Nil.

Detailed report

The Mudgee Sports Council receives an updated Works Request and Matters in Progress report together with updated financial details each month prior to their meeting.

There are no further matters arising that require consideration by Council at this time.

At the Mudgee Sports Council Annual General Meeting held on 30 October 2017, some changes to the Terms of Reference were supported and recommended by the Sports Council. These are primarily around encouraging affiliated sporting groups to attend meetings.

Community Plan implications

| | |
|--------------|--|
| Theme | Looking After Our Community |
| Goal | Effective and efficient delivery of infrastructure |
| Strategy | Provide infrastructure and services to cater for the current and future needs of our community |

Strategic implications

Council Strategies

Not applicable.

Council Policies

Not Applicable.

Legislation

The Mudgee Sports Council is operating under Section 355 of the Local Government Act (1993), which allows it to exercise a function of Council.

Financial implications

Not Applicable.

Associated Risks

Nil.

SIMON JONES
DIRECTOR COMMUNITY

23 October 2017

Attachments:

1. Sports Council Minutes 26-09-2017.
2. Sports Council meeting 30.10.2017.
3. Sports Council meeting AGM 30.10.2017.
4. Terms of Reference - Mudgee Sports Council.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Mudgee Sports council Minutes

Mudgee Netball Clubhouse

26 September 2017 18:05

Present: G. Robinson, S. Jones (MWRC Staff, K. Lang (Touch), R.Dowell (Snr Cricket), K. Bennetts (Little A's) & J. Johnson.

Apologies: P. Mitchell, & J, O'Neill (MWRC Rep), Moved S. Jones, seconded R.Dowell.

Minutes from previous meeting read as true and correct. Moved S. Jones, seconded R. Dowell.

Business Arising from previous minutes:

1. Application letters from Cricket for funding..
2. Amendment to calendar soccer season will commence 12th May 2018, which is the 2nd Saturday of May.

Treasurer's Report:

1. As at meeting \$75,000 approx in account awaiting report.
2. **All Winter Sports are reminded that fee's are due.**
3. Senior Cricket and Mudgee Hockey have paid fees.
4. Junior League and Mudgee Wombats still to pay their fees.
5. Senior league fees go direct to council instead of sports council, as League pay per hire not per player; they still pay an admin fee, as Glen Willow is deemed differently to other grounds.
Treasurer's report moved G. Robinson, seconded R. Dowell.

Secretary Report:

1. Letter requesting funding from Lachlan Brown, has been selected for NSW Country, and NSW Country eagles U/15 Rugby Union, played in Sydney as well as Canberra- **MOTION That payment be made to Lachlan Brown of \$450 as per Sports Council funding applications.**
Moved G. Robinson, seconded R Dowell. Carried.
2. Letter from Tracey Kane re sports grants which close 6th October.
3. Letters of application from Mudgee Junior and senior Cricket for funding grants of \$3000 for assistance with Cricket Pitch installation; this is a sports specific grant, **MOTION Mudgee sports Council approve funding grant of \$3000 each to Mudgee Junior Cricket and Mudgee Senior Cricket to put towards installation of Cricket Pitch between fields 3 & 4 at Glen Willow-** Moved R. Dowell seconded K. Bennetts carried.

Work's request updates:

1. Bench seating Cahill Park- Council requesting more information.
2. Glen Willow Netball – looking at doing new base and re turfing of, is that cost effective yes it is.
3. Netball – Levee Banks- waiting on report from council engineers.

4. Glen Willow – Lift contract being negotiated.
5. Lights at fields waiting on hoist to repair.
6. Glen Willow- Toilet roll holders have arrived and will be installed.
7. West End- Picnic table has been ordered.
8. West End- drainage cover has been repaired.
9. Glen Willow- Exit signs have been completed.
10. West End- Irrigation has been repaired.

Work's Requests:

1. Garbage bins at Victoria Park have disappeared; Cricket will check 14th October and report back.
2. Touch/Soccer Amenities- Door Locks need checking, as well as alarm system, as need to put code in twice.

General Business:

1. **All clubs are reminded to submit your sports award nominations ASAP.**
2. Little A's commencing 6th October.
3. Junior Rep Cricket on Sunday 15th October playing at Cahill Park and Victoria Park, and the U/16's will play the 22nd October.
4. Mudgee Touch commencing 10th October pushing 100 teams, may need 3 days, bookings have been made for entire week, need 12 fields in total, will need to re-jig due to lose of fields 3-4 due to Cricket pitch installation.
5. Australian Men's Touch team coming 27th & 28th January will be playing on field 2, Kathy to do booking.
6. Do we need to contact politicians to push for assistance to get kids to sport in Sydney, especially those that are disadvantaged?
7. **All Sports Council reps are reminded that the AGM for Mudgee sports council will be held on Monday 30th October at 6pm at Mudgee Netball clubhouse.**

Meeting closed 19:00

Next meeting 30th October at Netball clubhouse 6pm.

Mudgee Sports council Minutes

Mudgee Netball Clubhouse

30th October 2017 18:33

Present: P. Mitchell, S. Jones (MWRC Staff, K. Lang (Touch), G. Bartrim (Mudgee Wombats), B. Smeallie (Little A's, K. Marshall(Mudgee Netball), N. Richards (Hockey), A. Whale(Cricket) & J. Johnson.

Apologies: G. Robinson, & J, O'Neill (MWRC Rep), Moved G. Bartrim, seconded K. Lang.

Minutes from previous meeting read as true and correct. Moved J. Johnson, seconded K.Lang.

Business Arising from previous minutes:

1. Nil

Treasurer's Report:

1. As at meeting \$71,110.65 as presented by MWRC.
2. Rugby Union paid their fees.

Treasurer's report moved G. Bartrim, seconded A. Whale.

Secretary Report: Funding application from Alesha Bennetts representing NSW at the PSSA Pan Pacific Athletic Championships in Adelaide SA, she will be competing in U/12 100m, 200m, and 4x100m relay, as well as a reserve for other events, nominated by Mudgee Little A's, Moved G. Bartrim seconded B. Smeallie that this funding application be paid once banking details received of a sum of \$450, carried.

Works Request Updates:

1. Lights at Cahill Park awaiting Cherry Picker.
2. Seating at Cahill Park awaiting Junior League to come back to council.
3. Levee Bank to prevent flooding of Netball Courts awaiting Flood survey.
4. Wet area Netball clubhouse awaiting works.
5. Lift at glen willow ongoing.
6. Toilet roll holders' installation has commenced.
7. Westend Picnic table being installed.
8. Touch/Soccer clubhouse, door locks repaired and alarm seems to be working.
9. Pedestrian Crossing at Glen Willow 2 quotes 1 side for 7-8,000 other side 12,000 Simon will bring to next meeting.
10. Funding being sourced to fix gravel drain at West End.
11. Hand Dryers have been installed at Glen Willow.

Works Requests:

1. Disable Toilet Netball toilet seat broken.
2. Lights on towers at Netball need replacing, weren't replaced when vehicle got bogged.
3. Hand dryer at Walkers Oval in Male toilets suck on, was turned off at power source.
4. Long Jump run ups need replacing at Walkers oval.

General Business:

1. Netball paid for contract cleaners to clean clubhouse at end of season, ST Matthews School hired clubhouse out and has left clubhouse unclean, Netball has contacted Tracey Kane re same, what can be done so that clubs don't get penalised.
2. Softball- when does it run, and when will it finish, can any club access the booking system to check ground bookings, council is swapping to a new booking system the 1st January 2018, is it possible for this system to be accessed by clubs to check bookings?, so we need better communication between clubs.
3. NRL games coming to Mudgee- Charity shield 24/02/18, St George V's Canberra 19/05/18, council has worked tirelessly to get these events here. The Rugby league season will commence 08/04/18. Rugby League 9's being played 3-4/03/18 then fields 1&2 will be closed for 6 weeks for seeding and ground maintenance will reopen 16/04/18.
4. Booking made for CHS Touch carnival and western Region Touch 5-8 May 18.
5. PSSA Touch Carnival from Tuesday 31st July- Friday 3rd August PSSA State Touch Championships.
6. With the League games here what grounds will be closed for their use, will need to liaise with council staff.
7. ***A reminder that all clubs should have 1 representative at the Sports Council Meetings***
Meeting closed 19:02
Next meeting 27th November 2017 at Netball clubhouse 6pm.

Mudgee Sports council AGM Minutes

Mudgee Netball Clubhouse

30th October 2017 18:06

Present: P. Mitchell, S. Jones (MWRC Staff, K. Lang (Touch), G. Bartrim (Mudgee Wombats), B. Smeallie (Little A's, K. Marshall(Mudgee Netball), N. Richards (Hockey), A. Whale(Cricket) & J. Johnson.

Apologies: G. Robinson, & J, O'Neill (MWRC Rep), Moved G. Bartrim, seconded K. Lang.

Minutes from previous meeting read as true and correct. Moved K. Marshall, seconded K.Lang.

Business Arising from previous minutes:

1. Nil

Presidents Report:

Another successful year for sport in our region, with some large events held for example the Rugby trial, the City V's Country, the CHS Touch, Rugby League Nine's, State title Soccer. Weather wise great for sport with few cancellations not for the farmers. I would like to take this opportunity to thank the many volunteers who give their time freely so sport can be played week in week out. Also to MWRC for all their efforts in supplying the sporting groups with the grounds to the best of their abilities, lastly to the Mudgee Sports Council committee Thank You for your continued support.

Moved P. Mitchell, seconded K. Lang

Treasurer's Report:

1. As at meeting \$71,110.65 as presented by MWRC.
2. AusKick, Hockey, Soccer, Rugby Union and Junior League have paid their fees.

Treasurer's report moved G. Bartrim, seconded A. Whale.

Election of office bearer's all positions declared vacant and request Mr Simon Jones chair the meeting.

President: Nom Peter Mitchell, Nominated by G. Bartrim, seconded Kathy Lang. Nom accepted-elected

Vice President: Nom Kathy Lang, Nominated by P. Mitchell, seconded K. Marshall. Nom accepted-elected.

Secretary/treasurer: Nom Geoff Robinson, Nominated by P. Mitchell, seconded K. Marshall. Nom accepted- elected.

Minutes Secretary: Nom Jenny Johnson, Nominated by K. Lang, seconded A. Whale. Nom accepted-elected.

General Business:

1. **Affiliation fee's:** do we need to increase from the \$22 inc of GST, discussion on this decision to keep at \$22 inc of GST. Moved G. Bartrim seconded K. Lang.
2. **Meetings to be held October to March the last Monday of the Month, and April to September the last Tuesday of the Month at the Mudgee Netball Clubhouse.** Moved K. Lang, seconded A. Whale.
3. **Motion: That the Terms of Reference be amended to state that attendance at Sports Council Meetings by affiliated clubs be set at a minimum of 5 per calendar year by each**

affiliated club, so that clubs can remain an active member of Sports Council, Moved: K.

Lang, seconded G. Bartrim. Discussion took place, explained that if 1 person from a club cannot attend then they should organise someone else to attend. **Motion Carried.** Simon to insert into terms of reference.

4. **What is the criteria for life membership:** Simon to check.

Meeting closed 18:33

Next meeting 29th October 2018 at Netball clubhouse 6pm.



TERMS OF REFERENCE Mudgee Sports Council

*A prosperous
and progressive
community*

| | |
|----------------|-------------------------------------|
| DATE ADOPTED: | CLICK HERE TO ENTER |
| MINUTE NUMBER: | |

| | |
|-------------|----------|
| REVIEW DATE | FEB 2021 |
| FILE NUMBER | A0360013 |

Preamble

Mid-Western Regional Council appreciates the advice, voluntary time, interest and dedication demonstrated by members of its Advisory Committees. Council will give serious consideration to recommendations stated in minutes of Advisory Committees. Such recommendations are considered in the context of Council's Operational and Delivery Plan and strategic planning processes.

Responsibilities

- a) The Mudgee Sports Council will:
- Provide advice to Council on priorities for capital works on sporting grounds and facilities.
 - Provide advice on recommended fees and charges for the use of sporting grounds and facilities.
 - Promote participation in sport to the widest possible cross section of the community, including through the running of Sports Awards.
 - Assist Council staff in the allocation of sporting grounds to any sporting organisation or person for any organised sporting activity including practice (Affiliated Mudgee Sports Council members – refer section c below). These groups will be accountable to the Council for their appropriate use of the facilities.
 - Submit proposals for minor ground improvements to the Council for its consideration. Urgent ground improvement works (including building issues) shall be submitted via Council's Works Request System.
 - Set affiliation fee for Sports Council members for confirmation by Council.
 - Facilitate liaison between different sporting groups.
- b) Mid-Western Regional Council will be responsible for:
- Managing the bookings and collecting fees and hire charges from Sports Council members and other users of sporting grounds.
 - Ensuring that the Mudgee Sports Council is informed of all bookings and scheduled maintenance
 - Allocating 50% of fees as well as Sports Council membership fees collected from affiliated Mudgee Sports Council members into the Mudgee Sports Council budget.
 - Regular mowing and watering of the fields.
 - Building maintenance on Council-owned buildings.
 - Any major maintenance or works in respect of the sporting grounds.
 - Maintenance of a key register (for keys supplied by Council).
 - Cleaning and stocking of public amenities.

POLICY: MUDGEES SPORTS COUNCIL

- c) Affiliated Mudgee Sports Council members will be responsible for:
- Cleaning and maintaining change rooms and canteens and other Council facilities used.
 - Ensuring the security of keys provided to them.
 - The appropriate use of the grounds and associated facilities, ensuring they are not abused in any way and that grounds are left in a clean and tidy state.
 - Provision of toilet paper and paper towels (hand wash) in change rooms.

Composition of Committee

The Committee shall comprise one (1) delegate from each affiliated incorporated sporting group association in Mudgee and one (1) Councillor delegate from Mid-Western Regional Council.

Affiliation Membership

Membership of Mudgee Sports Council includes the requirement to pay the affiliation fee. As at the AGM in October 2017, the affiliation fee is \$22 (including GST).

Membership of Mudgee Sports Council includes the requirement to attend five (5) meetings each year and providing all relevant insurance information to Council.

Any contributions from Sports Council to individual sporting groups is dependent on the affiliation fee being paid and meeting attendance requirements being met.

Meeting Frequency and Quorum

The Committee shall be scheduled to meet once per month, except in December, with a minimum of four meetings per year.

The meeting will be held on the last Monday of the month from October to March and the last Tuesday of the month from April to September, subject to change as agreed by the Mudgee Sports Council.

The quorum for an ordinary meeting will be five (5). The quorum for an Annual General Meeting will be half of the number of financial members plus one.

Financial Contributions to Clubs, Individuals and Teams

The Mudgee Sports Council may recommend for Council's approval, funding to affiliated Sports Council members to a maximum of \$3,000 per group per year for ground improvements. This amount is to be reviewed at each Annual General Meeting.

The Mudgee Sports Council may recommend for Council's approval, funding to individual sporting representatives from affiliated Sports Council members to a maximum of \$450 per individual as per the criteria on, and through the submission of, the completed application form. This amount is to be reviewed at each Annual General Meeting.

POLICY: MUDGEES SPORTS COUNCIL | , ERROR! REFERENCE SOURCE NOT FOUND.

Applications for funding from sporting teams will be considered under the special assistance clause and is to be submitted on the designated application form.

Council Contact and Support

The Director, Community or delegate is the Council contact officer for the Mudgee Sports Council.

12.2 Local Traffic Committee Meeting - October 2017

REPORT BY THE MANAGER DEVELOPMENT ENGINEERING
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0100009

RECOMMENDATION

That Council:

1. receive the report by the Manager Development Engineering on the Local Traffic Committee Meeting - October 2017; and
2. take no further action into providing a pedestrian crossing at the Gulgong Preschool.

Executive summary

The purpose of this report is to advise Council and seek support of the considerations and recommendations of the Local Traffic Committee (LTC).

Disclosure of Interest

There are no disclosure of interest associated with this report.

Detailed report

The Local Traffic Committee meeting was to be held on 20 October 2017. There was only 1 report submitted for the Local Traffic Committee to review, therefore, the meeting was cancelled and the agenda was distributed via email for comment.

The minutes and comments for the LTC meeting held on 20 October 2017 are attached.

Community Plan implications

| | |
|--------------|---|
| Theme | Good Governance |
| Goal | Good communications and engagement |
| Strategy | Improve communications between Council and the community and create awareness of Council's roles and responsibilities |

Strategic implications

Council Strategies

Facilitating the Local Traffic Committee is covered in Council's Delivery Program, Strategy 4.1.1. Pedestrian Access Mobility Plan

Council Policies

Not Applicable

Legislation

Roads Act 1993
Roads Transport Act 2013
Road Rules 2014

Financial implications

No Applicable

Associated Risks

Not Applicable

DANIEL BUCKENS
MANAGER DEVELOPMENT ENGINEERING

26 October 2017

Attachments: 1. Minutes - Local Traffic Committee October 2017.

APPROVED FOR SUBMISSION:

GARRY HEMSWORTH
DIRECTOR OPERATIONS

Minutes of the Local Traffic Committee

Held at the Committee Room, 86 Market Street, Mudgee
on 20 October 2017.

| | |
|-----------|--|
| Present | Daniel Buckens MWRC – (Chairperson), Cr Alex Karavas (Councillor), Phillip Blackman (Members Representative), Chief Inspector Jeff Boon (NSW Police), Supt Mark Fehon (NSW Police), Prue Britt (RMS), Garry Hemsworth (MWRC) |
| Apologies | |
| Secretary | Michelle Neilsen (MWRC) |

MINUTES OF PREVIOUS MEETING

The Local Traffic Committee meeting was cancelled due to only one report submitted for approval. The agenda was distributed via email and committee members responded accordingly.

2

MATTERS IN PROGRESS

| SUBJECT | RES NO. & DATE | RESOLUTION | ACTION |
|------------------------------------|--|--|--|
| Yellow Line Methodology | 29 Jan LTC Meeting | | Council convert no stopping zones to yellow line methodology. Conversion will be continued by Council progressively. Council to conduct educational campaign as the changes occur. |
| Mudgee Town Pedestrian Crossings | 20 Jan LTC Meeting | Council conduct an audit on all crossings, place counts on Market and Church Street and provide a report to the committee with findings and suggestions for improvements | To be completed. Lewis street added by Phillip Blackman. Bad lighting. Daniel Buckens said all crossings are being looked at in CBD area. Dan has queried with Essential Energy about lighting, still waiting to hear back. |
| Caravans on Mayne Street Gulgong | 20 Jan LTC Meeting | Council provide a proposal of what options may be available. Council to table an item at Gulgong Access Committee with the proposal | Council has a study that was undertaken in 2007 that was never reviewed by the committee or endorsed by Council. |
| Sawpit and Bruce Road Intersection | 20 Jan LTC Meeting 15 Sept 2017 LTC | Council inspect and provide report back to LTC for treatment options Warning signage to be installed on the approach to the Bruce Rd and Sawpit Road intersection | RMS recommendation to straighten road and trim vegetation that obscure views. Works request SI0035/2018 has been raised. |
| Disabled parking Kandos IGA | 28 April 2017 | RMS and Council to meet onsite and discuss viable options. Provide report to June meeting. | Still outstanding |
| Gulgong Pre-school | 21 July 2017 | Council to undertake counts to assess if this location warrants a pedestrian crossing | Dan undertook counts July 2017 Report forms part of the October agenda |
| No Stopping Signs | 15 September 2017 | Install "No Stopping" signs on the NW side of Horatio St and Lewis St and at the NE side of Market St and Cox Street Intersection | Works request SI0034/2018 has been raised. |

PAST EVENT DEBRIEF

| EVENT | |
|----------------------------------|--|
| Can Cruise | Council make contact leading up to event (March 2018) to address traffic control requirements. |
| Mudgee Small Farm Field Days | Debrief with organisers would be desirable. Feedback raised at July meeting. |
| Mudgee Running Festival | Debrief with organisers. Email received from organisers. See attached |
| Gulgong Gold and Mining Festival | Debrief with organisers. |

CALENDAR OF EVENTS

| OCTOBER | Date | Comments |
|----------------------------------|-----------------|------------------------------|
| Gulgong Gold and Mining Festival | 14 October 2017 | |
| Rylstone Street Feast | 28 October 2017 | Included in August agenda |
| NOVEMBER | Date | Comments |
| Day on the Green | 4 November 2017 | Waiting for Council approval |
| | | |
| DECEMBER | Date | Comments |
| | | |

Red = Unapproved

Green = Approved

17/035 PEDESTRIAN CROSSING - GULGONG PRE-SCHOOL

A request for the installation of a Pedestrian Crossing and Flashing Lights out the front of the Gulgong Preschool was received in August 2015. Due to staff turnover the request was never reported to the Committee. Subsequently a 2nd request was received in May 2017 and this Report provides the outcome of the investigation.

It has been determined that the Normal Warrants were not met based on pedestrian flow alone.

RECOMMENDATION

That Council take no further action into providing a pedestrian crossing at the Gulgong Preschool

MOTION: Ms Prue Britt / Phillip Blackman

That the above recommendation be accepted and approved.

12.3 Gulgong Memorial Hall Committee - September 2017 and October 2017

REPORT BY THE DIRECTOR COMMUNITY
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, A0100024

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Gulgong Memorial Hall Committee - September 2017 and October 2017;**
2. **note the minutes from the Gulgong Memorial Hall Committee meeting held on 12 September 2017 and 10 October 2017; and**
3. **endorse the update Terms of Reference for the Gulgong Memorial Hall Committee.**

Executive summary

The purpose of this report is to advise Council of the considerations of the Gulgong Memorial Hall Committee meeting held on 12 September 2017 and 10 October 2017. An updated Terms of Reference is also recommended.

Disclosure of Interest

Nil.

Detailed report

The Gulgong Memorial Hall Committee met on the 12 September 2017 and 10 October 2017 as part of their ongoing monthly meetings. A special meeting was held between the Gulgong Memorial Hall Committee and the Gulgong Arts Council held on 26 September 2017 to discuss the use of the Gulgong Memorial Hall.

The suggestion for half day fees for the Hall is noted and can be considered as part of budget discussions for the 2018/19 Operational Plan.

The Committee asked for some direction from Council as to their role. An updated Terms of Reference has been provided which I understand has the support of the Committee. As part of these Terms of Reference, the Committee would act as the consultation mechanism for user groups.

Community Plan implications

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

Strategic implications

Council Strategies

Community Strategic Plan

Council Policies

Code of Practice for Section 355 Committees.

Legislation

The Gulgong Memorial Hall Committee is operating under Section 355 of the Local Government Act (1993), which allows it to exercise a function of Council.

Financial implications

Not Applicable.

Associated Risks

Not Applicable.

SIMON JONES
DIRECTOR COMMUNITY

23 October 2017

- Attachments:*
1. Gulgong Memorial Hall Minutes 12 September 2017.
 2. Gulgong Memorial Hall Minutes 10 October 2017.
 3. Gulgong Memorial Hall Special Meeting with the Arts Council 26 September 2017.
 4. DRAFT- Terms of reference - Gulgong Memorial Hall.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Gulgong Memorial Hall Meeting 12/9/2017

Opened: 14.11

Present: Charles Vassel, Percy Thompson, Ray Thackeray, Maureen Trgo, Cheryl Vassel.

Apologies: Chris & Pauline Hannaford, Bill Clifford.

Minutes of Last meeting: Moved Ray, 2nd Percy.

Matters arising: The Folk Festival will not be holding their New Year's Eve celebration at the Memorial Hall, this will be held at the RSL Club.

Arts Council: there will be a meeting called with the Arts Council to discuss their letter. However if Council will not fund any changes, then they probably will not happen. After consulting with various groups we feel that having a permanent wall dividing the Hall would not be acceptable. Ray will talk to Nicole from the dance group, Charlie has spoken to the Eisteddfod Rep. If Council wish to paint the Hall that would be wonderful, they need to assess this. Will wait until after the meeting with the Arts Council, hopefully during the last week of September.

Hand out leaflet about how to use the Hall to all users of the Memorial Hall – is this still being done?

An objection was raised by a member of the Folk Festival about using the Hall - There is no air conditioner in the Hall, however there is a vac cooler which is quite efficient unless it is very humid. Need to have a door open for the Vac cooler to work effectively – this should be on the leaflet.

Ray will start buying drinks for the Christmas Celebration – happy to pay what we pay at the shop.

Charlie has sent a letter to Beck Woods at IGA re vouchers and half hams that the Committee will purchase.

If we get 10 half hams from IGA, will we give people a voucher or give people the hams on the night? Probably a voucher, Charlie will talk to Beck about this.

2016 Butchers did not give back the vouchers tickets? In case someone else turned up to claim the hams. Perhaps write the winners names on the tickets, and give IGA the list of the winners.

Alan Walker is retiring at the end of the year, so talk to him and ask if he would happy to run the circus. Chris

Ideas for wet weather – do we need to look at this. BBQ can go on front veranda, jumping castle can go inside. Look at forecast a week prior, and if it pours, then perhaps get a projector and screen a movie.

Last year picked up the food the day before so can freeze it if necessary.

Make up a flyer to put into the Gossip, then print some out and put them around town. Ray has last year's one.

Ray is chasing the Gulgong Singers, they were due to restart in September. If they would like to come we will put some seats into the Rotunda.

Meeting closed 1646, next meeting 10/10/17 1600, Men's Shed

Gulgong Memorial Hall Meeting 10/10/2017

Opened: 1616

Present: Charles Vassel, Pauline and Chris Hannaford, Ray Thackeray, Maureen Trgo, Cheryl Vassel

Minutes of last meeting: Moved Charlie, 2nd Maureen

Folk Festival Committee will not be using the Memorial Hall this year. Objections have been raised by Folk Festival about using the Hall – no air conditioning, only evaporative cooking, no alcohol – but if all goes well and the RSL is full this year, may use it next year.

Arts Council meeting – excellent meeting – as a flow-on from that Chris still feels we should hold meetings with the major users of the Schools and call them to a special meeting to ask them what they want, or send out a proforma sheet to ask people what they want: e.g. Cleanliness of Hall, how to use heaters, any improvements needed, does Hall need painting, do you think brochure is a good idea etc. Maximum of twenty questions, one page only. All in favour. Cheryl to do, then send it out to everyone to check.

One important thing has come out of this – Chris spoke to Sandra and Mel, Sandra conciliatory, Mel not, Mel has had some run-ins with Arts Council – so would Brad and Simon look at the Hall hiring fees, as there are no half day fee, only a full day fee. It is only Nicole's good nature that allows this to happen. On the Wednesday of the Henry Lawson Weekend the Arts Council pay for a day's rental, as well as Nicole paying, so double dipping. Would more people use the Hall if a half day rental available.

The brochure that Lea Marheine made up has disappeared – so needs to be reinvented. One page, A4 triple folded.

Any news from Beck re vouchers and Hams for Christmas Celebration? Letter sent, but no reply as yet.

Vouchers for Hams for 2016 – Davies gave them all back, but not the other butchers. This time all will be from IGA. Will write prize winners names on vouchers, and give a list to IGA, so IGA can check off winners when they present for the Hams. Need another two people to sell tickets.

Alan McSweyn will be there this year.

Ponies - There are issues with some of the horses going lame, so will not be able to use dog-cart, may end up with two or three single horses, not doubles, which may work better as they can go on the grass.

Chris has spoken to Alan Walker, he will be there to help with Christmas Celebration with the circus, Santa etc.

Wet weather – look at this closer to the date.

Picked up food previous day last year, so will do the same again this year as it can be frozen if not used and any left overs can be purchased by Men's Shed.

Vaughan has things organised.

Ray chasing Gulgong Singers.

Belinda happy to do face painting, maybe someone to assist her. Belinda may know of other young Mothers who may be interested in doing the Face Painting, and taking part in the Classes.

Chris will ring Don Hobbs from Mudgee, who has a draft horse and cart. Maybe to bring Santa.

Rob Barton still doing Santa.

Chris and Pauline will bring their panels from home so they can form a contained area to put horses in to have a rest, and for the children to pat.

Place with swooping sign on the Castlereagh Highway that is a Pet Farm – ask them whether they will bring a camel for the children to look at – have to see about costs, and safety issues. Chris

The jumping castle is organised – Maureen will ring owner at the end of October to remind her of date.

There is a group of teenagers in town who sing Country and Western etc – Chris will ask them to come to sing. Good if wet weather, as can go onto Stage. Touch base with Alan - already done, as long as there are no strobe lights should not be a problem.

Should ask for more money next year, as if we are getting more things involved may need more funds, so \$500 additional grant – Moved by Ray, 2nd Charlie, all in favour.

The Memorial hall committee is not supposed to be the works request committee – however a lot of the doors on the Western side of the Hall are starting to fall apart – We have requested Council give us a list of the builders who have permission to work on the Hall but we have still not been given this. The Men’s Shed would also like this. There are two doors downstairs that have padlocks on the outside. People still use the downstairs areas as dressing rooms, so should have deadlocks on them, not padlocks on the outside. Western stage exit door is one. Safety doors are rotten at the base, and sagging, need to be replaced.

Gas regulator, gauge has application been put in? Yes, minutes have gone to Simon Jones.

Who from Council should be coming to our meetings? How do we know if the minutes are read and responded to?

Meeting closed 1654. Next meeting 14/11/17

Action Plan

| Person Responsible | Action | Result |
|--------------------|-----------------------------|--------|
| Cheryl | Questionnaire to Hall users | |
| Chris/Council | Hall hiring Fees | |
| Charlie | Beck re vouchers | |
| Ray | Community Singers | |
| Chris | Don Hobbs re draft horse | |
| Chris | Camel | |
| Maureen | Jumping Castle owner | |
| Chris | Country singers | |

Gulgong Memorial Hall Special meeting with the Arts Council

Held 26/9/2017 at the Men's Shed.

Open 17:05

Present: Bill Clifford, Chris Hannaford, Charlie Vassel, Christina Tomlinson, Maureen Trgo, Ray Thackeray, Marie Hensley, Rose Hensley, Susan Bridgford, Toni Morrison, Pauline Hannaford, Cheryl Vassel.

The Memorial Hall Committee have invited the Arts Council to the meeting to answer questions about the letter sent to the MWRC on 21/7/2017, then forwarded to us.

Firstly a few questions:

1. Exactly what did the Arts Council want to gain from sending the letter?
 - a. We are after advice on how to improve the Hall.

Improvements? We need to ask one or two questions: - Why did you speak to Bill Murphy, not Chris Hannaford about the improvements to the Hall?

- b. Toni was at a Chamber meeting re another matter and Bill was there, so asked him who the Arts Council should approach, and he mentioned Simon Jones from Council.

There are certain protocols that should take place, which haven't re how concerns should be raised re the Hall.

2. Gas: - re no gas for the heaters over the June long weekend. There are certain practices that should take place – Dance Groups and the Eisteddfod use a lot of Gas. There needs to be a special meter on the gas tanks that automatically swap them when one is empty, with a light blinking when the tanks are almost empty, so the cleaner could notify Council when they need refilling.
 - c. At the last June long weekend Arts Council event Christina tried to light the heater near the kitchen doorway, but couldn't, as the gas level was too low.
 - d. When hiring the Hall, check the gas meters that are on the bottles.

Motion: - Ask for maintenance to be carried out on the Gas tanks annually.

3. Cleaning: - This has been an issue for a long time, in fact it has been always been an issue! Each Eisteddfod the Hall and kitchen have needed to be cleaned before they could be used by the volunteers that are using the Hall. The current contract is \$22,000 per annum, and the cleaning of the windows is included, but the cleaner is not allowed on or behind the stage. The Men's Shed people have cleaned the Hall many times, as part of the assistance for the people hiring the Hall. The Memorial Hall Committee asked Council to put draft excluders at the bottom of the doors to prevent dust and leaves etc blowing into the Hall which has improved things. A new cleaner started on July 1st and is doing a much better job than previous cleaners have done. The Hall should be cleaned weekly, and before anyone hires it. The hirers have a duty to clean the Hall when they are finished using it.
4. User Groups: - There are approximately 21 different Groups that use the Hall: For these User Groups, the Men's Shed will set up the Sound system (Arts Council was not aware this was available), the sound system is also used at the Races, Lawson Festival, Swap Meet and Eisteddfod. It was originally purchased and organised for the Eisteddfod. There is a tarquet floor on the

stage, which cost \$5,000, and has had to be replaced once due to the piano being dragged across it and damaging it.

5. Painting the Hall: - Have the inside of the Hall repainted. This was done about 4-5 years ago, and there is a roster for painting the different Halls in the Shire. The gutters need to be replacing at present, as when it rains water is pooling and dripping down into the Hall. The floor has been oiled once, and Council is being requested to consider sanding and putting a coating on the floor. This would cost \$50 – 60,000, but is very hardwearing.

Jubilee Hall at Dunedoo has had this done and the people who look after the Hall are very happy with the result.

6. Council funds spent on the Hall: - This is the only Hall in the Shire that brings in an income, due to regular use, and is the largest Hall in the Shire. Council have put a new kitchen in as well as replacing all the wiring in the Hall. They also bought the Sound System, oiled the floor, and painted the Hall, installed gas heaters, new lights, blinds, curtains and track for the stage. And air conditioning. Men's Shed volunteers received a grant from their head body to install air conditioning in their section.

7. Crockery and Cutlery: - would it be possible to have crockery and cutlery as well as cooking utensils and pots left in the kitchen?

No, we have done that and they have gone missing, and Council will not pay for this. Pauline has left crockery at the Hall twice, and both times it has gone missing. At the Jubilee Hall in Dunedoo the kitchen is fully stocked with crockery and utensils, but a deposit is paid by the people hiring the Hall, and the Hall is checked when the keys are handed in. There is insufficient Staff to do this in Gulgong, and most of the Memorial Hall Committee members who could do this live out of town. Maybe some basic set-up that could go into a locked cupboard. Maybe can get a Grant from Council, Arts Council people will consider this.

8. Dividing the Hall: - Would like to divide the Hall into 1/3 dance floor, then the rest in half so have two small meeting areas for committee meetings etc, using retractable partitions. When Council staff asked about this they stated that because of the width of the Hall this would not be possible, as the partitions would not be able to support themselves, also they would stick out from the walls when pushed back, which could cause problems with some of the user groups. There are seven main Groups that use the Hall, Eisteddfod, Arts Council, Folk Festival, Line Dancers, Schools, ANZAC RSL Club, Nicole's Dance School.

9. Hanging System: - It would be good to have a system to hang art works around the walls of the Hall. It has already been requested that Council do this. If a hanging track system is installed, then maybe Council would like to buy some of the art work. If a hanging system is installed, then some of the Art work could be hung and it shouldn't be a problem storing the rest.

10. Brochures: - When Lea Marhaine was the Council Rep she designed some brochures that were to be given to people hiring the Hall. Unfortunately, we do not know where these are, and new Brochures have been designed.

Were the Arts Council people given a feedback form when they handed in the keys to the Hall? No. This needs to be addressed then, as these are quite valuable for finding out anything that needs to be attended to.

When the new brochures are produced they will be handed out to all users.

11. Christmas Celebration: - is run by several Community Groups at minimal cost to the Community, and any money left over goes to local Community Groups. During this time we support the Hospital Auxillary by having their major raffle

drawn. Would the Arts Council be interested in putting on a display in the Hall during the Christmas Celebration? The funds for the Memorial Hall Committee to run any events comes from Council, and goes to the Men's Shed bank account, who act as bankers.

12. Memorial Hall Committee: - Should there be a representative from the Arts Council on the Memorial Hall Committee?
13. Council Grants: - The Arts Council people will be requesting a Grant from Council. Dunedoo got a Grant for \$100,000 to do up the Jubilee Hall floor, which has had a coating put on it, which can withstand things dropped or scraped along it. It might be worthwhile for the Arts Council members to apply to Andrew Gee for a Federal Grant. Be aware of what you are asking for, as the Federal Government staff will consult with Council staff. Apply to Council for Grant for crockery and cutlery and plastic storage boxes,
14. Fire Stairs Blocked: - During the Henry Lawson Festival weekend it was found that the fire-stairs that lead from the stage area to the street were blocked by equipment and rubbish.
15. Movement and Storage of Art Works: - Because Nicole's dance studio uses the Hall regularly there is a problem with moving the Art works during the set-up for the Lawson Festival - the Arts Council people take the bookings on the Tuesday morning, then need to move the art works in the afternoon and store them until the following day, and some of the pieces are quite heavy. Have been using the kitchen until now, but if more artists want to display their works will need somewhere else to store them. The Arts Council are now getting more art works for the display, which is wonderful, but having a place to store them is a problem.
16. Partitions: - these are being left out in the middle of the floor, and are very heavy to move, especially the ones with mirrors on them.
Men's Shed people are currently in the process of putting wheels on these to make them easier to move.

Is the Storeroom big enough to use the Partitions?

No, but the partitions can be used by any user group, maybe with hessian covers over them.

17. Heating: - is this sufficient for the Hall?
Yes, when all the heaters are lit and are working.
18. Hall Users: - If anything is turned on, it needs to be turned off, and if anything is opened it needs to be closed before any users leave the Hall. Sometimes it has been reported that there is a gas smell coming from the Hall by a passer-by, because the gas hasn't been turned off, or sometimes the windows are left open.
19. Grants: - Is there anything that the memorial Hall Committee would like included in the Grant when the Arts Council applies for one?
Yes, a new stove and industrial microwave for the kitchen.

If all these facilities are available, why not cooking equipment? Jubilee Hall at Dunedoo require a deposit. Have a locked door on the kitchen?

There was talk of a mural going on the back wall, as the back wall is a great hanging space, is this still happening?

No, it was an ANZAC mural, but was too big for the back wall.

Memorial Hall Committee will contact Arts Council people before Council commence work on the hanging system. If it is a tracking system, then will try to get a top of the

range system – a double track with lights on the lower track. We will continue to notify Arts Council of any updates.

Meeting closed 1815



TERMS OF REFERENCE

Mid-Western Regional Council

Gulgong Memorial Hall Committee

*A prosperous
and progressive
community*

| | | | |
|----------------|-------------------|-------------|---------------|
| ADOPTED | | REFERENCE | 2.0 |
| MIN | | REVIEW DATE | NOVEMBER 2018 |
| DATE PREPARED: | 13 SEPTEMBER 2017 | FILE NUMBER | A0100024 |

Preamble

Mid-Western Regional Council appreciates the advice, voluntary time, commitment, interest and dedication demonstrated by members of its Advisory Committees. Council will give serious consideration to recommendations stated in the minutes of Advisory Committees. Such recommendations are considered in the context of Council's Management Plan and budgetary considerations at an operational and strategic level.

Responsibilities

The Gulgong Memorial Hall Committee will have the following responsibilities:

- Promote use of the Gulgong Memorial Hall;
- Liaise with groups who use the Hall as required;
- Represent Council in organising the Gulgong Christmas Celebrations.

Composition of Committee

The Committee shall comprise the following members:

- One (1) elected Councillor
- Interested representatives of the Gulgong community and regular Hall users (up to 10)

Meeting Frequency and Quorum

The Committee shall meet monthly and report the minutes from these meetings back to Council.

The quorum shall be half the current membership plus one.

Delegations

Nil

Council Contact and Support

The Director, Community is the Council contact officer for the Gulgong Memorial Hall Committee. No secretarial support is provided.

12.4 Heritage Committee Minutes 26 October 2017

REPORT BY THE MANAGER, STRATEGIC PLANNING
TO 15 NOVEMBER 2017 ORDINARY MEETING
GOV400064, DEV700020

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Strategic Planning on the Heritage Committee Minutes 26 October 2017; and**
2. **note the minutes of the 26 October 2017 Meeting Heritage Committee Meeting.**

Executive summary

The purpose of this report is to advise Council of the considerations of the Heritage Committee meeting held on 26 October 2017.

Disclosure of Interest

Nil.

Detailed report

There were no recommendations from the Heritage Committee Meeting.

Community Plan implications

| | |
|--------------|--|
| Theme | Looking After Our Community |
| Goal | Vibrant towns and villages |
| Strategy | Respect and enhance the historic character of our Region and heritage value of our towns |

Strategic implications

Council Strategies

Conducting Heritage Committee Meetings in consistent with Council's Heritage Strategy.

Council Policies

Not Applicable.

Legislation

The Heritage Committee is operating under Section 355 of the Local Government Act (1993), which allows it to exercise a function of Council.

Financial implications

Not applicable.

Associated Risks

Not applicable.

SARAH ARMSTRONG
MANAGER, STRATEGIC PLANNING

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

1 November 2017

Attachments: 1. Heritage Committee Minutes 26th October 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

**HERITAGE COMMITTEE MEETING MINUTES
 MUDGEY FOYER MEETING ROOM
 26 OCTOBER 2017 9.30AM**

1. WELCOME and PRESENT

David Warner, Barbara Hickson, David Mort, Peter Monaghan, John Bentley, Staff: Sarah Armstrong

2. APOLOGIES

Chris Pearson, Virginia Hollister

3. CONFIRMATION OF PREVIOUS MINUTES

No September meeting.

4. MATTERS IN PROGRESS

| Matter | Responsible | Date Commenced / Matter Raised | Progress |
|--|--|--------------------------------|--|
| Local Heritage Grants. | Development Directorate Committee consideration | | Allocation resolved. Project agreement acceptance forms to be sent 1 st week of November. |
| Heritage Conservation Fact Sheet. | Development Directorate | September 2016 | Heritage Advisor having another review. Committee requested another review before being finalised. |
| Heritage Advisor. | Development Directorate | | Graham Hall appointed until June 2018. |
| Barbara Hickson suggested to sample one block of a street. | Committee Members | September 2016 | Barbara Hickson provided an update. Grant to be applied for, possibly to come from Council. |

| Matter | Responsible | Date Commenced / Matter Raised | Progress |
|---|--|-----------------------------------|---|
| DCP Review – inclusion of Heritage Conservation provisions. | Development Directorate Committee Members | | Progressing - Council staff are continuing with the review and preparation of new controls. Peter Monaghan provided an overview of relevant DCP's. |
| Proposed Heritage Conservation Area for Kandos | Sub committee | June 2017 | On hold until commination is made with the community representative. |

5. GENERAL BUSINESS

5.1 Update of the Local Heritage Grants – all properties have been inspected by Council's Heritage Advisor and Project agreement acceptance forms to be sent 1st week of November.

5.2 Preparation of Statement of Significance – quotes are being sourced for the preparation of Statements of Significance for all four Heritage Conservation Areas.

5.3 Council resealing the road in the Gulgong Heritage Conservation David Warner – Operations contacted

5.4 Potential listing of 29 Louee Street, Rylstone Lot A DP325816 – first step would require the preparation of a Statement of Significance. Council to seek quote or the Heritage Advisor to prepare.

5.5 Heritage Near Me grant that includes preparation of Statements of Significance – staff continuing the preparation of the grant application.

6. CORRESPONDENCE

Nil.

Meet closed - 10.30am

Next meeting – Gulgong TBC Thursday 30th November 2017.

Following meeting – Mudgee Thursday 21st December 2017.

Item 13: Urgent Business Without Notice

URGENT BUSINESS WITHOUT NOTICE

As provided by Clauses 19 & 20 of Council's Code of Meeting Practice (Clause 14 LGMR).

GIVING NOTICE OF BUSINESS

19. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business in writing at least two (2) days prior to the day on which the agenda and business paper is prepared and delivered to Councillors; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 6 of this Code. (see Section 367 LGA & Clause 14(1) LGMR)
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council (see Clause 14(2)(a) LGMR); or
 - (b) is the election of a chairperson to preside at the meeting as provided by Clause 12(1) (see Clause 14(2)(b) LGMR); or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with Clause 21 (see Clause 14(2)(c) LGMR); or
 - (d) is a motion for the adoption of recommendations of a committee of the Council; (see Clause 14(2)(d) LGMR); or
 - (e) relates to reports from officers, which in the opinion of the Chairperson or the General Manager are urgent;
 - (f) relates to reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the Committee; and
 - (g) relates to urgent administrative or procedural matters that are raised by the Mayor or General Manager.

BUSINESS WITHOUT NOTICE

20. (1) Despite Clause 19 of this Code, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice. (see Clause 14(3) LGMR)
- (2) Despite Clause 30 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put. (see Clause 14(4) LGMR)

Item 14: Confidential Session

LOCAL GOVERNMENT ACT, 1993

10A *WHICH PARTS OF A MEETING CAN BE CLOSED TO THE PUBLIC?*

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of any code of conduct requirements applicable under section 440.
- (3) A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) A council, or a committee of a council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

10D *GROUNDS FOR CLOSING PART OF MEETING TO BE SPECIFIED*

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (2) The grounds must specify the following:
 - (a) the relevant provision of section 10A(2)
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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DISCLOSURE AND MISUSE OF INFORMATION

- (1) A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained, or
 - (b) in connection with the administration or execution of this Act, or
 - (c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
 - (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Freedom of Information Act 1989, or
 - (e) with other lawful excuse.

1. (1A) In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 10A (1), a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a councillor of the council) information with respect to the discussion at, or the business of, the meeting.

2. (1B) Subsection (1A) does not apply to:
 - (a) the report of a committee of a council after it has been presented to the council, or
 - (b) disclosure made in any of the circumstances referred to in subsection (1) (a)-(e), or
 - (c) disclosure made in circumstances prescribed by the regulations, or
 - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with section 12.

- (2) A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.

- (3) A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:
 - (a) the determination of an application for an approval, or
 - (b) the giving of an order.

Maximum penalty: 50 penalty units

MOTION

I move that pursuant to the provisions of Section 10 of the Local Government Act, 1993 the meeting be closed to the public.

After a motion to close the meeting has been moved and seconded and before the vote, the Chairman will ask if there are any other matters, besides those listed on the agenda which should be considered in Confidential Session.

He will then announce those matters to be considered in Confidential Session. In doing so, the Chairman will give reasons why those matters are to be considered in Confidential Session and explain the way in which discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

CHAIRMAN

The following matters have been listed for consideration in Confidential Session:

14.1 Sale of Land to Recover Overdue Rates and Charges - Chapter 17, Part 2, Division 5, Section 713 Local Government Act 1993

The reason for dealing with this report confidentially is that it relates to discussion in relation to the personal hardship of a resident or ratepayer in accordance with Section 10A(2)(b) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of (b) discussion in relation to the personal hardship of a resident or ratepayer.

14.2 Update on LEC Matter MA0029/2017

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

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of a matter subject to legal proceedings.

The Chairman will then ask the General Manager if there are any written representations from the public on the proposed closure of the meeting.

The General Manager will read out any written representations received.

The Chairman will ask if anyone in the gallery would like to make verbal representations in regard to the matters now to be considered in Confidential Session.

The Chairman will then put the motion "to close the meeting" to the vote.