



2017

COUNCIL BUSINESS PAPERS

Ordinary Meeting WEDNESDAY 15 NOVEMBER 2017

SEPARATELY ATTACHED ATTACHMENTS

ATTACHMENTS

Report 7.1	Attachment 1	Runway Motorsport Australia Proposal.....	3
	Attachment 2	Economic Impact Statement.....	7
	Attachment 3	Letters of Support for event	8
	Attachment 4	Proposed Layout at Airport.....	34
	Attachment 5	Email - Angela Bartlett, Runway Motorsport Australia.....	36
	Attachment 6	Email - Paul Graham, FlyPelican	38
Report 8.2	Attachment 2	Events Assistance Applications - January to June 2018	39
Report 9.1	Attachment 1	Draft Annual Report 2017	93
Report 9.3	Attachment 1	Quarterly Budget Review Statement September 2017.....	171
Report 11.3	Attachment 1	Draft Policy - Clean version	225
	Attachment 2	Draft Policy - With tracked changes.....	268
Report 11.6	Attachment 1	OLG Circular No 17 - 30	311
	Attachment 2	Draft Model Code of Conduct	313
	Attachment 3	Draft Procedure of the Code of Conduct.....	375
	Attachment 4	Councils Legal Advisor Blog 24 Oct 17.....	427
Report 11.10	Attachment 1	Policy - Adopted Tree Removal Pruning in Public Places	430
	Attachment 2	Policy - Tree Removal and Pruning in Public Places reviewed.....	447
	Attachment 3	Policy - Street Tree Planting reviewed.....	459

RUNWAY MOTORSPORT AUSTRALIA EVENT PROPOSAL

For use of Mudgee Airport

OVERVIEW

Runway Motorsport Australia is pleased to submit this proposal for the use of Mudgee Airport for a one-day Motorsport Event. If the proposal is successful, the event would be held at an agreed time on a weekend in 2018.

The Objective

- To re-locate an already established Motorsport Event to the Mudgee region.
- To secure a 3-5 year partnership with Council to hold the event annually at Mudgee Airport.
- To provide a fantastic tourism opportunity to the Mudgee region.

The Opportunity

- For Mid-Western Regional Council to work in partnership with Runway Motorsport Australia to host over a 3-5-year period an Annual Motorsport Event that will benefit the Mudgee Region.
- To bring in over \$670,000 in Tourism spend in one weekend to the Mudgee Region (please see attached our Economic Impact Statement). This Economic Impact Statement is conservative; our spectator numbers have been much larger at our more recent events and have been steadily increasing over the last five years.
- To provide an entertaining and safe event that will become one of the largest events on the annual Mudgee tourism calendar. Our event brings in entrants and spectators from across Australia. For example, our 2016, 2015 and 2014 event winners were from QLD, SA and VIC. As stated by Snowy Monaro Regional Council in our Letter of Recommendation, our "event was one of the few times of the year when Cooma's accommodation properties were fully booked out".
- To bring National and International exposure to the event and the Mudgee Region. As stated by Snowy Monaro Regional Council, we heavily invest in Marketing that showcases the region. This marketing not only has a large emphasis on the event, but also the region it is held in, and associated business's and sponsors. The on-going support of Snowy Mountains Tourism was a great contributor to our on-going success and they strongly supported our event. As discussed previously, we currently have interest from competitors in the USA and South Africa.
- To provide opportunities for local employment and procurement of services from the local Mudgee Region. This would include employment and services of the local community to assist with the following:
 - Hire-age of all event equipment (bobcat for runway sweeping, safety barriers, toilets, fencing & generators)
 - Event signage / trophies (vehicle numbering decals, runway distance signage)
 - Labourer's assistance with set up and pull down of the event
 - Parking attendants
 - Security Guards (crowd control and bag checks)
 - Cleaners

- Water Cartage (for water filled safety barriers)
- Food vendors / coffee vendors
- Sponsor Trade stands
- Other Trade stands (wineries, local produce, tourism information etc)
- Children's amusements & entertainment

The Solution

- The event requires a venue with a runway of a minimum 1.7 kilometers in length. The reason for this is that we require 1000 metres of race distance, and a minimum of 700 metres of breaking area. This is to ensure the best possible safety of our entrants. A public road would not be suitable due to the surface, logistics, and general safety of competitors and spectators. Our event attracts several thousand spectators and we do not believe a 'closed' road would be feasible in anyway. The surface of the runway must also be of an acceptable standard for our entrant's vehicles. Our event currently holds both time and speed records for 1000 metre racing in Australia, for this reason it is imperative that we maintain our reputation for the fastest and quickest event of this style in Australia while remaining as safe as possible.

OUR PROPOSAL

For Runway Motorsport Australia to hold our Annual Motorsport Event at Mudgee Airport.

We would like to propose a venue rental fee of \$5,000 (incl GST) for the hireage of Mudgee Airport per year we hold the event. We would be looking to run the event over a 3-5-year period. Over a five-year period, this would be a \$25,000 fee paid to Mid-Western Regional Council. This would include a requirement of access to set up on Friday, racing Saturday, pull down Sunday. As discussed, there would be very minimal interruption to the normal operation of the airport on the Friday and Sunday. Please see below timeline of events.

As discussed at our meeting, what we would require from Mid-Western Regional Council is a 5m x 120m strip of hot mix at the North Eastern (22) end of the runway. This would be a one-off investment for up to ten years of running the event. From prior experience of laying hotmix on a runway, we can guarantee very little to no runway degradation at the completion of each event. After the investment of laying hotmix at our previous venue, the surface was guaranteed by the asphalt company for a minimum of 10 years. Post event inspections were held over the last 5 years at our previous venue with Airport Management, after the hotmix was laid, there was no degradation over those 5 years to the runway surface. The only maintenance necessary post event would be the repainting of any white runway markings in the starting area of the runway, that may have some tyre marks. We must emphasise that we do not allow burnouts or tyre warming of any kind, our entrants are simply accelerating for a stationary position, hence protecting ware to the runway surface.

We would require council to provide a road roller to smooth out a return road across the grass from the South-Western (04) end of the runway back to the pits (apron). This would be at the cost of Runway Motorsport Australia.

We would require council to supply an appropriate number of rubbish bins for the removal and collection of rubbish on the day. This would be at the cost of Runway Motorsport Australia.

We would require an Airport / Operations Manager to be on-site the day of the event. Cost for this would be included in Rental Fee.

Please see below, the resources provided by Runway Motorsport Australia.

Supplied Resources & Materials

Materials to be supplied by Runway Motorsport Australia
All medical, ambulance, fire, recovery personnel and vehicles
All event, safety, and scrutiny staff (team of 20-25 people)
All barriers, portable fencing & toilets required
A bobcat with a sweeping attachment to sweep the runway post event
All vendors (food, coffee, trade stands, children's amusements)
Electronic distance signage for competitors
Generator and gazebo for event timing equipment
Security for crowd control and bag checks
Parking attendants
A water tanker to fill water barriers
Other assistance or services as required

Execution Strategy

- Our execution strategy incorporates proven methodologies, qualified personnel, and a highly responsive and safe approach to the running of the event. Our event has been developed and refined over the last 6 years, giving us ample experience of running these types of events to a high and professional standard. Our experience prior to that has been for over 10 years, in a volunteer capacity organizing charity fundraising events.
- We have a team of 20 - 25 people involved in the running of our event, all with prior event experience. Our medical and ambulance crew are all fully trained and qualified paramedics who have been with our event for many years and are fully experienced with Motorsport Events.

Timeline for Execution

- Our event is proposed to be held on a Saturday of an agreed weekend in 2018. The date must be on a Saturday, in a favorable month of the year for the best possible weather conditions. There would be very minimal interruption to the airport on Friday for set up and Sunday for pull down.

Description	Start Date	End Date	Duration
Event Set Up	Friday 8.00am	Friday 5.00pm	8-9 hours
Day of Event	Saturday 6.00am	Saturday 6.00pm	12 hours
Event Pack Down	Sunday 8.00am	Sunday 2.00pm	6 hours
<Event End>			

CONCLUSION

We look forward to working with Mid-Western Regional Council to hold a safe and well organised event at Mudgee Airport. The event will be a significant drawcard to the Mudgee region and its on-going popularity should not be underestimated, with over 10'000 followers on Facebook and over 500 expressions of interest from potential entrants in 2016. Our event has continued to grow year on year and we believe this trend will continue with the relocation to Mudgee.

If you have questions on this proposal, feel free to contact Adam Drake or Angela Bartlett at your convenience by phone at 0410 367 613 or 0401 873 745.

Thank you for your consideration, we believe this is an opportunity that should not be missed.

Kind regards

Angela Bartlett & Adam Drake
Event Directors
Runway Motorsport Australia

ECONOMIC IMPACT STATEMENT

FOR A "SNOWY MOUNTAINS 1000" STLYE EVENT BEING HELD AT MUDGEER AIRPORT FOR ONE DAY

ENTRANTS/FRIENDS/CREW/FAMILY & SPECTATORS

Accommodation for two nights - Averaged at \$90 per night, per person	\$ 180.00
- Based on average of \$90 per night, per person, assuming that two people share a room	
Food	\$ 160.00
- Based on \$20 for breakfast, \$20 for Lunch and \$40 for dinner, for two days	
Miscellaneous	\$ 50.00
- Based on snacks, alcohol and coffee's, for two days	
Fuel	\$ 25.00
- Based on a full tank of fuel to return home after the event, shared for 3 people in car	
Tourism spending	\$ 50.00
- Friday or Sunday tourism spend, pre and post event at wineries, for example	
Total per person -	\$ 465.00
Multiplied by 420 people (140 entrants and 280 friends/family/crew - average 2 per entrant)	\$ 216,225.00
Plus 1000 out of town spectators spending the same	\$ 455,000.00
Total Economic impact for the Mudgee region from a "Snowy Mountains 1000" style event being held at Mudgee airport for one day	\$ 671,225.00

EVENT STAFF/VOLUNTEERS

Accommodation for three nights - Averaged at \$120 per night, per person	\$ 360.00
- Based on average of \$90 per night, per person, assuming that two people share a room	
Food	\$ 240.00
- Based on \$20 for breakfast, \$20 for Lunch and \$40 for dinner, for two days	
Miscellaneous	\$ 70.00
- Based on snacks, alcohol and coffee's, for two days	
Fuel	\$ 200.00
- Based on a to mudgee, home and running around for 4 days	
Total per person -	\$ 870.00
Multiplied by 15 staff/volunteers	\$ 13,050.00



Thu 12/10/2017 11:42 AM

Darren Jahn <DJahn@oatleywines.com.au>

RE: Proposed Motorsport Event at Mudgee Airport

To Snowy Mountains 1000

Hi Adam,

It was a pleasure to speak to you yesterday and thank you for confirming the information below. I confirm that Robert Oatley Vineyards are supportive of your aim to bring the event to our region and have no doubt about the economic impact projection you note below, as it will certainly be good for local businesses especially wine and tourism related.

We would be delighted to progress discussions about holding your awards presentation activity at Craigmoor, working with our caterer Kim Currie who runs such event activities. Additionally we'd look at a wine tasting opportunity for the participants, either on site or at Craigmoor too.

You are welcome to use this note as a reference to council and other interested parties.

All best,

Darren Jahn | Marketing & Communications Manager – Robert Oatley
Robert Oatley Vineyards | Level 3, 100 Pacific Highway, St Leonards NSW 2065
T 0411 020 574 | djahn@oatleywines.com.au



Thu 12/10/2017 11:59 AM

David Lowe <david@lowewine.com.au>

Proposed Motor Sport Event.

To snowymountains1000@hotmail.com

I am delighted that you are progressing discussions with the MWRC re your proposed event. Innovation in diverse Tourism activities, new audiences and quality events are the secret to the consolidation of a visitor experience. Your such event fits the bill, as far as Lowe Wines is concerned. I would welcome a visit when you have secured Council support, (cant see any negatives). Most certainly all the towns in the council area see the benefits of these types of events, whether it be retail, accommodation, hospitality and return visits. This is the big change in the region over the last 5 years, Oh and of course progression of quality events.

Yours Faithfully

David Lowe

CEO of Lowe Wines

Lowe Wines

327 Tinja Lane (PO Box 21), Mudgee NSW 2850



www.lowewine.com.au

ph: 02 6372 0800

mb: 0407 298 294

www.facebook.com/LOWEwines

www.twitter.com/Lowe_Wines



1 March 2017

To Who It May Concern

Re: Reference for Snowy Mountains 1000 Sprint Car Race

It is with mixed emotions that we supply this letter of reference for this wonderful event.

For the past five years our region has looked forward to The Snowy Mountains 1000 arriving into town each year with the amazing array of cars to admire and the thrill of race day.

As a Shire Council we have supported this event both with in-kind and financial support. We consider the event to be one of the major highlights on our yearly calendar and more importantly as providing a significant economic boost to our town over race weekend. Between the organisers, entrants and spectators we estimate (conservatively) this event to be worth around \$80,000 to our local community over the 3 - 4 days that they are in town. Each year we watched the event grow and there's no doubt that trend will continue. It is one of the few times of the year where our accommodation properties are fully booked out!

The promotion and media exposure both prior to and after the event showcased our region on a national platform which is so valuable to us and not usually achievable without such events.

Over the years we have found the organisers, Adam Drake & Angela Bartlett of Runway Sport Australia to be completely professional and have always conducted themselves and their event with the highest of integrity. We have had no issues or incidents over the five years that they have been operating here.

Despite our greatest efforts we have been unable to find a compromise or solution to the location issue with the Snowy Mountains Airport Corporation. We are extremely disappointed to be losing this event through circumstances beyond all of our control.

We wish Adam & Angela all the best into the future and we will continue to follow the event with interest.

Yours Sincerely

Donna Smith

Tourism & Events Manager



M Wed 4/10/2017 8:21 PM
Martin - Powerplus NSW <martin@powerplusnsw.com.au>
new venue for sm1000
To 'Snowy Mountains 1000'

To whom it may concern,

Powerplus racing fuels has been a major sponsor & also entrant of the SM1000 event for the last 4 years. We are very happy to be associated with this event as it has been well organised & brings a wide variety of different cars/ people together from all walks of life & motorsport disciplines.

While it is a shame that Cooma has decided not to allow the use of their airport for the event it brings a great opportunity to find a new venue keen to be involved with a different type of motorsport event that will bring a large number of visitors to the local area for a 3-4 day stay. I would highly recommend this event to any area looking to promote their region.

We have also during the course of our association with Adam & Angie at SM1000 supported the cancer council with some fund raising activities at these events which i thank them for.

I look forward to continuing our support of this event where ever its new home is.

Regards,

Martin Stevenson
Powerplus NSW



PH: (02) 4355 4300 | FAX: (02) 4393 1191 | MOB: 0400 569 304
Unit 5/14 Donaldson Street, North Wyong NSW 2259
Visit www.powerplusnsw.com.au for the latest news and information!

MU Tue 3/10/2017 7:35 PM
Martin Upenieks <cmupenieks@bigpond.com>
Shell harbour race?
To 'Snowy Mountains 1000'

Hi Adam,

I hope you gain the support you need to get the race back up and running. Its something that myself and my family love doing each each year and look forward to spending a few days in town seeing the sights. As you know we like to spend a few days either side relaxing in the local area.

If there is anything we can do to help you get it going again let us know. Happy to help with such a fun event.

Cheers,
Martin

BB Wed 4/10/2017 4:40 PM
BUGH, Brian <Brian.Bugh@suncorp.com.au>
Support for the 1000m airport runway sprint.
To snowymountains1000@hotmail.com

Hi Adam,

Would like to show my support to get the 1000m airport runway sprint back up and running in NSW.

For the two years I competed in the event was great fun where my family could come out and watch the action and also go around doing sightseeing in the local towns.

Your events are always very well organised and would be disappointing not have this type of event still in Australia, hopefully the council can see the benefits of hosting such a great event like this and be known around the world when the Australian's reset the speed and time records against Europe and the USA competition.

If I can be of any further assistance to help get them event back up and running please let me know.

Kind Regards,
Brian Bugh



Brian Bugh
Assessor, Motor Claims
Specialist (Central)
—
M 0421 051 166

33-35 O'Riordan Street
Alexandria NSW 2015

brian.bugh@suncorp.com.au

MU Tue 3/10/2017 7:35 PM
Martin Upenieks <cmupenieks@bigpond.com>
Shell harbour race?
To Snowy Mountains 1000

Hi Adam,

I hope you gain the support you need to get the race back up and running. Its something that myself and my family love doing each each year and look forward to spending a few days in town seeing the sights. As you know we like to spend a few days either side relaxing in the local area.

If there is anything we can do to help you get it going again let us know. Happy to help with such a fun event.

Cheers,
Martin

The General Manager
Mid-Western Council
PO Box 156
Mudgee, NSW 2850

Dear Mr. McIntyre,

I write to voice my wholehearted support for Adam Drake and the Snowy Mountains 1000 organisation to operate a similar style event at Mudgee Airport.

Quality events like these rarely visit the Shellharbour region, and more's the pity. Professionally run, safe, high profile events are something we should all aim to draw to our region, not just as something to grab positive attention for the Mudgee, but as a genuine boon for the businesses of the area.

In the more than two decades that I have been involved with motorsport, particularly grass roots, enthusiast events such as this one, I have seen all manner of promoters try and make something happen to benefit their back pocket. Few and far between are those promoters who are capable of, and motivated by the desire to also do good things for the communities they visit, and fewer still whose economic impact can be measured as more than a tiny blip on the local tourism board's spreadsheet. I believe that the Snowy Mountains 1000 crew are an exception and I would consider it a wise use of the airport and the associated facilities to have an event such as this in Mudgee.

Providing a safe, managed space for drivers to race their vehicles needn't be the sole preserve of Sydney racetracks. We have a massive number of automotive enthusiasts in Mudgee and the Greater West and nimal events at which to use them. Certainly, an event such as this, supported by council, police, and the wider community, could quickly grow into one of the must-see events on the Australian motorsport calendar, bringing all the benefits to the region that go with it.

The Snowy Mountains 1000 is an excellent example of the type of event and event organiser that we should aim to bring to Mudgee to make best use of the existing facilities and infrastructure, to create a safe, controlled environment for our automotive enthusiasts, and to provide benefit to local businesses who will enjoy the large number of interstate travellers and day-trippers.

Best Regards,

Adrian Hodgson
Summernats Marketing Manager



To Mid-Western Council.

My name is Chris Thomson and I have been involved in the Snowy Mountains 1000 since 2016. After watching the event grow each and every year to be a premier event on the amateur racing calendar, I was extremely saddened to hear that the event was cancelled in 2017.

Every year it is hard just to get an entry due to the sheer popularity of the event and with me being the current Australian 1000m record holder & winner of this event in 2016, I am keen to defend my title.

It's always a great weekend & we would load up the trailer & drive the 14hrs hours from north of Brisbane to Cooma with an entourage of entrants and spectators to have a great time in a safe environment.

Mudgee is our only hope on the east coast of Australia, WA has a similar event but the sheer distance geographically puts most people out of contention due to cost to get here, Logistics of getting cars & crew to the other side of the country & for most of us who own our own businesses the extra time off is detrimental.

The event in Cooma was only ever run with the highest levels of professionalism in mind and I would urge Shellharbour City Council to welcome this great event to your area.

Not only would it be great for your town in the way of tourism exposure, but it would give Businesses across all market segments a huge injection in revenue, It would be hard to image the dollar value but it would be Hughes with accommodation at 100%, fuel groceries & restaurants brimming with visitors spending money spreading the word on how great a place Mudgee is.

Thank you for taking the time to read this and I am sure you will not regret having the Snowy Mountains 1000 on your annual events calendar.

Best Regards,

Chris Thomson

.....

The logo for A11 Supply features the number '11' in a large, bold, black font. The letter 'A' is positioned to the left of the '11' and is rendered in a red, stylized font with a white outline. The word 'Supply' is written in a bold, black, sans-serif font to the right of the '11'.

A11 Supply Pty Ltd
6-8 Cavanagh Place
Ningi 4511, QLD
PH: +61 7 5497 5110
FAX: +61 7 5497 5100
Mobile : +61 406 993 518
e-mail : chris@a11supply.com
websites www.a11supply.com
www.qas-detectors.com.au



Sat 30/09/2017 2:16 PM

Brad Metcalf <bradmetcalf@tpg.com.au>

Letter of Support

To snowymountains1000@hotmail.com

To whom it may concern,

I'm writing to voice my support for the Snowy Mountains 1000 team. I have attended 4 events run by Adam and Angela and a more professional, safe and well run event you will not find. The event attracts competitors and motorsport enthusiasts from all over Australia who all share a passion for cars and to attend such a well run event. From my own experiences I can honestly say I have never meet a more dedicated team of professionals who run a safe and fun event that always brings the town alive and it's something I look forward to every year. As always I would like once again to thank Adam and Angela for for their continued hard work and passion to put on a great event.

Yours sincerely Brad Metcalf.



Sat 30/09/2017 6:30 PM

marknic <marknic@bigpond.net.au>

1000m sprints

To snowymountains1000@hotmail.com

To whom it may concern

I have attended nearly every single 1000m event Adam has ran. All events have been professionally ran. I know in Cooma's case they disappointed because of the revenue and people it brings to the town/city. The whole community benefits plus there is an event to watch and enjoys. There has never been any trouble where this event has been held.

 Thu 21/09/2017 7:06 PM
Frank F <frankfarg@hotmail.com>
Next Event Support
To Snowy Mountains 1000

Hello Guys

I just wanted to add my support for the 1000m event to be held at Mudgee, after attending the last 4 years of the event in Cooma I hope it will continue for many more years.

Its a great event that's well organised and run by Adam and Angela.

Cheers
Frank Fargnoli

 Thu 21/09/2017 6:45 PM
Gerry louverdis <glouverdis@hotmail.com>
Yes please to Mudgee
To Snowy 1000

Hi guys

I would love to be involved in another event run by you both if it was to take place closer to home .

Please count me in.

Cheers

Gerry Louverdis

From: Andrew Proctor [mailto:prockyz89@me.com]
Sent: Thursday, 21 September 2017 7:03 PM
To: Snowy Mountains 1000 <snowymountains1000@hotmail.com>
Subject: Mudgee support

Good Evening,

I've recently been made aware of the choice to relocated Australia's premier runway distance racing event to Mudgee NSW after unfortunately Cooma no longer being suitable.

As a past spectator of snowy 1000 for 4 years, entrant of the event for 3 years and even my girlfriend entering for her first time last year. We have always travelled from our home in Goulburn with a mechanic, friend or two and family along with a handful of other competitors numbering 10-30 people, making a full long weekend of the event. Staying in hotels or renting holiday houses and shopping, eating out at the local establishments. Having for 4 years now been traveling to Cooma, I've witnessed the event grow and come to enjoy and looking forward to my yearly pilgrimage and race. However, not just because of the racing.

But because I've made some incredible friends, memories and had a chance to see some regional Australia and interact with locals and display my pride and joy and share information in a friendly, safe environment. Myself and other entrants are by definition enthusiasts and I enjoy interacting with locals. All round this would be a great addition for the region of Mudgee seeing a large influx of tourism as competitors come from all around Australia and even photographers from overseas to witness what is Australia's #1 runway event with some of the best cars and best variety Australia has to offer.

The team running the event has always taken safety as a high concern and worked well with local law enforcement and council to set up a great event for competitors and spectators and I commend them for this being a CAMS affiliated driver of other events. My family, Proctor, has largely spent the last 3 decades growing up near Merriwa traveling across to Mudgee so this would see a great opportunity for me to reunite with family also. I do hope this proposal is considered and given a fair chance as I believe it's not a opportunity to miss.

Sincerely,

Andrew Proctor



Thu 21/09/2017 7:04 PM
justen.jones <one_x@y7mail.com>
Mudgee Proposal


To: snowymountains1000@hotmail.com

To whom this may concern,

I am writing to show support for the 1000m sprint event. I have attended as a spectator and have really enjoyed watching the event, I feel that it brings together many aspects of the local community in a good way and also puts the local area in the spotlight.

There are very few events of its' kind, this is a spectacular opportunity for a local community looking to attract attention worldwide.

Regards,
Justen Jones

 Thu 21/09/2017 7:25 PM
PJ's Quick Bits <quick.bits@hotmail.com>
Snowy Mountains 1000
To snowymountains1000@hotmail.com

To whom it may concern,


I have been an entrant of the Snowy Mountains 1000m multiple times since the first one 2012 and own/drive the fastest 4 cylinder car over the standing kilometre in Australia.

Each time I have entered, I have always stayed in the hosting town and brought friends and crew with me to spectate.

A move to Mudgee would be great due to the fact that it is closer and I also have a group locals mates also interested in the event.

I certainly look forward to returning and taking on the fastest cars in the country.

Regards,
Paul Torony

 Thu 21/09/2017 7:56 PM
Kim woodward <kwoodward80@hotmail.com>
To snowymountains1000@hotmail.com

To whom it may concern,

I would like to express my support for the proposed Mudgee 1000 event.

My name is Kim and I am the clerk of the course and safety officer for the event.

I have run and officiated at events all over Australia over the last 10 years.

I am a highly trained, skilled & licensed scrutineer for v8 Supercars and a clerk of course.

as clerk of course at any event safety is my upmost concern.

I oversee everything from pre event admin to the post event presentation dinner.

I have worked & run the last 5 snowy 1000 events without incident.

The fire and recovery crew are highly trained and licensed and I have the upmost faith in them.

Adam and Angela make competitors aware of there car safety requirements well in advance of the event and no one has ever failed scrutineering.

The medical team are the best in the business and are always on stand by ... which we have never in the history of the event had to deploy.

The cars themselves go through and pass vigorous scrutineering in line with Australian Motorsport requirements and safety standards.

Officials for the event are licensed and trained in accordance with the Motorsport governing body AASA.

It's a great family day out & businesses are supported also by opportunity of providing food vans, children's jumping castles inside the venue not to mention the boost to tourism and economy in the way of hotels and local businesses catering to spectators attending the event.

I put my full support behind adam and Angela and there events and would love to show the Mudgee community and surrounding area what a fantastic event this really is.

Kind regards
Kim woodward
77 ashburner st
Higgins act
2615
0458636781




Thu 21/09/2017 8:02 PM

Susan M Robson <smrconsulting@gmail.com>

Support for Mudgee 1000

To: snowymountains1000@hotmail.com

 We removed extra line breaks from this message.

Dear Mid Western Regional Councillors

I was privileged to be able to volunteer at one of the race events and have followed the event each year and I have known the organisers personally and professionally for decades.

I am writing to you to request that you support the application that the Snowy Mountains 1000 race be granted to Mudgee airport for the following reasons:

1. The race organisers hold a professionally organised event.
2. The race has been held with safety as paramount at the Cooma airport for the past five (5) years without incident.
3. The race event is organised with a full contingent of personnel (paid and volunteers) who are allocated roles so that nothing is left to chance and the event runs effectively, efficiently and safely.
4. There is full staffing of car parking areas where all vehicles are directed where to park so as to prevent unwanted or illegal parking by visitors to the event.
5. The Cooma airport and airstrip were returned in a better state than when handed to the organisers.
6. The large number of persons involved with contestants, teams, family, friends, volunteers, staff and visitors to the event bring a large financial asset to the local and surrounding areas. Businesses to receive financial gain are, but not limited to: Accommodation venues; restaurants and cafes; petrol stations; grocery providers; bottle shops; gift shops; newsagents; and clothing shops.
7. Given it is the Mudgee district, many will attend not only the race, but will make a full weekend of travelling to the area by visiting all that Mudgee and surrounds have to offer.

8. The race organisers are highly regarded by all, whether in the racing world or other. They are honest, hardworking couple who have a passion for this sport and the capability to provide Mudgee and surrounds with a professional and fantastic race event.

Again, I request that you take into serious consideration and agree to this event that will add significantly to the Mudgee calendar.


Cheers

Susan M Robson MM (uts)

Change Management, Risk & Safety Consultant SMRconsulting@gmail.com

+61 404 005 267

ABN: 16 011 996 920

 Thu 21/09/2017 8:04 PM
Haltech <haltechaus@gmail.com>
snowy mountains 1000
To snowy mountains 1000@hotmail.com


Hi Adam,

We are in the middle of finalising our event schedule for 2018 and I'm wondering if you've finalised the dates and venue for your event yet?

As you know I've attended the event on numerous occasions before and always and I want to make sure we've got time and staff allocated for it next year. Hope you were able to secure a good venue as it would be a great pity to lose such a good event.

Speak soon.

Greg Lysien

 Thu 21/09/2017 9:53 PM
Jim Propert <jim.propert@gmail.com>
Mudgee to Host Snowy Mountains 1000
To Snowy Mountains 1000

To Whom It May Concern,

I participated in the first initial opening year of Snowy Mountain 1000 in Cooma in 2012, and I have since then attended twice over the last few years, in which the last attendance I was a volunteer.

It absolutely amazed me how far away participants were travelling from to attend the 1000m sprint event.

Participants as far as away as Perth attended this event, and did so every year.


The event accommodating for so many hundreds of entrants, which they brought along their friends, pit crew members, and their families, and coming from so from all over Australia. They all would require to stay in accommodation places in Mudgee to be at the event. This alone would be a great boost to the local economy, and not to mention spectators who would travel to watch this event also.

Spectators who travel to see this event would also require to purchase petrol upon leaving Mudgee after the event has finished, and dine in, check out small, and big businesses whilst in town, and they may even plan to check out the well known wineries around the city of Mudgee whilst staying.

Snowy Mountain 1000 entrants will also most definitely be a benefit to local businesses, especially automotive, and fuel stations. Most likely as they did when they attended Cooma, stay an extra few nights to check out what the town has to offer.

The event is open to all public to enter, this event also gives locals an opportunity to legally, safely, and in a controlled manner to go, and see just how well their car performs over 1000m. This as well, would attract people to participate in from surrounding towns to come into Mudgee.

Yours Faithfully,
Jim Propert.

 Fri 22/09/2017 9:09 AM
stevecarter@iinet.net.au
1000 metre racing
To snowymountains1000@hotmail.com


Hi Adam and Ange

I'm really hoping that your able to secure a venue to hold 1000 metre racing again, I really miss being able truly put my foot down as I'm able to do at your event, there is no other form of motorsport where this can be done in a safe environment.

Whichever local area hosts this event will benefit from having this event come to town.

I have some more kilowatts that I'm itching to try out

Cheers Steve Carter, VWRX driver

 Fri 22/09/2017 2:22 PM
Richard Shumack <r.shumack@gmail.com>
In Support of a Mudgee Runway Race
To Snowy Mountains 1000

Hi Adam and Ange,

Please feel free to pass my email on to Mudgee Council.

I have been involved with the Snowy Mountains 1000 for several years both as an entrant and sponsor.

As an entrant, I have always found the event to be professionally and safely run, and even more so a truly fun and exciting day out.

As the marketing manager of a large multinational company (Turbosmart), I was more than happy to not only support the event with sponsorship but have the reputation of my business associated with it. This association has only ever had a positive and beneficial to effect onTurbosmart's business and goodwill.

I have no reservation in saying that the event would be a great boon to the Mudgee community in every imaginable way - with incoming tourism, revenue, and also as a provider of an exciting new event for the broader community to enjoy.

Best Regards,

Richard Shumack

BA
Fri 22/09/2017 12:10 PM
Broadley, Andrew <ABroadley@bauer-media.com.au>
Letter of support - The Snowy Mountains 1000
To snowymountains1000@hotmail.com

To whom it may concern,

I am writing to declare my support for the proposed relocation of the Snowy Mountains 1000 to Mudgee. As a proud former resident of Mudgee and a passionate motorsport enthusiast, I would be incredibly pleased to see such a great event take place in my hometown.

As the Features Editor of Australia's largest modified car magazine, *Street Machine*, I would relish the opportunity to showcase the event and the town in both the magazine, and via *Street Machine's* vast digital properties. *Street Machine's* Facebook page alone enjoys an enormous volume of traffic, and at the time of writing has almost 400,000 followers.

The economic benefits the Snowy Mountains 1000 would bring to the community are substantial, and the event will attract hundreds of out-of-area visitors. For locals, it will provide an opportunity to celebrate Mudgee's vibrant car scene, as well as allow local enthusiasts to enjoy their vehicles in a safe, controlled and legal environment. It will also provide an opportunity for residents to witness this exciting and unique form of motorsport firsthand.

Many of my friends and colleagues have participated in past Snowy Mountains 1000 events, and all happily attest to the professionalism of Adam Drake and his team. Adam is an experienced operator for whom entrant and spectator safety is paramount.

The Snowy Mountains 1000 is a fantastic opportunity for Mudgee, and I wholeheartedly encourage you to lend your support to this great event.

Cheers,

Andrew Broadley

Features Editor

Street Machine

p: (02) 9288 9684

w: www.streetmachine.com.au e: ABroadley@bauer-media.com.au

**Street
MACHINE**





Sat 23/09/2017 8:20 AM

Glenn Torrens <torrensglenn@optusnet.com.au>

Mudgee Airport sprints

To snowymountains1000@hotmail.com

Hi to Mudgee!

As a car and motorsport enthusiast and motoring writer – I write for *Street Machine* and *Unique Cars* magazines, among others – I was shocked and dismayed when I heard of the refusal of the Snowy Mountains Airport operators to allow the SM1000 to again go ahead this year, as it has for the past five or six years.

It was especially disappointing knowing this facility received government funding under a 'Tourism NSW' type grant intended to stimulate and support regional NSW in its chase for tourist dollars!

With my specially built VW Beetle, I compete in hill-climb and speed events in towns such as Grafton, Bathurst, Newcastle, Canberra, Cooma, Tamworth and Gunnedah.

As well as participating, in my role as a motoring writer, I have written about the Snowy Mountains event. I am aware that magazines such as *MOTOR* have used the Mudgee airport for high-speed testing in the past.

Being a little closer to the population centres of Sydney and Newcastle, I have no doubt this 1000m airport sprint would be even more successful in the delightful wine-growing region of Mudgee than it was in Cooma.

I am aware of the dollars that events such as this bring to local caravan parks, motels, pubs, restaurants and fuel stations and I encourage you to embrace it and support it.

Regards,

Glenn Torrens
Wets Wallsend NSW

MD
Mon 25/09/2017 1:41 PM
matthew.davis <mattie4270@hotmail.com>
Mudgee 1000
To Snowy Mountains 1000

To Mudgee Council,

I would like to thank you for considering running a 1000m car enthusiasts sprint event at your local airport. Here are a few things I would like to pass on to you. First of all motor enthusiasts sometimes get stereotyped as being so called "hoons" but I have been around professional motorsport for my whole life and can guarantee the people that attend events such as the Snowy Mountains 1000 do NOT fall into this category. They treat their cars and the public with the upmost respect. The years I've attended the Snowy Mountains 1000 I have never seen any bad behaviour on the streets or at any of the local establishments, actually quite the opposite. It's always been a fun, relaxed and a family environment. Yes a lot of the competitors will go to the local pubs at the end of race day, have a couple of beers and of course chat about what could have been and how they missed a gear, all in good humour, it's always a part of racing. I've made many new friends over the years which I keep in contact with, always chatting about next year's event. It just seems to get better every year and I believe it's now your time Mudgee.

Adam and Ange have done a great job running and organising the event since its conception, of course with help from their great team. Everything just runs like clockwork which makes it great for us competitors as well as the spectators. There will be some very fast cars, built to very high safety standards which the spectators will love, as currently the only place in Australia where an event like this can be attended is in Western Australia. You will get cars from Victoria, Queensland and of course NSW, and trust me we will put on a fantastic show.

Now the benefits for your local economy can't be underestimated. Every motel and hotel will be booked out for the whole weekend and obviously your restaurants and food outlets will be in high demand. I'm sure Adam will organise a presentation at a suitable establishment on the Saturday night which again will be an economic win for you. So really it's a win, win situation for you.

Here's your chance Mudgee to put yourself on the Australian Motorsport Map and welcome a great community of people as well as giving local car enthusiasts and ones from abroad a fantastic facility to showcase our event, the 1000m sprint.

Yours Sincerely Matthew Davis

0409608305

BK
Mon 25/09/2017 4:06 PM
Boban Kocoski <Boban.Kocoski@endeavourenergy.com.au>
New Event at Mudgee
To 'snowymountains1000@hotmail.com'

To who it may Concern,

I understand that the Mid Western Regional Council is considering a racing event to be held at the Mudgee airport and this would do wonder for the economy of Mudgee and the community itself. Every year in past event there are more than 150 entrants to each event that would accommodate approx. 2 to three hotel rooms each team plus the spectators that it would bring.


An event like this would put Mudgee on the world map and Australia does produce world leading cars and the best that Australia has would be at the event.

An event like this would boost the local economy and Mudgee has one of the most suitable airport strips for this type of event.

I would highly recommend that the Mid Western Regional Council considers this opportunity and the benefits it brings to the local community and not pass on an opportunity such as this.

Regards

Bob Kocoski

 Sat 23/09/2017 11:58 PM
Andrew Leigo <aleigo@ariimits.com>
Snowy mountain 1000
To snowymountains1000@hotmail.com

To whom it may concern,

I have been an entrant at the snowy mountain 1000 for the past several years and I would like to put forward a few reasons why this event would be perfect for the Mudgee area.

Every year hundreds of entrants, crew, and spectators gathered in cooma for a weekend of motorsport and relaxation. The snowy mountains 1000 is a world class time trial event that has given Australia real global credibility in max speed events, being mentioned in the same breath as events in the USA, and Europe. Needless to say that this event would see Mudgee promoted alongside other top racing venues such as Fort Worth and the Nurburgring.

The economic benefits of holding an event like the snowy mountains 1000 is easy to see. For the past several years Cooma would enjoy an extra weekend, each time the event was run, that equalled a high season weekend during winter. After getting to know many of the business owners in Cooma it was plain to see that the town looked forward to the event as it meant sold out motels and lodgings, booked out restaurants and all sorts of flow on benefits for the town and its citizens.

The event would also be a perfect opportunity to boost local businesses and community organisations through partnerships with the event.

Rest assured that the tireless team behind the event, led by Adam and Ange, are consummate professionals who run an incredible event for both entrants and spectators. Each year the event grows and more people attend bringing more benefits to any LGA that hosts it.

I understand that there may be some misgivings about the type of people that the event may attract. Please rest assured that these are totally unfounded. As an example I am a director of an architectural firm in Sydney, and I regularly attend the event with my insurance broker. The other entrants I have met are upstanding motorsport fans who abide by the law and attend the event in the spirit that it is put on by Adam and the team. I have never seen or heard of anyone attending the event breaking the law or engaging in hooning.

 Tue 26/09/2017 10:58 AM
Willy <willy@bwr.cc>
Mudgee 1000
To Snowy Mountains 1000

Hello Adam and Angela,

I cant believe my luck and how excited I was when I heard your moving the event to Mudgee NSW.


Although we loved the event in Cooma, cutting the travel is a big plus in my mind.

Its considerably closer to me in the Hunter Valley and the rest of my crew/family.

We could come a few days earlier and tour the wineries and pubs in town.

Praise Baby Jesus for fine weather and favorable winds.

Dave "Willy" Williams
0418 865 940
www.bigwillracing.com.au

 GH Tue 26/09/2017 10:50 AM
Gary Hope <garyhope@gmail.com>
Showing support
To snowymountains1000@hotmail.com

Hi SM1000

I've attended the Snowy Mountains 1000 for 4 years running in a number of different capacities and absolutely love the event. It was deviating to hear that the event would not be returning to Cooma. However the disappointment soon dissipated when I learnt of the possibility of the event moving to Mudgee.

Mudgee for an enormous number of entrants is a more centralised location including myself.


The event brings a horde of real motoring enthusiasts out to places they may previously have not travelled, during the days leading up to and after the event Mudgee will see a huge influx of people staying in its accommodation, dining at the local facilities as well as putting Mudgee on the map as a town of interest. The event proposed is seen across Australia and gains interest in international entrants and spectators alike.

The event Adam Drake has organised in previous years has absolutely been one of the greatest experiences I have been lucky to have been involved with making new friends, networking and just having a great time.

Please allow us to come to your town.

I hope to see you soon Mudgee

Gary Hope

 AL Sun 24/09/2017 10:15 AM
Andrew Lewandowski <a_lewandowski@hotmail.com>
Snowy Mountains 1000 support
To snowymountains1000@hotmail.com

[Suggested Meetings](#)

[+ Get more add-i](#)

To whom it may concern

My name is Andrew Lewandowski, I've been an entrant at three Snowy Mountains 1000 events.

I work in the education sector and an annual event I very much enjoy attending is the Snowy Mountains 1000 over a three day weekend either with a few friends or myself as an entrant. While there, I usually have another group of friends make the day trip out to spectate and catch up. I have typically travelled up Friday with friends, we book a few hotel rooms for ourselves and make a long weekend out of attending the event. We take our time getting to the destination and give ourselves plenty of time to get there and do what we need to when there. After the event we always check out the local sights. I see that Mudgee has a few more things to see and do than the area that I previously travelled to so should the event be hosted by Mudgee I'd likely plan to spend more time in the area around the event.

The attraction to this event for me is that this is the form of motorsport I'm primarily interested participating in. Additionally, it is the only such event on the East coast, and is a professionally run event that is managed by a responsible team. It is always a good event attended by good and friendly people.

I hope that council looks favourably upon having Mudgee host the next event, and if so look forward to visiting Mudgee.

Best regards
Andrew Lewandowski

From: kenneth frey <kenno_frey@hotmail.com>
Date: 24 September 2017 at 8:30:57 pm AEST
To: snowymountains1000.com.au@hotmail.com
Subject: Recommendation for Snowy Mountains 1000 to be held at Mudgee Airport.

To Mudgee Regional Council.

My name is Kenneth Frey and I have been an avid entrant of the Snowy Mountains 1000 since 2014. After watching the event grow each and every year to be a premier event on the amateur racing calendar, I was extremely saddened to hear that the event was cancelled.

Every year it was a hard fought battle just to get an entry due to the sheer popularity of the event.

It was a great weekend as we would make the 2 1/2 hour drive to cooma with an entourage of entrants and spectators to have a great time in a safe environment.

The event was only ever run with the highest levels of professionalism in mind and I would urge Mudgee Council to welcome this great event to your area.

Not only would it be great for your town in the way of tourism and exposure, it would give myself and countless other enthusiasts who were regular attendees to this event a new home.

Thankyou for taking the time to read this and I am sure you will not regret having the Snowy Mountains 1000 on your annual events calendar.

Kind Regards.

Kenneth Frey



Tue 26/09/2017 5:27 PM
Chris Connolly <ccon.cc@gmail.com>
Letter of support.

To Snowy Mountains 1000

To whom it may concern,

As a competitor at all but one of the Snowy Mountains 1000 events and sponsor of last years event I'd like to add my support to the proposed move to Mudgee airport.

I attend many different motorsport events and the Snowy Mountains 1000 is by far my favourite. It is a very well run event that attracts a more dedicated and mature type of racer compared to many of the events I have attended.

The event would surely bring great exposure to the region as well as the financial returns. With accomodation, food and fuel etc myself and my crew spend upwards of \$3000 over the weekend.

I look forward to supporting the event in it's new location both as a competitor and sponsor for many years to come.

Kind Regards

Chris Connolly



Sun 24/09/2017 8:53 PM

Brett Dicker <bkdicker@bigpond.com>

Letter Of Support

To 'Snowy Mountains 1000'

To Whom It May Concern,

I am writing this email in support of runway motorsport relocating their 1000m sprint event to Mudgee Nsw.

I personally have been involved in the event in Cooma Nsw for the past 5 years from both sides of the spectrum being an entrant for the 1st 3 years & a volunteer for the past 2, having travelled from Dubbo to Cooma each year to attend the event was always the highlight of my racing calendar, I personally feel that this event will be amazing for the Mudgee district not only just for revenue but for the fact of brining vehicles the likes have never been seen in Mudgee before.

The entrants of this event are a very respectful type of car enthusiast & with some having spent hundreds of thousands of dollars on their vehicles certainly not hoons in any way shape or form.

The event Snowy Mountains 1000 was most certainly one of the most important off-season events for Cooma for the last 5 years.

The organisers of this event certainly put on a national standard motorsport event in my eyes & cross all the t's & dot all the l's so to speak.

In closing I personally am 100% sure this event can only grow in leaps & bounds if relocated to the Mudgee district & will continue to grow in coming years.

Thanking You
Brett Dicker
0437263871

From: Stephen - Volksmuller [<mailto:stephen@volksmuller.com.au>]

Sent: Tuesday, 26 September 2017 12:43 PM

To: 'snowy1000@hotmail.com' <snowy1000@hotmail.com>

Subject: support

I am writing on behalf of Volksmuller a premium Audi-Vw service centre located in Sydney a long-time supporter and competitor in the Snowy 1000.

Volksmuller would like to draw to attention the positive spinoff from the event, the sole purpose from the Volksmuller point of view is show casing products in the performance industry of which we are heavily invested.

The performance industry relies on such events to demonstrate workshop capabilities to the general public, with a staff level of over 13 employees it has become vital such events are allowed to flourish to secure the lively hood of many of our staff , such platforms are rare to find into today's industry along with a safe secure controlled event allowing further investment encouraging competition . Volksmuller have gained notoriety amongst our peers for delivering results, our customer base with over 10,000 Facebook likes worldwide look forward to boundaries being pushed.

Therefore just from this prospective Volksmuller welcome such an event to continue, of course this does not include the knock on affect to local businesses, food accommodation fuel are but a few spin offs impacting positively to local communities.

Volksmuller support the continuation of this event 100% for the future.

Regards Stephen Muller

From: Noel Pickering [mailto:n.pickeringbhit@icloud.com]
Sent: Sunday, 24 September 2017 10:15 PM
To: Snowymountains1000@hotmail.com
Subject:

Adam,

Just a few words about the 1,000m runway event that is being talked about for Mudgee.

I attended 4 of the events held be the organised at Cooma and ran my car on 3 occasions...missing the last one due to mechanical failure a week before the event. Even without a car to run, I still made the 1,300km round trip to simply be there for the weekend as it is without a doubt one of the best weekends of the year. Myself and 5 other cars make an extended weekend of it so we can spend some time enjoying what the local area has to offer. Cruises out to a chocolate shop, wineries, famous pubs and just driving to take in the scenery...it's how we enjoy ourselves.

As for the locals...they love us...all of us. We bring our kind hearts, our amazing cars and an extended weekend of carefree spending. And spend we do. A hundred cars and their entourages can easily pour \$100K into a town over the weekend. The locals all look forward to our arrival and catching up on the first couple of nights is always a great time, as are the wind down nights.

The event is like no other motor event in the country. Everyone is there to do one thing with their cars...run as fast and quick as they can down a runway. There is truly nothing like it. The variety of people competing is as broad as the runway is long. People run their daily driven cars, others build cars simply to run at this event, some bring more than one car to run. The passion is simply energetic. When we first start to get together at scrutineering you can feel the excitement in the air...everyone knows that the next day will be the fastest day of their year. The moment will be fleeting and the roads will seem pedestrian at best for the rest of the year, but for 20 seconds you're as fast as you can go...nothing comes close to that feeling.

Looking forward to spending some time up Mudgee way.

Cheers.
Noel Pickering



Tue 26/09/2017 12:11 PM

Justen Simpson <justengt8@outlook.com>

Email of support

To Snowy Mountains 1000

To whom it may concern,

I wish to add my support to the creation of a new event in the Mudgee region. My experience with the event in the last has been overwhelmingly positive, both as a competitor and a regional resident keen to support local business. The event has been professionally run and is very aware of its obligations to avoid the stigma of hooning. In my years of attendance I have only seen true enthusiasts enjoying their hobby. The numbers associated with the event are clearly a boon to the regional that can attract it and the team that manages it.

I look forward to visiting the Mudgee region in future should this event be approved to proceed.

Cheers
Justen Simpson

Terry McGrath
101 Austinville Rd
Austinville QLD 4213
0419 235 550
terry@betterlivingaustralia.com.au
24/09/2017

To Whom it may concern,

Re: 1000m sprint at Mudgee NSW Airport.

I have been a competitor at nearly all **Snowy Mountain 1000**, it is something I look forward to every year with much anticipation. The reason for that is simple, the event is unique in Australia with no other event on the east coast that has come close to the event Adam and Angela host. Adam, Angela and their team go out of their way to ensure events are run safely and professionally year in year out. This event attracts entrants from all parts of Australia, and with the way things are going it wouldn't surprise me if they start attracting international interest as well.

Mudgee is a great little town that could benefit greatly from an event like this. As a competitor I know that if I didn't book accommodation well in advance at Cooma (Snowy Mountains 1000) that it is likely that I would miss out on being able to find a place to stay. This really shows how many people it brings to the town, not just competitors, but their family/friends/support crews/media and many spectators. I couldn't put a figure on how much revenue it would bring to Mudgee, but I can say the businesses in town would be very busy that week.

If you would like to contact me for further information please don't hesitate on the contact information listed above.

Kind Regards



BG Thu 28/09/2017 8:52 PM
Billy Giampaolo <billy.giampaolo@kingape.com.au>
Mudgee Motorsport event
To snowymountains1000@hotmail.com

Dear sir,
I would support 100 percent the chance to have an event on an airstrip at mudgee. Myself along with at least 6 spectators would come to the event
Billy giampaolo



JOE (BILLY) GIAMPAOLO

Director

Unit 3, 133-135 Gladstone Street
Fyshwick, ACT, 2609

P 02 6280 8304

M 0431 160 228

F 02 6280 8309

E billy@kingape.com.au

kingape.com.au

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Sun 1/10/2017 6:35 PM

Emmanuel Dalakakis <Emmanuel@spartanbuildingservices.com.au>

Proposed Mudgee 1000 event

To: Snowy Mountains 1000

 We removed extra line breaks from this message.

To whom this may concern

Hearing the news of the snowy mountains 1000 possibly becoming the Mudgee 1000 is great news to us Sydney siders. It will provide an easier and safer commute to enjoy a placid and enjoyable day of showcasing our hard work in building and racing our cars.

I and 12 of my crew have come to enjoy the people of Cooma over the past 5 years building friendships and I dare say, a great following.

I am sure we could develop the exact same connection of the annual event which I'm sure the feeling will be reciprocated between us and your local businesses and most of all "the people"

We stay at the same motels and go to the same venues that we come to feel connected with. It's joyous to be accepted by the councils and the people of each town. My crew and I look forward to meeting you

Kind regards

Emmanuel Dalakakis

Spartan Building Services

Look out for the jeeps !!!!!

Please see below for public reaction to the Mudgee Guardians articles on the proposed event. This article received over 100 ALL positive events just on their post alone. It ended up being shared more than 500 times across Australia on various pages

The drag-racing style event will be staged at Mudgee Airport sometime between March and May next year if approved by Mid-Western Regional Council.



Mudgee Guardian
18 September at 19:45 · 🌐

👍 or 🗳️ for Mudgee Airport?



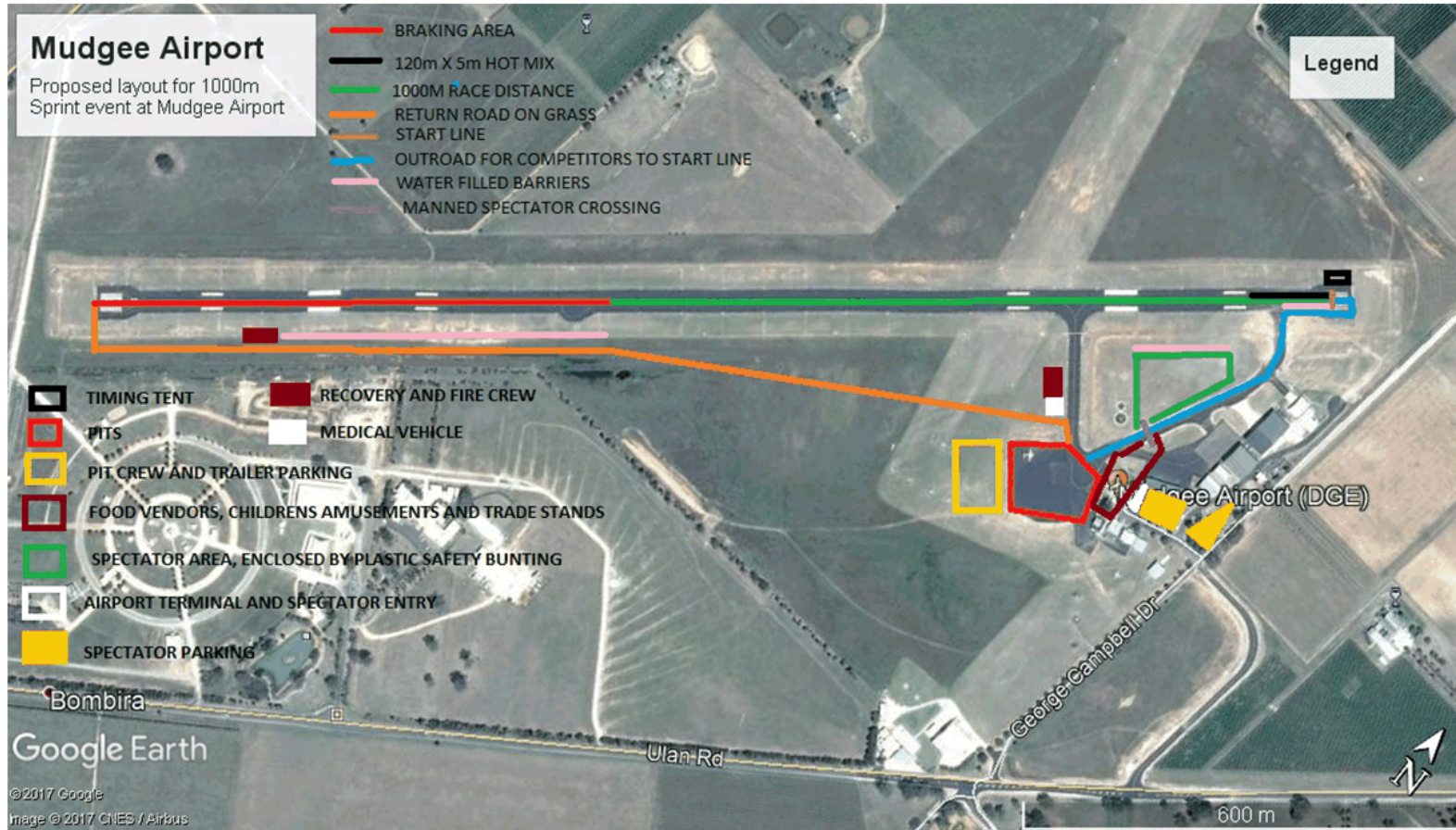
Top Gear inspired event proposed for Mudgee Airport
Central Coast event organisers are hoping a drag-racing style event will be cleared for take-off at Mudgee Airport.
MUDGEEGUARDIAN.COM.AU

Like Comment Share

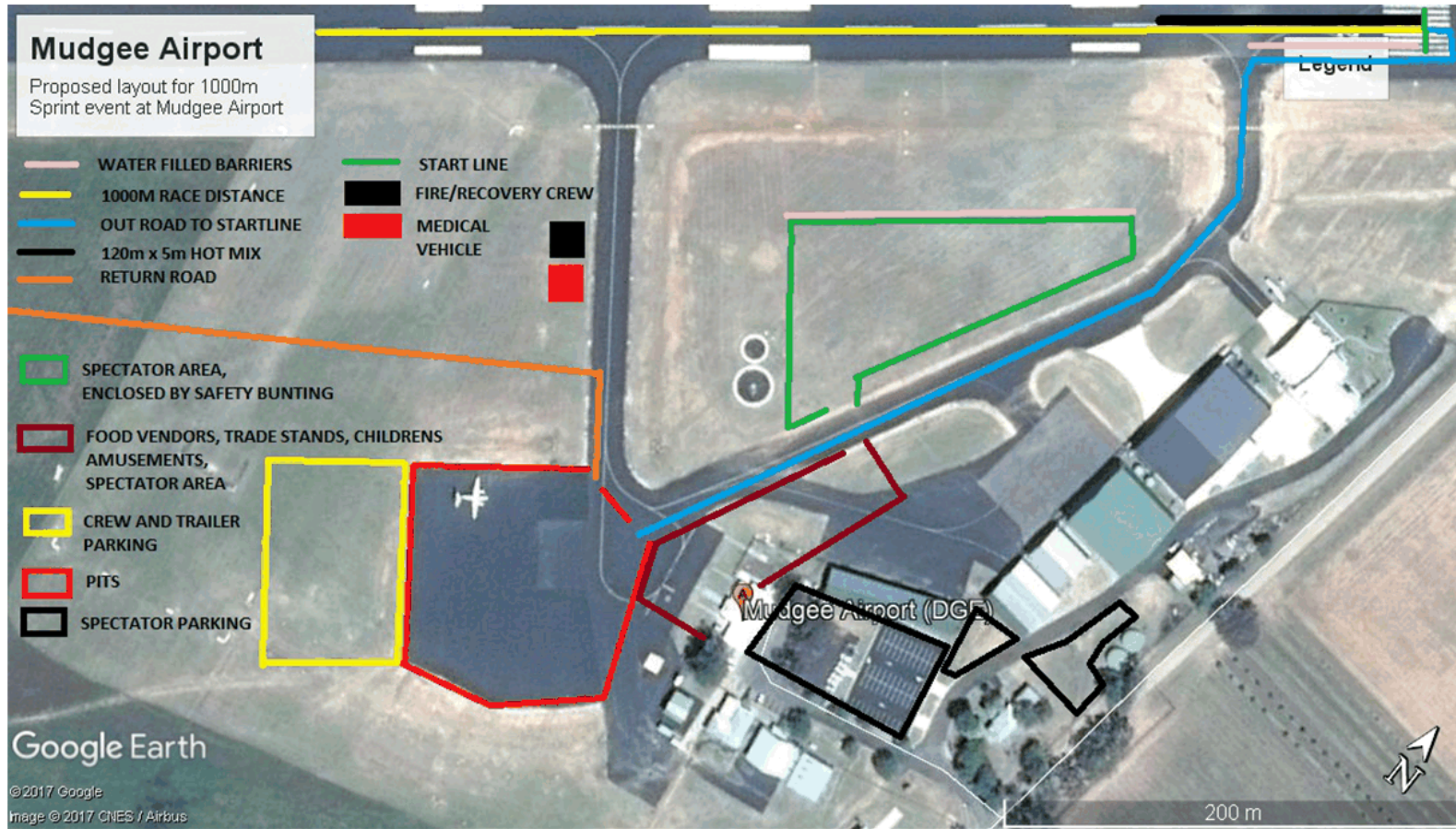
👍 🗳️ Brett Dicker, Iain Thomson and 288 others

66 shares

Proposed Layout for 1000m Sprint Event at Mudgee Airport



Proposed Layout for 1000m Sprint Event at Mudgee Airport – layout 2



EMAIL from Angela Bartlett, Event Director to Brad Cam, General Manager – 19 October 2017

Hi Brad

Thank you for your email.

We submitted our proposal in-line with our previous rental fee's and expectations of where we operated at Snowy Mountains Airport, so we did not feel this was low, especially for a single day event of our scale. We would be happy to offer \$6500 (plus GST) and would agree to an incremental annual increase.

The set up and pack down time of the event would need to be negotiated for longer hours, due to the amount of work involved to set up. Again, this setup and pack-down would be a very minimal impact to operations, so we do not believe the airport would be inconvenienced. We would only have a minimal amount of people on site on these days. To work after 8.00pm and before 6.00am would mean our staff would be outside working in the dark, which we believe would be a Workplace Health & Safety risk for our staff.

The costs to run our event with all logistics are between \$24,000 - \$26,000 per event, so a rental fee of a similar amount requested from council would not be a viable option to run the event without a more reasonable fee. We run this event for the enjoyment of the competitors and the benefits to the local community, not to make large profits.

The request for hotmix we felt was reasonable considering the conservative figure of \$671,000 bought into the town over one weekend, the cost benefit of this is substantial. We received support for Hotmix from Snowy Monaro Regional Council as they saw the huge benefits coming into the town. Snowy Monaro Regional Council were able to obtain much cheaper costing on hotmix than what we could obtain retail price.

The bond amount of \$100 - \$150k we feel is just highly excessive. We have never paid such a bond over the last 6 years of running our event. We had a written contract drawn up by our previous venue management's lawyer stating that any repairs must be paid for within 2 weeks of the event. As we stated in our two proposal's and the face to face meeting, we have never had any degradation to the runway where we operated for five years after the hotmix was laid. So we were never required or requested to pay for any damage.

As we highlighted in our proposal, using an old road would not be sufficient, for example is the surface in good condition? does it have bumps or dips? Some of our competitors vehicles are worth between \$200,000 - \$500,000 and such roads could cause significant damage to our competitors vehicles with the potential for accidents on a rough surface, especially at speed. There is also no room at this location for a 'pitt area' or a place for spectators to be safely situated. Our competitors and spectators safety is paramount.

Overall, from an event management perspective, the proposal from council is at a very unachievable level. We would need council to consider the two person partnership in this equation and our costs involved, and we would need to come to a reasonable agreement that could work for both parties. It's very important that we try to work together to make this achievable as the support from the local community that we have received at this point has been overwhelming. This event would be a major attraction to the Mudgee region and the return visitation would be a fantastic benefit, this should not be underestimated.

We feel after receiving the proposal from council that there appears to be a lot of unanswered questions about our event or a lot of 'unknown's' from council, especially regarding bonds etc. We would like to propose another visit to Mudgee and we could prepare a powerpoint presentation and sit with Councillors to discuss all unanswered questions, we feel this would be to everyone's benefit. We are not a 'drag racing event', but rather a 'timed single vehicle release' with no burnouts of tyre warming. Our event is at an elite level, and is not your typical 'drag event'.

We look forward to hearing council's consideration.

Kind regards

Angela Bartlett
Event Director
Runway Motorsport Australia

Email from Paul Graham – FlyPelican to Mette Sutton - MWRC – 2/11/2017 at 4.00am

Hi Mette

Thank you for sharing with us the proposal to Council in regard to the proposed Runway Motorsport Australia event to be held at the Mudgee Airport.

As stated in my previous correspondence: Any disruption that may be caused to RPT services will not be supported by FlyPelican. It appears that the set-up and pull down times scheduled and specified in the document will coincide with critical scheduled flight arrival and departure times on Friday afternoons and Sunday mid-day times. This is deemed as disruptive to services and potentially having long term adverse effects to future services and therefore I cannot support this initiative. Please ensure that the above comments are noted and recorded in regard to any further correspondence/negotiations between MWRC and Runway Motorsport Australia.

All the best

Paul Graham
Chief Executive Officer/Director
Ph: 02 4965 0111
Mob: 0413 346 929
Fax: 02 49650529
pgraham@flypelican.com.au
www.flypelican.com.au

 WEBSITE  EMAIL



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Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#3

INCOMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, September 05, 2017 8:45:44 AM
Last Modified: Tuesday, September 05, 2017 11:18:58 AM
Time Spent: 02:33:13
IP Address: 120.150.168.130

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name:	Marnie Jones
Organisation:	Gulgong Pistol Club Incorporated
ABN:	n/a
Address:	NRMA Building
Suburb:	Gulgong
State:	New South Wales
Post Code:	2852
Email Address:	landmjones@jonesgulgong.com.au
Phone Number:	+61263741004

Q2 Website/Social Media

Website:	n/a
Facebook Page:	n/a

Page 3: EVENT INFORMATION

Q3 Name of event:

Safari Service Pistol & WA1500 Open

Q4 Event Date/s:

17th & 18th February 2018

Q5 Number of days event is held:

2

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

2550 Castlereagh Highway Gulgong NSW 2852

Q7 Year the event was established:

2007

Q8 How often is the event held?

Annual

Q9 Event description:

Service Pistol and WA1500 Open Sanctioned Competition.

Q10 Event aims and objectives:

Major fundraiser for Gulgong Pistol Club. Provides the opportunity for Competitors to qualify for State, National and Australian Team selection. To provide a safe, friendly competitive environment for competitors, officials and spectators

Q11 Desired outcomes of event:

To provide financial assistance to help with our running costs. To bring in to our region over 100 competitors, spectators and officials who spend money on local accommodation (Mudgee and Gulgong) and also in local pubs, bars and restaurants.To promote our Sport in this region. Also to showcase what our region has to offer.

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	20
Local Spectators	10
Visitor Participants	50
Visitor Spectators	30
Total Expected Attendance	110

Q13 What methods do you use to collect data on attendance and visitor numbers?

All visitors and competitors must sign the appropriate attendance books on arrival to the Range each day. This is protocol and a requirement for insurance purposes.

Q14 Target audience:

Competitors of all ages, prospective members and families, as this is a sport that families can participate in.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q15 Local community involvement (including local businesses and number of volunteers):

The number of volunteers that run this event are about 10. Which consist of our Club members. We hope to gain more members and locals to our sport.

Q16 Economic benefits of the event:

Provides tourism income to our local region, as almost everyone stays in local accommodation, eats locally and visits tourist attractions whilst they are here. It is also our main fundraiser for the Club for the year, as we are a small club and have to meet costs such as electricity, rates, lease obligations, insurance etc.

Q17 Community and social benefits of the event:

Brings into our local community over one hundred people. Allows access to our sport in the local region. Provides a safe and friendly sporting environment.

Q18 How will Council's support of the event be recognised?

By way of inclusion on our Entry Form, recognition in the local paper in the event article. Recognition in the Focus Magazine put out by NSW Amateur Pistol Association

Q19 How do you plan to market and promote the event?

Our event is included on the Event Calendar for NSW Amateur Pistol Association which is accessible online.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	\$2500
Expected Sales Revenue (including entry/ticket sales):	\$3000
Contribution from your Organisation/Club:	\$1500
Sponsorship:	\$500
Stallholder Fees:	n/a
Other Income:	n/a
Total Income:	\$7500

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q21 Please provide details of your event expenditure:

Marketing:	none
Venue Hire:	none (held on premises of Gulgong Pistol Club Inc)
Waste Management:	volunteers
Traffic Control:	not required
Staff Costs:	n/a
Other 1:	Prizes \$1000
Other 2:	Costs of Canteen and electricity \$1000
Other 3:	Targets, patches, stationery \$1000

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

\$4300 surplus budget, which will be used for running costs for the Club for the next twelve months. Provides funds to pay for electricity, rates, lease, range upkeep and licences

Q23 Total Surplus/Deficit:

\$ **\$4500**

Q24 How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

This surplus will enable us to provide our best open event yet with the largest attendance of visitors and competitors and will therefore help with the increase of competitor and visitor numbers for the coming years. With an increase of competitors it will provide more income into the future.

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

Our Event is attended by Judges and officials of NSW Amateur Pistol Association. We have qualified Range Officers running the ranges to the sanctioning criteria under the watchful eye of the Judges. Our Club members contribute to the running of ranges, preparation before matches and changing of targets etc. The competitors are also squadded with range duties so each competitor will be allocated certain jobs for the matches immediately after they have completed theirs. All participants and range officials and judges are volunteers. That is what is so good about our sport. It is not about money only about competing in a safe, controlled and friendly environment.

Q26 Is your group/organisation Incorporated? **Yes**

Q27 Is your group/organisation not-for-profit? **Yes**

Q28 Have you registered for GST? **No**

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q29 Do you have an ABN? **No**

Q30 Has your event previously received funding from Council? **No**

Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

Q32 Please upload a copy of your Certificate of Currency

Certificate of Currency Pistol Club.pdf (384.3KB)

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts. **Respondent skipped this question**

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice. **Respondent skipped this question**

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant: **Respondent skipped this question**

Q36 I confirm: **Respondent skipped this question**



Event Assistance Funding Application - 1 January 2018 to 30 June 2018

FUNDING REQUESTED - MUST NOT EXCEED \$2,500

* 33. Please provide details of **IN-KIND** support requested AND dollar amounts:
(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges ([click here](#)) for amounts.

1.	NONE
2.	
3.	
4.	
5.	
Total:	

* 34. Please provide details of **CASH** support requested AND dollar amounts:
For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1.	PRIZES	\$ 1000-00
2.	TARGETS, PATCHES & CONSUMABLES	\$ 1500-00
3.		
4.		
5.		
Total:		



Event Assistance Funding Application - 1 January 2018 to 30 June 2018

AUTHORISATION OF APPLICANT

* 35. Authorisation of Applicant:

Name:	MARNIE JONES
Position	SECRETARY / TREASURER
Date:	20/10/17

* 36. I confirm:

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

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, September 18, 2017 4:34:36 PM
Last Modified: Monday, September 18, 2017 5:57:05 PM
Time Spent: 01:22:29
IP Address: 121.218.88.189

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name: Paul Baskerville
Organisation: Mudgee Civilian Rifle and Smallbore Club Inc.
ABN: 97978709577
Address: 8 Lowana Close
Suburb: Mudgee
State: NSW
Post Code: 2850
Email Address: pbasky1@bigpond.com
Phone Number: 0263723875

Q2 Website/Social Media

Facebook Page: Mudgee Civilian Rifle and Smallbore Club Inc.

Page 3: EVENT INFORMATION

Q3 Name of event:

2018 Easter Smallbore Benchrest Championships

Q4 Event Date/s:

31/03/2018 and 01/04/2018

Q5 Number of days event is held:

Two

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

Mudgee Rifle Range, 39 Rifle Range Rd Mudgee 2850

Q7 Year the event was established:

1922

Q8 How often is the event held?

Annual

Q9 Event description:

90 metre Smallbore Benchrest shooting Championships

Q10 Event aims and objectives:

To attract many local and distant shooters and their families to our district for the 2018 Easter weekend.

Q11 Desired outcomes of event:

We desire to have a least forty shooters and their families for our event and to have as many as possible camp on the Mudgee Rifle Range.

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	Twenty
Local Spectators	Fifteen
Visitor Participants	Twenty
Visitor Spectators	Fifteen
Total Expected Attendance	Seventy

Q13 What methods do you use to collect data on attendance and visitor numbers?

We record entry names and addresses of the shooters and we have a visitors book for spectators.

Q14 Target audience:

Persons interested in target shooting and family members.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q15 Local community involvement (including local businesses and number of volunteers):

We may have a local bush fire brigade do the catering for lunches on both days. Purchase of trophies from local businesses and all club members volunteer their time.

Q16 Economic benefits of the event:

Money spent with local businesses for food and trophies etc as well as the non shooting visitors who like to tour our district and enjoy our attractions.

Q17 Community and social benefits of the event:

To let people know that target shooting is a safe sport and that the Club is available for Firearms Safety training and Assessments. All visitors made welcome.

Q18 How will Council's support of the event be recognised?

Council logo will be added to the shoot program and Council will be acknowledged in the local paper when the results of the shoot are printed.

Q19 How do you plan to market and promote the event?

Other local shooting clubs will be invited and event programs will be mailed and emailed to shooting clubs throughout NSW.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	\$1,500.00
Expected Sales Revenue (including entry/ticket sales):	\$1,500.00
Contribution from your Organisation/Club:	\$500.00
Total Income:	\$3,500.00

Q21 Please provide details of your event expenditure:

Marketing:	\$200.00
Event Infrastructure:	\$500.00
Waste Management:	\$175.00
Other 1:	Trophies and prize money \$1,300.000
Other 2:	Meals for shooters \$500.00
Other 3:	Target material and range maintenance \$650.00

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

Any surplus funds will be used for range upgrades and maintenance as required.

Q23 Total Surplus/Deficit:

\$ **175.00**

Q24 How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

We hope to spread the word about our shoot to all NSW shooting clubs and to build our membership numbers.

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

We will have people recording entries, 3 range officers to ensure everyones safety, and 2 score keepers - all unpaid.

Q26 Is your group/organisation Incorporated? **Yes**

Q27 Is your group/organisation not-for-profit? **Yes**

Q28 Have you registered for GST? **Yes**

Q29 Do you have an ABN? **Yes,**
ABN::
97978709577

Q30 Has your event previously received funding from Council? **Yes,**
If yes, please list year(s) of funding and amount(s) received::
\$500.00

Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

Q32 Please upload a copy of your Certificate of Currency

INSURANCE.jpg (870.2KB)

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Total: **No in-kind support requested**

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1.	Trophies \$200.00
2.	Prize money to pay out to winners \$1000.00
3.	Meals \$500.00
4.	Target material \$150.00
5.	Sundries and Range maintenance \$500.00
Total:	\$2350.00

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant:

Name:	Paul Baskerville
Position	Club Captain
Date:	18/09/2017

Q36 I confirm:

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

,

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

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 14, 2017 12:11:40 PM
Last Modified: Thursday, September 14, 2017 3:36:33 PM
Time Spent: 03:24:52
IP Address: 165.228.61.83

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name:	Jennifer More
Organisation:	CWA Kandos
ABN:	82 318 909 926
Address:	26 Dunn Street
Suburb:	Kandos
State:	NSW
Post Code:	2848
Email Address:	kandoscwa@gmail.com
Phone Number:	0428 421 217

Q2 Website/Social Media

Website:	https://kandosgardensfair.com/
Facebook Page:	www.facebook.com/KandosGardensFair/

Page 3: EVENT INFORMATION

Q3 Name of event:

CWA Kandos Gardens Fair

Q4 Event Date/s:

7 & 8 April 2018

Q5 Number of days event is held:

2

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

In and around Kandos & Rylstone

Q7 Year the event was established:

2010

Q8 How often is the event held?

Other (please
specify):
Biennial

Q9 Event description:

The CWA Kandos Gardens Fair is a two-day event featuring open gardens, guest speakers, demonstrations, entertainment, garden-related market stalls and fundraising stalls for community groups. Twelve gardens in and around Kandos and Rylstone will be open to visitors for both days: Saturday and Sunday 7 & 8 April.

Q10 Event aims and objectives:

The aims are to showcase our beautiful region, especially its gardens and landscape; bring tourists and local visitors to the region; promote local businesses e.g. our local wineries and food businesses; provide a fun and informative day out for visitors and local people; encourage a love of gardening; demonstrate gardening knowledge and ideas; provide information about our local plants, soils, climate and growing conditions; and provide opportunities for local community groups to promote their activities and raise funds.

Q11 Desired outcomes of event:

Desired outcomes are many (hundreds) of visitors coming to our region over the two days and discovering what we have to offer; local people and visitors discovering new places they may not have been aware of before; new knowledge and enthusiasm for gardens and gardening; increased awareness and sales of local businesses and local products; generating income for local community groups and building awareness, participation and membership for local community groups and activities.

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	70 to 100
Local Spectators	200
Visitor Participants	30
Visitor Spectators	300
Total Expected Attendance	600 to 800

Q13 What methods do you use to collect data on attendance and visitor numbers?

Ticket sales, volunteer rosters

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q14 Target audience:

Local gardeners and local residents; interested gardeners and other visitors from nearby regions and from further afield; local families, adults and children; local schools, community groups and businesses.

Q15 Local community involvement (including local businesses and number of volunteers):

In 2016 more than 70 local volunteers helped to run the event, during the lead-up and over the two days. Funds were raised by and for three local CWA branches, Rotary, Rylstone Hospital Pink Ladies, Kandos Primary School and Kandos Museum. The event was sponsored with funds and in-kind by six local businesses, three local not-for-profit community organisations, a local coal mine, politician and local council. Local groups e.g. Landcare provided information stalls, entertainment was provided by local dancers and musicians, food was provided by local charities. The event was promoted by our local newspaper and radio station. We anticipate a similar level of involvement for the 2018 event.

Q16 Economic benefits of the event:

Benefits include visitor spend over the two days plus, we hope, increased follow-up visitation. This would include some overnight accommodation plus day visit expenses such as food. Other benefits include funds raised for community groups. For example, more than \$6000 was raised in 2016 for local not-for-profit community groups. Promotional materials and services were purchased from local businesses. Income was earned by market stall holders.

Q17 Community and social benefits of the event:

Community and social benefits include active participation by many volunteers; funds raised for community benefit (e.g. Hospital Pink Ladies and other groups); participation by local school students and teachers; new friendships formed; new knowledge gained; community pride in our region.

Q18 How will Council's support of the event be recognised?

Council's name will be printed on the event program, and the logo will feature on promotional flyers and posters for the event. Council's name will be included when sponsors are thanked on local radio and in media articles and social media posts.

Q19 How do you plan to market and promote the event?

The event will be marketed and promoted using several channels, including website listings and blogs, social media posts, radio interviews, newspaper articles, flyers, posters, magazine ads and via email networks e.g. other CWA branches and members, and via other community groups' networks. The CWA is a member of Mudgee Region Tourism and Rylstone Kandos Business and Tourism and the event will be promoted using their services. We will ask MWRC to add the event to council's events calendar. Promotion will begin in the next month and continue with a series of articles about gardens, garden features, guest speakers, program details and themes leading up to the event in April. We will also mail out to garden groups and clubs throughout NSW.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	1500
Expected Sales Revenue (including entry/ticket sales):	5500
Contribution from your Organisation/Club:	in kind, including event insurance
Sponsorship:	2500
Stallholder Fees:	200
Total Income:	9700

Q21 Please provide details of your event expenditure:

Marketing:	2600
Other 1:	Guest speakers incl. accommodation 2400
Other 2:	Entertainers 600
Other 3:	Programs & tickets 800

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

Surplus \$3300 will be donated to local community groups, with the largest donation going to CWA Kandos branch, to raise funds for its Garden to Kitchen project. The goal of this project is to install a commercial kitchen in the Kandos CWA rooms, for use by local businesses and community groups and for workshops and catering, to create an income stream that will cover the ongoing costs of the CWA rooms (rates, bills, maintenance).

Q23 Total Surplus/Deficit:

\$ **3300**

Q24 How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

We have a working surplus in our bank account that has been build up over the years since 2010 when the first gardens fair was held. This enables us to get going with promotion and marketing while raising funds to cover the costs.

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

The even is managed by a subcommittee of the Kandos CWA branch, which includes mostly CWA members but some non-members too. The committee is about 10 people each with different roles, e.g. sponsorship, garden owners' liaison, insurance, promotion, program & ticketing, etc. Key roles are Convenor, Co-convenor, Secretary & Treasurer. All organisers are volunteers.

Q26 Is your group/organisation Incorporated? **Yes**

Q27 Is your group/organisation not-for-profit? **Yes**

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q28 Have you registered for GST?	No
Q29 Do you have an ABN?	Yes, ABN:: CWA NSW ABN is used for all branches. This is 82 318 909 926.
Q30 Has your event previously received funding from Council?	Yes, If yes, please list year(s) of funding and amount(s) received:: 2016 event: \$500
Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding.	Yes
Q32 Please upload a copy of your Certificate of Currency	
CWAPubLiabilityInsuranceCertCurrency2017_2018.pdf (162KB)	

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

Total: n.a.

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. \$1500
Total: \$1500

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant:

Name: **Jennifer More**
Position: **Treasurer, Kandos CWA branch**
Date: **14 September 2017**

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q36 I confirm:

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

,

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

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#21

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, September 18, 2017 3:46:23 PM
Last Modified: Tuesday, October 03, 2017 10:52:36 AM
Time Spent: Over a week
IP Address: 121.217.135.182

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name:	Diane Thompson
Organisation:	Gulgong Turf Club Inc
ABN:	49177254700
Address:	325 Mebul Rd
Suburb:	Mebul
State:	NSW
Post Code:	2852
Email Address:	thompsondm1@bigpond.com
Phone Number:	0263740226

Q2 Website/Social Media

Website:	N/A
Facebook Page:	N/A
Other:	N/A

Page 3: EVENT INFORMATION

Q3 Name of event:

Gulgong Gold Cup 2018

Q4 Event Date/s:

10/6/2018

Q5 Number of days event is held:

1

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

37 Racecourse Rd Gulgong NSW 2852 Gulgong Racecourse

Q7 Year the event was established:

1871

Q8 How often is the event held?

Annual

Q9 Event description:

Gulgong Gold Cup Race Meeting

Q10 Event aims and objectives:

To run a successful race meeting and For The Community and Attract Tourist

Q11 Desired outcomes of event:

To attract a huge crowd for the Henry Lawson Birthday weekend

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	25
Local Spectators	800
Visitor Participants	87
Visitor Spectators	1088
Total Expected Attendance	2000

Q13 What methods do you use to collect data on attendance and visitor numbers?

Calculated on Gate Takings

Q14 Target audience:

2000

Q15 Local community involvement (including local businesses and number of volunteers):

37 Sponsors and 50 Volunteers

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q16 Economic benefits of the event:

Money Spent in Council Area

Q17 Community and social benefits of the event:

Huge Community and Social Event

Q18 How will Council's support of the event be recognised?

Thru Advertising

Q19 How do you plan to market and promote the event?

TV Advertising, Radio, News Papers

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	\$2500
Expected Sales Revenue (including entry/ticket sales):	\$20000
Contribution from your Organisation/Club:	Voluntary workers, committee members
Sponsorship:	\$10000
Stallholder Fees:	\$100
Total Income:	\$32600

Q21 Please provide details of your event expenditure:

Marketing:	\$2000
Venue Hire:	\$4132
Event Infrastructure:	\$0
Waste Management:	\$350
Traffic Control:	\$750
Staff Costs:	\$4840

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

Gulgong Turf Club Inc. is a non profit organisation. Any surplus funds are used for the maintenance and upgrade of buildings and grounds.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q23 Total Surplus/Deficit:\$ **\$20,528****Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

Running of event relies on sponsorship

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

Event is managed and run by Gulgong Turf Club committee and volunteers. The Turf Club pays Racing NSW staff for their assistance in running the event.

Q26 Is your group/organisation Incorporated? **Yes****Q27** Is your group/organisation not-for-profit? **Yes****Q28** Have you registered for GST? **Yes****Q29** Do you have an ABN? **Yes,**
ABN::
49177254700**Q30** Has your event previously received funding from Council? **Yes,**
If yes, please list year(s) of funding and amount(s) received::
\$2,000 (2013, 2014, 2015)**Q31** Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes****Q32** Please upload a copy of your Certificate of Currency**Word Doc Template.docx (205.2KB)**

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

1. **N/A**

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. **\$2500 - sponsorship**

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant:

Name:	Diane Thompson
Position	Secretary/Treasurer
Date:	29/9/17

Q36 I confirm:

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

,

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

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#22

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, October 24, 2017 3:10:42 PM
Last Modified: Wednesday, October 25, 2017 10:57:23 AM
Time Spent: 19:46:40
IP Address: 110.142.30.152

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name:	Charles Vassel
Organisation:	Henry Lawson Heritage Festival
Address:	PO Box
Suburb:	Gulgong
State:	NSW
Post Code:	2852
Email Address:	smalltownsgulgong@hotmail.com
Phone Number:	0428691840

Q2 Website/Social Media

Website:	www.gulgonghenrylawsonheritagefestival.com
Facebook Page:	Gulgonghenrylawsonheritagefestival

Page 3: EVENT INFORMATION

Q3 Name of event:

Henry Lawson Heritage Festival

Q4 Event Date/s:

8-11th June 2018

Q5 Number of days event is held:

4

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

Gulgong

Q7 Year the event was established:

1975

Q8 How often is the event held?

Annual

Q9 Event description:

Celebration of Henry Lawson and his work

Q10 Event aims and objectives:

To encourage visitors to Gulgong over the June long weekend

Q11 Desired outcomes of event:

Participation rate of 5,000 people and to see the event continue to grow

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	200
Local Spectators	1000
Visitor Participants	100
Visitor Spectators	4000
Total Expected Attendance	5300

Q13 What methods do you use to collect data on attendance and visitor numbers?

Visual, accommodation bookings

Q14 Target audience:

Holidaying people and grey nomads

Q15 Local community involvement (including local businesses and number of volunteers):

Many businesses hold stalls on the markets and accommodation is booked out from one year to the next

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q16 Economic benefits of the event:

Largest event for the town and thus brings the largest amount of revenue into the town

Q17 Community and social benefits of the event:

Locals encourage many family members that live away from town to come and stay for the event

Q18 How will Council's support of the event be recognised?

Council logo will be prominently displayed as a GOLD sponsor on the 15,000 programs that are printed

Q19 How do you plan to market and promote the event?

The programs are distributed to all motels, caravan parks and tourist offices in the Central West, and on the Main Highways to Newcastle and Sydney. Advertised on Prime, 2MG, Community Radio, Facebook, website

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	\$2,500
Expected Sales Revenue (including entry/ticket sales):	Individual participating groups sell tickets
Contribution from your Organisation/Club:	\$600
Sponsorship:	\$5,900
Stallholder Fees:	\$720
Other Income:	\$4,300
Total Income:	\$14,020

Q21 Please provide details of your event expenditure:

Marketing:	\$9,673
Venue Hire:	\$100
Event Infrastructure:	\$4,370
Waste Management:	\$275
Traffic Control:	\$1,100

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q23 Total Surplus/Deficit:

\$ 1,498

Q24 How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

Council have funded the event for the last 25 years, and it is the major event for Gulgong. We hope this support will continue

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

Committee of Representatives from the participating groups. No paid staff. Overseen by Gulgong Chamber of Commerce Town Promotion Officer

Q26 Is your group/organisation Incorporated? **No**

Q27 Is your group/organisation not-for-profit? **Yes**

Q28 Have you registered for GST? **No**

Q29 Do you have an ABN? **Yes,**
ABN::
32438301774

Q30 Has your event previously received funding from Council? **Yes,**
If yes, please list year(s) of funding and amount(s) received::
\$2,500

Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

Q32 Please upload a copy of your Certificate of Currency

Henry Lawson Society of NSW.pdf (30.2KB)

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

1. **Not requested**

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. **\$2,500**

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant:

Name:	Charles Vassel
Position	Chairperson Henry Lawson Heritage Festival

Q36 I confirm:

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

,

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

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#15

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 28, 2017 12:07:26 AM
Last Modified: Thursday, September 28, 2017 1:07:26 AM
Time Spent: 00:59:59
IP Address: 203.10.55.11

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name: Mark Lambert
Organisation: Big Bike Pty Ltd
ABN: 38621767799
Address: PO Box 626
Suburb: Nowra
State: NSW
Post Code: 2541
Email Address: info@bikemuster.com.au
Phone Number: 0410335050

Q2 Website/Social Media

Website: <http://bikemuster.com.au>
Facebook Page: <https://facebook.com/bikemuster>
Other: <https://twitter.com/bikemuster>

Page 3: EVENT INFORMATION

Q3 Name of event:

Mudgee Bike Muster

Q4 Event Date/s:

30/03/2018 - 03/04/2018

Q5 Number of days event is held:

4

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

AREC Mudgee

Q7 Year the event was established:

2007

Q8 How often is the event held?**Annual****Q9** Event description:

A family-oriented weekend of cycling and camping, with tours of local wineries and catered meals featuring local produce.

Q10 Event aims and objectives:

- To promote Mudgee as a holiday destination
- To enable cyclists of varying experience to enjoy cycling together on non-competitive rides
- Promote local wine makers and produce.

Q11 Desired outcomes of event:

- Increased awareness of Mudgee as a bicycle touring destination.
- New or inexperienced riders gaining confidence from riding in a large group on country roads.

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	6 (based on 2017 figures)
Local Spectators	0
Visitor Participants	280
Visitor Spectators	0
Total Expected Attendance	286

Q13 What methods do you use to collect data on attendance and visitor numbers?

All participants register online, some demographic questions are asked as part of registration form.

Q14 Target audience:

Family groups, retirees, people who enjoy casual cycling and camping.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q15 Local community involvement (including local businesses and number of volunteers):

AREC, Mudgee Mens Shed, Olive a twist caterers, Coates Hire, Thrifty Hire, JR Richards, numerous wineries, bakery.

Q16 Economic benefits of the event:

Bringing outside money into the local area - apart from the money spent by the event, participants also spend money at the wineries, shops, pubs, cafes, Mudgee Farmers Markets and purchasing fuel.

Q17 Community and social benefits of the event:

The event promotes cycling as a fun, safe and healthy activity to the Mudgee community.

Q18 How will Council's support of the event be recognised?

MWRC logos will be displayed and support acknowledged on the Bike Muster website, on any printed advertising materials and at the event. If MWRC has any banners they would like me to display during the event that would be appreciated.

Q19 How do you plan to market and promote the event?

Most marketing will be online - via social media and targeted advertising. I will also produce flyers and posters for select bicycle stores in Sydney and Newcastle. Press releases will be distributed to relevant news outlets and publications.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	\$2,500
Expected Sales Revenue (including entry/ticket sales):	\$63,000
Other Income:	\$2,500 from wine bar at AREC.
Total Income:	\$65,500

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q21 Please provide details of your event expenditure:

Marketing:	\$3,000
Venue Hire:	\$6,000
Event Infrastructure:	\$4,000
Waste Management:	\$683
Traffic Control:	0
Staff Costs:	\$2,200
Other 1:	Mudgee Mens Shed \$1000
Other 2:	Caterers \$28,600
Other 3:	Misc \$6,000

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

Insurance, legal fees, accounting fees, developing future events.

Q23 Total Surplus/Deficit:

\$ **14,000**

Q24 How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

Keeping some costs fixed whilst increasing patronage.

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

Mark Lambert - event organiser & promoter / licensee
 Russel K - ride leader
 David McMahon - site staff
 Debbie - cleaner
 Mudgee Mens Shed - help with water stands on rides + sausage sizzle for Friday lunch.

Q26 Is your group/organisation Incorporated? **No**

Q27 Is your group/organisation not-for-profit? **No**

Q28 Have you registered for GST? **Yes**

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q29 Do you have an ABN?

Yes,
ABN::
38621767799

Q30 Has your event previously received funding from Council?

Yes,
If yes, please list year(s) of funding and amount(s) received::
2016 \$2,500 + possibly earlier years as well.

Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding.

Yes

Q32 Please upload a copy of your Certificate of Currency

Bike Muster (temp).pdf (140.3KB)

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

1. 0

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. **Poster & flyers design and print \$1000**
2. **Social media advertising \$1000**
3. **Targeted search advertising \$500**

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant:

Name: **Mark Lambert**
Position: **Event organiser and promoter**
Date: **28/09/2017**

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q36 I confirm:

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

,

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

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#17

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 28, 2017 9:33:16 AM
Last Modified: Thursday, September 28, 2017 12:14:31 PM
Time Spent: 02:41:14
IP Address: 1.144.97.58

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name:	BRIAN JONES
Organisation:	CUDGEGONG VALLEY ANTIQUE MACHINERY CLUB
ABN:	93876988636
Address:	84HENRY BAYLY DR
Suburb:	MUDGEES
State:	NSW
Post Code:	2850
Email Address:	bjlittleeden@gmail.com
Phone Number:	0438323909

Q2 Website/Social Media

Website:	CVAMC.COM.AU
Facebook Page:	yes

Page 3: EVENT INFORMATION

Q3 Name of event:

Mudgee Swap Meet

Q4 Event Date/s:

14th January 2018

Q5 Number of days event is held:

one

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

Mudgee Showground

Q7 Year the event was established:

2003

Q8 How often is the event held?

Annual

Q9 Event description:

Stall holders selling a wide variety of goods.

Q10 Event aims and objectives:

Raise funds for our club and also provide an event that every one can enjoy.

Q11 Desired outcomes of event:

Major fund raiser for our club.

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	30
Local Spectators	800
Visitor Participants	40
Visitor Spectators	400
Total Expected Attendance	1270

Q13 What methods do you use to collect data on attendance and visitor numbers?

Every stall holder is written a receipt that includes their address. All persons entering the event is issued with a numbered ticket.

Q14 Target audience:

a wide cross section of the community including families.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q15 Local community involvement (including local businesses and number of volunteers):

The Mudgee poultry and pigeon club do the catering for this event, 10 volunteers, Cudgegong Valley Antique Machinery Club 15 volunteers.

Q16 Economic benefits of the event:

Persons who attend the swap meet spend money with local stall holders. The money that the club raises is spent in our region.

Q17 Community and social benefits of the event:

This event has become a meeting place for locals it also adds to the economy as people who travel need to buy fuel, food and some accommodation as well as visiting local shops.

Q18 How will Council's support of the event be recognised?

Council banners will be on display at the event, Council logo is on all banners that will be in prominent positions around town. Council logo on all flyers. Council will also be mentioned on our web page and face book.

Q19 How do you plan to market and promote the event?

Signs will be placed around town, Adds in printed press both locally and surrounding towns, Handing out flyers at other swap meets leading up to the event.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	\$2,500
Expected Sales Revenue (including entry/ticket sales):	\$6,000
Stallholder Fees:	\$1,400
Total Income:	\$8,900

Q21 Please provide details of your event expenditure:

Marketing:	\$660
Venue Hire:	\$250 plus \$250 bond
Event Infrastructure:	\$500
Other 1:	event insurance \$888
Other 2:	camping fees \$330

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

On going club expenses and building club shed.

Q23 Total Surplus/Deficit:

\$ **\$6,272**

Q24 How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

As this event grows it will become less reliant on council funding.

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

This event is organised through club meetings this ensures that no details are over looked, all work is done by unpaid club members. Some of the duties include selling of gate tickets, collecting site fees, putting up council signs, directing stall holders to their site, assisting with disable parking, putting out garbage bins, collecting garbage bins and empty them, clean site after the event.

Q26 Is your group/organisation Incorporated? **Yes**

Q27 Is your group/organisation not-for-profit? **Yes**

Q28 Have you registered for GST? **No**

Q29 Do you have an ABN? **Yes,**
ABN::
93876988636

Q30 Has your event previously received funding from Council? **Yes**

Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

Q32 Please upload a copy of your Certificate of Currency

5 pointed star.jpg (4.4KB)

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

1. **Ground hire \$250**

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. **Advertising \$760**
2. **Signs and printing \$500**
3. **Event insurance \$900**
Total: **\$2,410**

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant:

Name: **Brian Jones**
Position **President**
Date: **28/9/2017**

Q36 I confirm: **that the information contained in the application form and within the attachments are true and correct.**
,
that this application has been submitted with the full knowledge and support of the applicant.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 21, 2017 2:18:56 PM
Last Modified: Thursday, September 21, 2017 3:02:03 PM
Time Spent: 00:43:06
IP Address: 120.154.2.153

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name: Louise Butlin
Organisation: Gulgong Prince of Wales Eisteddfod
ABN: 84 176 406 066
Address: PO Box 293 (Mayne Street)
Suburb: Gulgong
State: NSW
Post Code: 2852
Email Address: gulgonggeist@hotmail.com
Phone Number: 0423 725 311

Q2 Website/Social Media

Website: <http://www.gulgongeisteddfod.com/>
Facebook Page: <https://www.facebook.com/gulgongeisteddfod/>

Page 3: EVENT INFORMATION

Q3 Name of event:

The 38th Gulgong Prince of Wales Eisteddfod

Q4 Event Date/s:

Runs for a minimum of 15 days over the month of May 2018. Dates to be confirmed by the end of October 2017.

Q5 Number of days event is held:

15+

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

Gulgong Memorial Hall Herbert Street Gulgong & The Prince of Wales Opera House Mayne Street Gulgong.

Q7 Year the event was established:

1981

Q8 How often is the event held?

Annual

Q9 Event description:

The Gulgong Price of Wales Eisteddfod is a positive family friendly event that provides a platform for youth to showcase their talents in Dance, Art of Speech and Drama and Music.

Q10 Event aims and objectives:

The aims and objectives of the Gulgong Prince of Wales Eisteddfod Committee is to provide an important cultural event for Gulgong and the Central West; to organise and run an Eisteddfod in Gulgong each year that provides local young people a positive forum to showcase their talent in the fields of Dance, Art of Speech and Drama along with Music – both instrumental and vocal; whilst giving the community a local event to engage with and enjoy. The Eisteddfod encourages tourism and visitors to our town and region. The Eisteddfod Committee plan to run a successful event with the funds raised to support the ongoing maintenance and restoration of the Gulgong Prince of Wales Opera House.

Q11 Desired outcomes of event:

Whist the Eisteddfod showcases an amazing array of talent, it also creates an opportunity for community engagement in a family friendly atmosphere and supports the local economy as the visitor's shop locally and support local businesses. Funds raised from this event is utilised to support the ongoing maintenance and restoration of the Gulgong Prince of Wales Opera House.

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	2,631
Local Spectators	1,278
Visitor Participants	1,237
Visitor Spectators	856
Total Expected Attendance	6002 based on stats from 2017 Eisteddfod

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q13 What methods do you use to collect data on attendance and visitor numbers?

We have a volunteer who used to work in the community services sector who has a great understanding of the grants process and not for profit reporting. She encouraged us two years ago to implement a new ticketing system to assist with measuring and reporting of our audience information. She also collects data from all the participants from the Eisteddfod including their postcodes to measure the participant information. Our online entry process system also allows us to collate and evaluate participant information. Each year the computer system is upgraded and allows us to learn more from the new reports it can create. Evaluating participation is something we continue to work on and we continually are finding new ways of measuring our event's participation and attendance.

Q14 Target audience:

Performers in the fields of Dance, Art of Speech and Drama, Music and their families, residents in the Mid-Western Region and those willing to travel from afar to enjoy our event.

Q15 Local community involvement (including local businesses and number of volunteers):

In 2017, 6,002 people were engaged in the Eisteddfod through volunteering, performing or by being a member of the audience over the month of May. 88 volunteers contributed to the running our event over the month of the Eisteddfod to ensure the wonderful showcase of talent was well supported. 39 local businesses supported the Eisteddfod by making donations towards the event along with operating within their usual manner to give the visitors to Gulgong who came along to the Eisteddfod places to stay, shop and play. Many local businesses supported the Eisteddfod through their staff members volunteering too.

Q16 Economic benefits of the event:

The economic benefits of the Eisteddfod are that it boosts the local economy as visitor's shop and stay locally bringing tourism to our town. The Gulgong Prince of Wales Eisteddfod is a subsidiary of Gulgong Music and Dramatic Society (MADS). Our main aim is to raise funds for the continuing restoration of the Gulgong Prince of Wales Opera House. Through assisting with the maintenance of the Opera House we ensure that it continues to host events throughout the year encouraging visitors and tourism to Gulgong just not during Eisteddfod month.

Q17 Community and social benefits of the event:

The Eisteddfod gives performers an opportunity to perform for the broader community. It builds confidence and skills whilst connecting people from all walks of life and generations. It brings together people through performing, watching and volunteering. It allows for a family friendly showcase of talent available to people of all socio economic backgrounds to come together and enjoy. It has no barriers in terms of affordability and access. Entry is at low cost and children have free entry making it affordable to families and open to excursions for schools. Our local preschool visits each year daily giving the children something to aspire to and a "concert" to enjoy. Both venues have a disabled access giving people of all abilities the opportunity to enjoy the Eisteddfod. The connections made during the Eisteddfod may be as simple as getting someone out of the house and enjoying the local talent to making lifelong friendships whilst others may be encouraged to become actively involved with other community groups like Gulgong Music and Dramatic Society (MADS). The Eisteddfod encourages new people to visit Gulgong and learn what not only Gulgong but the Mid-Western Region has to offer. Many return outside of the Eisteddfod month to visit and enjoy the wonderful things our town and region have to offer which in turn boosts our local economy and tourism.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q18 How will Council's support of the event be recognised?

The council's support would be recognised by acknowledging in the Eisteddfod program which is distributed to all performers and purchased by audience members. The council would also be acknowledged in press releases, on our website and Facebook page. Should there be a banner available it could also be displayed during the Eisteddfod period.

Q19 How do you plan to market and promote the event?

The Eisteddfod will be marketed and promoted to all government and private schools in the Mid-Western region and to all dance, music, speech and drama schools in our region and the Central West. Through the booking system that we utilise to run our Eisteddfod it allows all interested performers across Australia to access information about our Eisteddfod and the ability to enter easily online. Therefore, entries are not limited to just our local area anyone can enter easily regardless of their location. We also utilise our website and facebook page to share the latest information regarding our Eisteddfod. We have a volunteer who writes press releases as information comes to hand to share with the community this is distributed to local media outlets. The Mudgee Guardian and The Weekly are very supportive of the Eisteddfod running stories in their papers and on their facebook pages about our Eisteddfod. We look forward to their continued support in 2017. The Gulgong Gossip were also wonderful with their support of the Eisteddfod running regular articles as news comes to hand. The Gossip is distributed to 2,500 Gulgong homes and businesses monthly and digital copies are now available so anyone within or beyond our region can access this publication at no charge at www.gulgong.com.au. In 2017, we met our aim to better engage with the local radio stations to maximise our exposure. We were featured daily on the local news on the days the Eisteddfod ran and also in the Community News section. The Community News section was a great asset promoting the Eisteddfod at the many stages of preparation for the Eisteddfod. We received great feedback from the community about the air time our Eisteddfod received and the things they learnt from hearing about it on the radio. This is definitely a marketing tool we will continue to use in the future with the ongoing support of 2MG and Real FM.

Page 4: PROJECT BUDGET AND FINANCIAL DETAILS

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	\$2,500.00
Expected Sales Revenue (including entry/ticket sales):	\$33,000.00
Contribution from your Organisation/Club:	\$2,500.00
Sponsorship:	\$7,000.00
Stallholder Fees:	not applicable
Other Income:	not applicable
Total Income:	\$42,500.00

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q21 Please provide details of your event expenditure:

Marketing:	No charge
Venue Hire:	\$571.00
Event Infrastructure:	donated by local businesses, community groups and volunteers
Waste Management:	no charge managed by volunteers
Traffic Control:	no charge managed by volunteers
Staff Costs:	\$7,000.00 (adjudicator payments & expenses)
Other 1:	\$9,000.00 trophies/prize money
Other 2:	\$400.00 postage & stationery
Other 3:	\$13,000.00 canteen & misc

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

The restoration and maintenance of the Gulgong Prince of Wales Opera House.

Q23 Total Surplus/Deficit:

\$ **\$12,029.00**

Q24 How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

The Gulgong Eisteddfod Committee along with the support of it's subsidiary of Gulgong Music and Dramatic Society (MADS) meet regularly to discuss and plan the annual Gulgong Prince of Wales Eisteddfod. Through community support and the dedication of the many volunteers we plan to continue the tradition of the Eisteddfod as it has been held every year since 1981. We source additional income with letters to local businesses seeking sponsorship along with competitor entry fees, audience entry fees and canteen sales.

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

The Gulgong Prince of Wales Eisteddfod is a subsidiary of Gulgong Musical and Dramatical Society (MADS). Our main aim is to raise funds for the continuing restoration of the Prince of Wales Opera House.

As a subcommittee we report to the MADS committee monthly and have two delegates that do this. Our subcommittee has a President, Treasurer, Secretary, Publicity Officer and general committee members. We also have three convenors who manage each of the syllabuses of our Eisteddfod – dance, speech and music. When the Eisteddfod is running we have usually between 80 to 100 volunteers in various roles to support the running of the event including tasks involving canteen, managing the spectators and entry to the venue, stage management, music, cleaning, set up and pack up of the venue, and management of the performers. The only paid staff are the adjudicators, who are assisted and supported by the volunteer convenors for each syllabus. During the actual Eisteddfod, each syllabus is managed by the convenor of that section ie dance and is supported by the executive committee and committee members. All volunteers report to the convenor of each section and in their absence a designated on-duty committee member.

Q26 Is your group/organisation Incorporated? **Yes**

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q27 Is your group/organisation not-for-profit? **Yes**

Q28 Have you registered for GST? **No**

Q29 Do you have an ABN? **Yes,**
ABN::
84 176 403 066

Q30 Has your event previously received funding from Council? **Yes**

Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding. **Yes**

Q32 Please upload a copy of your Certificate of Currency

Cert of Currency GPOWE 2017 18 .pdf(573.7KB)

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

1.	Venue Hire – Gulgong Memorial Hall \$571.00
Total:	571.00

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1.	\$200.00 printing & distribution programs
2.	\$1229.00 trophies and prizes
3.	\$500.00 volunteer equipment & uniforms
Total:	\$1929.00

Page 6: AUTHORISATION OF APPLICANT

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q35 Authorisation of Applicant:

Name:	Louise Butlin
Position	Gulgong Prince Of Wales Eisteddfod Grants Submission Officer
Date:	21/9/17

Q36 I confirm:

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

,

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

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

#20

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, October 01, 2017 10:01:26 AM
Last Modified: Sunday, October 01, 2017 8:40:10 PM
Time Spent: 10:38:43
IP Address: 101.173.240.11

Page 2: CONTACT DETAILS

Q1 Please enter your contact details below:

Name: Toni Morrison
Organisation: Gulgong Arts Council
ABN: 13620581551
Address: PO Box 422
Suburb: GULGONG
State: NSW
Post Code: 2852
Email Address: artscouncilgulgong@hotmail.com
Phone Number: 0488741860

Q2 Website/Social Media

Website: www.gulgong-arts.com
Facebook Page: facebook@gulgong.arts

Page 3: EVENT INFORMATION

Q3 Name of event:

UneARThed 2018

Q4 Event Date/s:

9th & 10th June 2017

Q5 Number of days event is held:

2

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q6 Event location:

Gulgong Memorial Hall

Q7 Year the event was established:

2015

Q8 How often is the event held?

Annual

Q9 Event description:

UneARThed 2018 is vibrant & diverse exhibition/competition attracting participation from school children and adults within the central west region and interstate and is conducted during June long weekend annually. This event partners with Local businesses, the community and Mid Western Regional Council.

Q10 Event aims and objectives:

- To ensure a diverse exhibition program.
- To enhance creativity amongst indigenous and people with disabilities
- To expose visitors (tourists & community members) to quality art.

Q11 Desired outcomes of event:

- To attract an increase of exhibitors
- To create a support network of artists/artisans in regional NSW
- Explore potential of creativity with school age children, people with disabilities and the indigenous
- Create an annual gathering space for the art community

Q12 Expected attendance numbers: (note: 'local' refers to Mid-Western LGA residents, 'visitors' refers to those coming from outside Mid-Western LGA)

Local Participants	300
Local Spectators	300
Visitor Participants	150
Visitor Spectators	200
Total Expected Attendance	950

Q13 What methods do you use to collect data on attendance and visitor numbers?

- Volunteer members will record numbers
- Records of exhibitors
- Visitors book will be available

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q14 Target audience:

- Art Communities across Regional NSW
 - Local communities
 - Tourists
-

Q15 Local community involvement (including local businesses and number of volunteers):

This event has strategic partners & collaboration including Red Hill Environmental Education Learning Centre, Gulgong Chamber of Commerce, Henry Lawson Festival, Orana Arts, Local, 14 Regional Schools and Preschools, Dean Mobbs Gallery Bathurst, Mudgee Arts, Gulgong Men's Shed, Mid-Western Regional Council, Glencore & 16 Gulgong Arts Council member volunteers.

Q16 Economic benefits of the event:

- Visitation to Gulgong for the duration of the June long weekend 2017 exceeded 3,000. Gulgong Arts Council's UneARThed Art Exhibition/Competition also contributes to the economic benefits to Gulgong on this long weekend, bringing artistic tourists from Regional NSW and interstate.
-

Q17 Community and social benefits of the event:

This event has strategic partners & collaborations including Red Hill Environmental Education Learning Centre, Gulgong Chamber of Commerce, Henry Lawson Festival, Orana Arts, Local, 14 Regional Schools and Preschools, Dean Mobbs Gallery Bathurst, Mudgee Arts, Gulgong Men's Shed, Mid-Western Regional Council, Glencore, Daphne Brooks Music & 16 Gulgong Arts Council member volunteers.

Q18 How will Council's support of the event be recognised?

Council's support of this event will be recognised by way of MWRC logo on all promotional material

- Social media, newspapers, magazines, GAC web page, Orana Art, Arts Out West and local & regional radio
-

Q19 How do you plan to market and promote the event?

- This event will be promoted and marketed by way of GAC web page, social media, magazines, local, regional newspaper articles, local & regional radio, Orana Arts, Arts Out West, Gulgong business community, Red Hill Environmental Education Centre, Regional and local schools, MWRC events calendar, tourist information, galleries/art space throughout the region and Henry Lawson Festival program.
-

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q20 Please provide details of your event income:

Events Assistance Funding Requested:	2,000
Expected Sales Revenue (including entry/ticket sales):	1,934
Contribution from your Organisation/Club:	3,987 prize money/admin costs
Sponsorship:	2,000 (amount taken from 2017 event)
Stallholder Fees:	N/A
Other Income:	N/A
Total Income:	9,921

Q21 Please provide details of your event expenditure:

Marketing:	690 Printing, promotion, marketing
Venue Hire:	\$891 Gulgong Memorial Hall
Event Infrastructure:	NA
Waste Management:	NA
Traffic Control:	NA
Staff Costs:	N/A
Other 1:	4,353 In Kind support from GAC committee/volunteers
Other 2:	3,987 Prize money & Admin costs
Other 3:	N/A

Q22 If positive or surplus budget, please provide further details/explanation what this surplus will be used for:

N/A

Q23 Total Surplus/Deficit:\$ **N/A****Q24** How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?

- Assessing and updating event management and plans post event.
- Address changes identified for improvements of event
- Exploring new marketing and promotional options.
- Researching what works for other successful Art Events.
- Financial management

PAST EVENTS MANAGED

Roaring Days Exhibition – Gulgong 2013 & 2014
Holterman Exhibition - Gulgong 2015

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

UneARThed Exhibition – Gulgong 2015
UneARThed Exhibition – Gulgong 2016
Pop Up Gallery – Gulgong 2016
Easter Exhibition - Gulgong 2017
UneARThed Exhibition – Gulgong 2017
Three workshops – Art, card making & Felting – Gulgong 2017
Community Poppy Project – Community project to make red poppies for Remembrance Day – Gulgong 2017
Pink Up Gulgong – Contributing to the McGrath Foundation for breast cancer - 2017

- Growth of events such as UneARThed exhibition 2017 had an increase of 75 entries in comparison to the UneARThed exhibition 2016.
Member participations at all events has increased overwhelmingly

- President - Unpaid 2 months
Horological technician with a light & sound company
Self-taught silversmith 5 years
Has an on-line hand crafted jewellery store
Studied on line media (web page design etc.)

- Treasurer – Unpaid 2 years
Artist 25 years
Member of Gulgong Arts Council for 7 years
Accounts payable & receivable in own business

- Events Co-Ordinator 1 – Unpaid 5 years
Artist 25 years
Co-Ordinates local craft/art gallery displays
Exhibits locally
Adult art tutor with Adult College of Education 2012-2014

- Events Co-Ordinator 2 – Unpaid 2 months
Artist – 25 years
Teacher – Previous teaching positions at Gulgong, Wellington and Mudgee High School and now at St Matthews HSIE faculty and organising excursions & camps, Mudgee
Member of Gulgong Arts Council for 7 years
Cartographer working for State Departments & Blue Mountains Council
Writer, performer & stage manager with Mudgee Performing Arts Society
Producer & stage manager of Musical South Pacific 2017
Volunteers for major events with Mudgee Miniature Railway
Exhibits locally

- Secretary – Unpaid 2 years
Textile Artist - 9 years
Member of Gulgong Arts Council for 3 years
Accounts payable Solicitors- 5 years/Mechanical repairs- 3 years,
Customer service - 10 years
Promotion/media/grant officer of Textures of One annual exhibition Blayney NSW – 3 years
Exhibits locally and regionally

- Electronic media Officer – Unpaid 2 months
Artist – 10 years
Exhibits locally
Teacher – Previous teaching positions at Gulgong, Wellington and Mudgee High School and now at St Matthews HSIE faculty and

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

organising excursions & camps, Mudgee

Member of Gulgong Arts Council for 7 years

Cartographer working for State Departments & Blue Mountains Council

Writer, performer & stage manager with Mudgee Performing Arts Society

Producer & stage manager of Musical South Pacific 2017

Volunteers for major events with Mudgee Miniature Railway

- Publicity Officer – Unpaid 2 years

Potter - 15 Years

Completed Certificate IV in Ceramics -TAFE

Exhibits Locally

Participates in Monthly Gulgong markets

Member of Gulgong Folk Festival

Writing Award -MWRC Seniors Literacy Award for Pro's Writing

- Grants Officer- Unpaid 2 months

Potter - 15 years

Member & President of Gulgong Arts Council for 5 years

Member of Mid-Western Ceramic Focus Group

Exhibits locally

Completed Certificate IV in ceramics - TAFE

Completed Certificate IV in Visual Arts - TAFE

Completed Certificate III in Arts Administration - TAFE

Worked with gifted and talented visual arts students at Gulgong High School

- Positive social impacts and partnerships

- Developing skills & resources to seek solutions using existing knowledge capital within local and regional art communities

- Evaluate social impacts annually

- Develop skills & resources to seek solutions using existing social capital within local and art communities inclusive of all community members

- Gulgong Arts Council membership growth of 29 members in 2015 and has 64 financial members at present 2017.

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q25 Please outline the management structure of your event including key role and responsibilities, and the use of paid/unpaid staff?

- President - Unpaid 2 months -Artist -Silversmith 5 years
Member of Gulgong Arts Council 5 months
Responsible for chairing all Gulgong Arts Council monthly meetings
Reviews and understands the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan.
Presides over board and executive committee meetings
- Treasurer - Unpaid – Artist – 25 years
Member of Gulgong Arts Council for 7 years
Responsible for all aspects of Gulgong Arts Council financials
- Events Co-Ordinator 1 – Unpaid – Artist – 25 years -
Member of Gulgong Arts Council for 7 years
Responsible for accepting exhibits, display of exhibition to a suitable format, dismantle of exhibition and sign out all exhibits.
- Events Co-Ordinator 2- Unpaid - Artist – 10 years -
Responsible for accepting exhibits, display of exhibition to a suitable format, dismantle of exhibition and sign out all exhibits.
- Secretary – Unpaid -Textile Artist – 9 years
Responsible for all pre-exhibition admin duties, securing judges, lend a hand with securing sponsorship, co-ordinating entries, arrange printing and correspondence of all advertising and promotional material.
- Electronic media Officer – Unpaid -Artist – 10 years
Responsible for GAC web page updates and social media promotions.
- Publicity Officer – Unpaid – Potter - 20 Years
Responsible for media releases in local newspapers and Gulgong Gossip.
- Grants Officer- Unpaid – Potter - 15 years
Responsible for research and grant writing
- Member Volunteers - responsible for set up of all exhibition display stands, lighting, tables, sponsors advertising placement at venue, man entry on exhibition days, dismantle of exhibition display stands and clean venue.

Q26 Is your group/organisation Incorporated? **Yes**

Q27 Is your group/organisation not-for-profit? **Yes**

Q28 Have you registered for GST? **No**

Q29 Do you have an ABN? **Yes,**
ABN::
13620581551

Event Assistance Funding Application - 1 January 2018 to 30 June 2018

Q30 Has your event previously received funding from Council?
Yes,
 If yes, please list year(s) of funding and amount(s) received::
 2017 \$776

Q31 Does the event hold current Public Liability Insurance? Events MUST have insurance to be eligible to receive funding.
Yes

Q32 Please upload a copy of your Certificate of Currency
Certificate of Currency Insurance.pdf (50.7KB)

Page 5: FUNDING REQUESTED - MUST NOT EXCEED \$2,500

Q33 Please provide details of IN-KIND support requested AND dollar amounts:(e.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's Fees and Charges (click here) for amounts.

1. **\$891 - Council venue hire inc. deposit**
 Total: **\$891**

Q34 Please provide details of CASH support requested AND dollar amounts:For any cash funding received, copies of invoices may be required as evidence along with an invoice.

1. **\$2,000 - Marketing/printing/promotion/administration expenses**
 Total: **\$2,000**

Page 6: AUTHORISATION OF APPLICANT

Q35 Authorisation of Applicant:

Name: **Toni Morrison**
 Position: **Secretary**
 Date: **1st October 2017**

Q36 I confirm:
 that the information contained in the application form and within the attachments are true and correct.
 ,
 that this application has been submitted with the full knowledge and support of the applicant.



ANNUAL REPORT 2016/17
MID-WESTERN REGIONAL COUNCIL



Table of Contents

Message from the Mayor	3	Performance measures	53
Message from the General Manager	4	Statutory Information	55
Your Council	5	Audited Financial Reports	55
Civic Leadership	6	Rates and Charges Written Off	55
The Role of Council	6	Overseas Visits	55
Council Decisions	6	Councillor Expenses and Provision of Facilities	55
Code of Conduct	6	Councillor Expenditure	56
Having Your Say	6	Contracts Awarded	57
Councillor Attendance at Meetings and Workshops	7	Legal Expenses	57
Delegating Decision Making	7	Statement of Proposed Charges for the Carrying Out of Work on Private Land	58
Organisation Structure	8	Contributions and Donations	58
Vision and Values	9	Delegated External Bodies	58
Our Awards and Achievements	10	Advisory Committees	59
Key Completed Projects	11	Statement of Controlling Interest	60
Community Strategic Plan	14	Statement of Participation – Partnerships, Co-operatives, Joint Ventures, Syndicates or Other Bodies	60
About the Mid-Western Region	15	Equal Employment Opportunity	60
Progress on the Operational Plan and Delivery Program	16	Senior Staff	61
Progress against delivery program targets	16	Stormwater Management	61
Looking After Our Community	17	Coastal Protection Services	61
Building a Strong Local Economy	35	State of the Environment	61
Connecting Our Region	40	Capital Works Projects	62
Good Government	43	Companion Animals Act and Regulation – Enforcement and Compliance Clause 217(1)(f)	62
Managing the Money	51	Reporting Requirements under the Government Information (Public Access) Act 2009 Section 125	64
Income	51	Reporting Requirements under the Environmental Planning and Assessment Act 1979 Section 93G	67
Expenditure	52	State of the Environment Report	69
Asset Management	52	Case Study: Detention Basin Enhancement Project	77

Mid-Western Regional Council

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**Mayor
General Manager**

Councillor Des Kennedy
Brad Cam



Message from the Mayor

The 2016/17 Annual Report demonstrates Council's performance over the last year. It's our report card to ensure that we have done what we have said we will do.

My fellow Councillors are active and contributing members of Council who represent the collective interests of residents, ratepayers and our local community. I thank my fellow Councillors for their strong civic leadership, commitment and representation.

I am consistently proud of the progress and projects completed by Council. I thank Council staff who strive to achieve the best possible outcomes for the region and meet the diverse needs of the community.


Council works hard to make sure there are opportunities for residents to have a say and it's very rewarding when residents take up these opportunities and get involved in the decision making process at Council. I thank every member of the community who participated in community engagement activities. After completing extensive community consultation with residents and ratepayers across the region, the community's key priorities and projects for the future were identified and this is now reflected in the updated Community Plan 2030.

Council remains successful in securing funding to ease the burden on ratepayers and allow us to complete major infrastructure projects. This grant funding is integral to the future growth of the region and encouragement of ongoing investment.

Major roads projects such as the construction of the \$15 million upgrade to Wollar Road are continuing. Council proceeds to work closely with the State Government on the upgrade of Mudgee Hospital with construction expected to commence early next year.

Council continues to bring major events to the region. Over the last 12 months, in conjunction with Channel 9, our region provided the production location for the popular TV show 'Doctor Doctor' which is broadcast both in Australia and overseas. Further, Council successfully delivered the 6th Flavours of Mudgee Festival in the CBD, hosted a Waratahs v Brumbies rugby union game and the final NRL Country vs City origin rugby league game at the Glen Willow Regional Sports Complex. Events like these are an excellent opportunity to showcase our region and demonstrate why it's a wonderful place to live, work, invest and visit.

I'm excited for the year ahead as I represent a community that is strong, healthy and prosperous.


DES KENNEDY
MAYOR



Message from the General Manager

This Annual Report demonstrates Council's accomplishments and performance in the 2016/17 financial year. It has been an incredibly eventful and productive year and we have achieved so much all the while contending with several natural events including a freak storm and a devastating fire season which impacted our region and our people.

A review of the Community Plan was undertaken in 2017. The top 20 Projects from the Community engagement activities identified a range of infrastructure projects as a high priority for the community, of which some projects are already captured in the Towards 2030 Community Plan. The new projects identified during the community engagement which Council may investigate further include: Indoor Aquatic Centre, Return Passenger Trains, Entertainment Centre, Indoor Sports Centre, Youth Centre and Rail Trails. Council continues to work closely with State and Federal Governments, government agencies, local business groups and organisations to anticipate the growth needs of the community and ensure community expectations are realised.

Council has been through an extensive planning process over the past year to determine which projects and initiatives would be undertaken across the next four financial years. This culminated in the Operational Plan 2017/18 and Delivery Program 2017-21 which was adopted at the June 2017 Council meeting.

The Long Term Financial Plan has been updated and projects financial forecasts for Council for at least ten years and it also identifies Council's planned financial path for the next ten years, as well as providing an improvement blueprint to become Fit for the Future. We've responsibly planned for the future through

investment and prudent financial management, delivering financially sound budgets and a substantial capital works program. Continued focus on asset management will ensure benefits from Council's strong capital expenditure program are maximised throughout the long term. Our Workforce Strategy has also been updated to ensure Council will have the workforce resources in place to facilitate the Delivery Program.

Major road infrastructure upgrades to Ulan Road and Wollar Road continue. Council continues to deliver improvements to the airport and provide updates to the water and sewer systems.

Council has approved alternative energy and sustainable technologies (such as green energy programs or solar panel installation) as part of the Capital Works Program. Council has also implemented its Liquid Trade Waste Policy and Pricing as per the 4 year rollout program.

The population of the region continues to grow, supported by economic diversification of industries including mining, agriculture and tourism. I am grateful to the staff of Council who carry out their important work to ensure we continue to deliver on Council's vision of a progressive and prosperous community that we proudly call home.

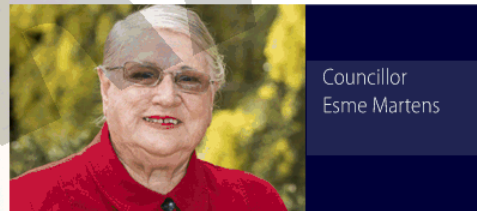
BRAD CAM
GENERAL MANAGER

Your Council

Mid-Western Regional Council is represented by nine Councillors including a Mayor elected every two years from within.

Councillors are elected to a four year term, with the most recent elections occurring in September 2016. That election saw 34 candidates nominated to serve the Mid-Western Region, with Councillors Paul Cavalier, Des Kennedy, Esme Martens, Peter Shelley, Percy Thompson, Alex Karavas, Sam Paine, Russell Holden and John O'Neill elected.

Council elected Clr Kennedy as Mayor, and Clr Cavalier as Deputy Mayor for the period September 2016 through to September 2018.



Civic Leadership

THE ROLE OF COUNCIL

The Mid-Western Regional Council exists as a body politic under the NSW Local Government Act 1993. It consists of nine Councillors with the Mayor elected annually from within. Together, the Councillors as 'Council', form the governing body of the Mid-Western Regional Council.

The role of the governing body is to direct and control the affairs of Council including strategic development, ensuring financial sustainability and transparent governance, providing civic leadership, and reviewing performance and service delivery.

The elected Council considers issues facing the region to ensure ratepayers' money is allocated to priority areas and spent in the most effective way. This means balancing the needs of the community against the needs of individuals, and carefully considering the long and short term implications of decisions.

Day to day operations are delegated to the General Manager. Corporate performance is monitored by regular reports to Council, including this Annual Report.

COUNCIL DECISIONS

Council is recognised as a single entity and Councillors only have the authority to make decisions as a group, when they are acting as Council, that is, in Council meetings.

Council meetings are held at the Chambers of the Mudgee Administration Centre on the third Wednesday of every month except for January (no meeting). Occasionally Council holds extraordinary meetings.

These are Council meetings held outside the normal meeting cycle, most often to consider matters of an urgent nature. Meetings are open to the public, and residents and businesses are actively encouraged to attend and participate in the decision making process. Prior to the commencement of the formal Council meeting, Open Day is held. Open Day is an opportunity for members of the public to address Council on any issue of relevance to the Council.

Council also has advisory committees comprised of Councillors, members of the public and staff of the Council. These committees focus on specific narrow areas of expertise, and make recommendations for consideration by Council.

CODE OF CONDUCT

Councillors and staff are bound by a Code of Conduct, which sets the standards for ethical behaviour and decision making.

The Code states Councillor and staff roles and responsibilities and outlines steps to be followed when making and investigating allegations of breaches of the Code.

During 2016/17, there was one Code of Conduct complaint made against Councillors. Code of Conduct matters are dealt with via the following means:

- Referred to a Conduct reviewer
- Referred to the various legislative authorities where required (Office of Local Government, Independent Commission Against Corruption)
- Resolved in accordance with Council's Procedures for the Administration of the Code of Conduct

HAVING YOUR SAY

There are many ways for residents to have a say on the governing of the Mid-Western Region.

- Vote for Councillors every four years through the Local Government election for Mid-Western Regional Council
- Arrange to speak at Open Day
- Write to or telephone elected members of the Council
- Get social and connect with Council on social media, including Facebook, Twitter and Instagram
- Make a submission on Council's four year Delivery Plan including the one year Operational Plan when on exhibition each year, or the ten year Community Plan
- Participate in review of the Community Strategic Plan every four years
- Make submissions on other major projects of notified consents that are consulted or advertised throughout the year

Mid-Western Regional Council is committed to engaging its residents, stakeholders and staff in the development of policies and plans and the delivery of services for the community. Council's Community Engagement Policy recognises that community information.

COUNCILLOR ATTENDANCE AT MEETINGS AND WORKSHOPS

12 Ordinary Council meetings were held between 1 July 2016 and 30 June 2017.

Elected Member	Ordinary Meetings Attended	
	Number	%
Clr Des Kennedy – Mayor	11/12	91%
Clr Paul Cavalier – Deputy Mayor	12/12	100%
Clr Esme Martens	12/12	100%
Clr Peter Shelley	11/12	91%
Clr Percy Thompson	12/12	100%
Clr Max Walker	2/3	66%
Clr John Weatherley	3/3	100%
Clr John Webb	3/3	100%
Clr Lucy White	2/3	66%
Clr Alex Karavas	9/9	100%
Clr Russell Holden	8/9	88%
Clr John O’Neill	7/9	77%
Clr Sam Paine	9/9	100%

DELEGATING DECISION MAKING

As provided for in the Local Government Act, the Council can delegate some of its decision making authority to the General Manager, allowing a more efficient operation in several areas such as enforcement of Council regulations and finalising or negotiating various matters within parameters set by Council.



Organisation Structure



Vision and Values

OUR VISION ▶

“ A **prosperous** and **progressive** community we **proudly** call home. ”

OUR VALUES ▶

Respect

- We respect ourselves, our team mates and our organisation as a whole
- When we talk or write to each other we show respect by:
 - being positive, polite and truthful
 - really listening
 - responding politely
 - providing honest feedback
- We never tolerate bullying and discrimination in the workplace

Integrity

- We are all accountable for our own actions and also for assisting and supporting our fellow workers
- We seek solutions, we don't cast blame
- We work for the community and we are proud to show our care for the place in which we live
- We are committed to action – we do what we say we will do
- We are honest with each other in everything we say and we do and we are committed to open, two-way communication

Recognition

- We are committed to a healthy, safe and constructive working environment where everyone's well-being is our major focus
- We work together to develop employment policies and practices that are adaptable to individual circumstances
- We celebrate our achievements and recognise that everyone's contribution is essential to this Council's success
- In supporting each other and working together we create the right environment in which we all can achieve our very best
- We seek continuous improvement both individually and collectively
- We admit our mistakes and focus on getting better
- We strive to achieve our personal best and be industry leaders

Our Awards and Achievements

NSW Local Government Procurement Professionals Award

Kristie Ward, Council's Procurement Manager was awarded the NSW Local Government Procurement Professionals Award, which celebrates those procurement professionals or groups who are making a difference in local government and their community. The Awards recognise excellence and best practice in the field of procurement within the local government sector.



NSW VendorPanel User Engagement Award

This award was based on Council's implementation of VendorPanel and the dedication to engaging and supporting local suppliers. Council's information sessions and ongoing support for local businesses were specifically recognised.



Ministers' Award for Women in Local Government (Women in Non-Traditional Roles - Rural/Regional)

Sally Mullinger, Council's Manager Works was awarded the Ministers' Award for Women in Local Government under the category of Women in Non-Traditional Roles - Rural/Regional. This award celebrates the contribution of women to local government in NSW. In addition to recognising the significant contribution of Award winners, the Awards aim to encourage more women to take on leadership roles in local government in NSW. The category of Women in Non-Traditional Roles recognises women working in trades and other male dominated areas within the Local Government sector.



NSW State Winner – LG Professionals Australasian Management Challenge

The Australasian Management Challenge is a sophisticated development program that provides real life problem solving experiences and produces outcomes that translate into relevant, tangible and enduring benefits for Council staff, teams and the organisation. Teams of five or six members from any level of local government, undertake tasks alongside other participating councils that typify management in the local government environment. Mid-Western Regional Council's team 'Mid-Western Canaries' placed 1st in NSW.



Second Runners-Up Australasia – Australasian LG Professionals Management Challenge

Mid-Western Regional Council staff represented NSW at the Australasian Local Government Professionals Management Challenge. The team of six were selected to compete in the national competition after winning the NSW state challenge. Made up of senior staff from all Council departments, the team placed third against the best performing councils representing their respective states. Council's team was the only regional council competing in the Australian and New Zealand National Final, making their achievement all the more impressive.



University of Wollongong Fellowship Award

Mid-Western Regional Council and local community was recognised for the ongoing support of graduate medicine students in the region with the University of Wollongong's (UOW) prestigious Community Fellowship Award. The Community Fellowship Award recognises the hard work of Council and the local community over a number of years to establish initiatives such as the Mudgee House (a house funded by Council and local business for trainee doctors to reside whilst on placement in Mudgee), and the Mudgee4Doctors Program (a range of benefits and incentives provided by local businesses for local and visiting doctors) to address the shortage of doctors and health professionals in the region.



Key Completed Projects

Looking After Our Community

Playground and Park Upgrades

Council is committed to ensuring its playgrounds and open space areas meet Australian standards, allowing all user groups the ability to enjoy these spaces. In 2016 new play equipment was installed at Moufarrige and Interact Parks. A children's miniature bike path at Gilbey Park allows children to ride their scooters or bikes and learn basic road rules. \$15,000 was spent on additional shade at Lawson Park, with new shade sails installed.

Swimming Pool Upgrades – Kandos and Gulgong

As part of Council's wider aim to improve access for all residents at its facilities, the Kandos pool was refurbished with new tiles laid throughout the pool for greater comfort to users. In addition, the construction of a disabled ramp at the Gulgong Pool was delivered for the summer season of 2016/17. These upgrades ensured residents across the region were able to enjoy the healthy benefits of swimming and water activities regardless of ability and location.

Public Art Program

Council made a significant commitment to support public art across the region with development of a public art policy and installation of public art. Nine sculptures have been installed in Mudgee's Lawson Park as a result of partnerships with community events such as Sculptures in the Garden and Rylstone Wood Symposium.

Protecting Our Natural Environment

Developed Liquid Trade Waste policy

A Liquid Trade Waste policy was established that sets out how Council regulates sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade. The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges. The policy and implementation program was designed with local business consultation and will be implemented over 3 stages to ensure businesses are able to meet regulations in a timely and efficient manner.

Solar Power System installed at Gulgong Sewage Treatment Plant

A new 60 kilowatt solar power system was installed at Gulgong Sewage Treatment Plant. The ground mounted system includes 220 solar panels that deliver the plant's electricity requirements during daylight hours. Located on site, the system was installed in just over a week. Controlled by a smart meter, the new system feeds back to the grid when a surplus of energy is generated.

Riverbed Regeneration

In 2016/17 there were two major waterway restoration projects completed. The first was the Bellevue detention basin rehabilitation where four bare detention basins were transformed into artificial retention basin wetlands and planted with wetland sedges, rushes, native trees and shrubs around the banks. Their associated drainage channels were also replanted with native species with the assistance of the Green Army and National Tree Day 2016. Two interpretive signs educating the community about stormwater were installed.

The second waterway restoration project was the restoration of a section of Cudgegong River at Glen Willow. Almost 1ha of thickly infested woody weeds including Elm, Willow, Privet and Gleditsia were removed and the area was replanted with the assistance of the Green Army and National Tree Day 2017. Two interpretive signs educating the community about Willows and riparian restoration were installed.

Key Completed Projects (cont'd)

Building A Strong Local Economy

New Businesses in Region

In 2016/17, 527 new businesses were registered in the Mid-Western Region across a broad range of industries from agriculture (18%) and construction (16%) through to food and accommodation (7%) and administration and support services (7%). This strong new business growth demonstrates both business and resident confidence and Council's role in supporting the local economy and promoting economic diversity.

Major Events at Glen Willow

February 2017 saw Mudgee transformed into 'Tah Town', with the NSW Waratahs and Brumbies going head-to-head in the Waratahs first Super Rugby Trial match for 2017 at Glen Willow Regional Sports Stadium. With an official crowd of 6,357, both locals and tourists from throughout the state packed the stadium. Council, together with the Mudgee Wombats, worked closely with the NSW Waratahs to bring the game to the region. The outstanding success of this event has again put Glen Willow Regional Sports Stadium on the regional sporting map. The economic benefit from the event had significant impacts on the local economy with an estimated \$1.4 million being generated.

Glen Willow Regional Sports Stadium also played host to the final Country v City Origin match in May 2017. Council worked closely with the National Rugby League (NRL) and Country Rugby League (CRL) to bring the historic game to Mudgee. The televised match saw City defeat Country 20-10 before a crowd of 8,344. More than 50 per cent of spectators were visitors to the region, contributing an estimated \$1.5 million to the local economy.

Tourism Promotion

Council supports a number of tourism activities and provides financial support to Mudgee Region Tourism Inc. Over 528,000 tourists visit the Mudgee Region each year with an average stay of 3 nights. The tourism industry employs 8% of the region's workforce and contributes \$143.2m to the gross regional output.

Connecting Our Region

Cope Road Project

Council received a \$6.7 million grant from the Restart NSW Resources for Regions program for capital works on Cope Road, including Rouse Street in Gulgong.

The 2 year project was completed in 2016/17 and has included significant rehabilitation and widening of the existing Cope Road. The project scope also included pavement strengthening and drainage works and safety upgrades including safety barriers, visibility improvements, drainage, line marking and signage. The project addressed poor road conditions and provides a safe and high quality road network to connect the region.

Fairydale and Saleyards Lane Upgrades

A grant of \$2.6 million from the Cobbora Transition Fund supported a \$3.4 million major upgrade of Fairydale and Saleyards Lanes, in Mudgee. Works included a significant upgrade to the existing roads which involved widening the road, pavement reconstruction; realignment of a 130m section on Fairydale Lane. The stormwater drainage was dramatically improved by the construction of two major bridge-sized culverts; installation of piped stormwater drainage, and construction of kerb and gutter. The construction of a shared use pathway and footpaths improved facilities for cyclists and pedestrians on both roads. Works also included relocation of electricity infrastructure and ancillary works. The upgrade of the roadways provides motorists with better connectivity to major link roads into Mudgee including the Castlereagh Highway.

Key Completed Projects (cont'd)

Good Government

Community Engagement

Over 10% of the region's population participated in community engagement activities conducted by Council during the review of the Community Plan. Council continually utilises a broad range of communication-focused initiatives to support high levels of engagement and participation in Council activities. This includes the use of social media, targeted outreach media activities, online surveys, focus group sessions and continued use of traditional channels such as print and broadcast media.

Undertook Candidate Awareness Sessions

Prior to the 2016 Local Government Elections, Council undertook a series of Candidate Awareness Sessions, so prospective Councillors could gain an understanding of the role and responsibilities of elected representatives. These sessions resulted in a number of new candidates standing for election and subsequently 3 new Councillors were elected to represent residents in the region.

Council Network Upgraded

Council has invested in its future by utilising fibre optic cabling to provide fast and efficient network connectivity to its outlying stations and buildings. Traditionally operating over radio networks, Council was bottlenecked by data speed and throughput abilities which directly related to the services Council could provide. In the shift away from licensed frequency microwave links to the fibre optic cabling, Council's data throughput has increased 100 fold and has allowed Council to increase business activities away from the traditional office.



Community Strategic Plan

The Towards 2030 Community Plan sets out the community vision for the future - where we are, where we want to be, how we will get there and how we know that we are there.

The plan represents an opportunity for Council and the community to strategically create and foster sustainable communities that reflect local values and aspirations. It allows the community to define and reconcile the economic, social, cultural and environmental priorities for the region.

The Towards 2030 Community Plan was developed following an extensive consultation process in which over 2,500 residents participated in varying forms.

The key strategies and priorities identified are outlined below.



About the Mid-Western Region

More than 24,000 people call the Mid-Western Region home.

One of regional NSW's fastest growing areas, the region is the gateway to the Central West and Far West regions of the state. Just over 3 hours' drive from Sydney and Newcastle, it is easily accessible and centrally located to other major regional centres.

Gulgong, Kandos, Mudgee and Rylstone townships are alive with visitors and families. The region has open spaces, parks and sporting facilities for activities and a large number of events held each year. Local markets celebrate culture by way of local produce and artisan creativity.

A key feature of the region's economy is its diversity. Business and investment is driven by four major industry sectors – agriculture, viticulture, tourism and mining.

Each of these industries continues to provide job opportunities. The quality and diversity of the local labour force provides the region with a competitive edge.

Whilst the current labour force provides access to a wide range of skills and education levels, the future growth expected in the region will continue to increase the demand for new skills and qualifications.

Skilled workers such as engineers, builders, tradespeople, childcare and health professionals are likely to be in highest demand in the next three to five years.

Visitors to the region experience a real country community with heart, soul and spirit. Locals love the place they call home and are happy to share the surroundings with 528,000 visitors each year.



8,753km²	24,076	\$1.752bn	2,448km	8,618	2,679
Land Area	Population	Gross Regional Product	Roads Network	Jobs	Businesses

FAST FACTS



MAJOR Towns and Centres

Mudgee, Gulgong, Kandos and Rylstone



MAJOR Industries

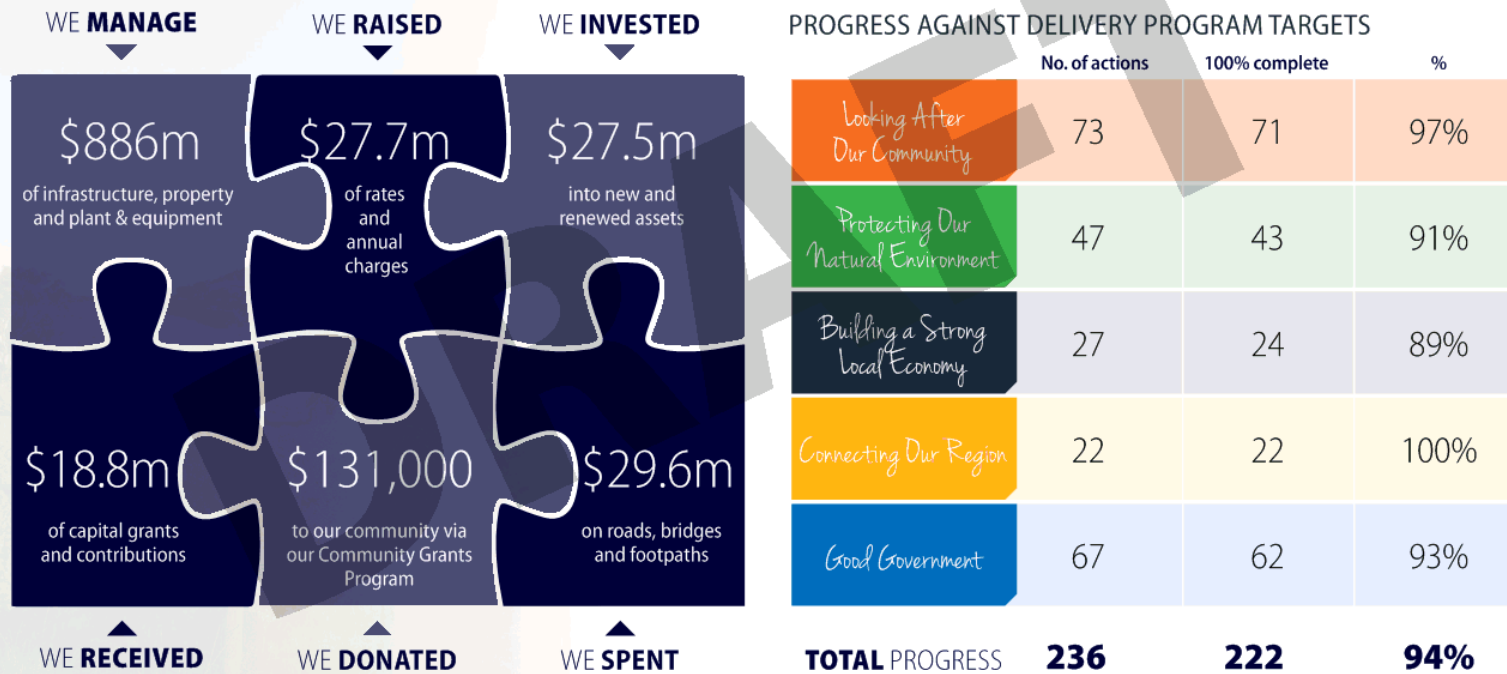
Agriculture, Mining, Tourism, Retail



COMPETITIVE Advantages

- Diverse and growing economic base
- Centrally located to Sydney and Newcastle and major regional centres in NSW
- Regular coach and air services
- Skilled workforce
- Strong business services sector
- Great lifestyle benefits
- Thriving tourism, arts and cultural sectors
- Adequate water supply

Progress on the Operational Plan and Delivery Program



A detailed review of the actions included in the Delivery Program for the 2016/17 year is provided below.

Looking After Our Community

OUTCOME:

Vibrant towns and villages with a rich history, a safe and healthy community, and a strong sense of community pride – a great place for families.

GOAL 1.1 | A SAFE AND HEALTHY COMMUNITY

Strategy 1.1.1 | *Maintain the provision of high quality, accessible community services that meet the needs of our community.*

Strategy	Action	Comments
Provide comprehensive community support programs that embrace social justice and access and equity	Meals on Wheels	Meals on Wheels meal provision statistics remain steady. The service has also established itself as a provider under the National Disability Insurance Scheme when it rolls out across the region in 2017/18.
	Respite Care	Given the introduction of the National Disability Insurance Scheme and the removal of block funding, it was considered inefficient for Council to continue with the auspice of this service. Existing clients were offered continued support to transition to a new provider and/or move towards their own planning under the scheme.
	Home Modification & Maintenance	Documented obstacles of service, including service jurisdiction (stretching across the Mid-Western and Warrumbungles LGAs), protracted Council procurement procedures and limitations given applicable State Awards, led to the auspice of the service being relinquished after 30 June 2017.
	Community Transport	Community Transport statistics remain steady. The service has also established itself as a provider under the National Disability Insurance Scheme when it rolls out across the region in 2017/18.
	Provide financial and in-kind support to MWRC Youth Council to deliver a range of youth oriented initiatives	Council sought feedback from local youth on youth services available, and potentially available, across the region in December 2016. A draft Youth Strategy has been developed from that feedback. Following endorsement, the Youth Strategy will remain a live document for Council-directed youth activities for the next decade.
	Family Day Care	Council continues to provide Family Day Care services with educators operating in Mudgee, Wellington, Gulgong and Kandos.
Provide customer focused library and information services	Delivery of high quality, modern library services at Mudgee, Kandos and Gulgong	The Library continues to provide high quality and accessible services that meet the needs of the community.
	Mobile Library Service	The Mobile Library continues to provide high quality outreach services to the library's housebound, aged and rural customers.
	Children and youth library programs including Pre-School Bookworms and school holiday reading program	Library services for children include weekly sessions across all branches of Born to Read, Toddler Time, and Bookworms; in addition to holiday craft and storytelling sessions.
	Maintain an up to date library collection in accordance with Collection Policy	The Library maintains an up to date library collection, in line with the Collection Management Strategy.

Looking After Our Community (cont'd)

GOAL 1.1 | A SAFE AND HEALTHY COMMUNITY

Strategy 1.1.2 | *Work with key partners and the community to lobby for effective health services in our region.*

Strategy	Action	Comments
Explore funding opportunities for improved health services Work in partnership with Western Local Area Health Network to promote health projects	Lobby government and industry for funding including potential upgrade of Mudgee Hospital	Council continues to work with Western Local Area Health Network and Local MP on the redevelopment of Mudgee Hospital, including local service delivery and needs assessment.
	Liaise with Western NSW Local Health District and work with local Medical Services Organisations through interagency meetings	Council continues to participate with the Local Health District and its representatives as they attend interagency meetings held regularly in both Mudgee and Kandos.
	Provision of accommodation for Doctors in the region	Council was not required to provide incentives for medical professionals in Gulgong during the 2016/17 year, but given the importance of medical services across the region, the funds remain available in the event they are required to attract new doctors in the future.

Strategy 1.1.3 | *Support networks, programs and facilities which promote health and wellbeing and encourage healthy lifestyles.*

Strategy	Action	Comments
Explore funding opportunities for improved health services	Provide financial assistance including for local and regional bodies in accordance with Council's Policy	Community grants totalling \$130,609 were provided in 2016/2017.
Promote and support programs aimed at increasing community health and wellbeing	Provide funding for Healthy Communities initiatives	Council provides funding for a number of fitness programs throughout the region to promote and encourage healthy lifestyles within the community.

Looking After Our Community (cont'd)

GOAL 1.1 | A SAFE AND HEALTHY COMMUNITY

Strategy 1.1.4 | *Work with key partners and the community to reduce crime, anti social behaviour and improve community safety.*

Strategy	Action	Comments
Support and implement programs which aim to reduce anti-social behaviour	Maintain effective working relationship with NSW Police	Council maintains regular dialogue with NSW Police regarding local issues.
	Participate in the Liquor Accord	Council staff receive notice of meetings and attend when relevant Council matters need to be addressed with the Accord.
	Maintain Alcohol Free Zones in Town Centres	Policy reviewed during 2016/17 year. Signage was updated in October 2016.
	Increase lighting and other safety initiatives in parks and gardens as per Capital Works Program 2016/17	Lighting in Pitts Lane and the Glen Willow car park was completed in 2016/17.
Maintain clean and attractive streets and public spaces where people feel safe	Installation of CCTV cameras at Mudgee CBD cab rank	The installation of CCTV cameras at Mudgee CBD cab rank relies on grant funding which has yet to be secured.
	Regular street cleaning and litter collection in town centres	Council continues to operate a street litter collection and cleaning program, and street sweeping regime based on set service levels.
Work effectively with State Agency partners to maintain and enhance public safety	Update of Displan to new Emergency Plan	The EMPLAN was completed and endorsed by the Regional Emergency Management Committee in 2015/16. Council continues to support implementation activities.
Effective public health regulation and continuing education	Work in partnership with the NSW Food Authority in addressing matters such as food premises inspections, safe food handling and food borne illness investigations	Council continues its partnership with the NSW Food Authority. The annual food inspection program was completed by 30 June 2017 and reporting provided to the NSW Food Authority. A total of 112 fixed food premises were inspected with 21 requiring reinspection. A total of 53 temporary food premises and 15 mobile food premises were also inspected throughout the year. Staff also carried out inspections to investigate complaints and for new food premises established during the year.
	Continued support and promotion of Scores on Doors initiative	Council continued its Scores on Door initiative in 2016/17, with 112 fixed premises inspected as part of the annual food inspection program. A total of 52 received a 5 star rating, 40 received a 4 star rating, 9 received a 3 star rating, with the remainder not receiving a score.
	Onsite sewerage management registration and inspections	Council's Health & Building officers are continuing to educate the public in regards to the importance of and legislative requirements for a satisfactory On Site Sewage Management system.

Looking After Our Community (cont'd)

GOAL 1.1 | A SAFE AND HEALTHY COMMUNITY

Strategy 1.1.4 (cont'd) | *Work with key partners and the community to reduce crime, anti social behaviour and improve community safety.*

Strategy	Action	Comments
Effective animal control regulation	Utilise website to actively re-home animals	Active re-homing practices are continuing successfully.
	Media campaign to encourage registration of dogs	Law Enforcement Officers have engaged with local media, including newspaper and radio, promoting compliance of the Companion Animals Act particularly encouraging the correct lifetime registration of dogs and cats.
	Installation of path bins and bag dispensers along walking trails	Path bins and bag dispensers have been installed.
	Provision of off leash areas	Water and shade facilities were provided at all off leash areas during 2016/17 year.

GOAL 1.2 | VIBRANT TOWNS AND VILLAGES

Strategy 1.2.1 | *Respect and enhance the historic character of our region and heritage value of our towns.*

Strategy	Action	Comments
Heritage advisory services and Heritage conservation	Access to heritage funding through Local Assistance Program	All projects were completed and funds allocated in accordance with the program.
Support and assist preservation of important historical sites in the region	Support Kandos Museum with financial assistance for insurance and rates expenses	Council has supported Kandos Bicentennial Industrial Museum Incorporated in accordance with the Memorandum of Understanding entered into in 2014.
	Maintain historical sites within the region, for example Red Hill Reserve	Several historical sites were included in the maintenance program for 2016/17 including Red Hill Cottage, Robertson Park Cenotaph and Rylstone Admin Building. All works were included in the capital program to enhance and preserve the heritage façade and nature of the buildings. Council's reactive building maintenance is captured in Council's works request system.

Looking After Our Community (cont'd)

GOAL 1.2 | VIBRANT TOWNS AND VILLAGES

Strategy 1.2.2 | *Manage growth pressure driven by the increase in mining operations in the region.*

Strategy	Action	Comments
Monitor employment and population growth	Work with State Government to provide updated population estimates based on building statistics and employment growth	Council continues to monitor relevant statistics and update documentation in conjunction with government agencies.
	Support the preparation of Central West Regional Land Use Plan	The Central West and Orana Regional Plan has been completed.
Meet regularly with mining companies	Engage with Mine Managers at quarterly meetings	Council is represented on each of the Mine's Community Consultative Committees. Quarterly meetings are held with representatives of local mines.

Strategy 1.2.3 | *Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning.*

Strategy	Action	Comments
Ongoing monitoring of land release and development	Continue to review and release land for development as required	With the adoption of the Urban Release Strategy, Council implemented a Land Monitoring Report on the building approvals, subdivision approvals, construction and subdivision certificates. This is reported to Council on a 6 monthly basis.
Regular updating of the Comprehensive Land Use Strategy	Review and update as required	An amendment to the Comprehensive Land Use Strategy for 2ha Rural Residential development was adopted in Feb 2017.
Promote Affordable Housing options within the region	Provide funding to lease emergency housing for women and children leaving family violence	Council continues to work in partnership with Barnardos and Housing Plus to provide short term crisis accommodation to homeless families, women and children escaping domestic violence and young people who do not have somewhere safe to stay. Housing Plus reported that, with the assistance of Barnardos and Council, it exceeded its contractual obligations to the NSW State Government in terms of emergency accommodation.

Looking After Our Community (cont'd)

GOAL 1.2 | VIBRANT TOWNS AND VILLAGES

Strategy 1.2.4 | *Maintain and promote the aesthetic appeal of the towns and villages within the region.*

Strategy	Action	Comments
Maintain and beautify civic open space and street access areas within towns and villages in the region	Ongoing program of street beautification and tree planting	Spring and Autumn planting programs were completed.
	Work in partnership with the public Art Advisory Panel and local groups to apply for grants, buy, and erect sculptures across the region	Additional sculptures were installed and existing sculptures maintained throughout the year.
Application of appropriate building and development controls to protect and enhance the natural and built environment of the Mid-Western Region	Delivery of statutory and strategic planning functions, and building regulation in accordance with relevant legislation and adopted planning instruments	Council continues to undertake statutory, strategic and building regulatory functions.

GOAL 1.3 | EFFECTIVE AND EFFICIENT DELIVERY OF INFRASTRUCTURE

Strategy 1.3.1 | *Provide infrastructure and services to cater for the current and future needs of our community.*

Strategy	Action	Comments
Review asset management plans and underpin with financial strategy	Review, update and develop asset management plans for each major category of infrastructure in accordance with AMP review schedule	The Open Space and Recreational Asset Management Plan was revised in May 2017, in line with the review schedule.

Looking After Our Community (cont'd)

GOAL 1.3 | EFFECTIVE AND EFFICIENT DELIVERY OF INFRASTRUCTURE

Strategy 1.3.1 (cont'd) | *Provide infrastructure and services to cater for the current and future needs of our community.*

Strategy	Action	Comments
Manage and maintain sportsgrounds, parks, reserves and playgrounds across the region	Review and update Parks Management Plans	Council continues to review and update Parks Management Plans as required. The Anzac, Robertson, Lawson and Glen Willow plans were all updated in 2016/17. A draft Passive Parks Management Plan will go to Council in Q1 2017/18.
	Maintain and operate public open space in accordance with agreed service levels	Council continues to maintain public open space throughout the year.
	Passive parks and facilities upgrades as per Capital Works Program 2016/17	Works completed include a new playground installed at Moufarriage Park, a new swing set at Interact Park and a bike path at Gilbey Park.
	Public toilet construction and refurbishment as per Capital Works Program 2016/17	All public amenities projects planned for 2016/17 were completed. This included new or upgraded facilities at Kandos Hall and Rylstone Showground with the provision for ambulant and unisex fully accessible facilities at both sites.
	Playground installations and upgrades as per Capital Works Program 2016/17	Works completed include a new playground installed at Moufarriage Park, a new swing set at Interact park and a bike path at Gilbey Park. Bollards have been installed at Gilbey park for increased park safety.
Manage and maintain cemeteries throughout the region	Active parks and facilities upgrades as per Capital Works Program 2016/17	All capital works have been completed for the 2016/17 financial year.
	Maintain and operate town and rural cemeteries in accordance with adopted service levels and policy requirements	Maintenance at town and rural cemeteries was ongoing throughout the year.
	GPS mapping of town cemeteries	Projects at Gulgong, Mudgee Lawn, Wollar and Ulan were completed. GPS and mapping to be continued in 2017/18.
Manage, plan and maintain buildings and other assets across the region	Upgrades and extensions of cemeteries as per 2016/17 Capital Works Program	The majority of capital works were completed in 2016/17, with some minor works delayed until 2017/18 due to contractor availability.
	Buildings upgrade and refurbishments as per Capital Works Program 2016/17	All capital works were completed for the 2016/17 financial year. A couple of projects were revoked due to delays with contractors and obtaining materials.
Showground upgrades	Complete construction of new pre-school facility	The new preschool was completed and delivered under budget in 2015/16. The preschool is now open and delivering additional preschool places for the local community.
	Minor upgrades and renewal works undertaken in accordance with Capital Works Program 2016/17	Upgrades and renewal works were completed at showgrounds in accordance with the Capital Works Program 2016/17.
Maintain and operate swimming pool centres across the region	Maintain and operate swimming pool facilities at Mudgee, Gulgong and Kandos in accordance with adopted service levels	Council continues to maintain swimming pool facilities throughout the pool season as per service levels.
	Undertake capital upgrades and renewals to swimming pool facilities as per Capital Works Program 2016/17	Works completed include the Gulgong Pool access ramp and the Kandos Pool tiling.

Looking After Our Community (cont'd)

GOAL 1.4 | MEET THE DIVERSE NEEDS OF THE COMMUNITY AND CREATE A SENSE OF BELONGING

Strategy 1.4.1 | *Support programs which strengthen the relationships between the range of community groups.*

Strategy	Action	Comments
Provide youth representation through the Youth Council	Provide secretarial support for Youth Council	Council has supported Youth Council with the coordination of 20 specific Youth Council events across the calendar year, and has also offered financial support to ad-hoc events hosted during school holidays. Youth Council also allocates a portion of its budget to support Barnardos coordinate a youth drop-in activity centre in Kandos. Secretarial support was provided for meetings.
	Allocation of funding for delivery of youth oriented initiatives by MWRC Youth Council	Council has provided the Youth Council with an annual budget in order to activate youth orientated activities within the region.
Provide meaningful employment to members of the disabled community	Maintain policies that support employment for people with disabilities at MWRC	Council continues to support employees with a disability through the Disability Enterprise, and Council's policies reflect Equal Employment Opportunities.
	Continued operations of Mudgee Recycling and Ironed Out	Council continues to operate Mudgee Recycling and Ironed Out to provide employment opportunities for supported workers. Council currently employs up to 35 workers in its various ADE's. Both services successfully completed third party independent audits in 2016/17.
Work with lead agencies to ensure adequate provision of a range of services	Attend inter-agency meetings	Council continues to provide a network for local services and community groups aimed at improving the lifestyles, health and wellbeing of communities throughout the region.
Promote volunteering through the community	Run community services programs that encourage volunteering	Council has worked with a number of local volunteer groups to provide meals and transport services, to run monthly movies and also to assist with other activities for ad-hoc events. Examples include the Rylstone Family Fun Day and environmental days, such as Clean Up Australia Day and tree planting days.

Looking After Our Community (cont'd)

GOAL 1.4 | MEET THE DIVERSE NEEDS OF THE COMMUNITY AND CREATE A SENSE OF BELONGING

Strategy 1.4.2 | *Support arts and cultural development across the region.*

Strategy	Action	Comments
Arts and cultural events promotion	Provide financial and in-kind support to events in accordance with Events Assistance Policy	The Events Assistance Program provided financial support for local community events in 2016/17.
	Promote the use of Council facilities for significant events	A number of major events were held at Council facilities during 2016/17 including a Waratahs V Brumbies trial match and Country V City Rugby League match which was broadcast nationally and internationally.
Provision of meeting and exhibition space	Make existing community buildings available at reasonable cost, and promote their use and availability through the website	Council continues to promote and support the availability and use of all community buildings in Mudgee, Rylstone, Kandos and Gulgong. Staff are investigating ways to improve access and functionality of the Council bookings system by the community.
	Promote the use of exhibition space provided at the Regional Library	The meeting and exhibition space at the Mudgee Town Hall Library and the libraries in Gulgong and Kandos continue to be promoted as appropriate.
Coordinate and facilitate cultural and arts projects throughout the region	Implement recommendations from the pARTicipate investigation	Council continues to work towards the major project of the establishment of a regional gallery for the region by exploring potential sites and funding opportunities. Arts and culture is also supported throughout the year for various events and groups, such as Sculptures In the Garden, Waste 2 Art Annual Competition and Exhibition, youth workshops during school holidays, public art installations, and by making various venues available to groups, such as the Cudgegong Youth Theatre, Gulgong Arts Council, and Rotary (for monthly movies in the Mudgee Town Hall Theatre).
	Liaise with Cultural Development Committee, Public Art Advisory Panel, Orana Arts and local arts and cultural groups to develop cultural and artistic projects within the region	Council continues to work with the Cultural Development Committee (including the Public Art Advisory Panel), Orana Arts and other local arts and cultural groups to develop cultural and artistic projects within the region, including partnerships with Sculptures In the Garden and support of local performance groups through use of Council infrastructure. Council also continues to work closely with Orana Arts to support and be involved in regional arts projects, such as the Artlands Festival in late 2016.
	Initiate an arts prize for the Mid-Western Region	The Mid-Western Arts prize provided support to the annual Waste 2 Art Exhibition and Competition. Workshops were held for a number of community groups and category winners were provided with the opportunity to display their works in the regional exhibition held in Orange.

Looking After Our Community (cont'd)

GOAL 1.4 | MEET THE DIVERSE NEEDS OF THE COMMUNITY AND CREATE A SENSE OF BELONGING

Strategy 1.4.3 | *Provide equitable access to a range of places and spaces for all in the community.*

Strategy	Action	Comments
Public facilities to be accessible	Ongoing monitoring of existing buildings	All works for the provision of equitable access to community buildings and space was completed in accordance with the 2016/17 capital budget.
	Development of a Disability Access Inclusion Plan	The Disability Inclusion Action Plan has been endorsed by Council and is now operational. Responsibilities have been communicated to relevant employee teams.
Coordinate the provision of local community centres and halls for community use	A variety of community facilities available for use	Council continues to ensure all community facilities are well maintained, administered appropriately (bookings and payments) and available for use. Whilst maintenance was undertaken across a variety of facilities throughout the year, there was no impact on availability for the community through the efforts of Council's Building Services team.
Corporate and Community Buildings upgrades	Building upgrades and refurbishments as per Capital Works Program 2016/17	All scheduled and reactive maintenance was completed in the 2016/17 financial year.

Protecting Our Natural Environment

OUTCOME:

Conserving and promoting the natural beauty of our region.

GOAL 2.1 | PROTECT AND ENHANCE OUR NATURAL ENVIRONMENT

Strategy 2.1.1 | *Ensure land use planning and management enhances and protects biodiversity and natural heritage.*

Strategy	Action	Comments	Action Status
Include biodiversity and heritage as key components in the development application process	Implement Comprehensive Development Control Plan (DCP) through the development assessment process in relation to environment protection	A full review of the comprehensive DCP was completed in December 2014. Staff have commenced working on the next review.	✓
Manage environmental and cultural factors impacted by physical works on Council lands	Continue to prepare Review of Environmental Factors for MWRC works	Council completed due diligence assessments for all roads capital works. REF's are also carried out for all major works in accordance with relevant legislation.	✓
	Work with local Aboriginal groups to effectively plan works involving sites of cultural significance	Council has continued to liaise with the Aboriginal Reference Group in 2016/17.	✓

Strategy 2.1.2 | *Minimise the impact of mining and other development on the environment both natural and built.*

Strategy	Action	Comments	Action Status
Work with the community and government agencies to identify and address the issues and mitigate impacts associated with mining	Raise any issues as part of Environmental Assessment stage of development approvals process	Council continues to work with the Department of Planning and Environment on relevant matters and is represented on Community Consultative Committees for major projects. Quarterly meetings are held with representatives of local mines.	✓
	Represent MWRC on Community Consultative Committees	Councillors are included on Community Consultative Committees for local mines.	✓

Protecting Our Natural Environment (cont'd)

Strategy 2.1.3 | *Raise community awareness of environmental and biodiversity issues.*

Strategy	Action	Comments
Deliver projects which work towards protecting biodiversity and regeneration of native environment	Implement a roadside vegetation management plan	Council's existing Roadside Vegetation management plan was adhered to, as required. Grant funding was applied for through LGNSW to further the plan, however this was unsuccessful.
	Pursue grant funding for environmental projects	Council was successful in receiving approximately \$70,000 in grants in 2016/17 from Local Lands Services (x4), Local Government NSW (x1), Department of Primary Industries (x1). Two additional grants are pending decisions, whilst two grant applications were unsuccessful.
	Support Green Army project	The Green Army successfully completed all projects planned for 2016/17. This included the planting of over 3,000 trees around Mudgee and Rylstone, and considerable weed control work in environmentally sensitive areas.
Support National Tree Day	Facilitate National Tree Day	Council and Planet Ark invited local residents to participate in a local National Tree Day activity held on 31 July 2016. 60 residents from the community participated with over 500 trees planted.
Work with schools to promote environmental awareness amongst students	Support Green Day	Watershed Landcare's Green Day was held on 11 September 2016 at the Mudgee Showground. Council was again a major sponsor and had three representatives present on the day.

Strategy 2.1.4 | *Control invasive plant and animal species.*

Strategy	Action	Comments
Effective weeds management	Effective monitoring and management of noxious weeds across region	Council's weeds team has met and exceeded all targets and goals set by Council and the regional weeds committee which is a funding body. This includes new property inspections, re-inspections and kilometres of roadside treated.
	Ongoing community education on noxious weeds	Education initiatives are ongoing through daily face to face inspections and through regional initiatives and advertising campaigns.
	Undertake weed control on roadsides and MWRC land	The targets set by both Council and the regional funding body have been met and exceeded with almost 2,000 kilometres of roadside having been treated over the last year.
Collaborate with agencies to manage feral animals	Ongoing community education on the impact of domestic pets on rural land managers	Law Enforcement Officers undertook community engagement activities throughout the year including working closely with Friends of Mudgee Pound, RSPCA, registered breeders, dog trainers and having regular publications in the local media.

Protecting Our Natural Environment (cont'd)

GOAL 2.2 | PROVIDE TOTAL WATER CYCLE MANAGEMENT

Strategy 2.2.1 | *Identify and implement innovative water conservation and sustainable water usage management practices.*

	Action	Comments
Encourage reduced water consumption through Best Practice Pricing	Maintain Best Practice water pricing structure	Best practice water pricing structure is being maintained.
Implement water conservation and reuse programs	Ongoing community education on water conservation	The measure of reduction in water consumption cannot be undertaken at an individual property level and therefore cannot eliminate factors that influence overall water consumption such as growth. Overall, metered water consumption in 2015/16 was 1,871 ML and in 2016/17 was 1,931 ML. Water consumption advice was regularly distributed throughout the year to the community via water billing and Council's website.
Work to secure water for agriculture and urban use	Work with State Government to secure domestic water supply	Council submitted a tender bid to secure a high water security license in Q2 2016/17. Council was unsuccessful, but continues to negotiate with a broker and identify future options.
Promote an active role and participate in the review of the Murray Darling Basin Plan	Effectively represent MWRC at Murray Darling Association meetings	Council is represented on the Murray Darling Association by Councillor Holden and Councillor Kennedy.

Protecting Our Natural Environment (cont'd)

Strategy 2.2.2 | *Maintain and manage water quantity and quality.*

	Action	Comments
Identify and plan future maintenance, renewals and upgrades for Council's stormwater assets	Complete drainage works for the detention basin between Horatio Street and Winter Street	Drainage works for the detention basin between Horatio Street and Winter Street have been completed.
	Drainage renewal and extension works undertaken as per Capital Works Program 2016/17	Works completed on schedule and on budget for 2016/17 year.
	Effectively maintain existing drainage network including built infrastructure and overland drainage reserves	Drainage network maintained at agreed service levels.
	Identify and undertake culvert replacement and causeway improvement program	Planned causeway and culvert replacements for 2016/17 are complete. Stormwater assets continue to be inspected and any issues addressed as they arise.
Achieve NSW Government Best Practice Management of Water Supply and Sewerage	Implement an Integrated Water Cycle Management Strategy	DPI Water comments regarding the submitted IWCM Evaluation Study were received in June 2017. The IWCM Evaluation Study will now be finalised before continuing on the IWCM Strategy during 2017/18. A commitment has been provided to DPI Water to complete the IWCM Strategy by June 2018 in line with terms of the grant funding agreement for Mudgee Sewerage Augmentation.
	Ongoing implementation and review of the Drinking Water Management System	Drinking Water Management System is implemented for Mudgee, Gulgong, Rylstone, Kandos, Charbon and Clandulla town water systems. The Drinking Water Management System will be reviewed periodically and updated as required.
Identify and plan future maintenance, renewals and upgrades for Council's water supply infrastructure	West Mudgee water distribution extension	Construction of the West Mudgee water distribution extension was completed within budget during 2016/17.
	Identify and plan future maintenance, renewals and upgrades for Council's water supply infrastructure	Water mains renewals program completed within budget during 2016/17.

Protecting Our Natural Environment (cont'd)

Strategy 2.2.3 | *Protect and improve catchments across the region by supporting Catchment Management Authorities.*

	Action	Comments
Support the Central West Catchment Management and Hunter Central Rivers CMA Catchment Action Plan implementation	Represent MWRC interests as appropriate	Council continues to attend LLS meetings on a regular basis over various areas of responsibility. This extends to other regular contact, ensuring Council maintains a good relationship with this body and its programs.
Continue riparian rehabilitation program along waterways	Continue riverbed regeneration	Council has completed a number of projects along local waterways. This includes river bank weed control works as part of a Habitat Action grant from DPI and works at select waterways as part of the Green Army program.
	Maintenance and promotion of Putta Bucca Wetlands	Maintenance has been ongoing with new maintenance levels set. New signage has been erected, paths upgraded, planting extended and facility cleaning organised. The Green Army has carried out considerable weed control. The Friends of Putta Bucca Wetlands committee has been active in promotion and development of the facility. The new plan of management was adopted by Council.
Provide education to the community of the importance of waterways	Ongoing community education on protecting waterways	Signage has been provided at several highly prominent areas to provide education. Works through grant funding restoration projects also included education components. Several school education programs were completed. Facebook posts and other communication channels were also utilised throughout the year.

Protecting Our Natural Environment (cont'd)

Strategy 2.2.4 | *Maintain and manage waste water quality to meet Environmental Protection Agency standards.*

Action	Comments
Identify and plan future maintenance, renewals and upgrades for Council's sewerage treatment infrastructure	West Mudgee sewer pump station construction Contract for pump station construction completed within budget during 2016/17.
	Sewer Infrastructure renewals and new works undertaken as per Capital Works Program 2016/17 Sewer infrastructure capital works program completed within budget during 2016/17, with the exception of the sewer main relining contract. Council's contractor was unable to complete approximately 30% of work due to resourcing issues by 30 June 2017. The remaining works will be completed in Q1 2017/18.
Improve and develop treatment options to ensure quality of waste water meets EPA standards	Develop options and plans for effective management of sewage at Charbon village Options for servicing Charbon for sewerage have been developed.
	Continue to improve outgoing water quality at all sewerage treatment plants across the region During 2016/17, EPA licence requirements for discharge water quality were met at Mudgee STP. EPA licence discharge requirements were exceeded a number of times at Gulgong, Kandos and Rylstone STPs, all associated with maturation pond management. Improvements continue to be made to the treatment process at Gulgong, Rylstone and Kandos STPs to assist in increased compliance with EPA licence requirements. Works planned in 2017/18 include bypass of the Rylstone and Kandos STPs maturation ponds as well as negotiation of EPA licence changes to better reflect effluent discharge conditions at Gulgong STP.
Achieve NSW Government Best Practice Management of Water Supply and Sewerage	Develop Liquid Trade Waste Policy and Pricing with implementation from 1 July 2016 Liquid Trade Waste Policy adopted and pricing implemented from 1 July 2017.

Protecting Our Natural Environment (cont'd)

GOAL 2.3 | LIVE IN A CLEAN AND ENVIRONMENTALLY SUSTAINABLE WAY

Strategy 2.3.1 | Educate, promote and support the community in implementing waste minimisation strategies.

	Action	Comments
Promote a philosophy of Reduce, Reuse, Recycle	Ongoing education on waste minimisation	Council provides educational information on its website, as well as providing tip tours for interest groups, talks for schools as requested and staff to provide information at community events. Education is also provided by the regional NETWASTE organisation on Council's behalf through television and print campaigns, school education and promotions such as Waste to Art.
Provide a domestic recycling and waste services for all residents through kerbside collection and rural waste transfer stations	Kerbside and local recycling facilities	Council's "two bin" kerbside recycling collection service continues. Recycling facilities are also provided at all Council transfer stations, as well as the Mudgee Waste Facility. Education through newspaper articles, social media and Council's website has been expanded.
Promote home composting initiatives for green waste	Ongoing education on managing green waste	Educational information is available through Council offices and website. A new program has been developed for roll out as part of the proposed green and kitchen waste collection service.

Strategy 2.3.2 | Work regionally and collaboratively to implement strategies that will enhance environmental outcomes in regards to waste management and minimisation.

	Action	Comments
Participate in regional procurement contracts for waste services that provided added value.	Regional scrap steel, green waste processing, used motor oil, house hold chemical collection, e-waste	Council continues to participate in beneficial regional contracts for various waste related activities as procured by the regional Netwaste group. Council's representative is involved in the formulation and assessment of these tenders.
Participate in regional investigations for collaborative solutions to problem wastes types.	Participate in NetWaste steering committee for strategic direction of the group	Council is a member of the steering committee and regularly attends committee meetings, ensuring relevant and targeted projects for Mid-Western ratepayers, as well as input into regional strategic plans, contracts and projects.
	Participate in Organics Processing tender with Dubbo City Council	Council has had ongoing involvement with and input into the regional organics collection and processing contracts. This project has almost reached conclusion with a report on the outcome of the tender process due to be presented to Council in Q1 2017/18.
Apply for available grants under the NSW Government 'Waste Less Recycle More' package	Apply for grants to upgrade or introduce services to the Mid-Western Community that reduces landfill tonnes and Co2 emissions	No suitable funding was available to Council under the Waste Less Recycle More program over the past 12 months. Work has continued on existing funded projects and campaigns that aim to reduce tonnes to landfill and Co2 gas emissions such as the Green and Organics regional tender.

Protecting Our Natural Environment (cont'd)

Strategy 2.3.3 | *Support programs that create environmental awareness and promote sustainable living.*

	Action	Comments
Build community awareness through environmental education	Enhanced communications on environmental issues	Council continues to promote environmental awareness in the community. Programs completed in 2016/17 included koala education, flying fox camp management, plastic free July, cat tracking and the Carp muster. All programs included substantial community consultation and education.
	Facilitate and promote community garden programs	The Community Gardens program was completed in 2016/17. Local schools and playgroups were the main beneficiaries of the program. Council has included promotion of the community gardens through Facebook and other social media outlets.

Strategy 2.3.4 | *Consider technologies in Council's facilities, infrastructure and service delivery to reduce ecological footprint.*

	Action	Comments
Implement alternative energy and sustainable technologies in physical works and service delivery	Installation of solar panels on Council buildings as part of capital works program 2016/17	Report provided to Council seeking strategic direction for solar. Successful installation of solar panels at Gulgong Treatment Plant.
	Work with Essential Energy to obtain funds for LED Street Lighting Retrofit	Essential Energy has confirmed that LED lighting is currently planned for 2019. Council would need to fund the works if required earlier.

Building a Strong Local Economy

OUTCOME:

A prosperous and diversified economy delivering lifestyle benefits to the community through employment, income and sustainable economic growth.

GOAL 3.1 | A PROSPEROUS AND DIVERSIFIED ECONOMY

Strategy 3.1.1 | *Support the attraction and retention of a diverse range of businesses and industries.*

Strategy	Action	Comments
Business expos targeting businesses that complement key local industries	Presence at 2-3 conferences or events where the region can be marketed	Council has participated in a number of conferences/events to promote the region as a great place to live, work, invest and visit, including Regional Living Expo, Flavours of Mudgee and Regional Relocation campaign.
Work with business and industry groups to facilitate business development workshops for existing businesses in the region	Support the business chambers by attendance at meeting as required	Council representatives participated in meetings as required and continue to support initiatives of local business chambers.
	Formulate policy on provision of financial support for business attraction	Council continues to support business development initiatives in the region. It considers requests for financial assistance on a case by case basis.
Establish a process of capturing and monitoring relevant economic data to identify opportunities, trends and needs of local businesses	Produce annual update to Economic and Business Profile booklet	Staff continuously update the latest available statistics for inclusion in the Economic and Business Profile booklet. The next publication will be launched following release of Census 2016 Workforce data in Oct 2017.
Develop and strengthen partnerships with major employers in the region	Conduct two Think Tank forums to encourage business leaders to participate in local economic development	Business leaders continue to participate in think tank forums. The last forum focused on the update of the Community Plan. The next forum will be held following the release of Census 2016 Workforce data in Oct 2017.
Work with the community to identify economic development opportunities	Be aware of new business investors coming to the region and work with them to promote benefits	Council continues to respond to and follow up enquiries relating to new business investment in the region and the expansion of local business activities.
	Identify opportunities to invest in infrastructure which attracts new business investors to the region	Business and industry feedback was captured through the Community Roadshow. Council continues to discuss the needs and opportunities for infrastructure with potential investors.
	Pursue opportunity to establish a Tesla Supercharger Station in the region	Tesla will support installation of a Destination Charger in the Mudgee township. Tesla has no immediate plans to install a Supercharger in the region in 2017/18.
Work with Mudgee Regional (MRTI) to identify target markets and promote the region	Develop parameters for target markets in terms of how tourism will be developed in the region	MRTI has a contract with Council to undertake tourism marketing on behalf of the region.
Develop existing events in the region and attract new event proponents to hold major events and festivals in the region	Identify opportunities to submit bids for new events and conferences and support event proponents holding or wishing to hold events in the region	Council continues to identify opportunities to attract new events to the region and submit bid proposals for new events each year including a trial match between the NSW Waratahs and ACT Brumbies, NRL Country vs City representative match, Melbourne Cup Tour and industry conferences.
	Deliver Flavours of Mudgee in September 2016	The annual Flavours of Mudgee event was held on 24 September 2016.

Building a Strong Local Economy (cont'd)

Strategy 3.1.2 | *Encourage the development of a skilled and flexible workforce to satisfy local industry and business requirements.*

Strategy	Action	Comments
Work with business and industry groups to identify the main skills shortage areas	Conduct two think tank forums to encourage business leaders to participate in local economic development and provide feedback on skills issues	Business leaders continue to participate in think tank forums. The last forum focused on the update of the Community Plan. The next forum will be held following the release of Census 2016 Workforce data in Oct 2017.
Encourage workers to move to the region for employment opportunities where skills shortages exist	Presence at 2-3 conferences or events where the region can be marketed	Council has participated in a number of conferences/events to promote the region as a great place to live, work, invest and visit, including Regional Living Expo, Flavours of Mudgee and Regional Relocation campaign.

GOAL 3.2 | AN ATTRACTIVE BUSINESS AND ECONOMIC ENVIRONMENT

Strategy 3.2.1 | *Promote the region as a great place to live, work, invest and visit.*

Strategy	Action	Comments
Provide brand leadership, market the region's competitive advantages and targeted marketing of investment opportunities	Presence at 2-3 conferences or events where the region can be marketed	Council has participated in a number of conferences/events to promote the region as a great place to live, work, invest and visit, including Regional Living Expo, Flavours of Mudgee and Regional Relocation campaign.

Building a Strong Local Economy (cont'd)

Strategy 3.2.2 | *Provide leadership on economic development initiatives and identify resources and infrastructure required to drive investment and economic growth in the region.*

Strategy	Action	Comments
Promote the development of infrastructure at the Mudgee Airport as an opportunity for business expansion in the aviation industry	Deliver infrastructure upgrades at Mudgee Airport Precinct in accordance with Restart NSW funding	Works completed this year include the road works, taxiway extension, installation of water and sewer services and the fit out of the terminal building. Works still to be completed are the connection of electrical services and fencing which will be completed during the first quarter of 2017/18.
	Review airport development strategy and promotional opportunities in the future	The update of the Mudgee Airport Master Plan has been completed. Council continues to work with existing and new businesses regarding opportunities to relocate to the Mudgee Airport.
Facilitate the production of a study on investment opportunities in the local property market	Provide information package regarding development opportunities in property market	Property data trends for the region are included in the Economic and Business Profile Booklet.
Lobby State and Federal Government on infrastructure needs of local businesses including transport and communications linkages	Continue to lobby government agencies and departments on the provision of infrastructure to meet community needs	Council continues to identify issues with local MPs and relevant government ministers.

Strategy 3.2.3 | *Support the expansion of essential services (education, health) to match business and industry development in the region.*

Strategy	Action	Comments
Lobby State and Federal Government for expanded health and education services	Lobby government agencies and departments on the provision of infrastructure to meet community needs	Council continues to identify issues with local MPs and relevant government ministers.
Work with local service providers to maintain an acceptable level of service delivery	Participate in regional planning working group	Council continues to work with regional directors on planning for essential services.
	Raise identified deficiencies in education needs across the region in particular Pre-School and High School	Council continues to work with local service providers to meet the education needs of the region. The Mudgee Early Childhood Hub has provided additional preschool places for the region.

Building a Strong Local Economy (cont'd)

Strategy 3.2.4 | *Develop tools that simplify development processes and encourage high quality commercial and residential development.*

Strategy	Action	Comments
Develop a step by step guide to assist potential investors to work through the regulatory framework	Develop a guide to assist potential investors and developers to work through regulatory framework	A developers newsletter is distributed quarterly to provide an update for potential investors and developers.
Review plans and controls with economic impacts	Update and review guides, as required, to keep up with changes in legislation and the economy	Council maintains and publishes annual data to assist investors and developers understand the local economy.

GOAL 3.3 | A RANGE OF REWARDING AND FULFILLING CAREER OPPORTUNITIES TO ATTRACT AND RETAIN RESIDENTS

Strategy 3.3.1 | *Support projects that create new jobs in the region and help to build a diverse and multi-skilled workforce.*

Strategy	Action	Comments
Work with lead agencies for employment to identify trends and discuss issues impacting employment	Work with employment agencies to identify trends and develop strategies to assist employment opportunities across the region	Council continues to monitor workforce trends and identify regional projects which will lead to new job creation.
Encourage local business to explore traineeships and apprenticeships	Work with local businesses to promote traineeship and apprenticeship positions, including educating businesses on available government support	Council continues to forward relevant information to local chambers of commerce for distribution to members.

Building a Strong Local Economy (cont'd)

Strategy 3.3.2 | *Build strong linkages with institutions providing education, training and employment pathways in the region.*

Strategy	Action	Comments
Work with lead agencies for education in the region and understand their roles and responsibilities in economic development	Work with education providers on the provision of services to meet community needs	Council continues to work with education providers across the region. A review of face to face training courses available in the region was completed in 2016/17.
Pursue opportunities to develop a university outreach campus with offerings aligned to local industries	Nil activity planned for 2016/17	Council continues to investigate education gaps and provide feedback to relevant agencies.

DRAFT

Connecting Our Region

OUTCOME:

Vibrant towns and villages with a rich history, a safe and healthy community, and a strong sense of community pride – a great place for families.

GOAL 4.1 | HIGH QUALITY ROAD NETWORK THAT IS SAFE AND EFFICIENT

Strategy 4.1.1 | *Provide traffic management solutions that promote safer local roads and minimise traffic congestion.*

Strategy	Action	Comments
Work with the RMS to improve road safety	Liaise with the RMS on road safety matters	Council continues to maintain a good relationship with RMS to manage road safety and traffic matters. The road safety blackspot program funded the Hill End Road widening project in 2016/17 which will significantly improve safety on this regional road.
Regulate effective and appropriate user activities on the road network	Contribute to and support load limit variations and B-Double restrictions on various local roads as necessary	Applications for oversize and over mass vehicle movement permits are assessed when received. B-Double routes are reviewed when requested.
	Review speed limits and traffic management	Speed limit review and traffic management issues are addressed when requested.
Participate in relevant regional transport committees and working parties	Facilitate the Local Traffic Committee	Regular Local Traffic Committee meetings were held during the 2016/17 financial year.

Connecting Our Region (cont'd)

Strategy 4.1.2 | *Provide a roads network that balances asset conditions with available resources and community needs.*

Strategy	Action	Comments
Annually review the Roads Asset Management Plan	Continue to update data for Asset Management Plans	Asset management information continues to be updated as projects are completed. Information is regularly reviewed and any inconsistencies and inaccuracies corrected when identified.
Implement the works program in accordance with the Roads Asset Management Plan	Manage State Roads in accordance with RMS contracts	Council continues to manage 206 kilometres of state highway and main roads for RMS through the Routine Maintenance Council Contract and work with RMS to improve safety on the state controlled network. Late funding provided Council with the opportunity to undertake asphalt works in Mudgee and other projects.
	Ongoing maintenance and upgrades of regional roads network	Maintenance works have continued on the regional road network during the 2016/17 year. The Cope Road project was completed and the upgrade of the Ulan road is progressing as planned. The major components of the Blackspot safety project on Hill End Road and the rehabilitation project on the Bylong Valley Way were also completed during the 2016/17 year, with ancillary works to be finalised in Q1 2017/18. The Wollar Road project commenced and will be ongoing in 2017/18.
	Maintenance of MWRC local road network in accordance with established levels of service	Grading, resheeting and reseals were completed during the year. Emergency repairs were completed following the wet weather with the remainder of the repair works to be undertaken in 2017/18 with natural disaster funding confirmed.
	Upgrade, renewal and extension of local roads in accordance with Capital Works Program 2016/17	Several projects were deferred until 2017/18 following the wet weather and Natural Disaster declaration. All other projects were completed as planned for the 2016/17 year.
	Upgrade and renewal of bridges across the region in accordance with the Capital Works Program 2016/17	Bridge replacement projects were completed as planned during the 2016/17 year. Two bridge projects have been deferred to 2017/18 to allow for environmental requirements to be completed.
	Sealing of and upgrades to Wollar Road in accordance with Restart NSW funding agreement	Scheduled works for 2016/17 were completed. The major upgrade will continue into the 2017/18 financial year and is currently on target to be completed on time and on budget.
	Undertake upgrades of Ulan Road in accordance with the Ulan Road Strategy	The Ulan Road Strategy project has continued to progress during the 2016/17 year.
Pursue additional funding for upgrading of roads infrastructure	Lobby for additional funding for roads	Council continues to identify and pursue new funding for additional projects, such as Hill End Road, Bylong Valley Way and Wollar Road.
	Ensure that major developers pay for the impact additional development will have on road network	Funding commitments for major road upgrades have been obtained through Ulan Road Strategy and Resources for Regions program.

Connecting Our Region (cont'd)

Strategy 4.1.3 | *Develop and enhance walking and cycling networks across the region.*

Strategy	Action	Comments
Implement the Pedestrian Access Mobility Plan	Upgrade and renewal of footpaths and cycleways in accordance with Capital Works Program 2016/17	Footpath replacement projects were completed in Mudgee, Gulgong and Kandos as identified in the PAMP. The Lawson Park project will be completed in 2017/18.
	Maintain existing footpath and cycleway network in accordance with established levels of service	Footpaths are maintained progressively throughout the year.
	Extension of Cudgegong River shared pathway to Glen Willow/Putta Bucca	The construction of the Putta Bucca and Glen Willow shared pathways was completed in 2014/15. Council continues to extend the pathway within the allocated budget.

GOAL 4.2 | EFFICIENT CONNECTION OF THE REGION TO MAJOR TOWNS AND CITIES

Strategy 4.2.1 | *Develop a regional transport network that grows with the needs of business and industry.*

Strategy	Action	Comments
Support the continuation of commercial passenger services at Mudgee Airport	Work with service provider to re-establish passenger services to end from Sydney	Fly Pelican commenced services in June 2015. Council continued to provide support during the 2016/17 financial year for ground handling and landing fees.
	Operation and maintenance of Mudgee Airport in accordance with agreed service levels	The airport met all statutory requirements and safety standards
Lobby for improved highway linkages along the Great Western Highway and Bells Line	Lobby for improved access to Western NSW from Sydney	Participate in regional meetings to discuss transport infrastructure needs as required.

Strategy 4.2.2 | *Create a communication network that services the needs of our residents and businesses.*

Strategy	Action	Comments
Pursue improved broadband and mobile coverage with Government and major service providers	Lobby for improved internet speeds and mobile coverage throughout the region	Continue to pursue improved broadband and mobile coverage through grant programs and the roll out of the NBN in the region.

Good Government

OUTCOME:

A strong Council that is representative of our community and effective in meeting the needs of the community.

GOAL 5.1 | STRONG CIVIC LEADERSHIP

Strategy 5.1.1 | *Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plans.*

Strategy	Action	Comments
Ensure actions of the Operational Plan and Delivery Program are completed on time, on budget and meets success criteria	Successful delivery of 2016/17 Operational Plan	222 of 236 items in the 2016/17 Operational Plan/Delivery Program were 100% completed.
	Six monthly progress reporting against Delivery Program and comprehensive Quarterly Budget Reviews against Operational Plan	Six monthly progress reporting against Delivery Program and comprehensive Quarterly Budget Reviews against Operational Plan have been completed.

Strategy 5.1.2 | *Provide accountable and transparent decision making for the community.*

Strategy	Action	Comments
Ongoing review and enhancement of governance framework	Continue to hold "Open Day" prior to Council Meetings	Residents continue to use Open day to address Councillors on a wide variety of matters.
	Promotion of upcoming Council meetings	Council's web page informs residents of Council's meeting schedule. Community News publishes dates and times of meetings.
	Webcast of Council Meetings	Webcast of Council meetings continues on an ongoing basis.
	Installation of Audio Loop in Council Chambers	Audio loop in Council Chambers was installed in 2015/16. Council continues to maintain the loop.
Provide professional development opportunities to support elected members in fulfilling their obligations as councillors	Provide access to professional development programs for elected members	The newly elected Council participated in a comprehensive induction program in Q2 2016/17. Councillors also undertook a Governance Review in May 2017 which was overseen and reported on by the Australian Institute of Company Directors (AICD). The review will help inform a professional development program for Councillors over the elected term ending 2020.
Hold awareness sessions for potential candidates in the six months leading up to each Council election and ensure information packages are available	Develop program for candidate awareness sessions	Council conducted a candidate awareness session on 19 July 2016 which was attended by 19 potential candidates.

Good Government (cont'd)

Strategy 5.1.3 | *Provide strong representation for the community at Regional, State and Federal levels.*

Strategy	Action	Comments
Continue to lobby State and Federal Government on all matters that are of interest to the Mid-Western Region	Work with the Mayor to access Local Members and Ministers on relevant issues	Regular meetings held with local members and access provided to various ministers for specific issues (including transport, regional development, tourism and local government reform).
	Strengthen relationships with local State and Federal members	Regular meetings held with local members and access provided to various ministers for specific issues (including transport, regional development, tourism, local government reform).
	Engage with regional directors of State Government	Regular meetings held with regional directors to discuss regional priorities.

DRAFT

Good Government (cont'd)

GOAL 5.2 | GOOD COMMUNICATIONS AND ENGAGEMENT

Strategy 5.2.1 | *Improve communications between Council and the community and create awareness of Council's roles and responsibilities.*

Strategy	Action	Comments
Publish monthly editions of Community News	Community News	Monthly editions of Community News have been distributed to residents for the previous 12 months including letterbox delivery and e-edition production.
Provide an up to date and functional web interface	Ensure web content is kept up to date and relevant	Website maintained well throughout the year with improvements made to content and layout.
Regularly report to the community in a variety of interesting ways	Increased use of all media avenues including social media, radio and television	Council continues to utilise a variety of ways to engage with the community, with a focus on improving communication and channel optimisation.
	Implementation of Social Media Strategy	Council utilises a range of communications tools to improve communications with the community and create awareness of Council's roles and responsibilities. This includes surveys, advertising, TV, radio, newspaper, facebook and twitter.
Operate and maintain a community works request system that provides timely and accurate information and responses	Maintain Works Request System and produce regular reporting on response times	Council continues to maintain the Works Request system. The community can report a work request in person, on the phone or via our website, which will generate a work request number for reference and follow up. Executive receives regular reporting on overdue works requests (over 14 days).
	Promote use of Snap Send Solve for community to submit works requests	Council staff continued to promote the "Snap, Send, Solve" software via the Council website and Facebook/ Twitter social media platforms. This software enables the community to report real time issues/faults/incidents/ damage to Council while providing detailed information and photos.
Ensure the community has clear information about who to contact in Council	Provide a customer focused web site	Staff continue to work on improving the functionality, content and presentation of Council's website. There are plans underway with the re-design of the public website in 2017/8. An important part of this website will be improving the accessibility and information presented on Councillors, Council staff, the structure and their responsibilities across the region.
Educate the community on Council's roles and responsibilities	Provide access to Council's corporate documents both through the website and Administration Centres	Council continues to make available all documents on exhibition in Mudgee, Rylstone and Gulgong administration centres and on the Council website.

Good Government (cont'd)

Strategy 5.2.2 | *Encourage community access and participation in Council decision making.*

Strategy	Action	Comments
Seek feedback on policy development and local issues	Ensure policies, strategies and proposals impacting the community are placed on exhibition for public comment	All documents on exhibition are accessible on Council's website and available for viewing at administration centres during the public exhibition period.
	Utilise a range of formal and informal engagement tools to seek community feedback on a broad range of issues	Council provides ongoing opportunities for community engagement and feedback through the use of survey monkey, workshops, phone surveys and facebook.
Provide opportunities and make it easy for the community to participate in and influence decision making	Encourage attendance at Council Meetings in person and via webcast	The opportunity for residents to access Council meetings both in person and by webcast demonstrates Council's ongoing commitment to openness and transparency in decision making.

GOAL 5.3 | AN EFFECTIVE AND EFFICIENT ORGANISATION

Strategy 5.3.1 | *Pursue excellence in service delivery.*

Strategy	Action	Comments
Benchmark Council's service delivery against relevant organisations	Provide Planning and Building Statistics to Department of Planning	Reports are completed and submitted to the Department of Planning and Environment as required.
	Participate in Centroc, NSW LGPA, LGNSW and other industry body surveys and benchmarking exercises	Staff continue to participate in relevant activities. In April 2016, Council resolved to discontinue membership of Centroc in 2016/17. Council has since commenced participating in OROC.
	Desktop analysis of annual financial results against other NSW councils	A review of Council's 2015/16 financial and non-financial results was provided to Councillors during the 2017/18 budget development process, utilising OLG comparative data (released annually). Council data was compared and reported against other Group 4 Councils.
	Report on OLG comparatives for Group 4 councils	OLG did not provide comparatives during the 2016/17 financial year. NSW Council's participated in the Fit for the Future project that provided detailed comparative data for consideration. Fit for Future reports were also made available via a dedicated website.
Conduct biennial community surveys 2014 & 2016	Undertake 2016 community survey	Community wide surveys were completed as part of the Community Roadshow and update of the Community Plan.

Good Government (cont'd)

Strategy 5.3.1 | Pursue excellence in service delivery (cont'd).

Strategy	Action	Comments
Provide effective and efficient internal support functions, and undertake regular service reviews	Conduct quarterly Council Staff Updates across all work sites	Quarterly staff update meetings were held during 2016/17.
	Engage with the community on desired levels of service across Council functions	The Community Roadshow was launched in December 2016 to inform an update of the Community Plan and Delivery Program for the next 4 years. The community were asked to identify key projects and service initiatives they would like Council to consider over the next 4 years.
	Develop program of internal service reviews	Resources were not allocated to this activity in 2016/17. The program will commence in 2017/18.
	Provide effective Workshop services for Council fleet	All plant was serviced as per schedules and meeting RMS requirements. Replacement plant orders placed and awaiting delivery.
	Effective capture and management of corporate records	Council continued to adhere to the State Records Act in the handling, recording and archiving of Council records (including disposal). The Records Management Policy was reviewed and updated in 2017. Staff are planning a major upgrade to the Records Management software (ELO) in Q2 2017/18 which is designed to improve functionality and efficiency for staff in managing Council records.
Provide a responsive customer service function	Ongoing enhancements to Council procurement including Roadmap Best Practice Procurement project	Staff continuously revisit the Roadmap program to ensure expectations are being met. Updates on roles and responsibilities will be rolled out in Q1 2017/18. As procurement processes are continually evolving, constant improvement will be required.
	Reply to all correspondence within 14 days	Council continues to monitor and respond to all correspondence through Records and Customer Service departments within 14 days. Any overdue correspondence is escalated in the Records system and statistics reported to Executive on a monthly basis.
	Review Customer Service Charter and deliver positive, informative, and professional front-of-house and phone customer service function	The introduction of customer service knowledge software (LivePro) and Telstra Call Centre software in Q1 2016/17 has seen a marked improvement in service delivery to all customers over the phone and in person across all 3 service centres. A review of the new Call Centre software will be completed in Q1 2017/18.

Good Government (cont'd)

Strategy 5.3.2 | *Promote Council as a great place to work for talented people.*

Strategy	Action	Comments
Attract, retain and develop a skilled workforce	Develop a training program targeted towards achievement of Delivery Program and areas of risk identified in Workforce Plan	Training was completed during the year to address areas of risk in the Workforce Plan, leadership and management development and regulatory and licencing requirements.
	Promote our core values of Respect, Integrity and Recognition	Council's core values of respect, integrity and recognition are promoted throughout Council from recruitment, commencement of employment, induction, staff updates and the General Manager's update.
	Ensure all employees have clearly articulated accountabilities against which they will be assessed	Performance Appraisals were conducted in August/September 2016.
Provide a safe, healthy and non-discriminatory working environment	Establish a culture of workplace safety	WHS Management System Action Plan has been implemented and continues to be reviewed. WHS Training has been undertaken for all Council staff. A WHS Contractor and Project Management audit was completed in April 2017 and an Action Plan arising from this audit has been implemented.
	Review current WHS systems and implement a WHS Management Framework based on AS4801	Council continues to address the WHS Management System Action Plan. WHS training was conducted for all Council Staff. A Contractor and Project Management Audit was undertaken in April 2017 and an action plan undertaken.
	Align workplace behaviour with core values of Respect, Integrity and Recognition	Council continued to promote Council's values through Position Descriptions, Employee Performance Reviews, Inductions, Training and employee communications. The Employee Opinion Survey results were positive with an increase to the overall satisfaction score.
	Annual review of Equal Employment Opportunity Management Plan	The EEO Management Plan was reviewed and updated.
	Implement a service provider management framework	The updated service provider management procedure was implemented from Oct 2016.
Conduct annual Employee Opinion Surveys	Seek staff feedback via Employee Opinion Survey 2016/17	The Employee Opinion Survey was completed in March 2017 with a response rate of 80%. The results were positive with an increase to the overall satisfaction score.
	Identify and implement improvement strategies based on feedback from Employee Opinion Survey	Council conducted the latest Employee Opinion Survey in March 2017 and will continue to consult with employees and management to seek improvement strategies to increase employee's satisfaction and engagement with Council.

Good Government (cont'd)

Strategy 5.3.3 | *Prudently manage risks associated with all Council activities.*

Strategy	Action	Comments
Monitor and review Council's policies and strategies	Provide up to date Policy Register	Council's Policy Register is reviewed monthly by the Executive. Management reports are routinely provided to Council following policy reviews recommending appropriate amendments and re-adoption without change. Council has an ongoing procedure for the administration of its policies.
	Run test exercise against Business Continuity Plan	Council's Business Continuity Plan (BCP) was tested with a desktop exercise undertaken by the Executive. The report has identified opportunities to improve the plan, with recommended amendments to be presented to the Executive.
	Identify and resolve existing policy gaps	Policy management procedures developed and practised. Regular reports to the Executive who monitor compliance including policy gaps being identified.
	Education program to ensure staff understand policy requirements	Monthly procedure for policy managers has been adopted and implemented.
Enhance the information systems that support delivery of Council activities	Implementation of VOIP system	The VOIP system was implemented in 2016/17.
	Canvass options for increasing speed and reliability of Council network	Speed and reliability of Council's network increased with the renewal of assets and use of fibre technology.
	Continued investment in existing information systems to delivery productivity enhancements	System upgrades and asset replacements completed.
	Implementation of Corporate Performance Reporting software solution	Pulse corporate reporting software was introduced from Q1 2016/17.
	Implementation of mobility solutions for integrated asset management	Mobile tablets have been purchased and tested, and are being rolled out to operators.
	Implementation of online employee performance management system	Pulse Employee Performance Management online system was implemented in September 2015 and is used to manage Council's employee performance requirements.

Good Government (cont'd)

Strategy 5.3.3 | Prudently manage risks associated with all Council activities (cont'd)

Strategy	Action	Comments
Provide long term financial sustainability through sound financial management	Identify opportunities to increase revenue from property related investments	Council continues to investigate opportunities to expand its commercial development portfolio.
	Update Long Term Financial Plan	The Long Term Financial Plan 2017/2027 was adopted by Council on 21 June 2017, with all 2016/17 amendments included.
	Monthly reporting against budget and schedule for major works programs/strategic projects	All monthly budget reports were prepared for Council in accordance with the schedule.
	Comprehensive Quarterly Budget Review reporting	All Quarterly Budget Review Statements were complete within schedule and the Office of Local Government Guidelines.
	Development of Rating Strategy to support LTFP	At the May 2017 Council meeting a Supplementary Motion concerning a proposal to adopt a Rating Strategy for the term of Council was put and lost.
Ensure strategic and asset management plans are underpinned by sound financial strategies	Integration of long term impacts on financial sustainability indicators incorporated into Council decision making process	In 2016/17, Fit for the Future sustainability impacts have been included in Quarterly budget reviews. A new reporting template has been devised to include Fit For The Future sustainability impacts, with Long Term Financial Planning and Asset Management impacts included. This is due for roll out from August 2017.
	Ongoing improvements to asset data and asset system capabilities	Water and Sewer asset data has been cleansed and updated in line with 2016/17 Fair Value targets. Financial data within Asset Management Plans has been updated, in line with LTFP data and 2015/16 Fair Value asset categories.
	Integrate long term asset management considerations into Council decision making process	In 2016/17, Fit for the Future sustainability impacts have been included in Quarterly budget reviews. A new reporting template has been devised to include Fit For The Future sustainability impacts, with Long Term Financial Planning and Asset Management impacts included. This is due for roll out from August 2017.
Comply with relevant accounting standards, taxation legislation and other financial reporting obligations	Improved integration of Asset Management Plans and Long Term Financial Plan	Financial data within Asset Management Plans has been updated, in line with Long Term Financial Plan data for 2015/16 Fair Value asset categories (progression continues as plans are scheduled for review).
	Achieve a high standard of financial management	Council received an unqualified audit report on 10 October 2016, with all legislative deadlines met for 2016/17.
	All rating, taxation, statutory, and grant reporting obligations satisfied in an accurate and timely manner	All statutory reporting was submitted on time, with an unqualified audit report provided for the 2015/16 Financial Statements on the 10 October 2016. Grant reporting requirements were met as they fell due.

Managing the Money

Mid-Western Regional Council receives money in the form of rates on residential, business, mining and farmland properties; interest on investments; government grants and subsidies; contributions from major industry; annual charges for services like water, sewer and waste; and user charges and fees.

Major cash outflows include construction of new assets and renewal of existing infrastructure; labour; materials and contractor payments; insurances; and contributions to local and regional bodies.

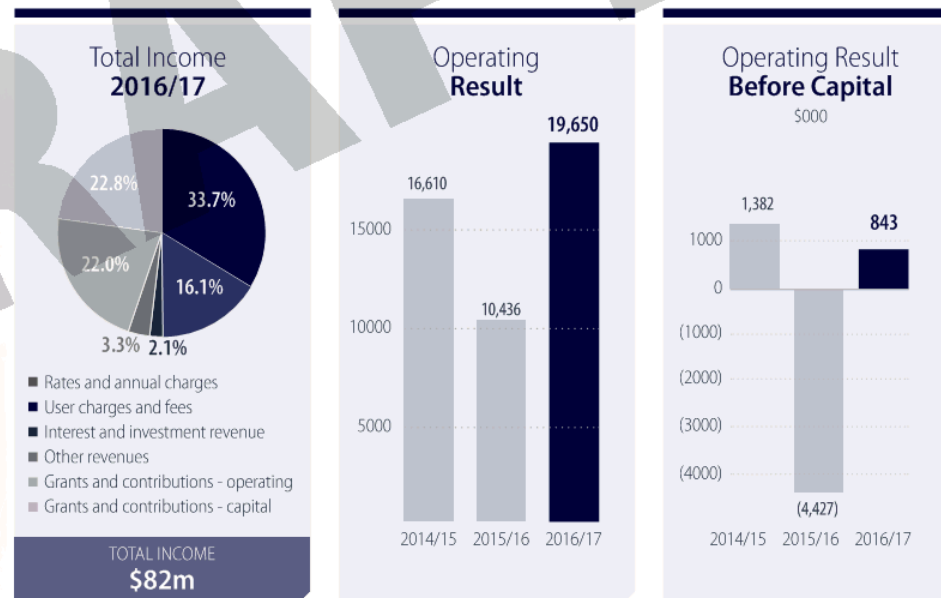
The following information provides a brief summary of Council's 2016/17 financial statements in a format that is readily understood by the community, customers, employees and other stakeholders.

INCOME

This year, Council's primary source of income was from Rates and Annual Charges of \$28 million or 33.7% of total income (2015/16: \$27million or 34.8%).

Council generates a significant portion of revenue from fees and charges associated with the provision of services and facilities such as swimming pools; contract works; planning and building regulation; water consumption; and waste management. This amounted to \$13.2 million or 16% in 2016/17 (2015/16: \$15.6 million or 20%).

Grants and contributions from Government and Industry continue to be an important funding source for provision of services to, and maintenance and construction of infrastructure for the community. Council received a total of \$36.8 million or 44.8% in grants and contributions in 2016/17 (2015/16: \$30.5 million or 39.8%).

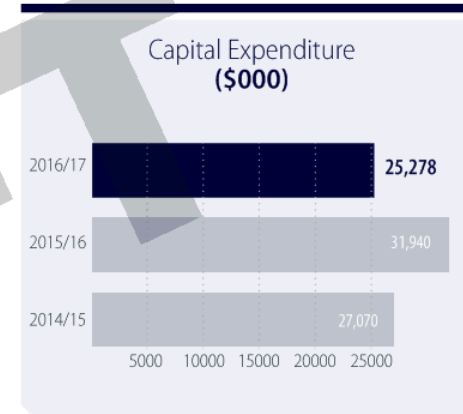
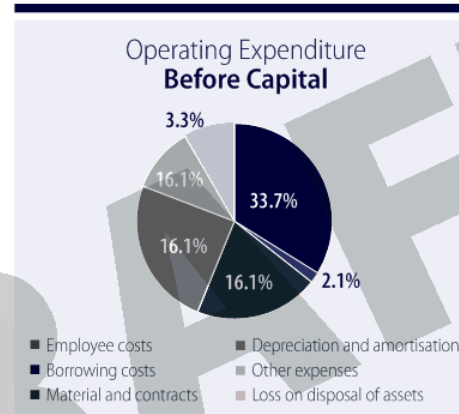


Managing the money (cont'd)

EXPENDITURE

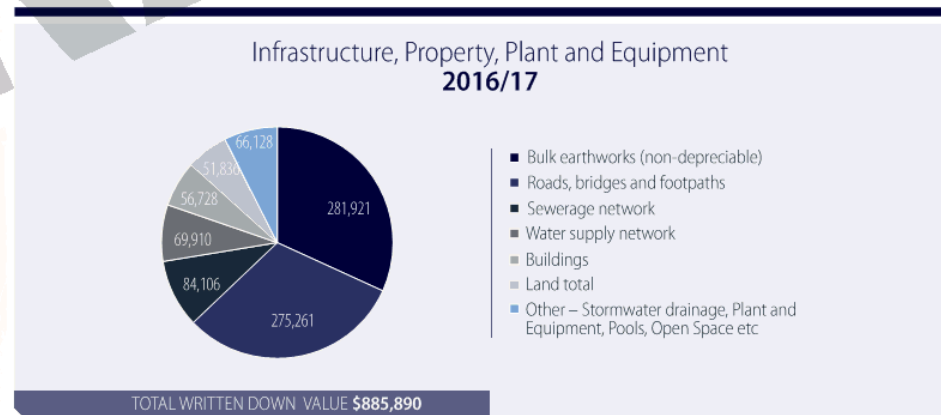
Council continues to invest as much money as possible into the renewal of existing infrastructure to ensure it is in a satisfactory and serviceable condition.

Council also continues to invest in new infrastructure to meet the demands of a growing community. Council delivered \$25.2 million of capital expenditure this year (2015/16: \$31.9 million).



ASSET MANAGEMENT

Council owns and maintains over half a billion dollars' worth of infrastructure including roads, parks, buildings, swimming pools, sports grounds, stormwater drainage, water and sewer networks, footpaths, buildings, and waste management facilities. These assets, which are used by the community every day, deteriorate over time, and require ongoing maintenance and renewal or replacement to keep them in a satisfactory condition.

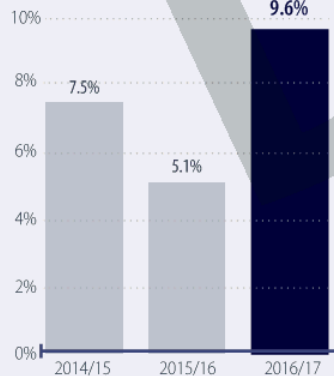


Performance measures

Operating Performance Ratio

This ratio measures operating expenditure against operating revenue. It is important to distinguish that this ratio is focusing on operating performance and hence capital grants and contributions, fair value adjustments and reversal of revaluation decrements are excluded.

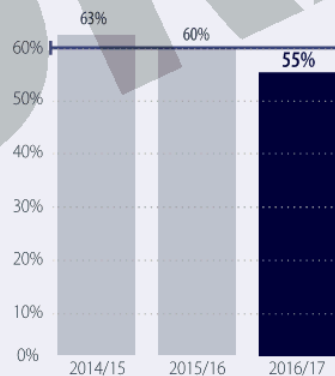
The benchmark is greater than 0%.



Own Source Operating Revenue

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. Council's financial flexibility is improved by a higher level of own source revenue.

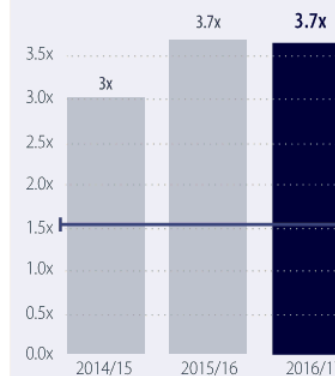
The benchmark is equal to or greater than 60%.



Unrestricted Current Ratio

This ratio is designed to assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

The benchmark is equal to or greater than 1.5x.

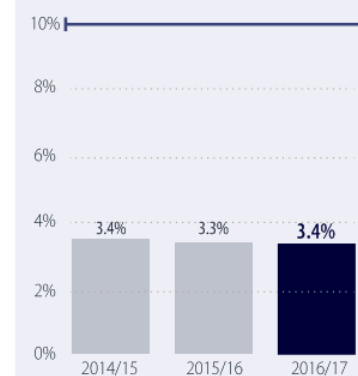


Rates, annual charges, interest and extra charges outstanding percentage

Rates, annual charges, interest and extra charges outstanding percentage

This ratio is designed to assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

The benchmark is equal to or less than 10%.

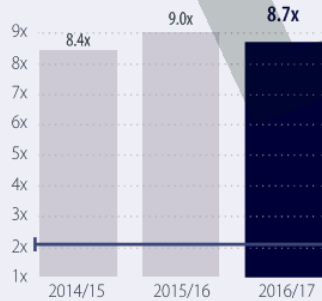


Performance measures (cont'd)

Debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

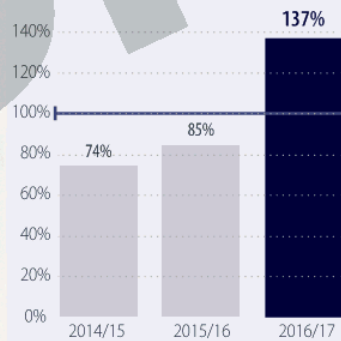
The benchmark for this ratio is greater than 2.0.



Buildings and infrastructure asset renewal ratio

This ratio assesses the rate at which assets are being renewed against the rate at which they are depreciating.

The benchmark for this ratio is 100%.

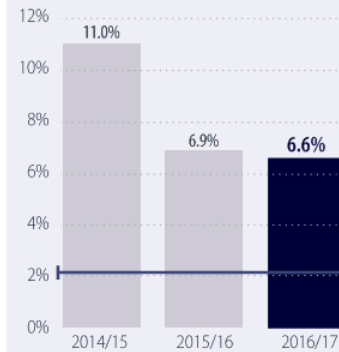


Infrastructure backlog ratio

This ratio shows the backlog proportion against the total value of Council's infrastructure.

** There remains significant contention across the local government industry concerning both the benchmark being too low and the use of written-down value in the calculation itself.*

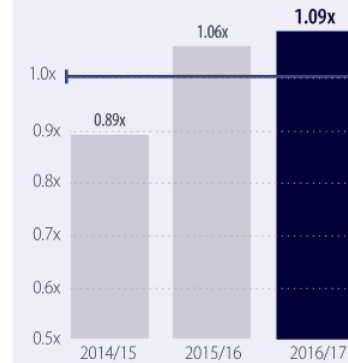
A benchmark of <2% was indicated as part of the Fit for the Future self-assessment tool



Asset maintenance ratio

This ratio compares actual versus required annual asset maintenance. A ratio above 1.0 indicates that Council is investing enough funds within the year to stop the infrastructure backlog from growing.

The benchmark for this ratio is equal to or greater than 1.0.



Statutory Information

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

References to 'section' refer to the Local Government Act 1993, while references to 'clause' refer to the Local Government (General) Regulation 2005.

Council's general reporting requirements are set out in section 428 of the Local Government Act 1993 and the Local Government (General) Regulation 2005 (Part 9, Division 7).

To access copies of the Acts and Regulations visit:

www.legislation.nsw.gov.au

AUDITED FINANCIAL REPORTS

Local Government Act 1993 -and Local Government (General) Regulation 2005 Section 428 A

A summary of Council's financial performance for the year can be found in the 'Managing Money' (page 52) and 'Performance measures' (page 54) sections of this report.

A full copy of the Financial Reports are available on Council's website at:

<http://www.midwestern.nsw.gov.au/council/Reports--Statements/>

Hard copies of financial statements are available from Council upon request.

RATES AND CHARGES WRITTEN OFF

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 Clause 132

During the year Council Abandoned \$807,234 in rates and charges (including postponed rates).

Pensioner rebate	\$710,774
Postponed rates	\$5,777
Other rates and charges	\$90,683

OVERSEAS VISITS

Local Government Act 1993 - Section 428(4)(b), Local Government (General) Regulation 2005 - Clause 217(1)(a)

Council is required to disclose details of any overseas visits undertaken by any Council officers including Councillors and staff.

No overseas visits were undertaken by any Council officers including Councillors and staff in 2016/17.

COUNCILLOR EXPENSES AND PROVISION OF FACILITIES

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a1)

The Local Government Remuneration Tribunal is constituted under Sections 239 and 241 of the Local Government Act 1993 and is responsible for categorising Councils, County Councils and Mayoral Offices to determine the amounts of fees to be paid to Councillors, members of County Councils and Mayors in each category.

The Mayor and Councillors receive an annual fee established by Council and set within the approved range by the Local Government Remuneration Tribunal.

The Mayor's Fee for 2016/17 was \$24,014 plus a Councillor Fee of \$11,007. The Mayor served the entire 2016/17 financial year.

The Councillor's Fee for 2016/17 was \$11,007 for each Councillor who served an entire 2016/17 financial year, \$2,195 for each Councillor who served from July 2016 up until the Council election in September 2016 and \$8,467 for each Councillor who served from the election in September 2016 to June 2017.

COUNCILLOR EXPENDITURE

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a1)(i-viii)

Councillor Expenses 2016-17															
	General Operations	Cr Cavalier	Cr Holden	Cr Karavas	Cr Kennedy	Cr Martens	Cr O'Neill	Cr Paine	Cr Shelley	Cr Thompson	Cr Walker	Cr Weatherley	Cr Webb	Cr White	TOTAL
Councillor Fees	-	11,007.71	8,467.47	8,467.47	11,007.71	11,007.71	8,467.47	8,467.47	11,007.71	11,007.71	2,195.27	2,195.27	2,195.27	2,195.27	97,689.51
Mayoral Fees	-	-	-	-	24,014.26	-	-	-	-	-	-	-	-	-	24,014.26
Council Meeting Expenses (accommodation, travel and meals)	8,143.88	-	-	-	-	2,610.30	-	-	1,518.00	2,160.80	-	-	203.50	-	14,636.48
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	-	-	-	-	1,393.46	-	-	-	-	-	-	-	-	-	1,393.46
Provision of Vehicle	-	-	-	-	11,329.29	-	-	-	-	-	-	-	-	-	11,329.29
Memberships & Subscriptions	58,448.89	-	-	-	-	-	-	-	-	-	-	-	-	-	58,448.89
Miscellaneous expenses (meals, sundries, stationery, etc)	572.35	1,742.73	1,751.68	1,353.03	1,027.35	950.98	868.04	859.09	859.09	860.86	-	-	-	-	10,845.20
Provision of office equipment, such as laptop computer and telephones	599.34	3,388.61	386.34	1,457.46	2,636.59	628.15	1,481.51	272.19	2,528.55	2,232.56	530.04	79.51	603.27	235.00	17,059.12
Training and provision of skill development for Councillors	22,732.64	-	-	-	-	-	-	-	-	-	-	-	-	-	22,732.64
Totals	90,497.10	16,139.05	10,605.49	11,277.96	51,408.66	15,197.14	10,817.02	9,598.75	15,913.35	16,261.93	2,725.31	2,274.78	3,002.04	2,430.27	258,148.85

No expenses were incurred for the provision of care for a child, or an immediate family member of a Councillor to allow the Councillor to undertake his or her civic functions.

No overseas or interstate visits were undertaken by elected members in 2016/17.

CONTRACTS AWARDED

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a2)

In accordance with the Local Government Act 1993 and Council's Procurement Policy, Council calls for tenders for the supply of various goods and services where the estimated spend under that contract exceeds \$150,000. The requirement to tender excludes the purchase or sale of land; purchases at public auction; contracts for employees of Council; purchase of goods and services under State Government or Commonwealth procurement contracts; emergency contracts; or where because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, Council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.

The following contracts were awarded during 2016/17:

Contractor	Goods / Services Provided	Amount payable under the contract (ex GST)
Fulton Hogan Industries Pty Ltd	Bitumen Spray Seal	2,247,405.00
Shearer Contracting Pty Ltd	Stage 1 Wollar Road Upgrade	2,586,085.00
Ross Lomax	Kandos Swimming Pool Contract Lease 2016 to 2019	487,137.00
Central West Civil	Stage 3 Wollar Road Upgrade	2,193,994.00
St Hilliers Property Pty Ltd	Stage 4 Wollar Road Upgrade	2,949,425.00
Fleetwood Urban Pty Ltd	Cudgegong River Footbridge Design and Construction	370,700.00
Bridging Australia Pty Ltd	Widening of Fitzpatrick Bridge	318,430.00
Interflow Pty Ltd	Sewer Mains Rehabilitation Program 2016-2019	1,284,753.00
Westrac	Supply of track loader for waste facility	413,600.00
IVECO Trucks	Supply of three truck and dogs	1,133,596.00
Stuart and Dunn	Supply & Delivery of Stationery	>\$150k
Elster	Supply & Delivery of Domestic Water Meters	>\$150k
Flick Aniticimex	Provision of Hygienic Services	>\$150k
Sulo	Supply & Delivery of MGB Garbage Bins & Parts	>\$150k

Contractor	Goods / Services Provided	Amount payable under the contract (ex GST)
OilsPlus (Shell), Lowes Petroleum (BP)	Supply & Delivery of Bulk Fuels	>\$150k
Castrol	Oils & Lubricants	>\$150k
Cadia Group	Supply & Delivery of Ductile Iron Cemented Lined Pipe, Water and Sewer Fittings	>\$150k
Various	Wet and Dry Plant Hire 2016-2018	>\$150k
Various	Trade Services	>\$150k

LEGAL EXPENSES

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a3)

Council expended \$245,483 on legal costs during 2016/17.

Of that amount, \$105,624 related to the cost of obtaining legal advice or opinion in relation to various matters and not in relation to legal proceedings taken by or against the Council.

In addition, Council expended \$139,859 during the period in recovering outstanding rates and charges. These costs are debited as a charge against individual rate assessments. Council recovered \$139,786 of such costs during the period.

No legal proceedings were taken by or against Council in 2016/17.

STATEMENT OF PROPOSED CHARGES FOR THE CARRYING OUT OF WORK ON PRIVATE LAND

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a4)

By agreement with owners or occupiers of private land Council carried out works such as paving and roadmaking, traffic control for private events and water, sewerage and drainage connections.

Council undertook private works in 2016/17 to the value of \$133,000 resulting in a profit of \$55,000. This represents a profit margin of 41%.

No subsidies were provided, and all work was intended to be carried out on a for profit basis in accordance with Council's Private Works Policy.

CONTRIBUTIONS AND DONATIONS

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a5)

The total amount contributed or otherwise granted by Council under Section 356 of the Local Government Act, 1993 was \$1,077,995.

Significant contributions are listed below.

Recipient	Amount
Housing Plus (Crisis Accommodation)	\$85,000
Kandos Bicentennial Industrial Museum (including property transfer)	\$599,000
Pelican Airline Air Service	\$119,000

DELEGATED EXTERNAL BODIES

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a6)

During the 2016/2017 financial year there were no external bodies exercising functions delegated by Council.

However a range of committees conduct functions on behalf of Council. There are a number of different committee types including advisory committees, management committees, and appointments to external committees.

During the 2016/2017 financial year Council appointed delegates to a number of external organisations and committees.

These are:

- Bushfire Management Committee
- Rural Fire Service District Liaison Committee
- Mudgee Region Tourism Inc
- Ulan Coal Mine Community Consultative Committee
- Wilpinjong Community Consultative Committee
- Charbon Community Consultative Committee
- Moolarben Community Consultative Committee
- Inglenook Exploration Community Consultative Committee
- Central West Catchment Management Authority – Local Government Reference Group
- Macquarie Valley Weeds Advisory Committee
- Joint Regional Planning Panel
- Murray Darling Association
- Local Traffic Committee
- Bowdens Silver Mine Community Consultative Committee
- Crudine Ridge Wind Farm Consultative Committee
- Mudgee Health Council

ADVISORY COMMITTEES

Advisory committees help Council stay connected with the views of our local citizens. Comprising of local community members and Council representatives, these committees provide advice and feedback to Council on key issues.

For 2016/17 there were 13 Advisory Committees and Reference Groups operating within the region. Further information on these committees, including minutes and terms of reference, can be found on Council's website.

Mudgee Showground Management Committee

Councillor Representative: Clr Webb, Clr Holden, Clr Karavas

The Mudgee Showground Management Committee assists Council to manage the showground facility.

Red Hill Reserve Working Party

Councillor Representative: Clr Cavalier

The Red Hill Reserve Working Party provides advice to Council on the development of a precinct master plan, and management of the site.

Mudgee Sports Council Sub Committee

Councillor Representative: Clr Weatherley, Clr O'Neill

The Mudgee Sports Council Sub Committee assists Council to manage active recreational facilities in Mudgee.

Gulgong Sports Council Sub Committee

Councillor Representative: Clr Thompson, Clr O'Neill

The Gulgong Sports Council Sub Committee assists Council to manage active recreational facilities in Gulgong.

Rylstone Sports Council Sub Committee

Councillor Representative: Clr Shelley

The Rylstone Sports Council Sub Committee assists Council to manage active recreational facilities in Rylstone.

Mid-Western Regional Council Heritage Committee

Councillor Representative: Clr White, Clr Paine, Clr Holden

The Heritage Committee advises Council about the preservation and enhancement of items and places within the Mid-Western Region that are of heritage significance.

Gulgong Memorial Hall Committee

Councillor Representative: Clr Thompson, Clr Cavalier

The Gulgong Memorial Hall Committee assists Council with the management and promotion of the Gulgong Memorial Hall.

Mudgee and Gulgong Access Committee

Councillor Representative: Clr Shelley, Clr Karavas, Clr Paine

The Mudgee & Gulgong Access Committee provides advice to Council on matters relating to accessibility in the Mudgee and Gulgong areas.

Rylstone and Kandos Access Committee

Councillor Representative: Clr Martens, Clr Paine

The Rylstone & Kandos Access Committee provides advice to Council on matters relating to accessibility in the Rylstone and Kandos areas.

Mid-Western Regional Cultural Development Committee

Councillor Representative: Clr White, Clr Holden, Clr Paine

The Cultural Development Committee provides advice to Council on the implementation of recommendations from the Cultural Plan.

Australia Day Selection Committee

Councillor Representative: Clr Kennedy, Clr Cavalier, Clr Shelley, Clr Karavas

The Australia Day Selection Committee selects the recipients of Council's annual Australia Day Awards.

Mid-Western Regional Youth Council

Councillor Representative: Clr Karavas, Clr Paine

The Mid-Western Regional Youth Council provides consultation with and advocacy for youth.

Noxious Weeds Control Advisory Committee

Councillor Representative: Clr Holden

The Noxious Weeds Control Advisory Committee provides advice to Council on weed control in the local government area.

STATEMENT OF CONTROLLING INTEREST

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a7)

Mid-Western Regional Council does not hold a controlling interest in any company, partnership, trust, joint venture or syndicate.

STATEMENT OF PARTICIPATION – PARTNERSHIPS, CO-OPERATIVES, JOINT VENTURES, SYNDICATES OR OTHER BODIES

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a8)

Council was a party to the following partnerships, Co-operatives and Joint Ventures throughout 2016/2017:

- State Cover - bulk purchase Workers Compensation insurance by Councils in the state
- OROC – Orana Regional Organisation of Councils
- Mudgee Region Tourism Inc
- Flypelican

EQUAL EMPLOYMENT OPPORTUNITY

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217(1)(a9)

Council aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

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

In order to achieve this objective, Council will:

- Develop and implement an Equal Employment Opportunity (EEO) Management Plan;
- Incorporate Council's core values of respect, integrity and recognition and the principles of diversity, equality and merit into all relevant policies and procedures;
- Base all selection decisions on merit and the individual's ability to meet the requirements of the position;

- Provide training and development that is consistent with the principles of equity and that supports Council's EEO objectives;
- Provide a workplace free from bullying, harassment and discrimination;
- Promote EEO and workplace diversity throughout Council to ensure that every employee is aware of and understands Council's policies on EEO related matters;
- Provide those who work at Council with the Anti-Discrimination and Equal Employment Opportunity Policy and the Workplace Bullying Policy which provides guidance on what is acceptable behaviour and establishes what may constitute discrimination, vilification, harassment and bullying at work; and
- Provide effective mechanisms to resolve complaints.

During 2016/2017, Council completed a number of EEO related initiatives including:

- **Communication and Awareness Raising**
 - The Anti-Discrimination and Equal Employment Opportunity Policy and the Workplace Bullying Policy were reviewed and amended policies adopted by Council in February 2017.
 - The Anti-Discrimination and Equal Employment Opportunity Policy, the Workplace Bullying Policy, Workplace Environment Statement and Code of Conduct were accessible on Council's Intranet and were included in Council's Induction and Orientation practices.
 - Training on the revised Anti-Discrimination and Equal Employment Opportunity Policy, the revised Workplace Bullying Policy and the Workplace Environment Statement was undertaken for all staff in June 2017. Copies of the documents were distributed at these meetings.
 - Training on Anti-Discrimination, Equal Employment Opportunity and Merit Based Recruitment and Selection was carried out for staff involved in Recruitment Panels in September 2016 and June 2017.
 - An overview of Council's Equal Employment Opportunity Management Plan is included in Council's induction program.
- **Recruitment and Selection**
 - Ongoing interviewing and selection mentoring was provided to ensure compliance with Council's Recruitment and Selection Procedure and EEO principles.

- **Flexible Working Arrangements**
 - Council continued to offer assistance with flexible working arrangements for employees with family and carer’s responsibilities whilst ensuring operational, customer and employee requirements continue to be met.
- **Supported Employment Service**
 - Council continued its commitment to the employment of people with disabilities through the Disability Enterprise.
- **Workforce Strategy 2017-2021**
 - Council adopted a new Workforce Strategy 2017-2021. The strategy confirms Council’s commitment to a diverse workforce and facilitating opportunities to increase diversity of the workforce.
- **Position Descriptions**
 - A review of all Position Descriptions commenced which included a review to ensure that essential and desirable criteria are non-discriminatory.

SENIOR STAFF

Local Government Act 1993 - Section 428, Local Government (General) Regulation 2005 - Clause 217 (1)(b-c)(i-v)

Council’s organisation structure included four Senior Staff positions for 2016/17. Those positions were:

- General Manager
- Director Community
- Director Development
- Director Operations

The remuneration package for the General Manager totalled \$293,466, and included:

Salary component	\$233,066
Bonuses	NIL
Superannuation component	\$29,017
Non-cash benefits	\$23,558
Fringe Benefits Tax on non-cash benefits	\$7,824

The combined remuneration packages for all Directors for 2016/17 totalled \$507,914, and included:

Salary component	\$430,950
Bonuses	NIL
Superannuation component	\$44,066
Non-cash benefits	\$28,210
Fringe Benefits Tax on non-cash benefits	\$4,688

STORMWATER MANAGEMENT

Local Government (General) Regulation 2005 - Clause 217(1)(e)

Council has not levied an annual charge for stormwater management services during the year.

COASTAL PROTECTION SERVICES

Local Government (General) Regulation 2005 - Clause 217(1)(e1)

Council has not levied an annual charge for coastal protection services during the year.

STATE OF THE ENVIRONMENT

Local Government Act 1993 - Section 428A(1)

A snapshot of the State of Environment report is provided as part of this report.

A full copy of the State of Environment report can be found at:

<http://www.midwestern.nsw.gov.au/resident-services/Environmental-Services/Environmental-Resources-and-Links1/Resources/>

CAPITAL WORKS PROJECTS

The below projects meet the NSW OLG Capital Expenditure Guidelines cost threshold however are exempt due to the nature of expenditure being road construction.

\$000	2016/17 Budget	2016/17 Actuals	Project Status at 30 June 2017
Seal extension – Wollar Road	3,361	2,782	Construction has commenced in contracted stages 1,3 and 4. Stage 2 contract has been awarded. Currans cutting works which have been undertaken by Council staff will be completed by August and will supply most of the pavement materials for the project.
Ulan Road – Church Lane to overtaking lane 14.5	2,805	2,491	Works have commenced on the final stage of this project, which is the overtaking lane heading northbound up Frog Rock Hill.

COMPANION ANIMALS ACT AND REGULATION – ENFORCEMENT AND COMPLIANCE CLAUSE 217(1)(F)

Council undertakes companion animal management functions and activities in accordance with the Companion Animals Act 1998 and the associated Regulations.

The pound collection data for the 2016/2017 reporting period was lodged with the Division.

Lodgement of data relating to dog attacks with OLG

Data relating to dog attacks is required to be lodged by Council with the Office of Local Government.

During the 2016/17 period, there were 47 separate dog attack incidents in the region, with a number of animal (primarily stock) and human victims.

Actions taken following dog attacks can include infringement notices, animal seizure, police action, and euthanasia of the attacking dog.

Animal management/activities expenditure

During 2016/17, Council spent \$273,000 on companion animal management activities.

Council employs three full time Law Enforcement Officers to enforce the provisions of the Companion Animal legislation.

These Law Enforcement Officers also attend to after-hours stock impounding. As part of running an animal pound facility, Council utilises additional staff resources to ensure 7 day a week animal care and coverage.

The Office of Local Government provided \$26,000 of revenue to Council in 2016/17 for Animal Management Services.

A further \$42,500 was received from stock impounding fees, animal release fees, fines, animal sales and other related revenue, helping to partially offset the total cost of companion animal management to the community.

Companion Animal and Desexing Community Education Programs

Council strongly encourages residents to have their dogs and cats micro-chipped. Micro-chipping is quick, painless and easy. It is the easiest way a pet can be returned home, so it should be top priority for every pet owner. Council has a micro-chipping service, and charged \$33 for the service in 2016/17. During 2016/2017, 469 companion animals were registered through Council.

During the 2016/17 period Council conducted two separate micro-chipping days. Councils Law Enforcement Officers administered free microchipping and members of the community were encouraged to bring in their cats or dogs to Council's pound facility over a three to four hour period.

Strategies to comply with S64(5) - euthanasia alternatives for unclaimed animals

Council works with the local branch of the RSPCA regarding foster care and advertising of impounded animals. Council's website maintains a current listing of animals in the pound that are lost or looking for a new home. Across 2016/17, Council compiled Pound Data Collection Returns for the Office of Local Government. 376 animals were seized. 126 of those animals were able to be returned to their owners or Council successfully rehomed them.

A total of 51 animals were required to be euthanased as they were either unsuitable or unable to be rehomed.

Off Leash area

Council has three off-leash areas for companion dogs, located at Glen Willow Regional Sports Complex in Mudgee, Peoples Park in Gulgong, and the Rylstone Showground.

Summary of Pound Data	Cats	Dogs	Total
Seized and transferred to Council's facility	0	141	141
Abandoned/Stray	81	75	156
Surrendered by Owners	1	25	26
Released to Owners	10	116	126
Euthanized	18	33	51
Sold	48	94	142
Released to Organisations for re-homing	2	2	4
Died at Council Facility	0	0	0
Stolen or escaped from Council's Facility	0	0	0
Holding pending Court Action	0	0	0

REPORTING REQUIREMENTS UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 SECTION 125

Under Section 7 of the GIPA Act agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. Council's program for the proactive release of information involved providing

as much information as possible on Council's website and where proactive making other information available free of charge in accordance with Council's Information Guide.

During the 2016/17 reporting period, Council received a total of 21 formal access applications as detailed in the table below.

Table A: Number of applications by type of applicant and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny whether information is held	Application Withdrawn	Total	% of Total
Media	3	0	0	0	0	0	0	0	3	14%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	0	0	0	0	0	0	0	0	0	0%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	2	0	0	0	0	0	0	0	2	10%
Members of the public (other)	14	0	0	0	1	0	0	1	16	76%
Total	19	0	0	0	1	0	0	1	21	
% of Total	90%	0%	0%	0%	5%	0%	0%	5%		

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/ Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	18	2	0	0	0	0	0	1	21	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	18	2	0	0	0	0	0	1	21	
% of Total	86%	10%	0%	0%	0%	0%	0%	5%		

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	Number of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	2	100%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	2	100%
Invalid applications that subsequently became valid applications	0	0%

Table D: Conclusive presumption of overriding public interest against disclosure – matters listed in Schedule 1 of the Act

	No. times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	0	

* More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act

	Number of occasions when application not successful	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	1	100%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	1	

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	11	0	11	50%
Review by Information Commissioner*	11	0	11	50%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	22	0	22	
% of Total	100%	0%		

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table F: Timeliness

	Number of applications	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	10	48%
Decided after 35 days (by agreement with applicant)	11	52%
Not decided within time (deemed refusal)	0	0%
Total	21	

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of Applications for Review	% of Total
Applications by access applicants	11	100%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	11	

Table I: Applications transferred to other agencies

	Number of Applications transferred	% of Total
Agency-initiated Transfers	0	0%
Applicant-initiated Transfers	0	0%
Total	0	

REPORTING REQUIREMENTS UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 SECTION 93G

Company	Effective	Purpose	Amount	Due Date	Paid
Caerleon	September 2013	Fairydale Lane Contribution	\$500,000	"Lump sum payment on connection of Fairydale Lane to the spine road, based on \$500 per lot of registered plans for the subdivision. Thereafter a per lot contribution upon registration."	No
		Community Open Space Network	Land for parks, recreation, stormwater and sewer	As stages are released	No
Charbon Coal	September 2010	Annual Contribution - Road Maintenance	\$0.05 per tonne per kilometre	Due by 31 July each year for coal hauled in previous year	Yes
		Annual Contribution - Road Maintenance	\$0.77 per tonne	\$75,000 paid as bond. To be charged with calculated contribution on an annual basis until \$75,000 exhausted. A further \$75,000 shall then be paid to Council, with annual charges payable whilst mining continues.	No
		Lump Sum - Carwell Creek Bridge Upgrade	\$210,000	\$210,000 due within 30 days of commencement of construction works by Council	Yes
		Annual Contribution - Community Facilities	\$0.01 per Run of Mine tonnes per annum	Due by 31 July each year for coal hauled in previous year	5 of life
Cobbara Holding Company Pty Ltd	November 2013	Lump Sum - Community Facilities	\$50,000	\$50,000 payable within one month of receipt of project approval for a community project in Rylstone, Kandos, Charbon and/ or Clandulla	Yes
		Construction Personnel Contribution	\$250 per employee per annum	Minimum \$100,000 per annum, payable for construction phase	No
		Operational Personnel Contribution	\$150 per employee per annum, plus \$400 per employee living in the LGA per annum	Minimum \$60,000 per annum, payable for operational phase	No
		Rehabilitation Personnel Contribution	\$250 employee per annum	Payable for rehabilitation phase	No
Kepco Bylong Australia	October 2016	Road contributions - Laheys Creek Road	Contribution to works	Payable on approval of the Portion Works Plan by the Developer	No
		Lump Sum - Community Services & Facilities	\$1,500,000	Payable on physical commencement of development	No
		Lump Sum - Community Services & Facilities	\$1,250,000	Payable on commencement of open cut mine operations	No
		Annual Contribution - Community Investment Fund	\$0.05 per tonne of Product Coal per annum	Payable within 3 months of the end of each Financial Year term	No

REPORTING REQUIREMENTS UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 SECTION 93G (CON'TD)

Company	Effective	Purpose	Amount	Due Date	Paid
Moolarben Coal Stage 1	August 2008	Lump Sum - Open Cut Coal	\$1,000,000	Payable in three equal annual instalments, with the first payment due within 7 days of first loading and dispatch of coal produced from the open cut operation.	Yes
		Lump Sum - Underground Coal	\$300,000	Payable in three equal annual instalments, with the first payment due within 7 days of first loading and dispatch of coal produced from the underground operation.	No
		Lump Sum - Road Maintenance	\$1,000,000	Payable in three equal annual instalments, with the first payment due within 7 days of the commencement of construction.	Yes
Moolarben Coal Stage 2	January 2015	Annual Contribution - Road Maintenance	\$1,250,000	\$62,500 per annum for 20 years, with the first instalment due on the anniversary of the first loading and dispatch of coal.	8 of 20
		Annual Contribution - Community Infrastructure	\$1,000,000	\$100,000 per annum for 10 years, with the first instalment due on the anniversary of the first loading and dispatch of coal.	8 of 10
Ulan Coal Mines Limited	March 2011	Lump Sum - Community Infrastructure	\$3,475,000	\$2 million to be paid within 30 days of date of agreement. Balance of \$1.475 million to be paid within a year of the date of the first contribution.	Yes
		Annual Contribution - Road Maintenance Cope Road	\$1,050,000	\$50,000 per annum for 21 years, with the first instalment due within 30 days of date of agreement. Subsequent annual payments due on anniversary date of first contribution.	5 of 21
Wilpinjong Coal Pty Ltd	March 2006	Lump Sum - Coal Shipment	\$450,000	Payable prior to the first shipment of coal from the land	Yes
		Annual Contribution - Community Infrastructure	\$800,000	40,000 per annum for 20 years, with the first instalment due on the anniversary of the first loading and dispatch of coal	10 of 20
		Annual Contribution - Road Maintenance	\$30,000 per annum	\$30,000 per annum for the life of the mining operation, with the first instalment due on the anniversary of the first loading and dispatch of coal.	10 of life
	January 2011	Annual Contribution - Bus Routes	\$60,000	\$20,000 per annum for three years	Yes
		Lump Sum - Ulan-Wollar Road	\$50,000	Non cash contribution of \$50,000 of gravel to be used for upgrading of the Ulan-Wollar Road	Yes
		Lump Sum - Ulan-Wollar Road Upgrade	\$600,000	\$600,000 payable by instalments within 14 days of invoices as issued by Council at each stage of the primary road works	Yes
		Annual Contribution - Community Infrastructure	\$600 per annum per permanent employee contractor in excess of 100 for 20 year consent period	\$235,095 paid in 2016/17. Annual contributions to be paid to 2027.	5 of Project Approval
October 2016	Annual Contribution - Community Infrastructure	\$600 per annum per permanent employee contractor for extended project life	Per annum starting in 2028 for approximately 7 years (end of project)	No	

State of the Environment Report

A State of the Environment (SoE) report is an important management tool which aims to provide the community and Local Council with information on the condition of the environment in the local area to assist in decision-making.

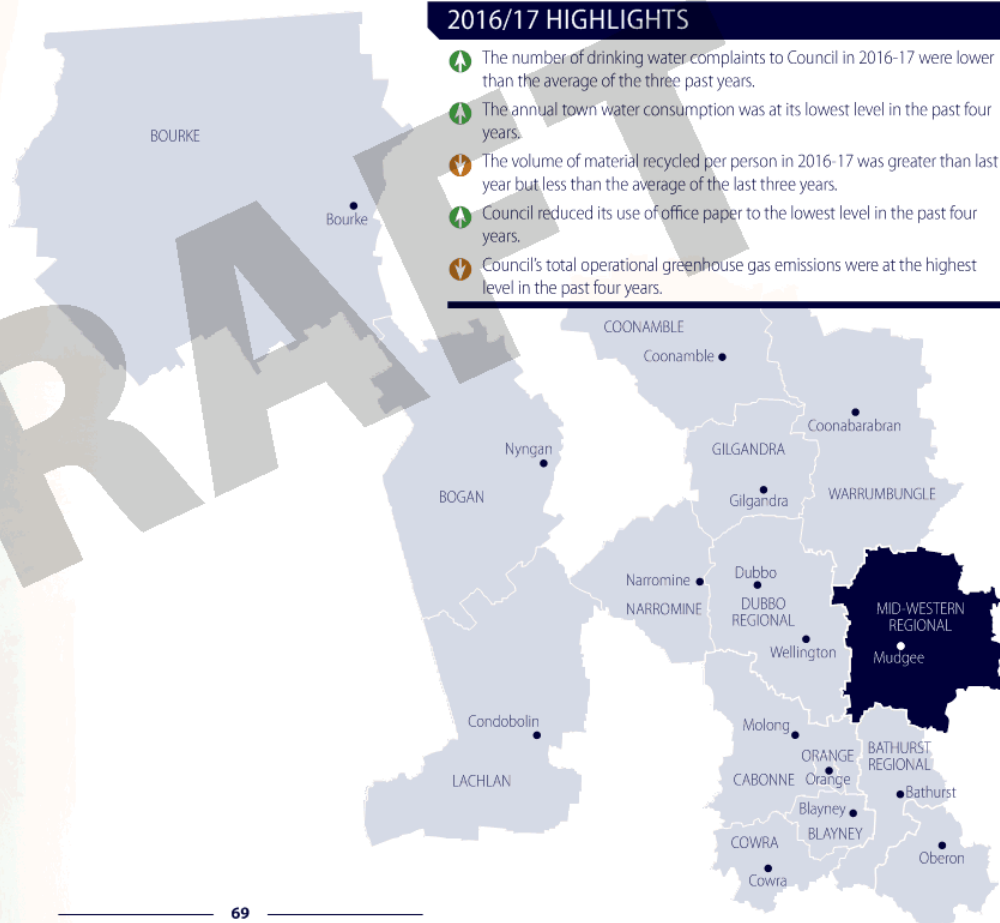
Since 2007, the Councils of the Greater Central West Region of NSW (see map) have joined to produce regional SoE reports as part of Council reporting requirements.

Changes to NSW legislation mean that Councils are no longer required to produce SoE reports each year, but only once every four years, in the year of the Council election. However, the participating Councils have decided to continue reporting on an annual basis so that they can provide a detailed regional SoE report that covers trends in the intervening years.

This is a brief snapshot of data for the Mid-Western Local Government Area in 2016-17 across a range of environmental indicators as shown in the tables below. The tables provide an understanding of trends by comparing this year's data with an average of previous years. The Council snapshot report should be read in conjunction with the 2016-17 Regional SoE report.




2016/17 HIGHLIGHTS

- ▲ The number of drinking water complaints to Council in 2016-17 were lower than the average of the three past years.
- ▲ The annual town water consumption was at its lowest level in the past four years.
- ▼ The volume of material recycled per person in 2016-17 was greater than last year but less than the average of the last three years.
- ▲ Council reduced its use of office paper to the lowest level in the past four years.
- ▼ Council's total operational greenhouse gas emissions were at the highest level in the past four years.



State of the Environment Report (cont'd)

Land						
Issue	Indicator	2013-14	2014-15	2015-16	2016-17	Trend
Contamination	Contaminated land sites – contaminated Land Register (Number)	1	1	1	1	→
	Contaminated land sites – potentially contaminated sites (Number)	29	29	31	31	↓
	Contaminated sites rehabilitated (Number)	0	0	0	0	→
Erosion	Erosion affected land rehabilitated (ha)	1	0	0	0	↓
Land use planning and management	Number of development consents and building approvals	431	376	343	562	↓
	Landuse conflict complaints (Number)	12	28	20	36	↓
	Loss of primary agricultural land through rezoning (ha)	19	0	0	0	↑
Minerals & Petroleum	Number of mining and exploration titles	166	160	152	149	↑
	Area covered by mining and exploration titles (ha)			480,000	682,000	↓

 Improvement
  No or little change
  Worsening trend

State of the Environment Report (cont'd)

Biodiversity						
Issue	Indicator	2013-14	2014-15	2015-16	2016-17	Trend
Habitat Loss	Total Area in the National Parks Estate (ha)		100,000	101,000	100,000	→
	Total Area of State Forests (ha)		16,818	16,808	16,841	→
	Total Area Protected in Wildlife Refuges (ha)	7,652	5,689	5,689	5,689	↓
	Area protected in conservation reserves & under voluntary conservation agreements (ha)	1,381	1,381	1,384	1,657	↑
	Extent of Travelling Stock Reserves in LGA (ha)			1,449	1,301	→
	Proportion of Council reserves that is bushland/remnant vegetation	71%	73%	75%	75%	↑
	Habitat areas revegetated (ha)	1	5	1	100	↑
	Roadside vegetation management plan	Yes	Yes	Yes	Yes	→
	Roadside vegetation rehabilitated (ha)		0	0	0	→
Threatened Species	Threatened species actions implemented (e.g. PAS, recovery plans) (Number)	0	3	1	2	↓
	Fish restocking activities: native species (Number)	87,155	146,000	125,000	124,000	↑
Noxious weeds and feral animals	Fish restocking activities: non-native species (number)	39,000	41,000	42,332	38,334	↑
	Number of declared noxious weeds	118	132	132	95	↑
	Invasive species (listed noxious or WONS) under active management (Number)	27	27	30	24	↓

↑ Improvement → No or little change ↓ Worsening trend

State of the Environment Report (cont'd)

Water and Waterways						
Issue	Indicator	2013-14	2014-15	2015-16	2016-17	Trend
Surface & Ground Water Quality	Average salinity levels in selected streams (EC)	536	587	559	486	↑
	E.coli remote from wastewater treatment plants (per 100ml)	0	2	0	0	↑
	Average Total Nitrogen in selected streams (mg/L)	0.58	0.63	0.55		
	Average Total Phosphorus in selected streams (mg/L)	0.04	0.04	0.04		
	Average Turbidity in selected streams (NTU)	9.4	12	15		
Riparian	Riparian vegetation recovery actions (number)	2	3	0	1	↓
	Riparian vegetation recovery area (ha)	2	7	0	50	↑
Industrial/ Agricultural Pollution	Load Based Licencing volume (kg)	79,379	15,144	11,130	14,567	↑
	Exceedances of license discharge consent recorded (number)	3	0	1	4	↓
	Erosion & Sediment Control complaints received by council (number)	3	1	3	20	↓
Stormwater Pollution	Number of gross pollutant traps installed	4	4	4	4	→
	Total catchment area of GPTs (ha)	118	118	118	118	→
	Water pollution complaints (number)	0	0	3	0	↑
Town Water Quality	Number of instances drinking water guidelines not met	74	138	149	77	↑
	Number of drinking water complaints	61	100	48	67	↑

 Improvement
  No or little change
  Worsening trend

State of the Environment Report (cont'd)

Water and Waterways (cont'd)						
Issue	Indicator	2013-14	2014-15	2015-16	2016-17	Trend
Dam Levels	Average Dam Levels	52.8%	46.5%	41.4%		
Water extraction	Number of Water Supply Work Approvals from surface water sources	325	325	304	335	⬇️
	Volume of surface water permissible for extraction under licences (GL)	36	38	38	38	⬇️
	Number of Water Supply Work Approvals from groundwater resources	2,239	2,346	2,279	2,307	⬇️
	Volume of groundwater permissible for extraction under licences (GL)	31	33	32	35	⬇️
	Actual volume extracted through groundwater licences (GL)		3.4	2.8		
Council water consumption	Area of irrigated Council managed parks, sportsgrounds, public open space (ha)	70	70	70	70	➡️
	Water used by Council for irrigation (including treated and untreated) (ML)	109	138	146	175	⬇️
Town water consumption	Annual metered supply (ML)	2,023	1,945	1,949	1,931	⬆️
	Annual consumption (Total from WTP) (ML)	2,505	2,384	2,320	2,280	⬆️
	Average annual household mains potable water usage (kL)	221.0	200.2	200.3	191.5	⬆️
	Average level of water restrictions implemented	0.0	0.0	0.0	0.0	➡️
	Water conservation programs (Number)	0	0	0	0	➡️

⬆️ Improvement ➡️ No or little change ⬇️ Worsening trend

State of the Environment Report (cont'd)

Towards Sustainability						
Issue	Indicator	2013-14	2014-15	2015-16	2016-17	Trend
Waste Generation	Total waste entombed at primary landfill (tonnes)	22,811	26,711	28,568	22,639	↑
	Total waste entombed at other landfills (excl recyclables) (tonnes)	0	0	0	0	→
	Average total waste generated per person (tonnes)	0.96	1.11	1.18	0.92	↑
	Average cost of waste service per residential household	\$349	\$289	\$364	\$375	↓
Hazardous / Liquid Waste	DrumMuster collections (number of drums)	1,164	52	0	1,732	↑
	Household Hazardous Wastes collected (kg)	4,216	3,935	4,333	6,284	↑
Reduce	Organics collected (diverted from landfill) (tonnes)	3,388	2,603	2,484	3,363	↑
	E-Waste collected (diverted from landfill) (tonnes)	0	0	14	39	↑
Recycle	Volume of material recycled (tonnes)	4,014	2,886	2,518	3,113	↓
	Volume of material recycled per person (kg)	168	120	104	127	↓
Littering and illegal dumping	Number of illegal waste disposal complaints to Council	14	32	11	25	↓
Engineering, Infrastructure and Civil Works	New road construction (km)	1	1	2	1	↑
	Road upgrades (km)	51	74	95	83	↓

↑ Improvement → No or little change ↓ Worsening trend

State of the Environment Report (cont'd)

Towards Sustainability (cont'd)						
Issue	Indicator	2013-14	2014-15	2015-16	2016-17	Trend
Risk Management	Flood management plans / flood mapping – increase in area covered	0	0	0	710	↑
	Hazard reduction burns	9	6	19	11	↑
Climate Change Mitigation	Office paper used by Council (A4 & A3 reams)	1,984	2,023	2,176	1,956	↑
	Council sustainability initiatives (Number)	0	1	1	0	↓
	Council mitigation initiatives (Number)	0	0	1	1	↑
Council Greenhouse Gas Emissions	Annual electricity consumption for Council controlled facilities (MWh)	5,248	6,136	6,156	5,867	↓
	Annual natural gas consumption for Council controlled facilities (GJ)	0	0	0	0	→
	Annual bottled gas consumption for Council controlled facilities (L)	10,752	10,752	5,313	7,863	↑
	Total fuel consumption (KL)	1,020	1,132	975	708	↑
	Proportion of Council's electrical energy demand met from Council-owned renewable energy infrastructure	0.0%	0.0%	0.0%	0.0%	→
	Council total operational greenhouse gas emissions (tCO ₂ -e/year)	21,594	22,132	21,803	24,215	↓
Community Greenhouse Gas Emissions	Small scale renewable energy uptake (kW installed) - data collected 30 July 2017	1,022	995	1,264	1,216	↑
	Number of solar water heaters and heat pumps installed	41	31	49	15	↓

↑ Improvement
 → No or little change
 ↓ Worsening trend

State of the Environment Report (cont'd)

People and Communities						
Issue	Indicator	2013-14	2014-15	2015-16	2016-17	Trend
Active community involvement	Environmental volunteers working on public open space (hrs)	150		70	186	↑
	Number of environmental community engagement programs		5	5	6	↑
	Number of growers markets/local food retailers specialising in local food	2	3	3	3	↑
Indigenous Heritage	Number of indigenous sites on AHIMS register	3,613	4,162	4,302	4,328	↑
	Inclusion in DCPs & rural strategies	Yes	Yes	Yes	Yes	→
	Extent of liaison with indigenous communities (self-assessed from 0= none to 3=high)	2.0	2.0	2.0	2.0	→
	Development approvals on listed indigenous sites (Number)	0	6	4	1	↑
	Number of indigenous heritage management actions/responses	4	0	1	0	↓
Non-Indigenous Heritage	NSW Heritage items (Number)	13	13	13	14	↑
	Locally listed heritage items (Number)	526	526	526	526	→
	Actions to protect non-indigenous heritage (including management plans) (Number)	0	1	1	1	↑
	Heritage buildings on statutory heritage lists demolished/degraded in past year (Number)	0	1	0	1	↓
	Heritage buildings on statutory heritage lists renovated/improved in past year (Number)	4	9	6	41	↑

 Improvement
  No or little change
  Worsening trend

State of the Environment Report (cont'd)

CASE STUDY: DETENTION BASIN ENHANCEMENT PROJECT (MID-WESTERN LGA)

In October 2016, Mid-Western Regional Council was awarded a grant of \$22,000 from Central Tablelands Local Land Services to assist in the restoration and enhancement of five detention basins and three drainage lines in west Mudgee.

Detention basins are used to retain coarse sediments from runoff and are typically the start of a treatment train. They prevent downstream environments from becoming smothered in sediment, by reducing flow velocity and encouraging sediments to settle out of the water column.

Well-designed detention basins and drainage reserves provide environmental benefits by filtering the water before it reaches river systems thus improving water quality, and offering important urban vegetation for native fauna particularly for bird species in terms of linkage value as well as habitat.

Earthworks were undertaken to transform bare detention basins into artificial wetland spaces. Once earthworks were completed they were planted out with wetland vegetation species. These works increase the biodiversity of the area, provide valuable migratory bird habitat by facilitating open water connections and filter the stormwater before it enters the Cudgegong River. Furthermore, they can now be used for passive recreation. Interpretive signs were installed next to two of the basins along the cycleway to educate the community about the importance of stormwater management.

Five basins and three drainage lines within the Cudgegong River catchment were rehabilitated with native vegetation by the Green Army team and during community planting days such as National Tree Day and a preschool planting event. There were 1,265 trees and shrubs planted and 2,170 wetland plants.

Planting the basins and associated drainage reserves with native vegetation provides valuable habitat to native fauna. Species planted included those known to be critical habitat for a number of threatened bird species in the area including the Regent Honeyeater and Glossy-black Cockatoo.



Detention basin restoration, west Mudgee.

DRAFT



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*Good
Government*

QUARTERLY BUDGET
REVIEW STATEMENT
SEPTEMBER 2017

ATTACHMENTS

15 NOVEMBER 2017

MID-WESTERN REGIONAL COUNCIL
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



CORPORATE: FINANCE |

THIS DOCUMENT HAS BEEN PREPARED BY LEONIE JOHNSON, CHIEF FINANCIAL OFFICER FOR MID-WESTERN REGIONAL COUNCIL.

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Table of Contents

1.	Proposed Budget Variations.....	4
2.	Unrestricted Cash by Fund.....	8
2.1	General Fund.....	8
2.2	Water Fund.....	9
2.3	Sewer Fund.....	9
2.4	Waste Fund.....	9
2.5	Other Funds.....	10
3.	Developer Contributions – Section 64, 94 and 93F.....	11
4.	Loan Borrowings.....	13
5.	Reserves.....	14
5.1	Internally Restricted Reserves.....	14
5.2	Externally Restricted Reserves.....	15
6.	Unspent Grants and Contributions.....	17
7.	Consolidated Balance Sheet and Income Statement.....	18
8.	Key Financial Indicators.....	20
9.	Budget Summary.....	23
9.1	Connecting Our Region.....	23
9.2	Good Government.....	25
9.3	Looking after Our Community.....	27
9.4	Protecting our Natural Environment.....	29
9.5	Building a Strong Local Economy.....	31
10.	Capital Works Program.....	33
11.	Investment Portfolio.....	48
12.	Contract, Legal and Consultant Expenses.....	51
13.	Councillor Fees and Expenses Paid or Reimbursed as at 30 September 2017.....	53

CORPORATE: FINANCE |

1. Proposed Budget Variations

Community Plan Theme	Variation	Funding Source	Amount	
GENERAL FUND				
Positive Variations				
Good Government	Financial Assistance Grant General Component has been confirmed and is higher than budgeted	Unrestricted Cash	164,145	F
Connecting our Region	Financial Assistance Grant Roads Component has been confirmed and is higher than budgeted	Unrestricted Cash	92,445	F
Good Government	Plant Replacement schedule amendment to increase anticipated sales revenue by \$515,546, increases purchases of (\$544,686) and recognise grant for library van replacement \$80,000	Plant Replacement Reserve	50,860	F
Looking after our Community	Rylstone Guide Hall capital works deferred	Asset Replacement Reserve	50,000	F
Connecting our Region	Amendments to State Roads Ordered Works program and risk margin as follows: Two Mile Flat Creek project deferred (\$180,000) Guntawang Widening new project \$126,524 Sydney Road Asphalt project completed \$81,000	Unrestricted Cash	27,524	F
Protecting our Natural Environment	Savings in Lawson Creek Dredging project. It is proposed to allocate savings to Putta Bucca Wetlands Capital, see below.	Unrestricted Cash	23,000	F
Connecting our Region	Airport Capital Upgrades adjustment to claim grant funded expenses from 2016/17 \$16,882 plus \$5,543 grant funded expense to reconcile to total funding amount	Unrestricted Cash	16,882	F
Looking after our Community	Savings on capital works completed for aged care units at Cooyal/Anderson Street and Louee Street	Asset Replacement Reserve	11,500	F
Protecting our Natural Environment	Reduce Urban Stream Weed Control budget. It is proposed to allocate funds to Putta Bucca Wetlands Extension, see below	Unrestricted Cash	5,000	F
Protecting our Natural Environment	Reduce Putta Bucca Wetlands operational and maintenance budget. It is proposed to allocate funds to Putta Bucca Wetlands Extension, see below	Unrestricted Cash	1,000	F
Total Positive Variations			442,356	
Negative Variations				
Connecting our Region	Glen Willow Footbridge rectification	Unrestricted Cash	(150,000)	U
Looking after our Community	Glen Willow Driveway Entrance sealing is required to address safety issue with asbestos	Unrestricted Cash	(95,000)	U
Building a Strong Local Economy	Cudgong Waters Caravan Park fire services upgrade increased costs of works and design change to accommodate a larger tank and pump cover	Asset Replacement Reserve	(61,500)	U
Good Government	Corporate Support - Innovation budget, investigate opportunities for system improvements	Unrestricted Cash	(50,000)	U
Good Government	New trainee and apprentice positions commencing February 2018 for Stores, Library and Civil Construction	Unrestricted Cash	(47,500)	U
Connecting our Region	Bryants Gravel Pit rehabilitation required	Unrestricted Cash	(40,000)	U
Looking after our Community	Following receipt of quotes additional funds is required for Gulgong Netball Courts upgrade	Voluntary Planning Agreements	(32,000)	U
Looking after our Community	Building Regulatory Services salaries and overheads adjustment for recruitment of Senior Health and Building surveyor	Unrestricted Cash	(28,000)	U

CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	
Protecting our Natural Environment	Putta Bucca Wetlands capital. It is proposed to use the \$23k savings within the environment function from Lawson Creek Dredging to construct a toilet in the picnic area Putta Bucca Wetlands.	Unrestricted Cash	(23,000)	U
Looking after our Community	A new niche wall is required at the Rylstone Cemetery	Unrestricted Cash	(22,000)	U
Looking after our Community	Victoria Park Gulgong Fencing required urgent repairs to railing and posts. The \$12k set aside for this in 2018/19 will be removed in future budget	Asset Replacement Reserve	(15,500)	U
Good Government	Council Works Depot - Increased water consumption	Unrestricted Cash	(13,000)	U
Connecting our Region	Triamble Road Access, transfer from unspent contributions \$17,500 (contra) and contributions income revised down by \$12,500	Unrestricted Cash	(12,500)	U
Connecting our Region	Black Lead Lane Construction - At Council meeting of 15 February 2017 it was resolved to allocate \$10,000 from unrestricted cash to bring a section of Black Lead Lane up to standard following approval to add to the maintained road list. This budget was not allocated or spent in 2016/17 and it is proposed for works to be completed in 2017/18.	Unrestricted Cash	(10,000)	U
Protecting our Natural Environment	Rifle Range Road Culvert Upgrade final costs higher than budget	Unrestricted Cash	(10,000)	U
Looking after our Community	Impounding Facility additional budget required to replace fibre optic cable	Capital Program Reserve	(7,300)	U
Connecting our Region	Goodiman Creek Bridge side track expenditure not covered by grant funding	Unrestricted Cash	(7,000)	U
Protecting our Natural Environment	Putta Bucca Wetlands Extension. It is proposed to allocate \$6k of unrestricted cash to Putta Bucca Wetlands Extension. The remainder of the project \$86,250 is a contra budget entry as expenditure is fully funded.	Unrestricted Cash	(6,000)	U
Looking after our Community	Gulgong pool operations increase due to replacement of heaters compressor	Unrestricted Cash	(4,800)	U
Building a Strong Local Economy	Mortimer Street commercial property repairs required	Unrestricted Cash	(4,000)	U
Looking after our Community	Installation of electricity meter for lighting at Caerleon entrance	Unrestricted Cash	(2,500)	U
Looking after our Community	Rylstone Hall purchase replacement Bain Marie	Unrestricted Cash	(2,000)	U
Total Negative Variations			(643,600)	
Contra Variations				
Connecting our Region	Ulan Road Wattlegrove Lane to Midblock capital works, revised project cost	Grants	235,532	C
Connecting our Region	Ulan Road Wattlegrove Lane to Midblock capital works, transfer Block Grant	Grants	(235,532)	C
Connecting our Region	State Roads Cherry Tree Hill project continuing expenditure	User charges and fees	(222,000)	C
Connecting our Region	State Roads Cherry Tree Hill project income, no further risk margin	User charges and fees	222,000	C
Connecting our Region	Hill End Road, completion of Blackspot project required additional budget	Grants	(163,532)	C
Connecting our Region	Hill End Road, transfer of Block Grant income to fund project completion	Grants	163,532	C
Building a Strong Local Economy	Major Events at Glen Willow expenditure budget	User charges and fees	(140,000)	C
Building a Strong Local Economy	Major Events at Glen Willow revenue/sales budget	User charges and fees	140,000	C
Connecting our Region	Hill End Road Reseal, sealing costs will be higher than anticipated due to rubber seal type	Grants	(72,000)	C

CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	
Connecting our Region	Hill End Road Reseal, transfer of Block Grant income to fund project	Grants	72,000	C
Connecting our Region	Currans Cutting Wollar Road Seal Extension final costs higher than anticipated	Grants	(71,640)	C
Connecting our Region	Currans Cutting Wollar Road Seal Extension restart grant income transfer from Seal Extension Wollar Road budget	Grants	71,640	C
Protecting our Natural Environment	Putta Bucca Wetlands Extension grant funding from NSW Environmental Trust. Total funding is \$89,250, with \$58,250 received for 2017/18	Grants	58,250	C
Protecting our Natural Environment	Putta Bucca Wetlands Extension expenditure	Grants	(58,250)	C
Looking after our Community	Increase to NSW Rural Fire Fighting Fund 2017-18 budget as approved by the Minister for Emergency Services	Grants	(40,870)	C
Looking after our Community	Grant income to match the increase to the NSW Rural Fire Fighting Fund 2017-18 approved budget	Grants	40,870	C
Connecting our Region	State Roads Golden Highway project completion cost	User charges and fees	(35,000)	C
Connecting our Region	State Roads Golden Highway project income, no further risk margin	User charges and fees	35,000	C
Protecting our Natural Environment	Putta Bucca Wetlands Extension contribution from Waste Fund for tree planting rehabilitation of the old landfill site	Contribution	27,000	C
Protecting our Natural Environment	Putta Bucca Wetlands Extension expenditure	Contribution	(27,000)	C
Building a Strong Local Economy	Live and Local Event project expenditure	Grants	(20,000)	C
Building a Strong Local Economy	Live and Local Event grant funding	Grants	20,000	C
Looking after our Community	Remove duplicate project for Library Special Projects. This has already been allocated to Rylstone Library Branch	Grants	(15,000)	C
Looking after our Community	Remove duplicate grant funding for Library Special Projects. This has already been allocated to Rylstone Library Branch	Grants	15,000	C
Protecting our Natural Environment	Reduce Putta Bucca Wetlands Capital budget. It is proposed to allocate funds to Putta Bucca Wetlands Extension	Capital Program Reserve	1,000	C
Protecting our Natural Environment	Putta Bucca Wetlands Extension expenditure	Capital Program Reserve	(1,000)	C
Total Contra Variations			0	
TOTAL GENERAL FUND			(201,244)	
		<i>Non-cash variations</i>		
		<i>Cash variations</i>	(201,244)	
SEWER FUND				
Negative Variations				
Protecting our Natural Environment	Demolition of East Star property buildings at Gulgong Sewer Treatment Plant	Unrestricted Cash	(30,000)	U
Protecting our Natural Environment	Kandos Sewer Treatment Plant disinfection system additional budget required	Unrestricted Cash	(11,000)	U
Total Negative Variations			(41,000)	
Contra Variations				
Protecting our Natural Environment	Mudgee STP Sludge Mixer renewal	Sewer Reserves	(23,000)	C
Protecting our Natural Environment	Sewer Pump Station Capital, transfer budget only out for Mudgee STP Sludge Mixer	Sewer Reserves	23,000	C

CORPORATE: FINANCE |

Community Plan Theme	Variation	Funding Source	Amount	
Total Contra Variations			0	
TOTAL SEWER FUND			(41,000)	
	<i>Non-cash variations</i>			
	<i>Cash variations</i>		(41,000)	
WASTE FUND				
Negative Variations				
Protecting our Natural Environment	Contribution to General Fund for tree planting at old land fill site in connection with Putta Bucca Wetlands Extension project	Unrestricted Cash	(27,000)	U
Total Negative Variations			(27,000)	
Contra Variations				
Protecting our Natural Environment	Consulting for NDIS business transition Grant funding o	Unspent Grants	(99,917)	C
Protecting our Natural Environment	Recognise unspent grant funding for NDIS consultant	Unspent Grants	99,917	C
Total Contra Variations			0	
TOTAL WASTE FUND			(27,000)	
	<i>Non-cash variations</i>			
	<i>Cash variations</i>		(27,000)	

Code
 U - Unfavourable
 F - Favourable
 C - Contra

2. Unrestricted Cash by Fund

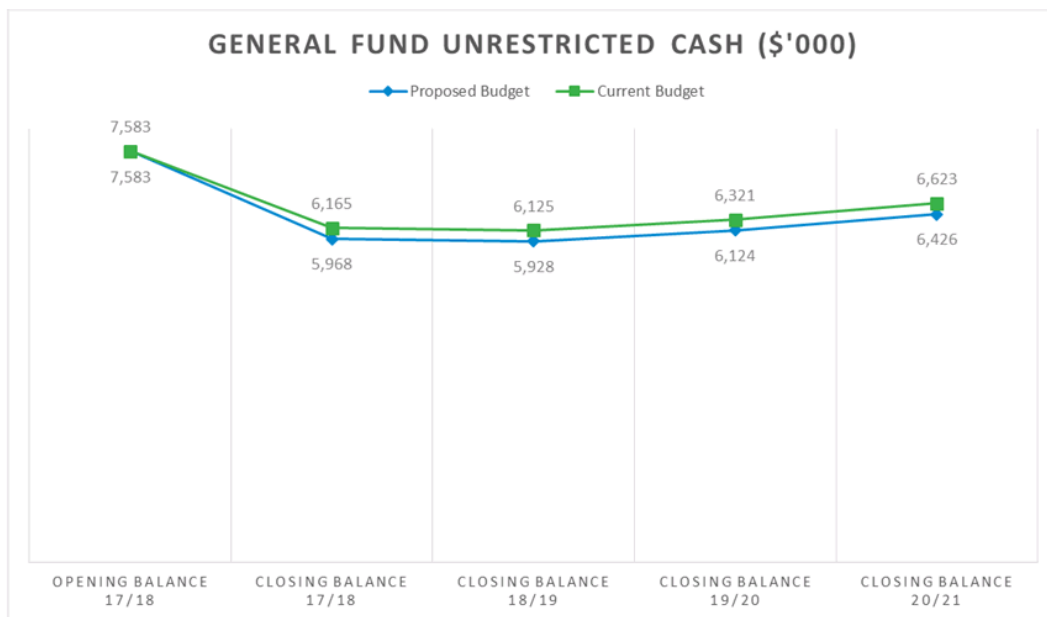
2.1 General Fund

Council finished the 2016/17 financial year with an unrestricted cash balance of \$7.583 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$1.113 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(1,113)	Decrease
Revotes	(64)	Decrease
Council Minutes – July to October	(241)	Decrease
September QBR proposed variations	(197)	Decrease
Estimated movement to 30 June 2018	(1,615)	Decrease
Projected balance at 30 June 2018	5,968	

A projected unrestricted cash balance of \$5.968 million represents about 6.5 weeks of Council's 2017/18 operating expenditure budget. This is a high level of unrestricted cash and is adequate to ensure Council is able to meet its debts and obligations as they fall due.

The General Fund projected unrestricted cash balance over the next four years is shown below.



2.2 Water Fund

Council finished the 2016/17 financial year with a Water fund unrestricted cash balance of \$3.490 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$2.389 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(2,389)	Decrease
September QBR proposed variations	0	Nil
Projected balance at 30 June 2018	1,101	

2.3 Sewer Fund

Council finished the 2016/17 financial year with a Sewer Fund unrestricted cash balance of \$1.409 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$178k. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(178)	Decrease
September QBR proposed variations	(41)	Decrease
Estimated movement to 30 June 2018	(219)	Decrease
Projected balance at 30 June 2018	1,190	

2.4 Waste Fund

Council finished the 2016/17 financial year with a Waste Fund unrestricted cash balance of \$687,000. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$282k. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(282)	Decrease
Revotes	(40)	Decrease
September QBR proposed variations	(27)	Decrease
Estimated movement to 30 June 2018	(349)	Decrease
Projected balance at 30 June 2018	338	

CORPORATE: FINANCE |

2.5 Other Funds

Council maintains a number of other funds including:

- Private Works
- Saleyards
- Mudgee Sports Council
- Gulgong Sports Council
- Rylstone Sports Council

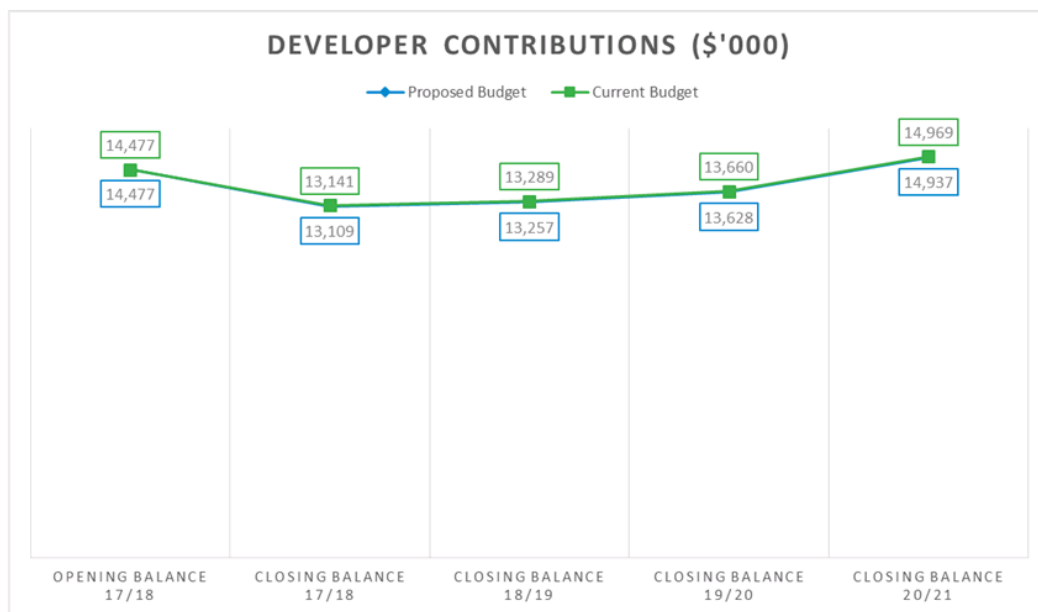
At 30 June of each financial year, the cash balance held in the above Funds forms part of the overall General Fund Unrestricted Cash Balance.

3. Developer Contributions – Section 64, 94 and 93F

Council finished the 2016/17 financial year with a Developer Contributions balance of \$14.477 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$1.199 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(1,199)	Decrease
Revotes	(137)	Decrease
September QBR proposed variations	(32)	Decrease
Estimated movement to 30 June 2018	(1,368)	Decrease
Projected balance at 30 June 2018	13,109	

The following chart shows the projected balances over a four year period.



CORPORATE: FINANCE |

Detailed Section 64, 94 & 93F movements and current balances are as follows:

Restricted Purpose (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Traffic Management	598	90	0	688	616
Open Space	1939	305	610	1,634	1,944
Community Facilities	625	47	56	616	602
Administration	409	45	35	419	417
Civic Improvements	-4	0	0	-4	(4)
Car Parking	249	0	0	249	249
S94A Levies	529	11	0	540	543
Drainage – 2A	92	113	0	205	92
Total S94 Contributions	4,437	611	701	4,347	4,458
S64 Sewer	2,565	270	47	2,788	2,627
S64 Water	5,366	680	2,316	3,730	5,492
Voluntary Planning Agreements	2,108	903	767	2,244	2,121
Total Developer Contributions	14,476	2,464	3,831	13,109	14,698

4. Loan Borrowings

Council's 2017/18 Operational Plan includes the proposed borrowings below.

Project	Fund	Original Budget \$'000	Current Budget \$'000	Proposed Variations \$'000	Proposed Budget \$'000	Actual YTD \$'000
Rylstone Dam Upgrade	Water	4,000	4,000	0	4,000	0
Total		4,000	4,000	0	4,000	0

The drawdown date of these funds is currently unknown and is subject to completion of Rylstone Dam investigation study.

5. Reserves

5.1 Internally Restricted Reserves

Council finished the 2016/17 financial year with an Internally Restricted Reserve balance of \$14.921 million. As adopted by Council the Original Budget projected a decrease to 30 June 2018 of \$5.830 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(5,830)	Decrease
Revotes	(1,967)	Decrease
Council minutes – July to October	(307)	Decrease
September QBR proposed variations	28	Increase
Estimated movement to 30 June 2018	(8,076)	Decrease
Projected balance at 30 June 2018	6,845	

The following chart shows the projected balances over a four year period.



Detailed budgeted reserve movements are included in the following table.

Internally Restricted Reserves (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Employee Leave Entitlements	2,295	250	0	2,545	2,358
Land Development	5,232	(120)	4,700	412	5,232
Election	169	17	0	186	174
Plant Replacement	4,365	4,190	6,685	1,871	4,631
Asset Replacement	1,488	1,423	1,989	922	1,669
Capital Program	612	535	1,014	134	616
Livestock Exchange	50	15	10	55	53
State Roads Warranty	200	0	0	200	200
Future Fund	500	0	0	500	500
Mudgee Bicentenary	10	10	0	20	0
TOTAL	14,921	6,320	14,398	6,845	15,433

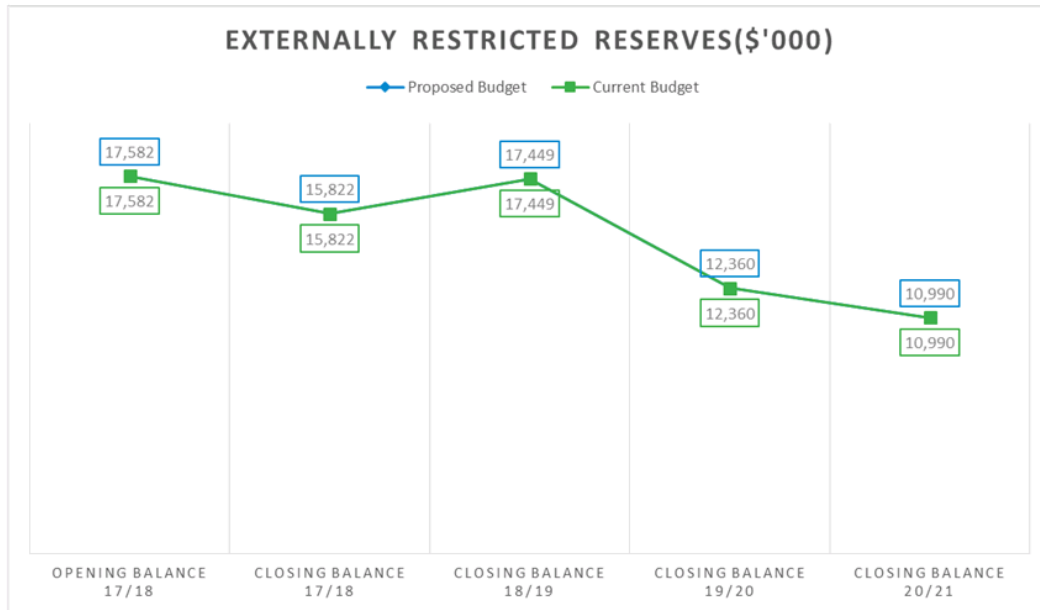
5.2 Externally Restricted Reserves

Council finished the 2016/17 financial year with an Externally Restricted Reserve balance of \$17.582 million. As adopted by Council the Original budget projected a decrease to 30 June 2018 of \$867k. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(867)	Decrease
Revotes	(893)	Decrease
September QBR proposed variations	0	Nil
Estimated movement to 30 June 2018	(1,760)	Decrease
Projected balance at 30 June 2018	15,822	

The following chart shows the projected balances over a four year period.

CORPORATE: FINANCE |



Detailed budgeted reserve movements are included in the following table.

Externally Restricted Reserves (\$'000)	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Waste	3,385	1,000	2,922	1,463	3,616
Sewer	6,725	1,900	2,057	6,568	6,509
Water	3,845	3,900	2,957	4,789	4,820
Community Services	77	0	0	77	77
Community Tenancy Scheme - Walter & Denison St Units	116	0	12	104	116
Family Day Care	127	29	0	156	134
Bequest - Simpkins Park	101	0	0	101	101
Community Transport Vehicle Replacement	109	49	30	128	122
Ulan Road Strategy	3,098	678	1,338	2,437	3,267
TOTAL	17,583	7,556	9,316	15,823	18,762

6. Unspent Grants and Contributions

Council finished the 2016/17 financial year with unspent grants and contributions of \$4.317 million. As adopted by Council the Original Budget projected a decrease of \$520k to 30 June 2018. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(520)	Decrease
Revotes	(142)	Decrease
Council minutes – July to October	(3,211)	Decrease
September QBR proposed variations	(117)	Decrease
Estimated movement to 30 June 2018	(3,990)	Decrease
Projected balance at 30 June 2018	327	

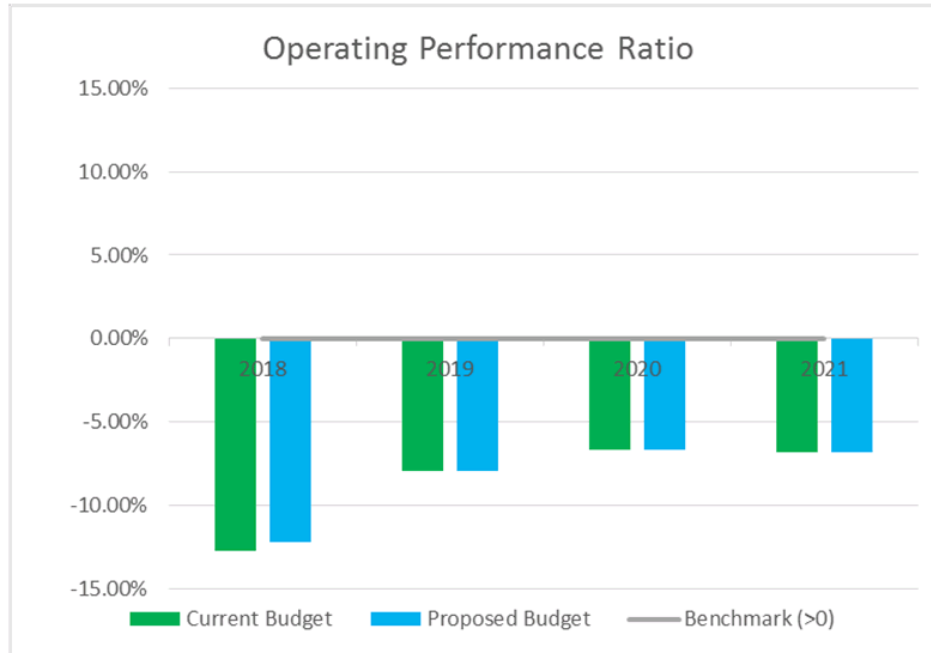
CORPORATE: FINANCE |

7. Consolidated Balance Sheet and Income Statement

Balance Sheet		
\$'000	ACTUAL YTD	ACTUAL 30 JUNE 2017
ASSETS		
Current Assets		
Cash & Cash Equivalents	6,350	6,431
Investments	60,900	59,100
Receivables	22,120	9,227
Inventories	1,131	1,037
Other	-	-
Total Current Assets	90,501	75,795
Non-Current Assets		
Investments	-	-
Receivables	-	-
Inventories	-	-
Infrastructure, Property, Plant & Equipment	888,329	885,890
Intangible Assets	331	369
Total Non-Current Assets	888,660	886,259
TOTAL ASSETS	979,161	962,054
LIABILITIES		
Current Liabilities		
Payables	3,684	7,432
Borrowings	1,591	1,591
Provisions	6,395	6,395
Total Current Liabilities	11,670	15,418
Non-Current Liabilities		
Borrowings	14,667	14,667
Provisions	2,993	2,979
Total Non-Current Liabilities	17,660	17,646
Total LIABILITIES	29,330	33,064
Net Assets	949,831	928,990
EQUITY		
Retained Earnings	405,471	380,748
Revaluation Reserves	544,360	548,242
Total Equity	949,831	928,990

Income Statement								
\$'000	ORIGINAL ANNUAL BUDGET	APPROVED VARIATIONS	REVISED ANNUAL BUDGET	ACTUAL YTD	% REVISED BUDGET	PROPOSED VARIATIONS	PROJECTED ANNUAL BUDGET	% PROJECTED ANNUAL BUDGET
INCOME								
Rates & Annual Charges	28,823	-	28,823	28,762	100%	-	28,823	100%
User Charges & Fees	12,384	-	12,384	625	5%	578	12,962	5%
Interest & Investment Revenue	1,668	-	1,668	452	27%	-	1,668	27%
Other Revenues	2,146	-	2,146	974	45%	113	2,259	43%
Grants & Contributions Operating	14,765	(1,249)	13,516	2,337	17%	361	13,877	17%
Grants & Contributions Capital	22,306	1,707	24,013	2,708	11%	72	24,085	11%
Gain on Disposal of Assets	225	-	225	(1)	0%	516	741	0%
Total Income	82,317	458	82,775	35,857	43%	1,640	84,415	42%
EXPENDITURE								
Employee Benefits & Oncosts	23,403	146	23,549	5,795	25%	11	23,560	25%
Borrowing Costs	1,118	-	1,118	263	24%	-	1,118	24%
Materials & Contracts	11,384	1,790	13,174	2,847	22%	1,004	14,178	20%
Depreciation & Amortisation	19,039	-	19,039	3,928	21%	-	19,039	21%
Other Expenses	6,452	52	6,504	2,187	34%	13	6,517	34%
Loss on Disposal of Assets	-	-	-	-	0%	-	-	0%
Total Expenditure	61,396	1,988	63,384	15,020	24%	1,028	64,412	23%
Net Result	20,921	(1,530)	19,391	20,837		612	20,003	
Net Result before Capital Items	(1,385)	(3,237)	(4,622)	18,129		540	(4,082)	

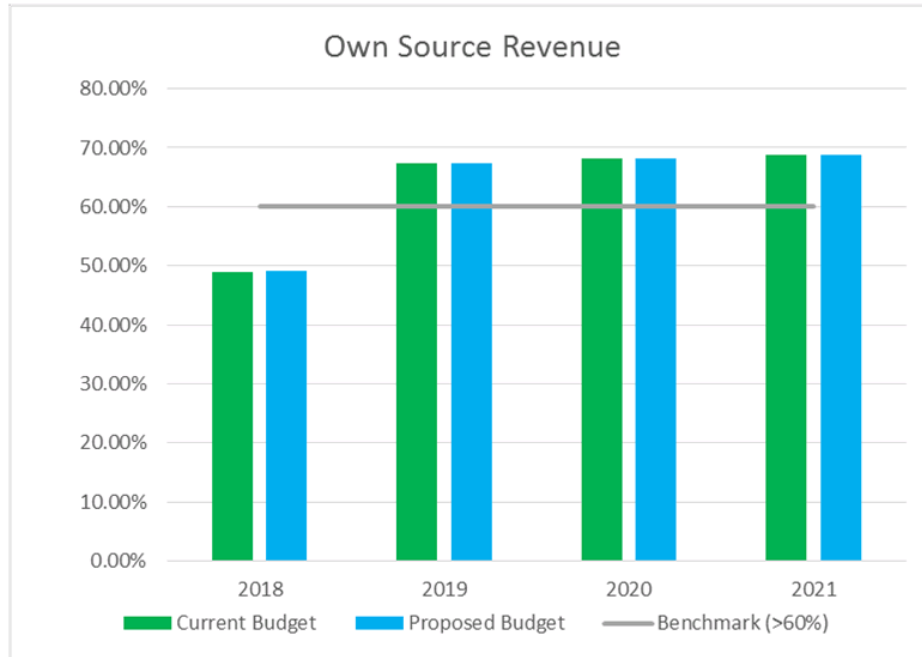
8. Key Financial Indicators



Note: Excludes Water & Sewer Fund

Measures Council's ability to keep operating expenses, including depreciation, within its continuing revenue.

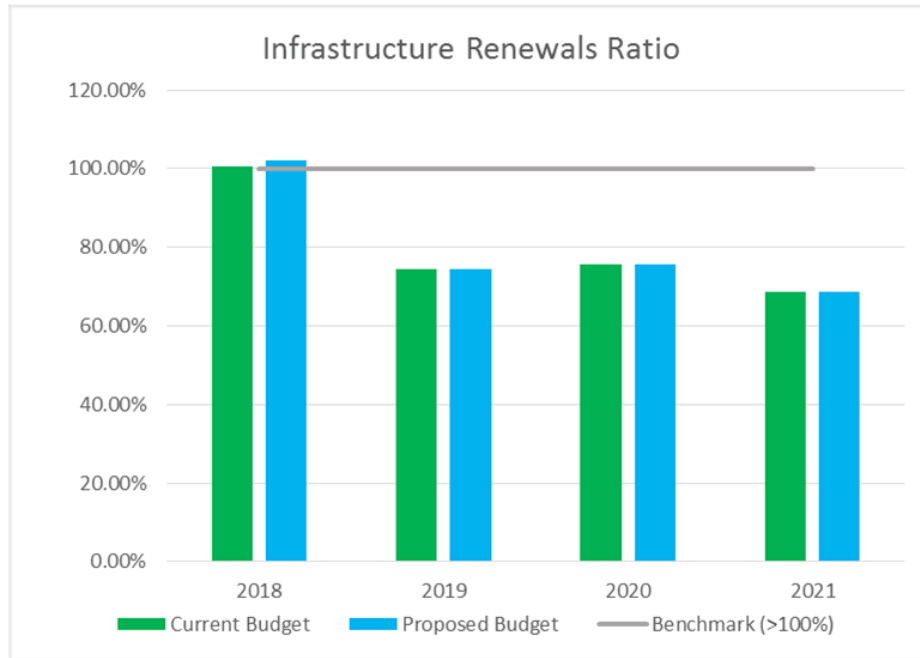
There is no significant change to this ratio this quarter.



Note: Excludes Water & Sewer Fund

Measures Council's degree of reliance on external funding

There is no significant change to this ratio this quarter



Note: Excludes Water & Sewer Fund

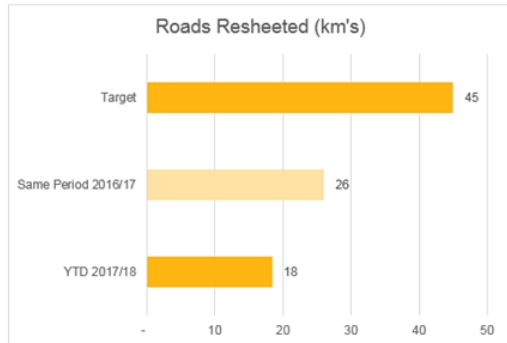
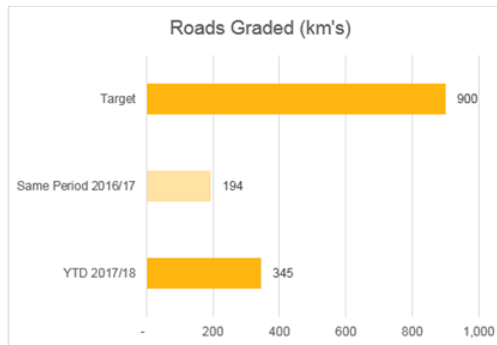
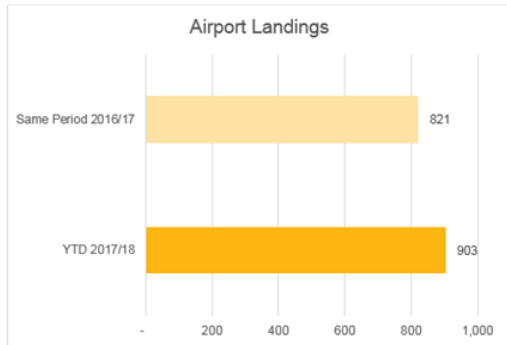
The rate at which assets are being renewed against the rate of depreciation

There is no significant change to this ratio this quarter

9. Budget Summary

9.1 Connecting Our Region

Key Performance Indicators

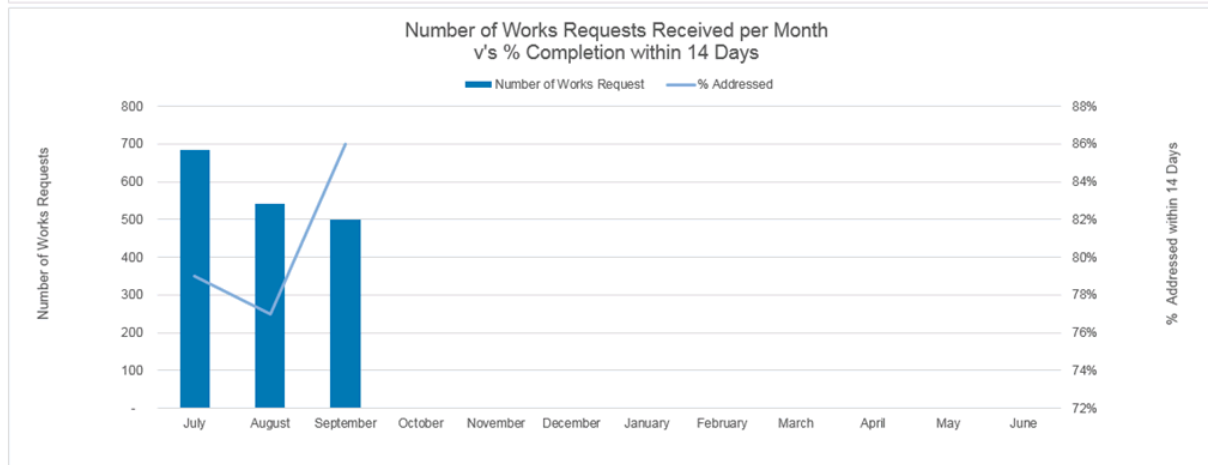
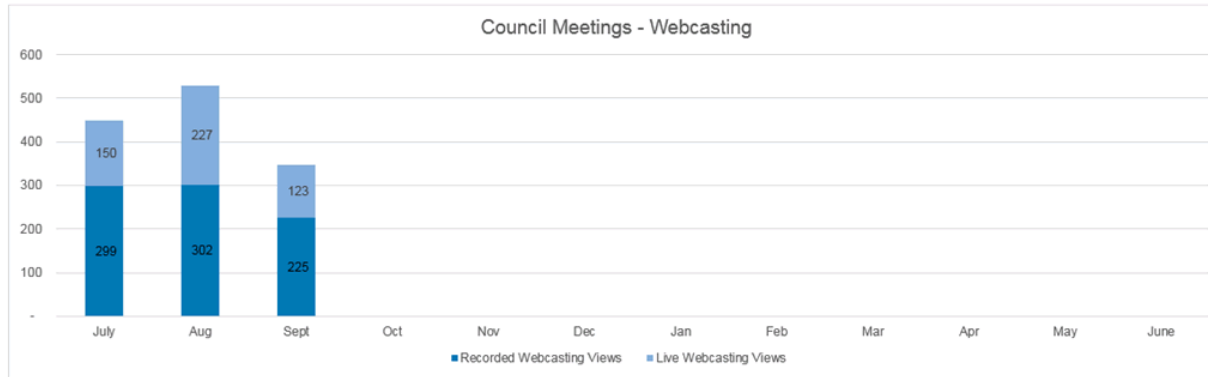


Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
Connecting our Region						
RURAL REHAB - CUDGEGONG RD SEG 60 TO 70	597	0	597	41	132	This project is well under construction with completion planned for December 2017.
SEAL EXTENSION - WOLLAR ROAD	10,060	(72)	9,988	1,294	4,073	This project is currently under construction with completed on target for early 2018.
HENRY LAWSON DRIVE BRIDGE	970	0	970	0	6	The Aboriginal Heritage Impact Permit has been received and the salvage excavations are being planned. Tender documents are being drawn up for the design and construction of the bridge widening.
ULAN ROAD - CHURCH LN TO OVERTAKING LN 14.5	1,186	0	1,186	205	242	This project is nearing completion with the overtaking lane being completed in October 2017. This will complete this project.
ULAN ROAD - WATTLEGROVE LN TO MIDBLOCK 19.999	2,266	(236)	2,030	539	265	Works are progressing southbound and are currently just south of Frog Rock Road. This section involves the construction of the third and final overtaking lane on the project.
ULAN ROAD - WYALDRA LN TO QUARRY ENTRANCE 27.783	2,721	0	2,721	32	7	Initial works have commenced with tree clearing and drainage activities. The construction crew will move onto this project once they complete the section from Church Lane to chainage 14.5.

9.2 Good Government

Key Performance Indicators

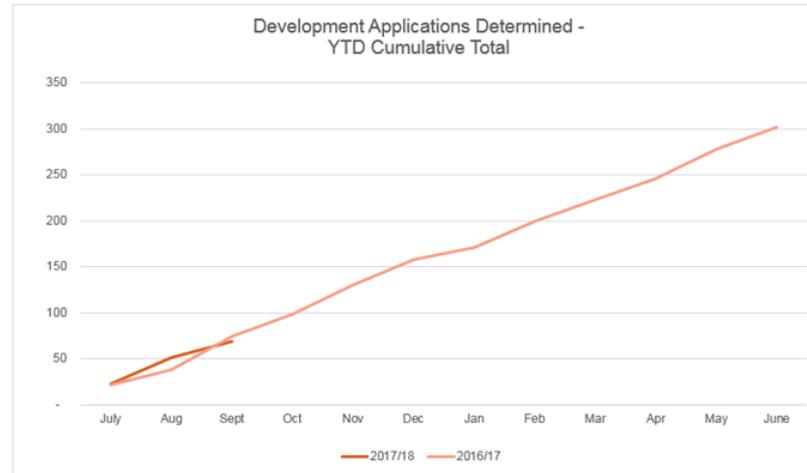
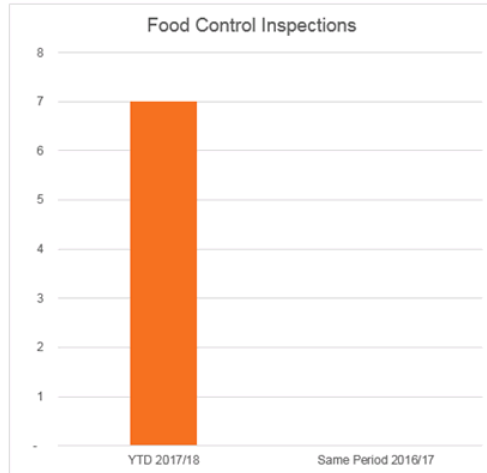
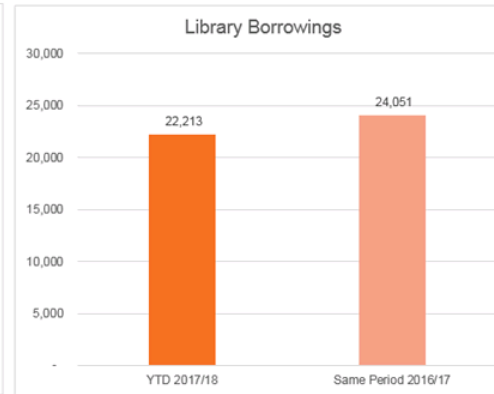
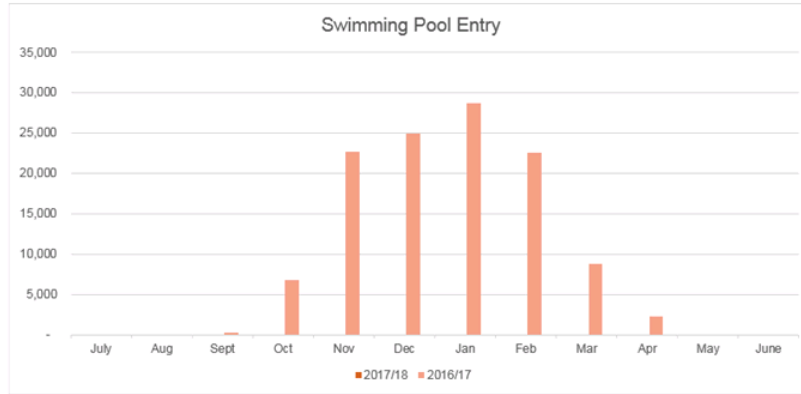


Significant Capital Projects

	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
\$'000						
Good Government						
PLANT PURCHASES	6,462	545	7,007	781	4,369	Adjustment required as most tenders are now closed and purchase prices for replacement plant items are now known. This increase is offset by an expected increase in sales proceeds and the net result is a positive change to the plant reserve.

9.3 Looking after Our Community

Key Performance Indicators

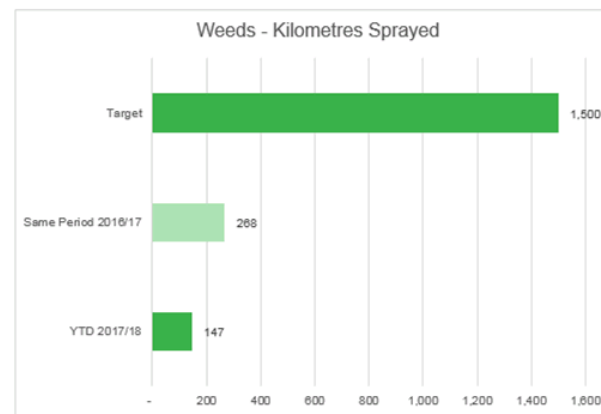
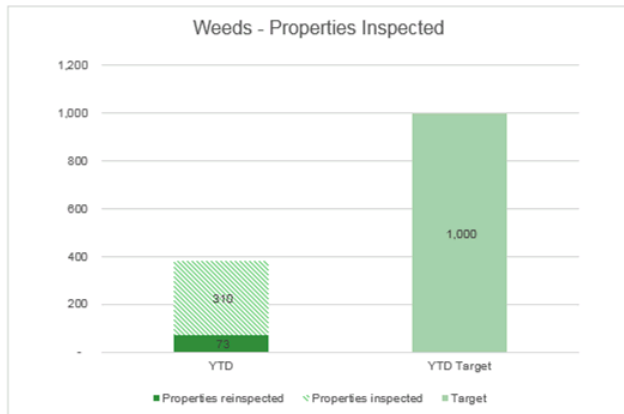
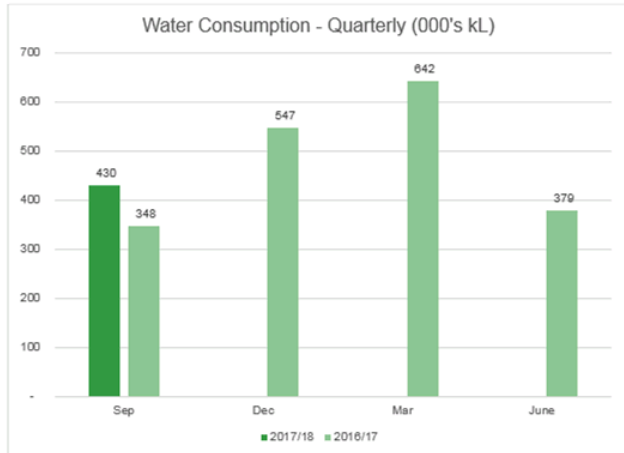


Significant Capital Projects

	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
\$'000						
Looking after our Community						
GLENWILLOW SPORTS GROUND UPGRADES	3,000	0	3,000	0	0	Expression of interest submitted to the State Government for funding to the value of \$11.9Million - expected notification prior to Christmas.
MUDGEES SKATE PARK	250	0	250	0	2	A consultant has been engaged to prepare design scope for the upgrade of storm water infrastructure - once completed, this will enable quotations to be sourced for works to commence. Upon completion of stormwater, Community engagement will ensue for design scope of Skate Park.
YOUTH INFRASTRUCTURE	500	0	500	0	7	Application submitted to Regional Growth fund for Adventure Water Park in Mudgee - Application outcome expected in February 2018.

9.4 Protecting our Natural Environment

Key Performance Indicators

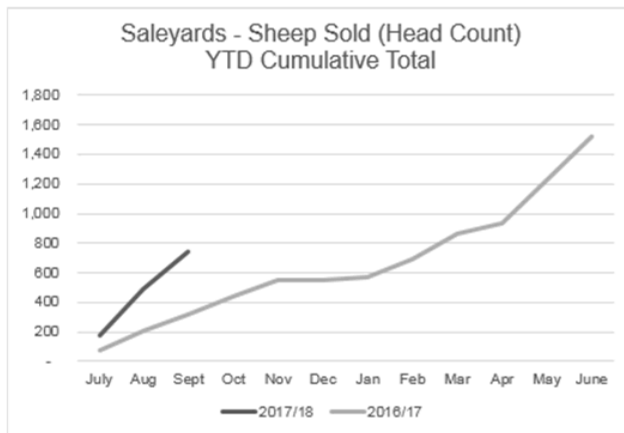
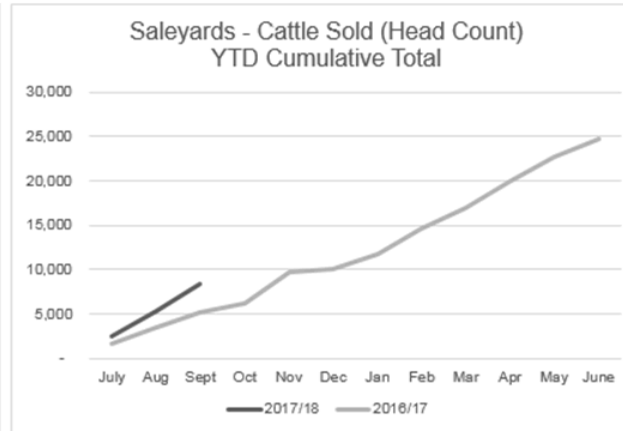
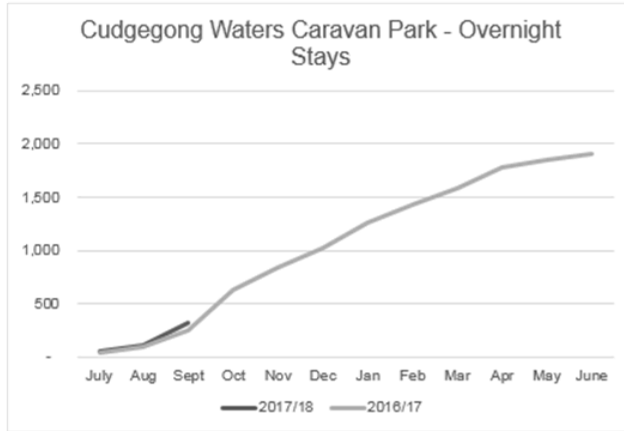


Significant Capital Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
Protecting our Natural Environment						
NEW TIP CONSTRUCTION	2,000	0	2,000	6	0	Quotations for finalisation of design and construction tender process close late October.
WATER AUGMENTATION - MUDGEES HEADWORKS	1,332	0	1,332	0	0	Currently scoping upgrade requirements in respect to current population and usage trends.
WATER AUGMENTATION - ULAN RD EXTENSION	1,584	0	1,584	0	38	Flow and pressure monitoring to recommence during the summer period, followed by finalisation of design and commencement of construction in 2018.
WATER RYLSTONE DAM UPGRADE	5,852	0	5,852	0	157	Core testing and drilling program to be undertaken in November to further assess structural stability of dam wall with aim of providing a concept design for any upgrade works required in early 2018.
WATER METER REPLACEMENT	415	0	415	0	0	Awaiting release of Water Directorate guidelines in November 2017, prior to procurement.
SEWER AUGMENTATION - RYLSTONE & KANDOS	1,310	0	1,310	1	0	Currently investigating alternate technologies and use of existing STP locations to compare with the capital and operational cost of the completed mechanical aeration design.
SEWER MAINS RELINING	1,127	0	1,127	662	429	Final works currently being undertaken, with approximately 8km of sewer main relined this financial year.

9.5 Building a Strong Local Economy

Key Performance Indicators

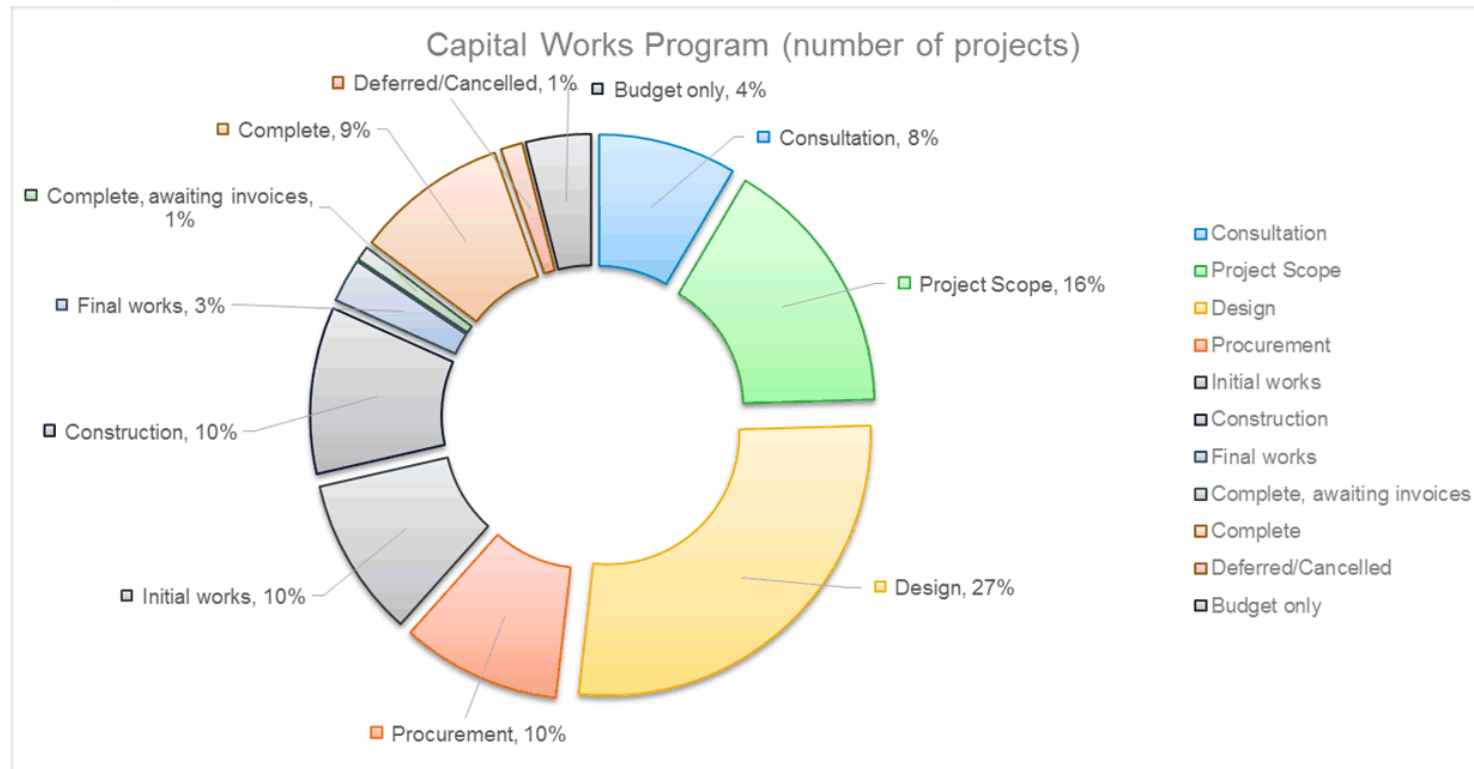


Significant Capital Projects

	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Commitments	Comment
\$'000						
Building a Strong Local Economy						
PROPERTY - DEVELOPMENT MORTIMER ST	4,820	0	4,820	0	56	The Mortimer Street development is still in the initial feasibility stage. A consultant has been engaged to prepare a site analysis and business case feasibility. The decision to proceed is also dependent on securing a tenant.

10. Capital Works Program

Capital Program Status Summary



KEY

Status	Description
Consultation	Engaging with stakeholders for ideas and to determine viability and direction for the project.
Project Scope	Initial concept, business case and project plan development.
Design	Initial and detailed design.
Procurement	Tendering, sourcing quotes or suppliers.
Initial works	Early stages of project delivery.
Construction	Major project activities are in progress.
Final works	Project is in final stages of completion or awaiting minor items.
Complete, awaiting invoices	Project work is complete. Waiting on invoices from suppliers for financial completion.
Complete	Project work is complete and all costs have been allocated.
Deferred/Cancelled	Project is no longer in current year's program
Budget only	Project for budget purposes only. Fully allocated out to projects.

Detailed Capital Works

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
Looking after our Community									
IMPOUNDING FACILITY	0	8	8	7	16	16	100%	0	Complete
COMM. TRANSPORT- VEHICLE PURCHASE	46	0	46	0	46	0	0%	0	Consultation
AGED CARE UNITS - CAP - COOYAL/ANDERSON ST GULGONG	20	0	20	(9)	11	1	6%	0	Construction
AGED CARE UNITS - CAP -LOUEE ST UNITS	10	0	10	(3)	8	0	4%	0	Construction
WOLLAR PROGRESS ASSOCIATION COMMUNITY INFRASTRUCTURE	0	15	15	0	15	9	62%	0	Final works
CAPITAL -DENISON STREET UNITS	12	0	12	0	12	0	3%	5	Construction
MUDGEES CEMETERY CAP IMPV	0	61	61	0	61	0	0%	28	Procurement
GPS CEMETERY SITES	40	0	40	0	40	0	0%	33	Initial works
CEMETERY CAPITAL PROGRAM	15	0	15	0	15	0	0%	9	Project Scope
GULGONG LAWN CEMETERY EXTENSION	25	0	25	0	25	0	0%	11	Procurement
RYLSTONE CEMETERY NICHE WALL	0	0	0	22	22	0	0%	0	Consultation
PUBLIC TOILETS - CAPITAL UPGRADES - BUDGET ONLY	59	9	68	0	68	2	3%	0	Budget only
REDHILL PUBLIC TOILETS - CAP UPGRADE	55	0	55	0	55	0	0%	0	Deferred/Cancelled
LIBRARY MUDGEES CAPITAL UPGRADES	45	0	45	0	45	2	5%	19	Procurement
LIBRARY BOOKS	68	0	68	0	68	33	49%	0	Initial works
RYLSTONE LIBRARY BRANCH	30	0	30	0	30	0	0%	0	Consultation
CAPITAL UPGRADE - RYLSTONE HALL	80	0	80	0	80	3	3%	0	Procurement
CAPITAL UPGRADE - KANDOS HALL	25	0	25	0	25	2	7%	0	Procurement
CAPITAL UPGRADE - KANDOS PRESCHOOL	0	5	5	0	5	0	0%	0	Design
CAP UPGRD-COMMUNITY BLD-BUDGET ONLY	23	0	23	0	23	1	3%	0	Budget only

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
\$'000									
CAPITAL UPGRADE - RYLSTONE GUIDE HALL	50	0	50	(50)	0	2	0%	0	Deferred/Cancelled
CAPITAL UPGRADE - MUDGEE TOWN HALL STAGE LIGHTING	0	8	8	0	8	8	95%	0	Complete
POOL CLEANER REPLACEMENT	16	(16)	0	0	0	0	0%	0	Deferred/Cancelled
POOL FILTER REPLACEMENT	20	16	36	0	36	0	0%	32	Initial works
MUDGEE SHOWGROUND GRANDSTAND DEMOLITION	60	0	60	0	60	0	0%	4	Consultation
WALKERS FIELD AMENITIES REPAIRS	10	0	10	0	10	6	57%	1	Construction
GLENWILLOW SPORTS GROUND UPGRADES	3,000	0	3,000	0	3,000	0	0%	0	Project Scope
GLEN WILLOW CRICKET WICKET	139	0	139	0	139	3	2%	42	Initial works
GLEN WILLOW NETBALL COURTS	110	0	110	0	110	0	0%	0	Project Scope
GULGONG NETBALL COURT UPGRADE	35	0	35	32	67	0	0%	0	Procurement
GLEN WILLOW NETBALL BBQ AREA	10	0	10	0	10	0	0%	0	Design
GLEN WILLOW DRIVEWAY	0	0	0	95	95	0	0%	0	Consultation
MUDGEE SKATE PARK	250	0	250	0	250	0	0%	2	Design
CAPITAL UPGRADE - KANDOS SPORTSGROUND CANTEEN	0	30	30	0	30	0	0%	1	Construction
GULGONG TENNIS COURTS	0	14	14	0	14	14	101%	35	Complete
BILLY DUNN SYNTHETIC WICKET	7	0	7	0	7	0	0%	6	Complete
VICTORIA PARK GULGONG - FENCING	0	0	0	16	16	0	0%	12	Consultation
VICTORIA PARK GULGONG - DISABLED AMENITIES	52	0	52	0	52	0	0%	0	Procurement
MUDGEE TENNIS COURTS - CAPITAL UPGRADE	20	0	20	0	20	0	0%	0	Complete, awaiting invoices
SMART CUT MOWER	0	30	30	0	30	0	0%	0	Procurement
PASSIVE PARKS - LANDSCAPING IMPROVEMENTS	5	0	5	0	5	0	0%	0	Design
PLAYGROUND UPGRADE - ANZAC PARK GULGONG	8	0	8	0	8	12	150%	0	Complete
SCULPTURES ACROSS THE REGION	31	0	31	0	31	2	6%	0	Procurement

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
AVISFORD RESERVE - CAPITAL	0	3	3	0	3	0	0%	0	Consultation
PARK BIN REPLACEMENT	11	0	11	0	11	0	0%	0	Design
YOUTH INFRASTRUCTURE	500	0	500	0	500	0	0%	7	Project Scope
IRRIGATION RENEWAL PROGRAM	60	0	60	0	60	0	0%	0	Final works
VICTORIA PARK GULGONG CAPITAL UPGRADES	15	0	15	0	15	0	0%	7	Initial works
ROBERTSON PARK MUDGEES CAPITAL UPGRADES	15	0	15	0	15	0	0%	0	Initial works
WARATAH PARK PLAYGROUND UPGRADE	28	0	28	0	28	0	0%	20	Initial works
ART GALLERY FACILITY	0	38	38	0	38	10	26%	0	Project Scope
STREETSCAPE - CBD INFRASTRUCTURE	13	9	22	0	22	0	0%	0	Design
STREETSCAPE - TREE PLANTING RYLSTONE/KANDOS	5	3	8	0	8	4	43%	3	Construction
Total	5,023	234	5,258	110	5,368	128	2%	277	

Protecting our Natural Environment

RURAL WASTE DEPOT UPGRADES	150	0	150	0	150	0	0%	0	Design
MUDGEES WASTE DEPOT UPGRADES	34	0	34	0	34	0	0%	0	Design
NEW TIP CONSTRUCTION	2,000	0	2,000	0	2,000	6	0%	0	Design
WASTE SITES REHABILITATION	135	0	135	0	135	0	0%	0	Project Scope
REMOTE SECURITY CAMERAS AT WTS	43	0	43	0	43	0	0%	0	Procurement
WTS - HARGRAVES UPGRADE	50	0	50	0	50	0	0%	0	Design
WTS - BYLONG UPGRADE	30	0	30	0	30	0	0%	0	Project Scope
LEACHATE POND ENLARGEMENT	250	0	250	0	250	0	0%	0	Project Scope
WEIGHBRIDGE SOFTWARE UPGRADE	35	0	35	0	35	0	0%	0	Design

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
\$'000									
CARDBOARD COLLECTION CONTAINERS	30	0	30	0	30	0	0%	0	Consultation
WTS FRONT LIFT BINS	50	0	50	0	50	0	0%	50	Procurement
HOOKLIFT BINS	115	0	115	0	115	12	11%	4	Design
DRAINAGE CAPITAL IMPROVEMENTS	48	(48)	(0)	0	(0)	0	0%	0	Budget only
CAUSEWAY IMPROVEMENTS	62	0	62	0	62	13	20%	0	Budget only
RIFLE RANGE ROAD CULVERT UPGRADE	0	22	22	10	32	32	101%	0	Complete
CAUSEWAY IMPROVEMENT - CAMBELLS CREEK ROAD	0	0	0	0	0	4	0%	0	Complete
MUDGEE RACECOURSE DRAINAGE UPGRADE	0	26	26	0	26	1	3%	18	Procurement
BENT STREET DRAINAGE IMPROVEMENTS	80	0	80	0	80	0	0%	0	Project Scope
LAWSON PARK WEST PIPE EXTENSION	52	0	52	0	52	0	0%	14	Procurement
MUDGEE FLOOD STUDY & FLOODPLAIN MANAGEMENT PLAN	82	0	82	0	82	0	0%	0	Consultation
BOMBIRA AVE DRAINAGE IMPROVEMENTS	35	0	35	0	35	0	0%	0	Project Scope
DUNN STREET KANDOS DRAINAGE IMPROVEMENTS	10	0	10	0	10	0	0%	0	Procurement
COURT STREET DRAINAGE IMPROVEMENTS	10	0	10	0	10	0	0%	0	Project Scope
PUTTA BUCCA WETLANDS CAPITAL	16	0	16	22	38	1	2%	1	Procurement
PUTTA BUCCA WETLANDS EXTENSION	0	0	0	92	92	0	0%	0	Consultation
ROADSIDE HABITAT CREATION	0	38	38	0	38	0	0%	0	Design
WATER NEW CONNECTIONS	76	0	76	0	76	20	26%	0	Construction
WATER AUGMENTATION - MUDGEE HEADWORKS	1,332	0	1,332	0	1,332	0	0%	0	Project Scope
WATER AUGMENTATION - ULAN RD EXTENSION	1,574	10	1,584	0	1,584	0	0%	38	Procurement
WATER RYLSTONE DAM UPGRADE	5,800	52	5,852	0	5,852	0	0%	157	Design
WATER TELEMETRY	20	0	20	0	20	0	0%	0	Project Scope

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
\$'000									
WATER MAINS - CAPITAL BUDGET ONLY	850	(847)	3	0	3	0	0%	0	Budget only
WATER MAINS - LYNNE ST GULGONG	0	5	5	0	5	5	97%	0	Complete
WATER MAINS - ANGUS AVE KANDOS	0	15	15	0	15	3	22%	0	Construction
WATER MAINS - MEDLEY STREET	0	94	94	0	94	93	100%	0	Complete
WATER MAINS - MORTIMER STREET	0	72	72	0	72	72	100%	0	Complete
WATER MAINS - BELMORE STREET	0	54	54	0	54	0	0%	0	Design
WATER MAINS - THIRD STREET	0	40	40	0	40	0	0%	0	Design
WATER MAINS - STATION STREET	0	50	50	0	50	0	0%	0	Design
WATER MAINS - COURT STREET	0	60	60	0	60	0	0%	0	Design
WATER MAINS - LYNNE STREET	0	50	50	0	50	0	0%	0	Design
WATER MAINS - DENISON STREET	0	57	57	0	57	0	0%	0	Design
WATER MAINS - CALDERWOOD ROAD	0	19	19	0	19	0	0%	0	Project Scope
WATER MAINS - WHITE STREET	0	32	32	0	32	7	22%	0	Final works
WATER MAINS - MAYNE STREET	0	145	145	0	145	117	81%	0	Construction
WATER MAINS - OPORTO ROAD	0	34	34	0	34	0	0%	0	Procurement
WATER MAINS - ROBINSON STREET	0	30	30	0	30	0	0%	0	Design
WATER MAINS - DANGAR STREET	0	100	100	0	100	0	0%	0	Design
WATER PUMP STATION - CAPITAL RENEWALS	207	0	207	0	207	0	0%	0	Design
RESERVOIRS - RYLSTONE, KANDOS, CHARBON, CLANDULLA	80	0	80	0	80	0	0%	57	Procurement
RAW WATER SYSTEMS RENEWALS	16	14	30	0	30	0	0%	27	Initial works
WATER TREATMENT PLANT - RENEWALS	98	(84)	14	0	14	(45)	-321%	0	Budget only
WATER TREATMENT PLANT - pH CORRECTION SYSTEM	0	45	45	0	45	36	80%	28	Construction
ONLINE ANALYSER REPLACEMENT - M, G, R WTP (Inc Fluoride)	0	25	25	0	25	17	69%	2	Initial works
WATER METER REPLACEMENT	415	0	415	0	415	0	0%	0	Project Scope
NEW WATER CONNECTIONS SPS	0	9	9	0	9	0	2%	0	Initial works

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
\$'000									
SEWER NEW CONNECTIONS	24	0	24	0	24	3	14%	0	Construction
SEWER AUGMENTATION - RYLSTONE & KANDOS	1,295	15	1,310	0	1,310	1	0%	0	Consultation
SEWER TELEMETRY	21	0	21	0	21	0	0%	0	Project Scope
SEWER MAINS - CAPITAL BUDGET ONLY	230	0	230	0	230	0	0%	0	Budget only
SEWER MAINS RELINING	600	527	1,127	0	1,127	662	59%	429	Final works
SEWER MAINS - BELLEVUE TO RIFLE RANGE ROAD	0	47	47	0	47	0	0%	0	Complete
SEWER PUMP STATION - CAPITAL RENEWALS	69	20	89	(23)	66	0	1%	0	Project Scope
SEWER PUMP STATION - CAERLEON	30	0	30	0	30	0	0%	0	Design
SEWER TREATMENT WORKS - RENEWALS	46	(46)	0	0	0	0	0%	0	Budget only
STW - RSTP DISINFECTION SYSTEM	0	36	36	0	36	21	60%	0	Construction
STW - KSTP DISINFECTION SYSTEM	0	10	10	11	21	9	43%	0	Construction
MUDGEES STP SLUDGE MIXER	0	0	0	23	23	0	0%	0	Consultation
Total	16,100	727	16,827	135	16,962	1,093	6%	826	

Building a Strong Local Economy

CUDGEGONG WATERS CARAVAN PARK PLAYGROUND UPGRADE	124	0	124	0	124	0	0%	0	Project Scope
CUDGEGONG WATERS CARAVAN PARK	210	0	210	62	272	73	27%	54	Construction
SALEYARDS - POST AND RAIL REPLACEMENT	10	0	10	0	10	0	0%	0	Consultation
PROPERTY - EX SALEYARDS STAGE I	390	0	390	0	390	2	0%	0	Project Scope
PROPERTY - MORTIMER ST PRECINCT	0	18	18	0	18	18	100%	0	Complete
PROPERTY - DEVELOPMENT MORTIMER ST	4,820	0	4,820	0	4,820	0	0%	56	Project Scope
RYLSTONE KANDOS PRESCHOOL EXTENSION	160	0	160	0	160	1	0%	0	Consultation

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
Total	5,714	18	5,732	62	5,793	93	2%	110	

Connecting our Region

URBAN RESEAL - COURT STREET SEG 30 TO 40	12	0	12	0	12	0	0%	11	Design
URBAN RESEAL - DEWHURST DRIVE SEG 30 TO 60	27	0	27	0	27	0	0%	24	Design
URBAN RESEAL - FLEMING STREET SEG 10 TO 50	45	0	45	0	45	0	0%	41	Design
URBAN RESEAL - LLOYD AVENUE SEG 10 TO 20	6	0	6	0	6	0	0%	6	Design
URBAN RESEAL - LOVEJOY STREET SEG 10	22	0	22	0	22	0	0%	20	Design
URBAN RESEAL - LOWANA CLOSE SEG 10	7	0	7	0	7	0	0%	7	Design
URBAN RESEAL - LYNNE STREET SEG 30 TO 80	24	0	24	0	24	0	0%	22	Design
URBAN RESEAL - LYNWOOD AVENUE SEG 10 TO 20	7	0	7	0	7	0	0%	6	Design
URBAN RESEAL - MADEIRA ROAD SEG 45 TO 50	10	0	10	0	10	0	0%	10	Design
URBAN RESEAL - MCDONALD STREET SEG 60	3	0	3	0	3	0	11%	3	Design
URBAN RESEAL - MEDLEY STREET SEG 20 TO 70, 110 TO 140	26	0	26	0	26	0	0%	23	Design
URBAN RESEAL - MORTIMER STREET SEG 130 TO 140	26	0	26	0	26	0	0%	24	Design
URBAN RESEAL - PERRY STREET SEG 70	6	0	6	0	6	0	0%	5	Design
URBAN RESEAL - RIFLE RANGE ROAD SEG 10 TO 20	15	0	15	0	15	0	0%	14	Design
URBAN RESEAL - STATION STREET SEG 10 TO 20	12	0	12	0	12	0	0%	11	Design
URBAN RESEAL - THIRD STREET SEG 10 TO 40	9	0	9	0	9	0	0%	8	Design

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
\$'000									
URBAN RESEAL - WHITE CRESCENT SEG 10 TO 20	8	0	8	0	8	0	0%	7	Design
URBAN RESEAL - MASON STREET SEG 10 TO 30	8	0	8	0	8	0	0%	7	Design
URBAN RESEAL - BELMORE STREET SEG 30 TO 40	13	0	13	0	13	0	0%	12	Design
URBAN RESEAL - DENISON STREET SEG 140 TO 190	20	0	20	0	20	0	0%	18	Design
URBAN RESEAL - MELTON ROAD SEG 10 TO 20	8	0	8	0	8	0	0%	7	Design
URBAN RESEAL - COX STREET SEG 30 TO 70	59	0	59	0	59	0	0%	53	Design
URBAN ROADS KERB & GUTTER CAPITAL	24	0	24	0	24	21	86%	0	Construction
URBAN REHAB - ANGUS AVENUE KANDOS	453	0	453	0	453	0	0%	0	Project Scope
URBAN REHAB - CAIRO STREET SEG 10	60	0	60	0	60	0	0%	0	Project Scope
URBAN HEAVY PATCHING	142	0	142	0	142	0	0%	0	Project Scope
URBAN REHAB - LEWIS STREET SEG 50 TO 60	94	0	94	0	94	0	0%	0	Project Scope
URBAN REHAB - INGLIS STREET SEG 20 TO 30	135	0	135	0	135	0	0%	0	Project Scope
URBAN REHAB - WHITE STREET SEG 30 TO 40	49	0	49	0	49	0	1%	15	Initial works
URBAN REHAB - LIONS DRIVE SEG 10 TO 20	251	0	251	0	251	1	0%	44	Construction
RESHEETING - URBAN ROADS	15	0	15	0	15	0	0%	0	Project Scope
FAIRYDALE LANE LAND MATTERS CAPITAL	0	0	0	0	0	10	0%	0	Complete
URBAN ROADS LAND MATTERS CAPITAL	22	0	22	0	22	0	0%	0	Initial works
RURAL RESEAL - YARRABIN RD SEG 20, 30, 40	43	0	43	0	43	15	35%	39	Initial works
RURAL RESEAL - LAHEYS CREEK RD SEG 40, 50	70	0	70	0	70	0	0%	93	Initial works

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
\$'000									
RURAL RESEAL - LUE ROAD SEG 280, 345, 110	110	0	110	0	110	0	0%	250	Design
RURAL RESEAL - WILBERTREE ROAD SEG 10 TO 80	165	0	165	0	165	25	15%	0	Initial works
RURAL RESEAL - NARRANGO ROAD SEG 60	29	0	29	0	29	0	0%	26	Design
RURAL RESEAL - HENRY LAWSON DRIVE SEG 170	18	0	18	0	18	0	0%	0	Design
RURAL RESEAL - TINJA LANE SEG 50 TO 60	25	0	25	0	25	0	0%	0	Design
RURAL RESEAL - YARRABIN ROAD SEG 100 TO 160	252	0	252	0	252	12	5%	229	Initial works
RURAL RESEAL - GOREE LANE SEG 1	54	0	54	0	54	4	8%	49	Initial works
RURAL RESEAL - ILFORD HALL ROAD SEG 10	35	0	35	0	35	0	0%	32	Design
RURAL RESEAL - SPRING RIDGE RD SEG 130 - 180	218	0	218	0	218	0	0%	204	Design
RURAL REHAB - CUDGEGONG RD SEG 60 TO 70	597	0	597	0	597	41	7%	132	Construction
RURAL REHAB - LUE ROAD SEG 170	280	0	280	0	280	0	0%	0	Project Scope
HEAVY PATCHING	109	0	109	0	109	0	0%	0	Project Scope
CUDGEGONG ROAD GUARDRAIL	100	0	100	0	100	0	0%	0	Project Scope
FUTURE YRS REFS - BUDGET ONLY	6	0	6	0	6	0	0%	0	Budget only
RURAL SEALED ROAD LAND MATTERS	27	0	27	0	27	0	0%	0	Initial works
RURAL SEALED REGIONAL ROAD REPAIR PROGRAM	0	17	17	0	17	18	102%	0	Complete
BLACKSPOT HILL END ROAD	0	193	193	164	356	344	97%	12	Complete
REHAB COPE ROAD UPGRADE - MILESTONE 5	0	0	0	0	0	6	0%	0	Complete
REHAB HILL END ROAD SEG 2080	215	0	215	0	215	0	0%	41	Design
RESEAL HILL END ROAD SEG 2260 TO 2300	210	0	210	72	282	0	0%	100	Design
REHAB BYLONG VALLEY WAY SEG 1040 TO 1045	518	0	518	0	518	1	0%	0	Project Scope

	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
\$'000									
REG RESEALS - BYLONG VALLEY WAY RESEAL SEG 1095	0	90	90	0	90	94	104%	0	Complete
RURAL SEALED REGIONAL ROAD LAND MATTERS CAPITAL	5	0	5	0	5	0	0%	0	Initial works
TRIANGLE ROAD ACCESS	435	15	450	0	450	287	64%	51	Final works
BLACK LEAD LANE CONSTRUCTION	0	0	0	10	10	0	0%	0	Consultation
SEAL EXTENSION - QUARRY LANE	90	0	90	0	90	0	0%	11	Design
SEAL EXTENSION - OAKLANDS ROAD	0	24	24	0	24	0	0%	0	Design
RESHEETING	1,039	0	1,039	0	1,039	420	40%	0	Construction
REALIGNMENT MALONEYS ROAD	60	0	60	0	60	0	0%	0	Project Scope
UNSEALED ROADS LAND MATTERS CAPITAL	16	0	16	0	16	0	0%	0	Initial works
SEAL EXTENSION - WOLLAR ROAD	9,480	579	10,060	(72)	9,988	1,294	13%	4,073	Construction
CURRANS CUTTING - WOLLAR RD SEAL EXTENSION	0	493	493	72	565	500	89%	79	Complete, awaiting invoices
HENRY LAWSON DRIVE BRIDGE	970	0	970	0	970	0	0%	6	Procurement
GOODIMAN CREEK BRIDGE REPLACEMENT	0	615	615	7	622	7	1%	0	Complete
REGIONAL ROAD BRIDGE CAPITAL	56	0	56	0	56	0	0%	0	Project Scope
ULAN ROAD - CHURCH LN TO OVERTAKING LN 14.5	870	316	1,186	0	1,186	205	17%	242	Construction
ULAN ROAD - COPE RD TO UCML MINE ENTRANCE	122	0	122	0	122	0	0%	0	Project Scope
ULAN ROAD - WATTLEGROVE LN TO MIDBLOCK 19.999	2,058	208	2,266	(236)	2,030	539	27%	265	Construction
ULAN ROAD - WYALDRA LN TO QUARRY ENTRANCE 27.783	2,721	0	2,721	0	2,721	32	1%	7	Initial works
FOOTWAYS - CAPITAL WORKS	127	0	127	0	127	63	50%	1	Construction
PEDESTRIAN - GLEN WILLOW WALKWAY	32	0	32	0	32	0	0%	1	Consultation
CYCLEWAY LINK LAWSON PARK TO PITTS LANE	300	120	420	0	420	55	13%	340	Design
PEDESTRIAN BRIDGE RYLSTONE	400	0	400	0	400	0	0%	0	Consultation

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
GLEN WILLOW FOOTBRIDGE RECTIFICATION	0	0	0	150	150	0	0%	0	Consultation
AIRPORT - RELOCATION OF FENCING	50	0	50	0	50	0	0%	52	Initial works
AIRPORT - EXTENSION OF WATER & SEWER SERVICES	171	0	171	6	177	58	33%	138	Construction
AIRPORT - SAFETY MARKERS	25	0	25	0	25	22	87%	0	Complete
Total	23,725	2,670	26,395	173	26,568	4,075	15%	6,871	

Good Government

MUDGEES ADMINISTRATION BUILDING UPGRADE	100	0	100	0	100	0	0%	0	Project Scope
RYLSTONE COUNCIL BUILDING	30	0	30	0	30	2	7%	0	Design
CAPITAL UPGRADE - MWRC DEPOT	100	0	100	0	100	0	0%	0	Project Scope
MUDGEES TOWN HALL	0	7	7	0	7	5	73%	0	Complete
CAPITAL UPGRADE - RYLSTONE DEPOT	52	0	52	0	52	2	4%	40	Procurement
IT SPECIAL PROJECTS	45	0	45	0	45	2	4%	14	Design
IT NETWORK UPGRADES	60	0	60	0	60	2	4%	0	Project Scope
IT CORPORATE SOFTWARE	161	33	194	0	194	13	7%	30	Procurement
SERVER ROOM MUDGEES CAPITAL UPGRADES	30	0	30	0	30	1	4%	0	Design
PLANT PURCHASES	4,717	1,745	6,462	545	7,007	781	11%	4,369	Procurement
MUDGEES DEPOT CAPITAL WORKS	23	0	23	0	23	1	4%	0	Consultation
GULGONG DEPOT WASHBAY	100	40	140	0	140	113	81%	1	Complete
MUDGEES WORKSHOP TRUCK HOIST	40	0	40	0	40	44	110%	2	Final works
MUDGEES DEPOT WASHBAY	40	0	40	0	40	1	1%	0	Design
Total	5,497	1,824	7,322	545	7,866	967	12%	4,457	

\$'000	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD / Proposed Budget	Commitments	Comment
Total Capital Works Program	56,060	5,474	61,533	1,024	62,557	6,356	10%	12,541	
Capital Funding (\$ '000)									
Capital Funding (\$ '000)	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Budget		
Capital Grants & Contributions	(23,310)	(1,728)	(25,038)	(55)	(25,093)	(1,991)	8%		
Loans	(4,000)	0	(4,000)	0	(4,000)	0	0%		
External Restrictions									
S94 Developer Contributions - General	(606)	(60)	(666)	0	(666)	(91)	14%		
S64 Developer Contributions - Water Fund	(2,306)	(10)	(2,316)	0	(2,316)	0	0%		
S64 Developer Contributions - Sewer Fund	0	(47)	(47)	0	(47)	0	0%		
S93F Developer Contributions	(565)	(15)	(580)	(32)	(612)	0	0%		
Specific Purpose Unexpended Grants	0	(348)	(348)	(18)	(365)	(8)	2%		
Reserves - Water	(2,886)	(70)	(2,957)	0	(2,957)	0	0%		
Reserves - Sewerage Services	(1,496)	(561)	(2,057)	0	(2,057)	(690)	34%		

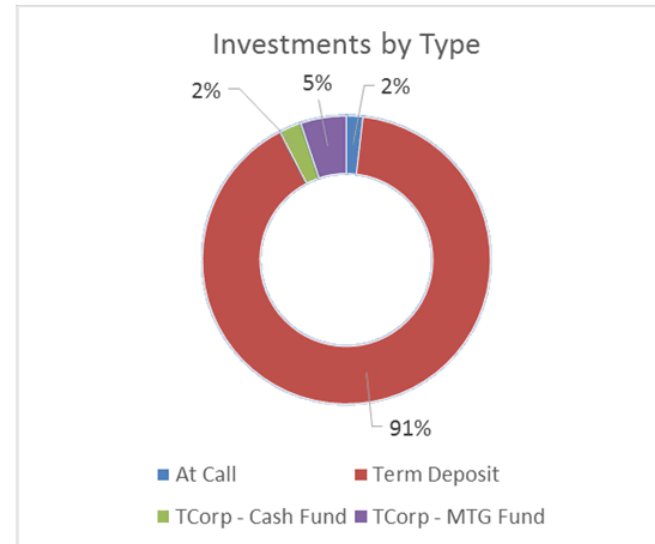
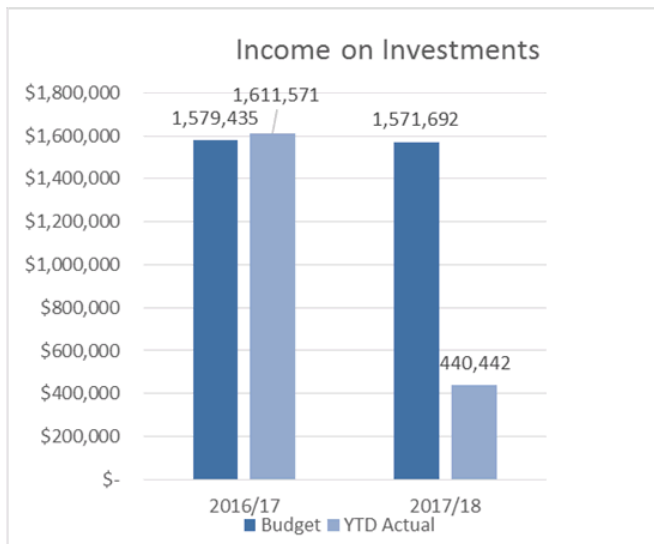
Capital Funding (\$ '000)	Original Annual Budget	Approved Variations	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Budget
Reserves - Domestic Waste Management	(2,922)	0	(2,922)	0	(2,922)	(19)	1%
Other - Water	0	0	0	0	0	0	0%
Other - Sewerage Services	0	0	0	0	0	0	0%
Other - Waste Management	0	0	0	0	0	0	0%
Internal Restrictions							
Reserves - Plant & Vehicle Replacement	(3,781)	(1,745)	(5,526)	(1,158)	(6,685)	(781)	12%
Reserves - Asset Replacement	(1,388)	(376)	(1,763)	(16)	(1,779)	(164)	9%
Reserves - Capital Program	(822)	(154)	(976)	(7)	(983)	(129)	13%
Reserves - Land Development	(4,700)	0	(4,700)	0	(4,700)	0	0%
Reserves - Saleyards	(10)	0	(10)	0	(10)	0	0%
Income from Sale of Assets							
General Purpose Revenue	(7,267)	(360)	(7,627)	284	(7,343)	(2,483)	34%
Total Capital Funding	(56,060)	(5,474)	(61,533)	(1,001)	(62,534)	(6,356)	10%

11. Investment Portfolio

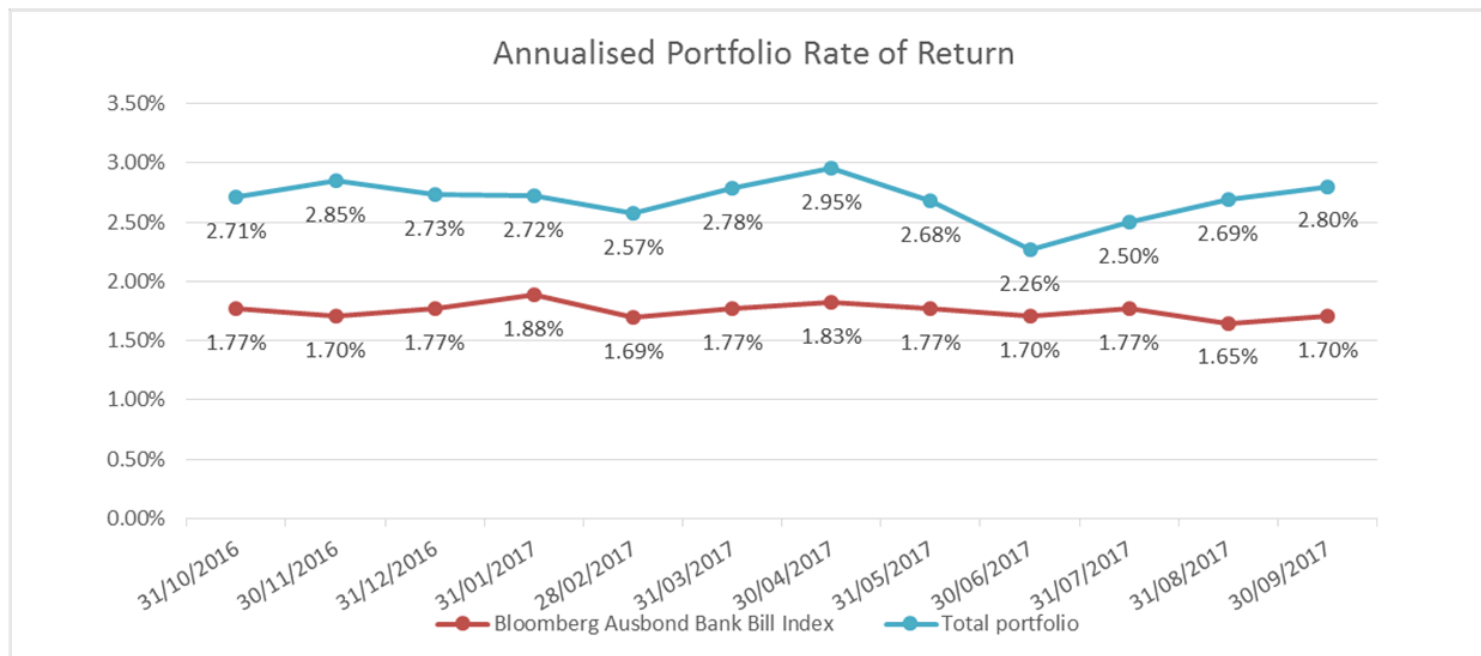
As at 30 September 2017 Council's investment portfolio balance was \$67.2M. This balance consisted of:

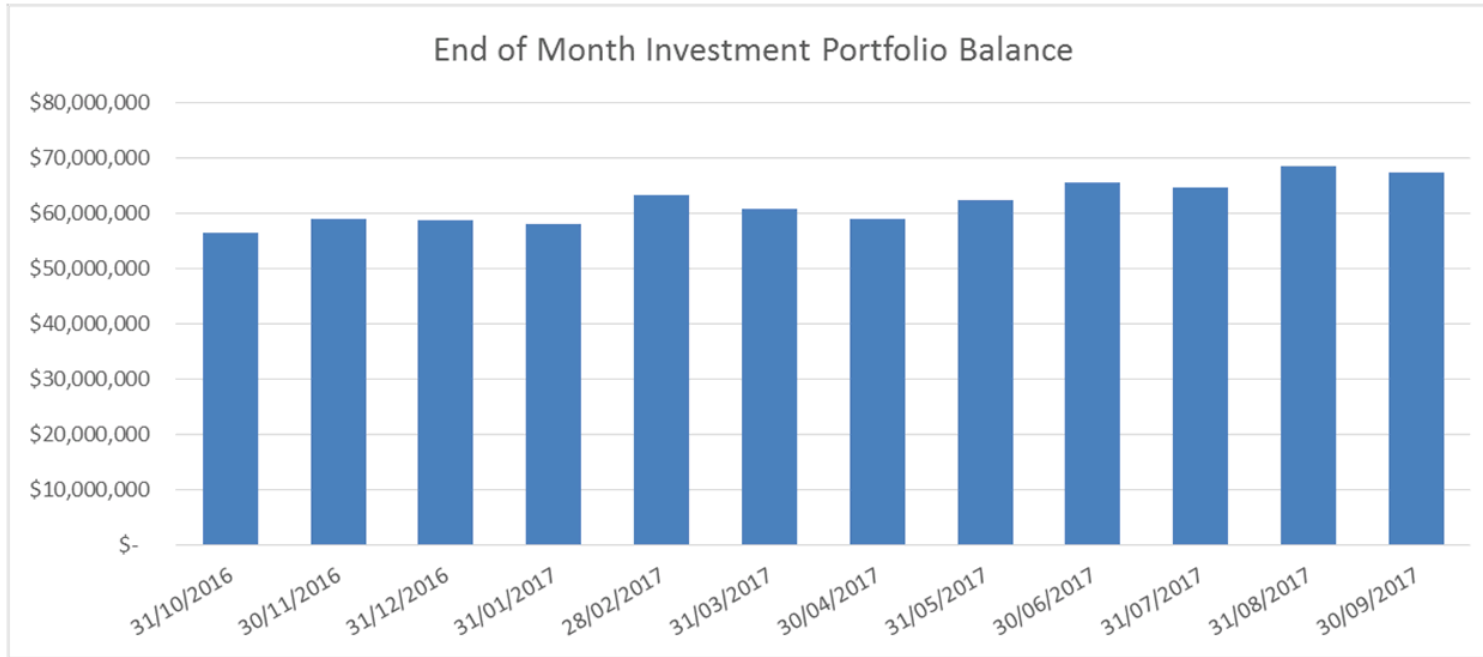
- Term Deposits \$60.9M
- At Call Funds \$1.24M
- Managed Funds \$5.1M

The year to date interest remains on track to achieving the budgeted income for the 2017/18 financial year.



The total portfolio annualised rate of return is shown below for the previous 12 months. The rate of return exceeded the benchmark Bloomberg Ausbond Bank Bill Index in all months. Term Deposit return steadily declined from October to February, where it then remained at approximately 2.7%. The volatility in return shown from February onwards is primary due to the change in value the Medium term Growth Fund with TCorp.





12. Contract, Legal and Consultant Expenses

CONTRACTS > \$50,000

The following contracts with a value greater than \$50,000 were entered into during the period 1 July 2017 to 30 September 2017 and have yet to be fully performed.

Note that individual Panel Tender appointments are not included in the table below. For example, provision of general contractor services. Council creates panels of preferred suppliers from the tender responses received. Purchases are then made from the preferred supplier lists, and purchase decisions may vary for particular works depending upon availability and location.

Contractor	Contract Detail/Purpose	Contract Value (\$)	Commencement Date	Duration (Mths)	Budgeted (Y/N)
TracServ	Bobcat Excavator	106,051	19/09/2017	6	Y
Superior Pak	Front Loading Gabage Compactor	480,798	31/08/2017	8	Y
Graham Price Fencing	Relocation of Airport fencing along George Campbell Drive	57,290	24/08/2017	12	Y
On Trac Ag	New Holland Tractor	93,550	18/07/2017	6	Y
TracServ	Two Isuzu Tipping Trucks for road maintenance crews	127,876	17/08/2017	6	Y
McCarroll Motors	Ranger Utes	98,575	17/08/2017	6	Y
Scone Outdoors	Two Toro Groundmaster mowers	120,510	25/07/2017	6	Y
Ulan Stone Pty Ltd	Road base	53,171	19/09/2017	3	Y
Murkins Earthmoving Pty Limited	Plant Hire	58,552	22/09/2017	3	Y
Downer EDi Works	Stabiliser Hire	233,000	25/09/2017	3	Y
Technical Access Group	Replace Kandos and Rylstone reservoir hatches	56,320	13/10/2017	6	Y

LEGAL EXPENSES

This financial year to date, Council has incurred \$72,465 of legal expenses. The primary areas of expenditure are:

- Debt recovery
- Corporate governance
- Development Control

CONSULTANCIES

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

This financial year to date, Council has incurred \$64,024 of consultancy expenses. The primary areas of expenditure are:

- Road Design

13. Councillor Fees and Expenses Paid or Reimbursed as at 30 September 2017

Councillor Expenses											
	General Operations	Cr Cavalier	Cr Holden	Cr Karavas	Cr Kennedy	Cr Martens	Cr O'Neill	Cr Paine	Cr Shelley	Cr Thompson	TOTAL
Councillor Fees	-	6,436.68	6,436.68	6,436.68	6,436.68	6,436.68	6,436.68	6,436.68	6,436.68	6,436.68	57,930.12
Mayoral Fees	-	-	-	-	14,040.00	-	-	-	-	-	14,040.00
Council Meeting Expenses (accommodation, travel and meals)	1,483.80	-	638.22	-	-	1,443.36	-	-	-	814.00	4,379.38
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	-	24.23	461.36	-	239.20	-	-	-	-	-	724.79
Provision of Vehicle	-	-	-	-	2,162.09	-	-	-	-	-	2,162.09
Memberships & Subscriptions	45,143.24	-	-	-	-	-	-	-	-	-	45,143.24
Miscellaneous expenses (meals, sundries, stationery, etc)	759.18	-	-	-	4.19	149.55	-	-	54.25	-	967.17
Provision of office equipment, such as laptop computer and telephones	163.18	135.19	746.95	108.33	413.36	1,227.60	108.35	54.61	218.57	2,123.89	5,300.03
Training and provision of skill development for Councillors	-	-	900.00	-	500.00	-	-	-	-	-	1,400.00
Totals	36,220.11	6,596.10	9,183.21	6,545.01	24,324.34	9,257.19	6,545.03	6,491.29	6,709.50	9,374.57	132,046.82

CORPORATE: FINANCE |



Community Transport Policy

*A prosperous
and progressive
community.*

ADOPTED		VERSION NO	2.0
COUNCIL MEETING MIN NO	??	REVIEW DATE	30/09/2018
DATE:		FILE NUMBER	COS300013

Contents

Legislative requirements	3
Related policies and plans	3
Service Purpose, Philosophy and Outcome	5
Service Promotion and Availability	7
Service Management	9
Clients' Rights and Responsibilities	10
Client Advocates	12
Client Entry to Service	13
Client Exit from the Service	14
Privacy and Confidentiality	15
Physical Contact	16
Suspected Client Trauma	17
Clients at Risk at Home	19
Client Emergencies	20
Lost Property	24
Grievance Procedures	26
Fees and Charges	28
Recruitment of Volunteer Drivers	29
Vehicle/Volunteer Records	31
Personal Presentation for Volunteer Drivers	32

Disciplinary Measures for Volunteer Drivers 33

Smoking Policy 34

Workplace Health and Safety Policy 35

Manual Lifting and Handling 36

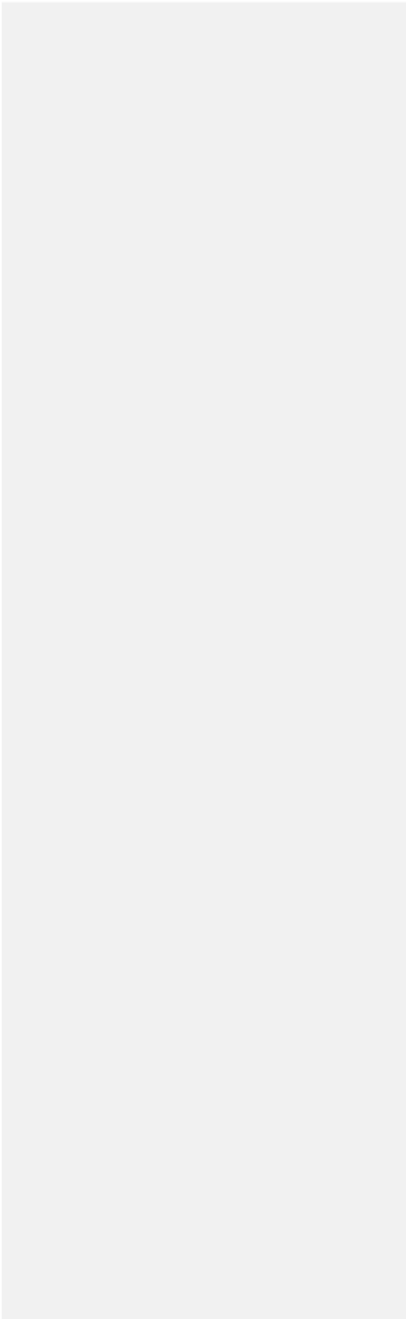
Inspection and Maintenance of Vehicles 38

Use of Seatbelts in Vehicles 39

Carriage of Mobility Aids and Goods in Vehicles 40

Vehicle Accidents or Breakdowns 41

Fleet Policy 43



Objective

To provide transport to meet the specialised needs of disadvantaged groups in the community, including isolated families, the frail aged, younger people with disabilities, and their carers.

Legislative requirements

Disability Services Act 1993 (NSW)

Anti-Discrimination Act 1977 (NSW)

Community Services (Complaints Monitoring) Act 1993 (NSW)

Disability Service Standards ([NSW](#)) and [National Standards for Disability Services 2013](#)

[Aged Care Act 1997 \(CTH\)2007](#)

Work Health and Safety Act and Regulation 2011

Privacy Act 1988

Privacy & Personal Information Protection Act 1998 (NSW)

Privacy Amendment (Private Sector) Act 2000

Archives Act 1983 and [Statute Law Revision Act \(No.1\) 2016](#)

Passenger Transport Act 1990 (NSW)

[Point to Point Transport \(Taxis and Hire Vehicle\) Regulation 2017](#)

[Road Rules \(NSW\)](#)

Related policies and plans

[Community Care HACC](#)-Common Care Standards ~~2014~~[Disability Service Standards](#)

Statement of Rights and Responsibilities (1990)

~~Disability Standards in Action~~[Universal Infection Control Measures](#)[Charter of Rights and Responsibilities Community Care \(2017\)](#)

~~Responding To Actual or Suspected Situations of Abuse of Adult Clients and Carers 2002.~~

Transport for NSW Accreditation Standards for Operators of Community Transport Services

~~Ministry of Transport~~[Transport for NSW Annual Funding Agreement with Mid-Western Regional Council dated 30 August 2016](#)- [Attachments](#)

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[D1, D2, D3.](#)

Transport Roads & Maritime Services Rules and Regulations National Privacy Principles

[National Disability Insurance Scheme Act 2013](#)

[Disability Inclusion Action Plan](#)

[Workplace Health & Safety Policy](#)

[Light Fleet Procedure](#)

[Purchase of Goods and Service Procedure](#)

Gifts and Benefits Policy

[Financial Resources Policy](#)

[Complaints Policy](#)

[Risk Management Policy](#)

[Smoke Free Outdoor Area Policy](#)

Policy

The purpose of Mudgee Community Transport is to provide services and undertake activities which alleviate transport disadvantage within its operating area.

Service Purpose, Philosophy and Outcome

Philosophy

Mudgee Community Transport believes in:

- The right of people to make choices in their own lives through, *inter alia*, access to information (initially and on an ongoing basis) in a format appropriate to their needs.
- The right of people to dignity, respect, privacy and confidentiality.
- The right of people to be valued as individuals.
- The right of people to have mobility.
- The right of people to access services on a non-discriminatory basis without prejudice because of gender, marital status, religious or cultural beliefs, political affiliation, particular disability, ethnic background, age, sexual preference, HIV status, inability to pay or geographic location.
- The right of the community to safe, comfortable and reliable services.
- The right of the community to accountable and responsive services.

Outcomes

The outcomes pursued by Mudgee Community Transport shall be:

- That people who are transport disadvantaged can live independently and with dignity within their community.
- That people who are frail aged and elderly, people who have disabilities and their carers are appropriately supported where they choose to live in their own homes.
- That the Service operates in an effective, efficient and accountable manner.

Target Groups

The target groups for specific Mudgee Community Transport services are defined by funding and regulatory guidelines. Mudgee Community Transport clients include:

- Frail aged people.
- People with disabilities and their carers.
- People who are at risk of premature or inappropriate institutionalisation.
- People who are transport disadvantaged.
- People from culturally distinct communities.
- People who are financially disadvantaged.

Service Promotion and Availability

Objective

To promote Mudgee Community Transport to the community and individuals by means which are cost effective and culturally appropriate.

Policy

- The Coordinator will ensure that the service is promoted appropriately through:
 - Responding to telephone inquiries.
 - Distribution of brochures/newsletters to community health centres, doctors' waiting rooms, ADHC office, other service agencies within the community as well as to clients of the service.
 - Targeting special needs groups.
 - Meetings including Interagency, Disability/HACC Services Network, Aged Support Groups.
 - Local media.
 - Community services/organisations such as Housing Plus, Barnardos, Lifeskills Inc, Mudgee Community Health and Mudgee [Wellness Centre Day-Care Centre](#).
 - The Coordinator will provide information about other local services and how to access them on enquiry.
- The Coordinator will clearly explain or provide information as to why transport services may be unavailable.
- The Coordinator will at least annually review service availability in accordance with changes to funding, availability of resources, demand and specific need.

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Objective

- To ensure that the service will be managed in an efficient and effective way in accordance with the [Community CareHACC](#) Common Care Standards and the requirements of the annual [Funding Agreements](#) between the Mid-Western Regional Council and Transport for New South Wales and any other funding body.
- To manage the Service in accordance with Mid-Western Regional Council Policies.
- To ensure that clients receive service that reflects well-planned, efficient and effective management.
- A commitment to ongoing planning and evaluation to make sure that the needs of the target group are understood and every effort is being made to address those needs.
- A commitment to continuous improvement in service delivery and management through activities such as annual audits, training and planning days, client surveys and prompt and thorough complaint management.

Policy

The planning, delivery, monitoring and evaluation of the Service are the responsibility of Mid-Western Regional Council through the ~~Customer—Service~~ [Manager Community Services Manager](#) and the Coordinator. The process includes:

- Mid-Western Regional Council will appoint a Service Coordinator (‘the Coordinator’) and ~~Administration Assistant~~[Community Services Officers](#).
- Mid-Western Regional Council will provide financial management and accountability.
- Mid-Western Regional Council will ensure that relevant insurance is maintained covering Workers Compensation, Public Liability, Professional Indemnity as well as Building and Contents cover.
- Day to day management will be the responsibility of the Coordinator in accordance with the signed Role Profile and Position Description.
- The Coordinator will ensure appropriate and accurate records for all major aspects of efficient operation of the service are kept in accordance with the requirements of ~~the~~ [Funding bodies](#) and Mid-Western Regional Council’s Records Management Policy.

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Service Management

- The Coordinator will ensure the service budget is regularly monitored and adhered to.
- The Coordinator will ensure that the service adheres to all necessary legislation at Federal, State and Local level.
- Stakeholders of the service will be consulted by the Coordinator on a regular basis.
- Client input will be encouraged in the outcome of planning and evaluation activities.
- Report will be presented to Council on a regular basis or as requested.
- The Coordinator will ensure that the [annual Funding Agreements](#) and [Audit Reports](#) are submitted within [funding bodies Transport for New South Wales' timeframes](#). Also MDS reports and other statistical data are submitted in a timely manner.

Clients' Rights and Responsibilities

Objective

- Clients of the Service and their carers have the same rights as all members of the community. These rights are to be acknowledged and promoted at every opportunity.
- To assist clients to be confident in exercising their rights.
- To make sure clients and their carers understand their responsibilities to the Service and the volunteers providing the transport service.

Policy

Clients' Rights

- Clients should be made aware of the standard of service which they can expect. Services should be provided in a safe manner which respects the dignity and independence of the client, is responsive to the social, cultural and physical needs of the client and the needs of the carer.
- Clients' access to services should be decided only on the basis of need and capacity of the service to meet that need. Clients have the right to refuse a service and refusal should not prejudice their future access to services.
- The client, or with their permission their carer or advocate, has access to all information about themselves held by Mudgee Community Transport.
- In cases where a client has a legal guardian or advocate appointed to act on their behalf, the rights of the guardian or advocate are to be acknowledged and respected to the extent stipulated in the guardianship or advocacy arrangements.
- The client, and with their permission, their carer should be made aware of all the transport options available, and any associated charges.
- Mudgee Community Transport will conduct an annual survey and open and honest input is requested from its clients.
- Clients have the right to complain about the service they are receiving without fear of retribution.
- Complaints by clients will be dealt with fairly and promptly. The client may involve an advocate of their choice to represent his/her interests.
- Clients' views will be taken into account in the planning and evaluation of the service.

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- [Clients' right to privacy and confidentiality will be respected.](#)

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Clients' Responsibilities

- Clients, or if appropriate, ~~the carers,~~ should provide reasonable notice if the Service is not required. Where possible a minimum of 2 working ~~days-~~[days' notice](#) is required for cancellations thus allowing reassignment of vehicles to clients awaiting transport.
- Clients should recognise the potential demand on Mudgee Community Transport when making bookings and recognise that its resources (vehicles and volunteer drivers) are limited.
- Clients must utilise seatbelts and other vehicle safety devices as directed by the volunteer driver [and in accordance with Roads and Maritime road rules.](#)
- Clients should act in a way which respects the right of other clients and the volunteer driver.
- Clients should respect the confidentiality of information about other clients or the volunteer driver which they may obtain whilst using the service.
- Clients need to take responsibility for the results of any decision they make.
- Clients are at all times to treat Mudgee Community Transport property in an appropriate [respectful](#) manner.
- [Food and drink \(with the exception of bottled water\) are not to be consumed in the service vehicles.](#)

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Client Advocates

Objective

To maintain the client's right to use an advocate of their own choice to negotiate on their behalf.

Policy

- Clients wishing to use an advocate should inform the Coordinator of the name of the person they wish to negotiate on their behalf.
- Clients may request the Coordinator assist in identifying an appropriate person to act as an advocate. Advocacy must be in the best interest of the client and not an extension of the service.
- The client has the right to change their advocate at any time and should inform the Coordinator of any change.
- The Coordinator is to ensure that clients are aware of their right to use an advocate at the time of initial contact.
- Information regarding the right to advocacy should be included in the Service Brochure which is given to all clients at time of entry into the service.

Client Entry to Service

Objective

Mudgee Community Transport Service will endeavour to ensure that transport is available to the frail-aged, people with disabilities and their carers and those who do not have access to public transport, as per the guidelines set down by the funding bodies associated with provision of funds for the operation of the service. The Service will be provided without discrimination in line with the guidelines, as provided by the relevant funding bodies.

Policy

- Mudgee Community Transport Service will provide transport needs to the target group through referrals from:
 - Medical practitioner.
 - Hospital or any health or welfare service.
 - A relative, friend, carer or neighbour.
 - My Aged Care
 - NDIS
 - The person requiring the service.

Target Groups

Within the targeted population there are a number of special needs groups:

- Aboriginal and Torres Strait Islanders.
 - People from non-English speaking backgrounds.
 - People with dementia.
 - Financially disadvantaged persons.
 - People living in rural and remote areas.
- Clients must comply with regulations set down within [Transport-Transport for NSW and Roads & Maritime Services](#) guidelines or any other regulatory body when travelling in a Mudgee Community Transport vehicle.
 - Following initial contact with Mudgee Community Transport, the Coordinator or [Community Services Officer](#) ~~Administration Assistant~~ will provide the person requesting the service with a ~~Client Information Form~~, [Client Information and Referral Record, Pricing and Guidelines Brochure, Travelling in Daylight Hours brochure and Clients Rights and Responsibilities and Charter of Care Recipients' Rights and Responsibilities – Home Care \(Department of Health\)](#).
 - ~~Pamphlet and details of guidelines on transport times and destinations.~~

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- On receipt of the completed Client Information [Form and Referral Record](#), the Service will assess the client's eligibility to become a client of the service. The client will be informed as soon as this decision has been made.

Client Exit from the Service

Objective

To provide an amicable exit strategy for a client who wishes to withdraw from Mudgee Community Transport or a clear set of guidelines for the termination of service to a client who fails to comply with the policies and procedures of the service.

Policy

- A temporary or permanent withdrawal from the service may be made by the client or advocate to the Coordinator at any time (preferably in writing).
- The service may be withdrawn from the client if the Client Responsibilities as listed in the Client Rights and Responsibilities section are not met.
- A client has the right to withdraw from Mudgee Community Transport at any time. This withdrawal does not hinder the client from receiving the Service at a later date.
- The Coordinator has the right to withdraw service if the client does not follow the responsibilities set out in the [Pricing and Information Pamphlet Guidelines brochure](#) and behaves in a manner which does not respect the rights of other clients and the Community Transport staff and volunteers.
- A client may be withdrawn from the service if the client fails/refuses to comply with regulations set down within Transport Roads & Maritime Services guidelines or any other regulatory body.
- Before service is withdrawn, a letter will be forwarded to the client outlining reasons for any possible withdrawal of service and giving information on how the client can take further action if they desire.

These items should be read in conjunction with Mid-Western Regional Council's Policies, with particular reference to its Complaints Policy.

Privacy and Confidentiality

Objective

Protecting the privacy of clients is very important to the Mudgee Community Transport Service and the following policy and procedure is designed to ensure that details about clients are kept confidential.

Policy

- The privacy and confidentiality of clients will be maintained at all times and disposed of in accordance with the *privacy amendment (private sector) act 2000*, the *archives act 1983*, [and statute law revision act \(No. 1\) 2016](#), national privacy principles and any other relevant legislation that comes into effect from time to time.
- The only information recorded and stored by the service will be information relevant to providing the service and what is agreed to and willingly given by the client on the Client Information [and Referral Form Record](#).
- Information about the client's records held by the service will not be passed on to another service without the consent of the client. Consent can be in the form of a signature on the Client Information [and Referral Form Record](#) or verbally, in person or over the phone.
- Where clients have given permission to be referred to other agencies, their records will be passed on to the referral agency in person, via mail, fax or email. Only those records relevant to the referral recipient's services shall be passed on.
- Access to client files will be only by Mid-Western Regional Council staff who are directly involved in the work of Mudgee Community Transport. Information regarding clients will be stored appropriately within the office and the office will be locked when unattended.

Physical Contact

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Objective

- Mudgee Community Transport acknowledges that in the day to day provision of its services, some physical contact between passengers and team members ~~may~~ will be both appropriate and necessary.
- To avoid misunderstanding and distress arising from physical contact in the course of service delivery, team members (including volunteers) shall comply with the following policy.

Policy

- No Mudgee Community Transport team member shall have physical contact with a passenger except to assist or ensure their safe and comfortable use of Service, or in the case of first aid being required (by a current first aid certificate holder).
- Wherever practicable, no team member shall provide a service to a vulnerable or “at risk” client (eg. children, people with intellectual disabilities) without the assistance an advocate or of another person nominated by the referring service or family member of the client.
- Wherever practicable, team members will clearly explain the reason for and nature of any intended physical contact between themselves and clients and obtain their consent.
- Mudgee Community Transport will endeavour to identify any cultural considerations relevant to physical contact between clients and team members and positively address them in the delivery of services.

Suspected Client Trauma

Objective

- Mudgee Community Transport is a provider of passenger transport services. The team members are trained to provide transport services which cater to a variety of special needs experienced by people within our local community, but are not trained as welfare, health or legal specialists.
- Mudgee Community Transport does however acknowledge that, having a high degree of personal contact with many people who are otherwise isolated from the wider community, its team members are often in a position where they are the first and sometimes the only people to become aware of hardship, misfortune, distress or trauma which passengers may be experiencing.
- Whilst Mudgee Community Transport and its team members are not qualified to deal with a range of situations, the following policy shall be observed in order to safeguard the wellbeing of clients and bring suspected hardship or trauma to the attention of the appropriate authorities.

Policy

- Cases of suspected trauma will be treated as confidential.
- No team member shall attempt to interfere, mediate or become in anyway personally involved where they suspect a client of experiencing trauma resulting from any form of abuse (eg. sexual, child or elder abuse).
- Team members, upon becoming aware of a trauma possibly being experienced by a client, shall confidentially notify the Coordinator or his/her delegate if he/she is unavailable. The Coordinator shall in turn, with due regard for the privacy and wishes of the concerned client, promptly notify an appropriate carer, family member or professional agency.
- Any team members suspected of abusing a client will be immediately removed from the involvement of that client while allegations are investigated.
- The Coordinator will ensure the interests of the client's take precedence over those of the client's family or of other members of the community and will:
 - Assess the client's need for immediate medical attention and if required, ensure that it is provided;
 - Arrange emergency respite care, admission to hospital or referral to the police if the alleged abuser needs to be separated to ensure the client's safety while respecting the rights of the abuser;
 - Where necessary contact family members, the client's general practitioner and other community services involved;

- o Report all suspected or confirmed cases of abuse to the Mid-Western Regional Council's Work Health & Safety Coordinator, and

Once investigated, the Manager and Coordinator will determine if there is a legal requirement to report the incident and will ensure the matter is notified to the appropriate authority/s.

- Mudgee Community Transport acknowledges that each case of abuse is unique and that the determined interventions should take into account the nature and context of the abusive relationship and whether consent for intervention is given, other than in a situation where the law requires the matter to be reported.
- Mudgee Community Transport will maintain confidentiality of information and management of communication and documentation related to the incident of abuse in accordance with Mid-Western Regional Council's Privacy and Confidentiality Policy.
- Team Members who have been involved in an incident of abuse related to one of their clients will be referred to counselling and support if deemed necessary and appropriate.

Clients at Risk at Home

Objective

- Mudgee Community Transport acknowledges its duty of care to provide safe and comfortable transport services to its clients.
- As many of its clients require constant care or supervision, Mudgee Community Transport further acknowledges its responsibility to ensure that vulnerable or at risk clients are delivered into safe and appropriate environments upon service completion.

Policy

- In situations where normal or intended arrangements fail to provide clients with an appropriate environment to be delivered into upon service completion (eg. a child is delivered to an empty home or an adult passenger is delivered into a home without power, heating or food) the following arrangements shall apply:
 - No client shall be left unattended in an unsafe or inappropriate environment.
 - Where a carer or guardian fails to meet a client as planned, and where operational consideration prevent a team member remaining with the client concerned, the Service shall continue with the concerned client and return to that client's home upon service completion.
 - Where a client is returned to a home which does not provide a safe or habitable environment, and where operational considerations allow, team members shall render what assistance is safe and practicable in order to resolve the situation.
 - Wherever practicable, the Coordinator or nominated team member shall be immediately notified of the situation.
 - Immediate communication will be made with "emergency contacts" (identified during client assessment) in order to resolve the situation.
 - Where reasonable action by Mudgee Community Transport cannot ensure a safe and appropriate environment for a client, the client shall be delivered to an appropriate agency.
- The Coordinator shall be responsible for keeping an up to date list of such agencies and ensuring adequate distribution of the information to team members.

Client Emergencies

Objective

- Mudgee Community Transport acknowledges its duty of care to provide safe and comfortable transport. Many clients of Mudgee Community Transport both live alone and are frail. It is an unfortunate reality that such people occasionally meet with accidents or illness and, isolated and immobile within their homes, are unable to summon help. It is also unfortunately not unheard of for a Mudgee Community Transport team member to be the first person to become aware of, or suspect such circumstances, which may require prompt action to ensure the wellbeing of the client concerned.

In consideration of these facts the following procedure shall apply when doubt exists regarding the wellbeing of a client upon calling at their home and receiving no answer.

At the Client's Home

- After receiving no answer from the client upon calling at the door, and when there is good reason to suspect that the client is within the home, a "walk around" of the premises, including discreetly looking in windows, whilst calling the client, will be undertaken (the client may be in the backyard).
- Wherever practicable, the Coordinator or nominated team member shall be immediately notified of the situation and then kept informed of any further developments.
- If necessary, neighbours should be discreetly questioned to establish the possible whereabouts of the client (eg. perhaps the intended client was seen leaving).
- Unless there is clear evidence that the client is within the house and in need of immediate first aid (in which case contact the police and ambulance, then wait for the police to be present before forced entry to the client's home is attempted) no further action shall be taken.
- Records including bookings/run sheets will be checked to ensure no information error has been made.
- Immediate communication will be made with "emergency contacts" (identified during client assessment) and other appropriate sources (eg. destination venue) in order to establish the whereabouts of the client.
- Where doubt continues to exist regarding the client's wellbeing, appropriate authorities including the police shall be informed of the need for immediate action.

Lost Clients on Return Journey

All passenger transport operators must deal with situations where clients do not present themselves or are late for scheduled return services. Such situations are however of particular concern for Mudgee Community Transport because many of its clients have special care needs and/or are vulnerable. In view of this fact, the following procedures shall apply where clients do not present themselves as arranged for return services.

- Wherever practicable, the Coordinator or nominated team member shall be notified immediately of the lost client situation and then kept informed of any further developments.
- Team members shall make all reasonable attempts to locate the client.
- All actions taken to locate a lost client, including postponing scheduled service departure, will be taken in consideration of the comfort and safety of other clients (eg. clients shall not be left for extended periods in vehicles where they are subject to extremes of heat/cold etc, vulnerable clients shall not be left unattended).
- If out of Mudgee and all reasonable ~~attempts attempted~~ have been made to locate the client, contact police (as appropriate).

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Community Transport Office Procedure

- By contacting appropriate persons including "emergency contacts", the Coordinator or nominated team member shall endeavour to establish whether the client has made alternate arrangements for their return.
- Where a client cannot be located before operational or client safety/comfort considerations require the departure of the service, appropriate persons including "emergency contacts" and agencies, including health and police departments will be informed.
- Destination/venue, next of kin, family, carers and/or "emergency contacts" of other clients will be contacted where significant delays of service will ~~effectaffect~~ their expected time of arrival plans or arrangements.

Passenger Illness or Injury

- Many Mudgee Community Transport clients are frail or of fragile health, and may unfortunately succumb to illness or injury whilst using a service.
- In view of this fact, the following procedures shall be applied:

- Team members shall monitor the health and wellbeing of clients at all times during the delivery of services.
- Illness or injury during a service will be responded to immediately using Universal Precautions Procedures (NB. Gloves provided in vehicle first aid or Universal Precautions Kit should always be worn when providing first aid).
- Priorities for team members responding to client illness or injury shall be:
 - ~~minimising~~ minimising risk to any other client or team member.
 - obtaining emergency assistance as required (eg. ambulance).
 - delivering first-aid to their best ability.
 - minimising distress to other clients.
 - conveying the client to an appropriate source of assistance (eg. hospital).
 - notifying the Coordinator or nominated team member of the situation.
 - keeping them informed of any further developments.
- Any blood or body fluid spill shall be dealt with using Universal Precautions procedures.

Mudgee Community Transport Office Procedure

- The next of kin or nominated "emergency contact" of the affected client will be contacted and advised of developments.
- Destination/venue, next of kin, family, carers and/or "emergency contacts" will be contacted where significant delays of service will affect expected arrival plans or arrangements.

Infection Control

Objective

To ensure the dangers of transmissible illness to both team members and clients are kept to a minimum.

Procedure

MINOR INFECTIOUS ILLNESSES

- Where practicable, team members when effected by a minor illness such as a cold, will avoid close contact with clients, and in particular those who are frail or in poor health.
- Team members shall inform the Coordinator, as soon as possible, if they suspect that they may be affected by a minor infectious illness and the Coordinator will adjust the roster accordingly.

Spill and Fluid Protection

- All blood and human body fluids (including urine, faeces and vomit) shall be treated as potential carriers of serious infectious disease.
- Prior to the delivery of Mudgee Community Transport services which involve contact with clients, team members shall wash hands and cover any cuts, abrasions, broken or damaged skin with a waterproof dressing.
- All Mudgee Community Transport vehicles shall be equipped with Universal Precautions Kits and First Aid Kits which shall be replenished after each use.
- Team members shall at all time, use the Universal Precautions Kit equipment to isolate, remove, cleanse and disinfect any spill of blood or human body fluids.
- Where a team member has had an exposure to blood (contact through unprotected cuts, broken skin or damaged skin), this shall be reported immediately to the Coordinator. The Coordinator shall immediately contact an appropriate local medical adviser or:

The Albion Centre	
(Sydney Metropolitan)	02 9332 9600
Fax	02 9331 3490

- Spillage of blood or body fluids in Mudgee Community Transport vehicles shall be reported to the Coordinator and documented on the Vehicle Checklist Form attached to all drivers' run sheets.

Lost Property

Objective

Mudgee Community Transport team members are required to assist clients ensure that personal property is not left on vehicles. Items of property that do become lost shall be returned to their owners wherever possible. Additionally, Mudgee Community Transport is committed to maintaining privacy and confidentiality in the administration of lost property procedures.

Procedure

Lost Property

- Team members shall ensure that when assisting clients to disembark from a service all reasonable effort is taken to ensure that clients have not left any personal property on the vehicle. Any items found in the vehicle are to be either returned to the client on the day or returned to the Mudgee Community Transport Office.

~~• A Mudgee Community Transport Lost Property Book shall be maintained.~~

Found Property

- At the completion of each Mudgee Community Transport service, vehicles shall be inspected to ensure that no items of lost property remain on board. All items lost property identified shall be removed from the vehicle and returned to the Mudgee Community Transport Office.
- The Coordinator or nominated team member shall be promptly notified of lost property items and relevant details shall be entered into the Mudgee Community Transport Lost Property Book.
- Items of lost property shall be inspected only for the purposes of:
 - establishing the identity of the owner.
 - establishing that no perishable or dangerous goods are contained.
- Perishable items shall be disposed of prior to collection as soon as they begin to deteriorate.
- Dangerous goods shall be secured or disposed of according to the health and safety interests of team members.
- If ownership of items of lost property is established, all reasonable steps will be taken to contact the owner to inform them where the property is held and how they can arrange for its return.

- If ownership of lost property cannot be established:
 - The item shall be retained for a minimum of period of three months.
 - After this time lost property shall be disposed of in accordance with Mid-Western Regional Council policy and the means of disposal noted in the Community Transport Lost Property Book.
- Claims of ownership of unidentified lost property shall be verified through the claimants' description of the item prior to their viewing or inspecting it.
- ~~Mudgee Community Transport reserves the right to charge for expense incurred in returning or storing items of lost property.~~

Grievance Procedures

A grievance is defined as a wrong, real or imagined, considered as grounds for complaints, which can potentially be resolved. Clients, carers, volunteers or any other person has the right to complain about the Service without fear of retribution.

Complaints are a valid form of feedback and may provide the opportunity to improve the quality or management of the Service.

Objective

- To provide a mechanism within the service structure to deal with complaints in a just, appropriate and effective manner.
- To ensure that clients and client advocates wishing to make a complaint are aware of procedures and steps in the complaint handling process.
- To ensure that all complaints are dealt with sensitively, objectively and confidentially.

Policy

- Clients are invited and encouraged to use an advocate of their choice or have an advocate appointed to assist in making the complaint and to ensure the complaints procedure is followed.
- Clients making a complaint, either informally or formally, will not be excluded from receiving service in the future.
- The client will, in the first instance, make the complaint to the Coordinator. This may be verbal or in writing.
- The Coordinator will confirm with the complainant the accuracy of what has been recorded and explain what will happen next.
- The Coordinator is to deal with the complaint as expeditiously as possible. If the matter needs to be referred to the Manager, Community Services ~~Customer Service Manager~~, then the complaint must be made in writing.
- A letter acknowledging receipt of a written complaint should be forwarded within seven (7) ~~(seven)~~ working days.
- A follow-up letter is to be forwarded to the complainant when action has been completed.

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- If the issue is not satisfactorily resolved, the service user should raise the matter directly with the [Director, Community ~~Group Manager Corporate and Community Services~~](#) of Mid-Western Regional Council.

These items should be read in conjunction with the Policies and Procedures, as developed by Mid-Western Regional Council with particular reference to the [GrievanceComplaints](#) Policy.

- If after the above procedure, the issue is still not resolved, the client can complain to the:

The Ombudsman's Office (NSW)
Community Services Division
Level 24, 580 George Street
SYDNEY NSW 2000

Phone: 1800 451 524 (Freecall)
Email: nswombo.nsw.gov.au
Web: www.ombo.nsw.gov.au

- The Coordinator is to ensure that complainants are protected from any repercussions, reprisals or victimisation following a complaint being made.

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Fees and Charges

Objective

- To ensure that clients are aware of fees and charges relating to provision of the Service.
- To ensure that clients are not excluded from utilising the Service in cases of financial hardship.

Policy

- Fees charged for services provided by Mudgee Community Transport are recommended by the Coordinator in consultation with the [Manager, Community Services](#), ~~Customer Service Manager~~ and form part of the Fees and Charges which are developed within the ~~Management Plan Delivery Program and Operational Plan~~ of Mid-Western Regional Council. ~~These documents are Management Plan is~~ placed on public exhibition with an open invitation for submissions from local residents. The Fees and Charges are presented to Council for approval as part of Council's [public exhibition of the Operational Plan, financial annual accounting processes](#).

Essential changes to charges requiring implementation prior to the close of the current financial year and therefore unable to await inclusion in the next [Management Operational Plan](#) are advertised for one month to allow public comment.

- Should a client have difficulty in meeting the cost of the Service, they will be able to negotiate with the Coordinator a plan to suit their individual position, or consult with a financial counsellor.
- [Based on the client's completion of the Application for Review of Fees](#), ~~T~~the Coordinator will assess the client's ability to pay the standard fee and determine if special consideration is required, or if the client prefers, refer client to financial counsellor.
- Should special consideration be required, the Coordinator or financial counsellor should determine with client an option to suit their situation. This may be a time payment program, delayed payment, or another recommendation from financial counsellor.
- In all circumstances during this process, the client's privacy and confidentiality will remain paramount, meaning that a decision be made in favour of the client rather than risk breaches or privacy and confidentiality.
- Should the client receive service which they cannot pay for, this will not exclude them from receiving service in the future.

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Recruitment of Volunteer Drivers

Objective

To recruit and train adequate numbers of volunteer drivers who will provide a competent service to the clients of Mudgee Community Transport.

Policy

- The Coordinator will recruit volunteer drivers through advertising and promotion of the Service throughout the community.
- Each prospective volunteer driver will be interviewed and given Information Packs on the Service.
- Each prospective volunteer driver will complete a National Criminal History Record Check Consent as well as other paperwork as required by the service and Transport for NSW from time to time, to Obtain Personal Information.
- Volunteer driver Criminal History Record Checks will be undertaken once every three years.
- The Coordinator will inform the volunteer as soon as the Record Check has been returned.
- Prospective volunteer drivers will be offered orientation that will include:
 - Work Health & Safety
 - Tools for transport run sheets and GPS navigation
 - Safe Work Method Statements
 - The rights and responsibilities of volunteer drivers
 - Trial runs with an experienced volunteer driver
- Training may will be provided in the following:
 - First Aid
 - Driver Training courses conducted by accredited trainers.
 - Orientation training courses conducted by other local volunteer drivers
 - Volunteer training in manual handling and OH&S WHS conducted by accredited trainers.
- All volunteer drivers must sign a Volunteer Agreement and are expected to comply with the Community Transport Policies.

RETIREMENT OF VOLUNTEER DRIVERS

- From a volunteer driver's 75th birthday onwards, driving for Community Transport is subject to annual Roads & Maritime Services licence renewals, annual medical reviews and functional testing, as well as Community Transport's discretion. Restrictions will be placed on the

volunteer driver, limiting their travelling radius from Mudgee to Lithgow, Dubbo, Bathurst and Orange.

- Every effort will be made by Community Transport to limit the length of scheduled trips for those volunteer drivers beyond 75 years old.
- A volunteer driver is to advise the Coordinator in writing on his/her anniversary date, or at any time throughout the year, if applicable, of any changes or fluctuations in medical conditions that may prevent him/her (or cause him/her to be recommended not to drive by a medical practitioner) from legally driving. Further, the volunteer must provide evidence of a medical practitioner's subsequent clearance to drive prior to them returning to volunteer for Community Transport.

Vehicle/Volunteer Records

Objective

To ensure an efficient record system is in place to provide up-to-date data on all Mudgee Community Transport vehicles and volunteer drivers.

Policy

- The Coordinator is responsible for keeping up-to-date records on all vehicles and drivers used in the delivery of Mudgee Community Transport services.
- Each vehicle will have a file detailing information including:
 - Seating, luggage capacity and accessibility features.
 - Registration and insurance renewal/expiry dates.
 - Records of damage/accidents/insurance claim forms
 - Restraint obligations (for wheelchairs, walkers).
- Each volunteer driver will have a file recording:
 - All relevant driver license information.
 - Current residential and postal addresses.
 - Current telephone number.
 - Relevant skills and training records.
 - Notes regarding passenger compatibility.
 - Relevant medical details.

• ~~Availability times.~~

Personal Presentation for Volunteer Drivers

Objective

Whilst representing Mudgee Community Transport, each team member shall be responsible for ensuring that their standards of personal presentation are maintained to a level which is appropriate to their responsibilities within the organisation.

Policy

- Neat, casual clothing shall be worn whilst on duty. This clothing shall be appropriate to the occupational health and safety considerations of the individual work responsibilities of each team member, for example:
 - Sturdy comfortable footwear shall be worn at all times (no thongs).
 - Hats and other appropriate protection against sun damage shall be worn whilst outside the vehicle.
- Volunteer drivers have the option of wearing a polo shirt with the Mudgee Community Transport logo in the summer months as well as a jacket for the cooler months. These items of clothing will be purchased from Service funds.
- Personal hygiene shall be maintained to a standard which reasonably minimises any risk of offence to passengers or team members.
- No items of clothing or accessories shall be worn whilst representing the organisation which may be offensive to any passenger or other team member, for example:
 - Tee-shirts with political or religious slogans.
 - Badges or jewellery with contentious or potentially inflammatory insignia or symbols.
- Mudgee Community Transport places no general restrictions upon the jewellery or hairstyles worn by individual team members except that they must not present a safety hazard.

Disciplinary Measures for Volunteer Drivers

Objective

In order to maintain high standards within Mudgee Community Transport, and to ensure safety standards are kept as a paramount priority, volunteer drivers will be subject to the same disciplinary measures as are applicable to employed team members.

Policy

- Where a volunteer driver's work performance or conduct is considered unsatisfactory, the volunteer driver will be informed in the first instance of the nature of the unsatisfactory performance or conduct and of the required standard to be achieved.
- Unsatisfactory work performance or conduct shall include, but is not limited to, neglect of duties, breach of discipline, absenteeism and non-compliance with safety standards.
- A written record shall be kept on the volunteer driver's [electronic personnel](#) file of any initial warning.
- Where there is reoccurrence of unsatisfactory work performance or conduct, the volunteer driver will be warned in writing by the Coordinator. Counselling will reinforce the standard of work or conduct expected and, where the volunteer is failing to meet those standards, a suitable review period for monitoring his or her performance, the severity of the situation, and whether disciplinary action will follow should the volunteer driver's work performance or conduct not improve.
- If the volunteer driver's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the volunteer driver shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.
- If the volunteer driver's work performance or conduct does not improve after the final warning further disciplinary action may be taken or the volunteer driver may be relieved of his or her driving duties.

Smoking Policy

Objective

To minimise the risk of tobacco related injuries and illnesses to both clients and drivers who use Mudgee Community Transport.

Policy

- Mudgee Community Transport does acknowledge that some team members and clients may either choose to smoke or may be presently unable to overcome the strong addictive properties of nicotine.
- In consideration of these facts the following shall apply:
 - No team member or client shall smoke in the Mudgee Community Transport office or vehicle, and per Council's 'Smoke Free Outdoors Area' Policy, or within 10 metres of a Council building.
 - No team member shall have a "cigarette break" which results in any danger to a passenger, team member or member of the general public (eg. leaving vulnerable clients unattended).
 - Arrangements shall be made to provide reasonable "cigarette breaks" for both clients and team members where the lack of such "cigarette breaks" may effect the efficient delivery and/or receipt of safe and comfortable services.
- This Policy is to be read in conjunction with the relevant Mid-Western Regional Council policies relating to Smoke ~~Free Environment and No Smoking Policy~~ Free Outdoor Area Policy which have been developed within the guidelines of the *Work Health and Safety Act 2011*.

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Workplace Health and Safety Policy

Objective

The workplace [provides a healthy](#) and [a-safe](#) working environment for staff, volunteers and clients within the Mudgee Community Transport Service are considered to be of the utmost importance.

Policy

All employees, volunteers and clients are required to comply within the WH&S Guidelines as set out within the Mid-Western Regional Council Work Health and Safety Policy together with all other relevant policies, procedures and Safe Work Method Statements as developed within Council's guidelines.

Further compliance is required under:

- CTO Occupational Health & Safety Manual – 2003.
- Disability Services Occupational Health & Safety Project Report – October 2006.

Where possible, it is the policy of the Mudgee Community Transport Service to operate during daylight hours. To achieve this objective, bookings will only be accepted for transport during daylight hours, in recognition of our commitment to the safety of our volunteer drivers and our clients.

In addition, for trips to Sydney ([or other extended destinations](#)), there will be a limit of two drop off/pick up addresses per trip. Only with the approval of the Coordinator (or nominated team member) may an additional stop be scheduled, having regard to the proximity of the additional address to the priority booked in time drop off/pick up addresses. Further, a Sydney run sheet should be prepared in order to ensure that adequate time is set aside for the driver to have [at least](#) one hour out of the vehicle during the day to alleviate any potential physical and/or mental fatigue.

Where any driver is of the opinion that he or she may struggle with any journey (due to fatigue, illness or any other reason), he or she must make the Coordinator aware of this fact and arrangements will be made to replace the driver for that trip. There may be some instances of regional travel (including Sydney trips) where it may be appropriate for two drivers to be scheduled on for a trip in order that the driving be shared and all drivers are to be made aware that this is a reasonable request and one that should be made to the Coordinator as soon as practicable prior to the commencement of the journey.

The above items should be read in conjunction with Mid-Western Regional Council's [policies](#) and procedures.

Manual Lifting and Handling

Objective

- To ensure that employees and volunteers are adequately trained in manual handling techniques so that in the day to day provision of services they are able to safely undertake a range of routine and ad-hoc lifting and manual handling activities.
- Manual lifting and handling activities include both the general handling of office, vehicle and mobility equipment and assisting passengers to use Mudgee Community Transport services. Poor lifting and handling practices constitute a major threat to the health and safety of team members and passengers.

Policy

- All Mudgee Community Transport team members shall accomplish safe lifting and handling of passengers, equipment and any other items by undertaking the following analysis of each task to determine an appropriate course of action.
- Instances where risks arising from routine or ad-hoc lifting and handling tasks have been identified shall be notified to the Coordinator.

Assisting Passengers Who Use Wheelchairs

- Assisting passengers who use wheelchairs to get up or down kerbs and steps may be an essential part of helping them to use Mudgee Community Transport's services. This is an area where extreme care is needed to ensure the safety of both passengers and team members.
- It is unfortunately common for passengers who use wheelchairs to require assistance up or down a number of steps. Where no ramps, lifts or other accessibility arrangements as exist, this task can seldom be accomplished by Mudgee Community Transport team members without considerable care and planning.
- Even where a team member may have the physical strength and agility to successfully assist a person using a wheelchair up or down a number of steps, there is rarely any margin for error and always a great deal of risk involved.
- To ensure the safety of both passengers and team members, the following shall apply to all Community Transport services:
 - No Community Transport team member shall attempt to provide assistance to a person using a wheelchair to negotiate more than two steps (up or down) at any one time where there is no level resting area in between.

- Where passengers who use wheelchairs require assistance to negotiate more than two steps (up or down) the Coordinator or nominated team member shall be responsible for ensuring that:
 - Enquiries regarding accessibility by other means (other entrances, ramps etc) have been made on accepting booking.
 - Appropriately trained personnel equipped with suitable specialist equipment are obtained to assist the passenger, and/or
 - Where client consent is provided, referrals are made to relevant agencies (eg.Home Modifications) to overcome the problem.

Training

- Community Transport shall ensure that adequate information and training on the implementation.
- Application of safe lifting and handling techniques is made available to all team members.
- Reference: CTO Manual Handling Training Program – 2005.

Inspection and Maintenance of Vehicles

Objective

Ensuring that all vehicles are fully functional prior to each journey is an absolute priority in the delivery of the Mudgee Community Transport Service.

Policy

- At the commencement of each day's operation, any vehicle and all equipment to be used in a Mudgee Community Transport service shall be inspected to ensure that it is clean, safe and in good working order.
- At each handover, the new driver shall as a minimum, conduct a walk round inspection of the vehicle and, as far as is practicable, conduct a full vehicle and equipment inspection.
- Any defects or faults are to be reported using the community transport vehicle check list form.
- No Mudgee Community Transport vehicle shall be used in a service where inspection has resulted in the identification of a safety defect which renders it not roadworthy within the definition of NSW Road Transport Regulations.
- The Coordinator is responsible for the arrangement of routine service inspections [through the Council Workshop at the local dealerships.](#)
- The Coordinator is responsible for arranging services in line with the manufacturers' guidelines together with repairs/replacement of tyres and other consumables

Use of Seatbelts in Vehicles

Objective

Mudgee Community Transport is committed to ensuring the safety and comfort of all its clients and recognises the essential function of client safety equipment in this area. Mudgee Community Transport shall therefore equip all its vehicles with safety equipment appropriate to the needs of all, including small children and people who use mobility aids.

Policy

- All passengers and team members, except where a valid medical exemption is provided, are required to utilise appropriate safety equipment which may include seatbelts, child seats, child harnesses. Should a medical exemption be in place, the client is required to present this exemption to the Coordinator in each instance of travel, acknowledging that client circumstances may change.
- Wherever practicable, team members shall be responsible for ensuring prior to service commencement that passenger safety equipment appropriate to the safety needs of each passenger is:
 - Available in sufficient quantity.
 - Clean and in good working order.
- Parents and guardians seeking transport for children that require specific safety harnesses (such as booster seats or baby capsules) in the vehicles are required to provide the specific safety harnesses themselves. Mudgee Community Transport is unable to track infant and children's sizes and, therefore, the onus must be on the infant or child's parent or guardian to do so and select the appropriate safety equipment accordingly.
- It is the responsibility of the parent/guardian/carer of the child to fit the individual safety harness.
- All safety harnesses must comply with the current rules and regulations set by Transport Roads & Maritime Services at the time.
- Team members shall be responsible for ensuring that all appropriate safety equipment is utilised by passengers and is correctly fitted and secure.
- Team members shall be responsible for ensuring that all passenger safety equipment is safely and neatly secured within vehicles when not in use.

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Carriage of Mobility Aids and Goods in Vehicles

Objective

Mudgee Community Transport is committed to ensuring the safety and comfort of all its team members and passengers and recognises the dangers presented by incorrectly or poorly stowed items in its vehicles.

Policy

- No item shall be carried within a Mudgee Community Transport vehicle in a manner which will allow it to become a missile within the vehicle in the event of sudden deceleration (eg. an accident).
- No item shall be carried within a Mudgee Community Transport vehicle in a manner which will allow it to block an entrance, exit or emergency exit.
- Wherever practicable, items will be carried within the boot of the vehicle.

An oxygen cylinder can only be carried in the vehicle if it is in the leather harness which can be strapped to the back of the front passenger seat. There is a leather harness available in the Mudgee Community Transport office for such a purpose.

A gopher/scooter may be secured using the wheelchair straps in the appropriate Mudgee Community Transport vehicle however, no client can remain seated in their gopher/scooter when being transported. The client must be able to transfer to a fixed passenger seat. Should the gopher/scooter require operation to move the gopher/scooter in and out of the vehicle, this will be the responsibility of a carer not the driver or staff. This only applies to gophers/scooters that can be safely secured using the wheelchair restraints already fitted in the vehicle around the frame thus incurring minimal movement of the device.

All wheelchairs being carried need to be secured in accordance with Australian Standards AS3696.19.2009 and the instructions outlined in the Freedom Van Operators Manual V1.09.4 (copy in vehicle).

Vehicle Accidents or Breakdowns

Objective

Despite Mudgee Community Transport's best efforts, vehicles do from time to time suffer from mechanical breakdowns. Mechanical breakdowns may include both faults which may render a vehicle inoperable and faults which may render a vehicle unsafe. In such cases, ensuring the safety and comfort of Mudgee Community Transport passengers, and affecting a swift return to normal service are our highest priorities.

Policy

- In the event of a notifiable injury, illness or incident (including mechanical breakdown) immediate action will be taken by team members to minimise danger to passengers and to ensure their comfort, such action shall include:
 - * Check for any danger to him or herself, any passengers or others.
 - * Call for help, administer first aid all call 000 (or 112) if required.
 - * Moving the vehicle to a safe position (away from traffic) where possible.
 - * Where the vehicle cannot be moved, assisting passengers to move to a safe location.
 - * Where the electronic ramp fails in the wheelchair accessible vehicle, following the Freedom Van Operators Manual V1.09.4 for manual release of the wheelchair ramp (copy in vehicle).
 - * Utilising appropriate safety equipment to minimise risk.
 - * Monitoring the wellbeing of passengers.
 - * Keeping passengers informed of developments.
- The Coordinator or nominated team member shall be notified of the notifiable injury, illness or incident immediately and then kept informed of any further developments. The Coordinator or nominated team member will then immediately notify the Mid-Western Regional Council's Work Health & Safety Coordinator.
- Where the Coordinator or a nominated team member cannot be contacted, team member/s delivering the service shall, utilising the Emergency Contacts listed in the vehicle information log, determine a course of action leading to:
 - * Passengers being conveyed safely to their destination.
 - * The vehicle being recovered and conveyed to an approved repair facility.
 - * Obtaining a relief vehicle where necessary.
- Where alternate transport is organised to convey passengers to their destination, every effort shall be made to ensure that it is suited to the mobility needs of those passengers.
- All vehicle breakdowns shall be recorded in the Mudgee Community Transport Vehicle Check List Sheet and an Incident Report Form needs to be completed by the volunteer driver and delivered to the Coordinator.

- The Coordinator will oversee the notification next of kin, family, carers and/or "emergency contacts" where significant delays of service will affect expected arrival plans or arrangements.

- In the event of a near hit, incident or injury, the volunteer driver is to :
 - Check for any danger to him or herself, any passengers or others.
 - Call for help, administer first aid all call 000 (or 112) if required.
 - Notify the Coordinator or nominated team member immediately. The Coordinator or nominated team member will then immediately notify the Mid-Western Regional Council's Work Health & Safety Coordinator.
 - Complete and Incident Report Form and deliver it to the Coordinator [within 24 hours of the incident/accident](#).

- Any Mudgee Community Transport vehicle which has developed a mechanical fault which renders it not roadworthy shall be withdrawn from service until the fault has been rectified and inspected by an authorised vehicle repairer.

Fleet Policy

Objective

To ensure the safe and efficient operation of the Mudgee Community Transport vehicle fleet.

To maintain the vehicles in the best possible condition in order to present the vehicles in a condition which allows minimum changeover costs thus keeping within the parameters of the budgetary constraints as set by the funding provided from the external funding bodies.

Policy

The Coordinator will:

- order the replacement vehicles in line with Mid-Western Regional Council's [Procurement Policy](#) and ensure payment is made in a timely manner.
- ensure that the vehicles are maintained as per the manufacturers' guidelines by undertaking the booking of services and all other maintenance items as required.
- ensure that the vehicles are kept clean and in good condition at all times in order to achieve the best possible value for the vehicle upon changeover.
- ensure that the tyres on the vehicles are maintained and/or replaced in line with the level of roadworthiness required by the relevant regularity authorities.
- have any damage to vehicles assessed immediately and repairs carried out as soon as practicable to ensure the continued good condition of the vehicles.
- follow the guidelines as provided by Mid-Western Regional Council when dealing with any insurance claims and provide the relevant information to the Insurance Company or staff within Council as directed.

This policy should be read in conjunction with all Mid-Western Regional Council Policy documents with particular reference to, Fleet Management, Procurement, Insurance and any other relevant documents.



Community Transport Policy

*A prosperous
and progressive
community.*

ADOPTED		VERSION NO	2.0
COUNCIL MEETING MIN NO	??	REVIEW DATE	30/09/2018
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Contents

Legislative requirements 3

Related policies and plans 3

Service Purpose, Philosophy and Outcome 5

Service Promotion and Availability 7

Service Management 9

Clients' Rights and Responsibilities 10

Client Advocates 12

Client Entry to Service 13

Client Exit from the Service 14

Privacy and Confidentiality 15

Physical Contact 16

Suspected Client Trauma 17

Clients at Risk at Home 19

Client Emergencies 20

Lost Property 24

Grievance Procedures 26

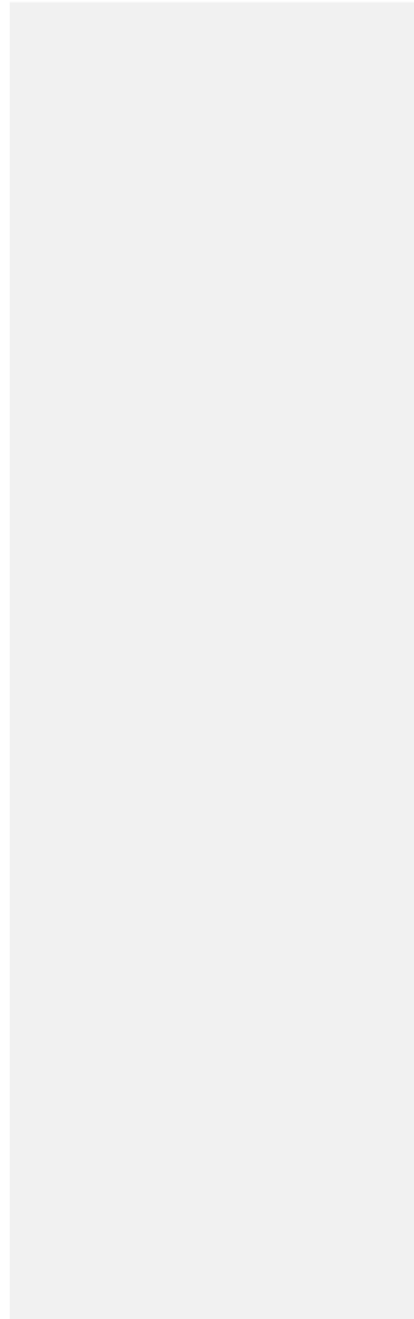
Fees and Charges 28

Recruitment of Volunteer Drivers 29

Vehicle/Volunteer Records 31

Personal Presentation for Volunteer Drivers 32

Disciplinary Measures for Volunteer Drivers	33
Smoking Policy	34
Workplace Health and Safety Policy	35
Manual Lifting and Handling	36
Inspection and Maintenance of Vehicles.....	38
Use of Seatbelts in Vehicles	39
Carriage of Mobility Aids and Goods in Vehicles.....	40
Vehicle Accidents or Breakdowns.....	41
Fleet Policy	43



Objective

To provide transport to meet the specialised needs of disadvantaged groups in the community, including isolated families, the frail aged, younger people with disabilities, and their carers.

Legislative requirements

Disability Services Act 1993 (NSW)

Anti-Discrimination Act 1977 (NSW)

Community Services (Complaints Monitoring) Act 1993 (NSW)

Disability Service Standards ([NSW](#)) and [National Standards for Disability Services 2013](#)

[Aged Care Act 1997 \(CTH\)2007](#)

Work Health and Safety Act and Regulation 2011

Privacy Act 1988

Privacy & Personal Information Protection Act 1998 (NSW)

Privacy Amendment (Private Sector) Act 2000

Archives Act 1983 and [Statute Law Revision Act \(No.1\) 2016](#)

Passenger Transport Act 1990 (NSW)

[Point to Point Transport \(Taxis and Hire Vehicle\) Regulation 2017](#)

[Road Rules \(NSW\)](#)

Related policies and plans

[Community Care HACC](#) Common Care Standards ~~2014~~ [Disability Service Standards](#)

Statement of Rights and Responsibilities (1990)

~~Disability Standards in Action~~ [Universal Infection Control Measures](#) [Charter of Rights and Responsibilities Community Care \(2017\)](#)

~~Responding To Actual or Suspected Situations of Abuse of Adult Clients and Carers 2002.~~

Transport for NSW Accreditation Standards for Operators of Community Transport Services

~~Ministry of Transport~~ [Transport for NSW Annual Funding Agreement with Mid-Western Regional Council dated 30 August 2016](#) – [Attachments](#)

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Transport Roads & Maritime Services Rules and Regulations National Privacy Principles

[National Disability Insurance Scheme Act 2013](#)

[Disability Inclusion Action Plan](#)

[Workplace Health & Safety Policy](#)

[Light Fleet Procedure](#)

[Purchase of Goods and Service Procedure](#)

Gifts and Benefits Policy

[Financial Resources Policy](#)

[Complaints Policy](#)

[Risk Management Policy](#)

[Smoke Free Outdoor Area Policy](#)

Policy

The purpose of Mudgee Community Transport is to provide services and undertake activities which alleviate transport disadvantage within its operating area.

Service Purpose, Philosophy and Outcome

Philosophy

Mudgee Community Transport believes in:

- The right of people to make choices in their own lives through, *inter alia*, access to information (initially and on an ongoing basis) in a format appropriate to their needs.
- The right of people to dignity, respect, privacy and confidentiality.
- The right of people to be valued as individuals.
- The right of people to have mobility.
- The right of people to access services on a non-discriminatory basis without prejudice because of gender, marital status, religious or cultural beliefs, political affiliation, particular disability, ethnic background, age, sexual preference, HIV status, inability to pay or geographic location.
- The right of the community to safe, comfortable and reliable services.
- The right of the community to accountable and responsive services.

Outcomes

The outcomes pursued by Mudgee Community Transport shall be:

- That people who are transport disadvantaged can live independently and with dignity within their community.
- That people who are frail aged and elderly, people who have disabilities and their carers are appropriately supported where they choose to live in their own homes.
- That the Service operates in an effective, efficient and accountable manner.

Target Groups

The target groups for specific Mudgee Community Transport services are defined by funding and regulatory guidelines. Mudgee Community Transport clients include:

- Frail aged people.
- People with disabilities and their carers.
- People who are at risk of premature or inappropriate institutionalisation.
- People who are transport disadvantaged.
- People from culturally distinct communities.
- People who are financially disadvantaged.

Service Promotion and Availability

Objective

To promote Mudgee Community Transport to the community and individuals by means which are cost effective and culturally appropriate.

Policy

- The Coordinator will ensure that the service is promoted appropriately through:
 - Responding to telephone inquiries.
 - Distribution of brochures/newsletters to community health centres, doctors' waiting rooms, ADHC office, other service agencies within the community as well as to clients of the service.
 - Targeting special needs groups.
 - Meetings including Interagency, Disability/HACC Services Network, Aged Support Groups.
 - Local media.
 - Community services/organisations such as Housing Plus, Barnardos, Lifeskills Inc, Mudgee Community Health and Mudgee [Wellness Centre Day-Care Centre](#).
 - The Coordinator will provide information about other local services and how to access them on enquiry.
- The Coordinator will clearly explain or provide information as to why transport services may be unavailable.
- The Coordinator will at least annually review service availability in accordance with changes to funding, availability of resources, demand and specific need.

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Objective

- To ensure that the service will be managed in an efficient and effective way in accordance with the [Community CareHACC](#) Common Care Standards and the requirements of the annual [Funding Agreements](#) between the Mid-Western Regional Council and Transport for New South Wales and any other funding body.
- To manage the Service in accordance with Mid-Western Regional Council Policies.
- To ensure that clients receive service that reflects well-planned, efficient and effective management.
- A commitment to ongoing planning and evaluation to make sure that the needs of the target group are understood and every effort is being made to address those needs.
- A commitment to continuous improvement in service delivery and management through activities such as annual audits, training and planning days, client surveys and prompt and thorough complaint management.

Policy

The planning, delivery, monitoring and evaluation of the Service are the responsibility of Mid-Western Regional Council through the ~~Customer—Service~~ [Manager Community Services Manager](#) and the Coordinator. The process includes:

- Mid-Western Regional Council will appoint a Service Coordinator (‘the Coordinator’) and ~~Administration Assistant~~ [Community Services Officers](#).
- Mid-Western Regional Council will provide financial management and accountability.
- Mid-Western Regional Council will ensure that relevant insurance is maintained covering Workers Compensation, Public Liability, Professional Indemnity as well as Building and Contents cover.
- Day to day management will be the responsibility of the Coordinator in accordance with the signed Role Profile and Position Description.
- The Coordinator will ensure appropriate and accurate records for all major aspects of efficient operation of the service are kept in accordance with the requirements of ~~the~~ [Funding bodies](#) and Mid-Western Regional Council’s Records Management Policy.

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Service Management

- The Coordinator will ensure the service budget is regularly monitored and adhered to.
- The Coordinator will ensure that the service adheres to all necessary legislation at Federal, State and Local level.
- Stakeholders of the service will be consulted by the Coordinator on a regular basis.
- Client input will be encouraged in the outcome of planning and evaluation activities.
- Report will be presented to Council on a regular basis or as requested.
- The Coordinator will ensure that the [annual Funding Agreements](#) and [Audit Reports](#) are submitted within [funding bodies Transport for New South Wales' timeframes](#). Also MDS reports and other statistical data are submitted in a timely manner.

Clients' Rights and Responsibilities

Objective

- Clients of the Service and their carers have the same rights as all members of the community. These rights are to be acknowledged and promoted at every opportunity.
- To assist clients to be confident in exercising their rights.
- To make sure clients and their carers understand their responsibilities to the Service and the volunteers providing the transport service.

Policy

Clients' Rights

- Clients should be made aware of the standard of service which they can expect. Services should be provided in a safe manner which respects the dignity and independence of the client, is responsive to the social, cultural and physical needs of the client and the needs of the carer.
- Clients' access to services should be decided only on the basis of need and capacity of the service to meet that need. Clients have the right to refuse a service and refusal should not prejudice their future access to services.
- The client, or with their permission their carer or advocate, has access to all information about themselves held by Mudgee Community Transport.
- In cases where a client has a legal guardian or advocate appointed to act on their behalf, the rights of the guardian or advocate are to be acknowledged and respected to the extent stipulated in the guardianship or advocacy arrangements.
- The client, and with their permission, their carer should be made aware of all the transport options available, and any associated charges.
- Mudgee Community Transport will conduct an annual survey and open and honest input is requested from its clients.
- Clients have the right to complain about the service they are receiving without fear of retribution.
- Complaints by clients will be dealt with fairly and promptly. The client may involve an advocate of their choice to represent his/her interests.
- Clients' views will be taken into account in the planning and evaluation of the service.

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- [Clients' right to privacy and confidentiality will be respected.](#)

Clients' Responsibilities

- Clients, or if appropriate, ~~the carers,~~ should provide reasonable notice if the Service is not required. Where possible a minimum of 2 working ~~days-~~[days' notice](#) is required for cancellations thus allowing reassignment of vehicles to clients awaiting transport.
- Clients should recognise the potential demand on Mudgee Community Transport when making bookings and recognise that its resources (vehicles and volunteer drivers) are limited.
- Clients must utilise seatbelts and other vehicle safety devices as directed by the volunteer driver [and in accordance with Roads and Maritime road rules.](#)
- Clients should act in a way which respects the right of other clients and the volunteer driver.
- Clients should respect the confidentiality of information about other clients or the volunteer driver which they may obtain whilst using the service.
- Clients need to take responsibility for the results of any decision they make.
- Clients are at all times to treat Mudgee Community Transport property in an appropriate [respectful](#) manner.
- [Food and drink \(with the exception of bottled water\) are not to be consumed in the service vehicles.](#)

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Client Advocates

Objective

To maintain the client's right to use an advocate of their own choice to negotiate on their behalf.

Policy

- Clients wishing to use an advocate should inform the Coordinator of the name of the person they wish to negotiate on their behalf.
- Clients may request the Coordinator assist in identifying an appropriate person to act as an advocate. Advocacy must be in the best interest of the client and not an extension of the service.
- The client has the right to change their advocate at any time and should inform the Coordinator of any change.
- The Coordinator is to ensure that clients are aware of their right to use an advocate at the time of initial contact.
- Information regarding the right to advocacy should be included in the Service Brochure which is given to all clients at time of entry into the service.

Client Entry to Service

Objective

Mudgee Community Transport Service will endeavour to ensure that transport is available to the frail-aged, people with disabilities and their carers and those who do not have access to public transport, as per the guidelines set down by the funding bodies associated with provision of funds for the operation of the service. The Service will be provided without discrimination in line with the guidelines, as provided by the relevant funding bodies.

Policy

- Mudgee Community Transport Service will provide transport needs to the target group through referrals from:
 - Medical practitioner.
 - Hospital or any health or welfare service.
 - A relative, friend, carer or neighbour.
 - My Aged Care
 - NDIS
 - The person requiring the service.

Target Groups

Within the targeted population there are a number of special needs groups:

- Aboriginal and Torres Strait Islanders.
 - People from non-English speaking backgrounds.
 - People with dementia.
 - Financially disadvantaged persons.
 - People living in rural and remote areas.
- Clients must comply with regulations set down within [Transport-Transport for NSW and Roads & Maritime Services](#) guidelines or any other regulatory body when travelling in a Mudgee Community Transport vehicle.
 - Following initial contact with Mudgee Community Transport, the Coordinator or [Community Services Officer](#) ~~Administration Assistant~~ will provide the person requesting the service with a [Client Information Form](#), [Client Information and Referral Record](#), [Pricing and Guidelines Brochure](#), [Travelling in Daylight Hours brochure](#) and [Clients Rights and Responsibilities and Charter of Care Recipients' Rights and Responsibilities – Home Care \(Department of Health\)](#).
 - ~~Pamphlet and details of guidelines on transport times and destinations.~~

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- On receipt of the completed Client Information [Form and Referral Record](#), the Service will assess the client's eligibility to become a client of the service. The client will be informed as soon as this decision has been made.

Client Exit from the Service

Objective

To provide an amicable exit strategy for a client who wishes to withdraw from Mudgee Community Transport or a clear set of guidelines for the termination of service to a client who fails to comply with the policies and procedures of the service.

Policy

- A temporary or permanent withdrawal from the service may be made by the client or advocate to the Coordinator at any time (preferably in writing).
- The service may be withdrawn from the client if the Client Responsibilities as listed in the Client Rights and Responsibilities section are not met.
- A client has the right to withdraw from Mudgee Community Transport at any time. This withdrawal does not hinder the client from receiving the Service at a later date.
- The Coordinator has the right to withdraw service if the client does not follow the responsibilities set out in the [Pricing and Information Pamphlet Guidelines brochure](#) and behaves in a manner which does not respect the rights of other clients and the Community Transport staff and volunteers.
- A client may be withdrawn from the service if the client fails/refuses to comply with regulations set down within Transport Roads & Maritime Services guidelines or any other regulatory body.
- Before service is withdrawn, a letter will be forwarded to the client outlining reasons for any possible withdrawal of service and giving information on how the client can take further action if they desire.

These items should be read in conjunction with Mid-Western Regional Council's Policies, with particular reference to its Complaints Policy.

Privacy and Confidentiality

Objective

Protecting the privacy of clients is very important to the Mudgee Community Transport Service and the following policy and procedure is designed to ensure that details about clients are kept confidential.

Policy

- The privacy and confidentiality of clients will be maintained at all times and disposed of in accordance with the *privacy amendment (private sector) act 2000*, the *archives act 1983*, [and statute law revision act \(No. 1\) 2016](#), national privacy principles and any other relevant legislation that comes into effect from time to time.
- The only information recorded and stored by the service will be information relevant to providing the service and what is agreed to and willingly given by the client on the Client Information [and Referral Form Record](#).
- Information about the client's records held by the service will not be passed on to another service without the consent of the client. Consent can be in the form of a signature on the Client Information [and Referral Form Record](#) or verbally, in person or over the phone.
- Where clients have given permission to be referred to other agencies, their records will be passed on to the referral agency in person, via mail, fax or email. Only those records relevant to the referral recipient's services shall be passed on.
- Access to client files will be only by Mid-Western Regional Council staff who are directly involved in the work of Mudgee Community Transport. Information regarding clients will be stored appropriately within the office and the office will be locked when unattended.

Physical Contact

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Objective

- Mudgee Community Transport acknowledges that in the day to day provision of its services, some physical contact between passengers and team members ~~may~~ will be both appropriate and necessary.
- To avoid misunderstanding and distress arising from physical contact in the course of service delivery, team members (including volunteers) shall comply with the following policy.

Policy

- No Mudgee Community Transport team member shall have physical contact with a passenger except to assist or ensure their safe and comfortable use of Service, or in the case of first aid being required (by a current first aid certificate holder).
- Wherever practicable, no team member shall provide a service to a vulnerable or “at risk” client (eg. children, people with intellectual disabilities) without the assistance an advocate or of another person nominated by the referring service or family member of the client.
- Wherever practicable, team members will clearly explain the reason for and nature of any intended physical contact between themselves and clients and obtain their consent.
- Mudgee Community Transport will endeavour to identify any cultural considerations relevant to physical contact between clients and team members and positively address them in the delivery of services.

Suspected Client Trauma

Objective

- Mudgee Community Transport is a provider of passenger transport services. The team members are trained to provide transport services which cater to a variety of special needs experienced by people within our local community, but are not trained as welfare, health or legal specialists.
- Mudgee Community Transport does however acknowledge that, having a high degree of personal contact with many people who are otherwise isolated from the wider community, its team members are often in a position where they are the first and sometimes the only people to become aware of hardship, misfortune, distress or trauma which passengers may be experiencing.
- Whilst Mudgee Community Transport and its team members are not qualified to deal with a range of situations, the following policy shall be observed in order to safeguard the wellbeing of clients and bring suspected hardship or trauma to the attention of the appropriate authorities.

Policy

- Cases of suspected trauma will be treated as confidential.
- No team member shall attempt to interfere, mediate or become in anyway personally involved where they suspect a client of experiencing trauma resulting from any form of abuse (eg. sexual, child or elder abuse).
- Team members, upon becoming aware of a trauma possibly being experienced by a client, shall confidentially notify the Coordinator or his/her delegate if he/she is unavailable. The Coordinator shall in turn, with due regard for the privacy and wishes of the concerned client, promptly notify an appropriate carer, family member or professional agency.
- Any team members suspected of abusing a client will be immediately removed from the involvement of that client while allegations are investigated.
- The Coordinator will ensure the interests of the client's take precedence over those of the client's family or of other members of the community and will:
 - Assess the client's need for immediate medical attention and if required, ensure that it is provided;
 - Arrange emergency respite care, admission to hospital or referral to the police if the alleged abuser needs to be separated to ensure the client's safety while respecting the rights of the abuser;
 - Where necessary contact family members, the client's general practitioner and other community services involved;

- o Report all suspected or confirmed cases of abuse to the Mid-Western Regional Council's Work Health & Safety Coordinator, and

Once investigated, the Manager and Coordinator will determine if there is a legal requirement to report the incident and will ensure the matter is notified to the appropriate authority/s.

- Mudgee Community Transport acknowledges that each case of abuse is unique and that the determined interventions should take into account the nature and context of the abusive relationship and whether consent for intervention is given, other than in a situation where the law requires the matter to be reported.
- Mudgee Community Transport will maintain confidentiality of information and management of communication and documentation related to the incident of abuse in accordance with Mid-Western Regional Council's Privacy and Confidentiality Policy.
- Team Members who have been involved in an incident of abuse related to one of their clients will be referred to counselling and support if deemed necessary and appropriate.

Clients at Risk at Home

Objective

- Mudgee Community Transport acknowledges its duty of care to provide safe and comfortable transport services to its clients.
- As many of its clients require constant care or supervision, Mudgee Community Transport further acknowledges its responsibility to ensure that vulnerable or at risk clients are delivered into safe and appropriate environments upon service completion.

Policy

- In situations where normal or intended arrangements fail to provide clients with an appropriate environment to be delivered into upon service completion (eg. a child is delivered to an empty home or an adult passenger is delivered into a home without power, heating or food) the following arrangements shall apply:
 - No client shall be left unattended in an unsafe or inappropriate environment.
 - Where a carer or guardian fails to meet a client as planned, and where operational consideration prevent a team member remaining with the client concerned, the Service shall continue with the concerned client and return to that client's home upon service completion.
 - Where a client is returned to a home which does not provide a safe or habitable environment, and where operational considerations allow, team members shall render what assistance is safe and practicable in order to resolve the situation.
 - Wherever practicable, the Coordinator or nominated team member shall be immediately notified of the situation.
 - Immediate communication will be made with "emergency contacts" (identified during client assessment) in order to resolve the situation.
 - Where reasonable action by Mudgee Community Transport cannot ensure a safe and appropriate environment for a client, the client shall be delivered to an appropriate agency.
- The Coordinator shall be responsible for keeping an up to date list of such agencies and ensuring adequate distribution of the information to team members.

Client Emergencies

Objective

- Mudgee Community Transport acknowledges its duty of care to provide safe and comfortable transport. Many clients of Mudgee Community Transport both live alone and are frail. It is an unfortunate reality that such people occasionally meet with accidents or illness and, isolated and immobile within their homes, are unable to summon help. It is also unfortunately not unheard of for a Mudgee Community Transport team member to be the first person to become aware of, or suspect such circumstances, which may require prompt action to ensure the wellbeing of the client concerned.

In consideration of these facts the following procedure shall apply when doubt exists regarding the wellbeing of a client upon calling at their home and receiving no answer.

At the Client's Home

- After receiving no answer from the client upon calling at the door, and when there is good reason to suspect that the client is within the home, a "walk around" of the premises, including discreetly looking in windows, whilst calling the client, will be undertaken (the client may be in the backyard).
- Wherever practicable, the Coordinator or nominated team member shall be immediately notified of the situation and then kept informed of any further developments.
- If necessary, neighbours should be discreetly questioned to establish the possible whereabouts of the client (eg. perhaps the intended client was seen leaving).
- Unless there is clear evidence that the client is within the house and in need of immediate first aid (in which case contact the police and ambulance, then wait for the police to be present before forced entry to the client's home is attempted) no further action shall be taken.
- Records including bookings/run sheets will be checked to ensure no information error has been made.
- Immediate communication will be made with "emergency contacts" (identified during client assessment) and other appropriate sources (eg. destination venue) in order to establish the whereabouts of the client.
- Where doubt continues to exist regarding the client's wellbeing, appropriate authorities including the police shall be informed of the need for immediate action.

Lost Clients on Return Journey

All passenger transport operators must deal with situations where clients do not present themselves or are late for scheduled return services. Such situations are however of particular concern for Mudgee Community Transport because many of its clients have special care needs and/or are vulnerable. In view of this fact, the following procedures shall apply where clients do not present themselves as arranged for return services.

- Wherever practicable, the Coordinator or nominated team member shall be notified immediately of the lost client situation and then kept informed of any further developments.
- Team members shall make all reasonable attempts to locate the client.
- All actions taken to locate a lost client, including postponing scheduled service departure, will be taken in consideration of the comfort and safety of other clients (eg. clients shall not be left for extended periods in vehicles where they are subject to extremes of heat/cold etc, vulnerable clients shall not be left unattended).
- If out of Mudgee and all reasonable ~~attempts attempted~~ have been made to locate the client, contact police (as appropriate).

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Community Transport Office Procedure

- By contacting appropriate persons including "emergency contacts", the Coordinator or nominated team member shall endeavour to establish whether the client has made alternate arrangements for their return.
- Where a client cannot be located before operational or client safety/comfort considerations require the departure of the service, appropriate persons including "emergency contacts" and agencies, including health and police departments will be informed.
- Destination/venue, next of kin, family, carers and/or "emergency contacts" of other clients will be contacted where significant delays of service will ~~effectaffect~~ their expected time of arrival plans or arrangements.

Passenger Illness or Injury

- Many Mudgee Community Transport clients are frail or of fragile health, and may unfortunately succumb to illness or injury whilst using a service.
- In view of this fact, the following procedures shall be applied:

- Team members shall monitor the health and wellbeing of clients at all times during the delivery of services.
- Illness or injury during a service will be responded to immediately using Universal Precautions Procedures (NB. Gloves provided in vehicle first aid or Universal Precautions Kit should always be worn when providing first aid).
- Priorities for team members responding to client illness or injury shall be:
 - ~~minimising~~ minimising risk to any other client or team member.
 - obtaining emergency assistance as required (eg. ambulance).
 - delivering first-aid to their best ability.
 - minimising distress to other clients.
 - conveying the client to an appropriate source of assistance (eg. hospital).
 - notifying the Coordinator or nominated team member of the situation.
 - keeping them informed of any further developments.
- Any blood or body fluid spill shall be dealt with using Universal Precautions procedures.

Mudgee Community Transport Office Procedure

- The next of kin or nominated "emergency contact" of the affected client will be contacted and advised of developments.
- Destination/venue, next of kin, family, carers and/or "emergency contacts" will be contacted where significant delays of service will affect expected arrival plans or arrangements.

Infection Control

Objective

To ensure the dangers of transmissible illness to both team members and clients are kept to a minimum.

Procedure

MINOR INFECTIOUS ILLNESSES

- Where practicable, team members when effected by a minor illness such as a cold, will avoid close contact with clients, and in particular those who are frail or in poor health.
- Team members shall inform the Coordinator, as soon as possible, if they suspect that they may be affected by a minor infectious illness and the Coordinator will adjust the roster accordingly.

Spill and Fluid Protection

- All blood and human body fluids (including urine, faeces and vomit) shall be treated as potential carriers of serious infectious disease.
- Prior to the delivery of Mudgee Community Transport services which involve contact with clients, team members shall wash hands and cover any cuts, abrasions, broken or damaged skin with a waterproof dressing.
- All Mudgee Community Transport vehicles shall be equipped with Universal Precautions Kits and First Aid Kits which shall be replenished after each use.
- Team members shall at all time, use the Universal Precautions Kit equipment to isolate, remove, cleanse and disinfect any spill of blood or human body fluids.
- Where a team member has had an exposure to blood (contact through unprotected cuts, broken skin or damaged skin), this shall be reported immediately to the Coordinator. The Coordinator shall immediately contact an appropriate local medical adviser or:

The Albion Centre	
(Sydney Metropolitan)	02 9332 9600
Fax	02 9331 3490

- Spillage of blood or body fluids in Mudgee Community Transport vehicles shall be reported to the Coordinator and documented on the Vehicle Checklist Form attached to all drivers' run sheets.

Lost Property

Objective

Mudgee Community Transport team members are required to assist clients ensure that personal property is not left on vehicles. Items of property that do become lost shall be returned to their owners wherever possible. Additionally, Mudgee Community Transport is committed to maintaining privacy and confidentiality in the administration of lost property procedures.

Procedure

Lost Property

- Team members shall ensure that when assisting clients to disembark from a service all reasonable effort is taken to ensure that clients have not left any personal property on the vehicle. Any items found in the vehicle are to be either returned to the client on the day or returned to the Mudgee Community Transport Office.

~~• A Mudgee Community Transport Lost Property Book shall be maintained.~~

Found Property

- At the completion of each Mudgee Community Transport service, vehicles shall be inspected to ensure that no items of lost property remain on board. All items lost property identified shall be removed from the vehicle and returned to the Mudgee Community Transport Office.
- The Coordinator or nominated team member shall be promptly notified of lost property items and relevant details shall be entered into the Mudgee Community Transport Lost Property Book.
- Items of lost property shall be inspected only for the purposes of:
 - establishing the identity of the owner.
 - establishing that no perishable or dangerous goods are contained.
- Perishable items shall be disposed of prior to collection as soon as they begin to deteriorate.
- Dangerous goods shall be secured or disposed of according to the health and safety interests of team members.
- If ownership of items of lost property is established, all reasonable steps will be taken to contact the owner to inform them where the property is held and how they can arrange for its return.

- If ownership of lost property cannot be established:
 - The item shall be retained for a minimum of period of three months.
 - After this time lost property shall be disposed of in accordance with Mid-Western Regional Council policy and the means of disposal noted in the Community Transport Lost Property Book.
- Claims of ownership of unidentified lost property shall be verified through the claimants' description of the item prior to their viewing or inspecting it.
- ~~Mudgee Community Transport reserves the right to charge for expense incurred in returning or storing items of lost property.~~

Grievance Procedures

A grievance is defined as a wrong, real or imagined, considered as grounds for complaints, which can potentially be resolved. Clients, carers, volunteers or any other person has the right to complain about the Service without fear of retribution.

Complaints are a valid form of feedback and may provide the opportunity to improve the quality or management of the Service.

Objective

- To provide a mechanism within the service structure to deal with complaints in a just, appropriate and effective manner.
- To ensure that clients and client advocates wishing to make a complaint are aware of procedures and steps in the complaint handling process.
- To ensure that all complaints are dealt with sensitively, objectively and confidentially.

Policy

- Clients are invited and encouraged to use an advocate of their choice or have an advocate appointed to assist in making the complaint and to ensure the complaints procedure is followed.
- Clients making a complaint, either informally or formally, will not be excluded from receiving service in the future.
- The client will, in the first instance, make the complaint to the Coordinator. This may be verbal or in writing.
- The Coordinator will confirm with the complainant the accuracy of what has been recorded and explain what will happen next.
- The Coordinator is to deal with the complaint as expeditiously as possible. If the matter needs to be referred to the Manager, Community Services ~~Customer Service Manager~~, then the complaint must be made in writing.
- A letter acknowledging receipt of a written complaint should be forwarded within seven (7) ~~(seven)~~ working days.
- A follow-up letter is to be forwarded to the complainant when action has been completed.

- If the issue is not satisfactorily resolved, the service user should raise the matter directly with the [Director, Community ~~Group Manager Corporate and Community Services~~](#) of Mid-Western Regional Council.

These items should be read in conjunction with the Policies and Procedures, as developed by Mid-Western Regional Council with particular reference to the [GrievanceComplaints](#) Policy.

- If after the above procedure, the issue is still not resolved, the client can complain to the:

The Ombudsman's Office (NSW)
Community Services Division
Level 24, 580 George Street
SYDNEY NSW 2000

Phone: 1800 451 524 (Freecall)
Email: nswombo.nsw.gov.au
Web: www.ombo.nsw.gov.au

- The Coordinator is to ensure that complainants are protected from any repercussions, reprisals or victimisation following a complaint being made.

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Fees and Charges

Objective

- To ensure that clients are aware of fees and charges relating to provision of the Service.
- To ensure that clients are not excluded from utilising the Service in cases of financial hardship.

Policy

- Fees charged for services provided by Mudgee Community Transport are recommended by the Coordinator in consultation with the [Manager, Community Services](#), ~~Customer Service Manager~~ and form part of the Fees and Charges which are developed within the ~~Management Plan Delivery Program and Operational Plan~~ of Mid-Western Regional Council. ~~These documents are Management Plan is~~ placed on public exhibition with an open invitation for submissions from local residents. The Fees and Charges are presented to Council for approval as part of Council's [public exhibition of the Operational Plan, financial annual accounting processes](#).

Essential changes to charges requiring implementation prior to the close of the current financial year and therefore unable to await inclusion in the next [Management Operational Plan](#) are advertised for one month to allow public comment.

- Should a client have difficulty in meeting the cost of the Service, they will be able to negotiate with the Coordinator a plan to suit their individual position, or consult with a financial counsellor.
- [Based on the client's completion of the Application for Review of Fees](#), ~~the~~ the Coordinator will assess the client's ability to pay the standard fee and determine if special consideration is required, or if the client prefers, refer client to financial counsellor.
- Should special consideration be required, the Coordinator or financial counsellor should determine with client an option to suit their situation. This may be a time payment program, delayed payment, or another recommendation from financial counsellor.
- In all circumstances during this process, the client's privacy and confidentiality will remain paramount, meaning that a decision be made in favour of the client rather than risk breaches or privacy and confidentiality.
- Should the client receive service which they cannot pay for, this will not exclude them from receiving service in the future.

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Recruitment of Volunteer Drivers

Objective

To recruit and train adequate numbers of volunteer drivers who will provide a competent service to the clients of Mudgee Community Transport.

Policy

- The Coordinator will recruit volunteer drivers through advertising and promotion of the Service throughout the community.
- Each prospective volunteer driver will be interviewed and given Information Packs on the Service.
- Each prospective volunteer driver will complete a National Criminal History Record Check Consent as well as other paperwork as required by the service and Transport for NSW from time to time to Obtain Personal Information.
- Volunteer driver Criminal History Record Checks will be undertaken once every three years.
- The Coordinator will inform the volunteer as soon as the Record Check has been returned.
- Prospective volunteer drivers will be offered orientation that will include:
 - Work Health & Safety
 - Tools for transport run sheets and GPS navigation
 - Safe Work Method Statements
 - The rights and responsibilities of volunteer drivers
 - Trial runs with an experienced volunteer driver
- Training may will be provided in the following:
 - First Aid
 - Driver Training courses conducted by accredited trainers.
 - Orientation training courses conducted by other local volunteer drivers
 - Volunteer training in manual handling and OH&S WHS conducted by accredited trainers.
- All volunteer drivers must sign a Volunteer Agreement and are expected to comply with the Community Transport Policies.

RETIREMENT OF VOLUNTEER DRIVERS

- From a volunteer driver's 75th birthday onwards, driving for Community Transport is subject to annual Roads & Maritime Services licence renewals, annual medical reviews and functional testing, as well as Community Transport's discretion. Restrictions will be placed on the

volunteer driver, limiting their travelling radius from Mudgee to Lithgow, Dubbo, Bathurst and Orange.

- Every effort will be made by Community Transport to limit the length of scheduled trips for those volunteer drivers beyond 75 years old.
- A volunteer driver is to advise the Coordinator in writing on his/her anniversary date, or at any time throughout the year, if applicable, of any changes or fluctuations in medical conditions that may prevent him/her (or cause him/her to be recommended not to drive by a medical practitioner) from legally driving. Further, the volunteer must provide evidence of a medical practitioner's subsequent clearance to drive prior to them returning to volunteer for Community Transport.

Vehicle/Volunteer Records

Objective

To ensure an efficient record system is in place to provide up-to-date data on all Mudgee Community Transport vehicles and volunteer drivers.

Policy

- The Coordinator is responsible for keeping up-to-date records on all vehicles and drivers used in the delivery of Mudgee Community Transport services.

- Each vehicle will have a file detailing information including:
 - Seating, luggage capacity and accessibility features.
 - Registration and insurance renewal/expiry dates.
 - Records of damage/accidents/insurance claim forms
 - Restraint obligations (for wheelchairs, walkers).

- Each volunteer driver will have a file recording:
 - All relevant driver license information.
 - Current residential and postal addresses.
 - Current telephone number.
 - Relevant skills and training records.
 - Notes regarding passenger compatibility.
 - Relevant medical details.

• ~~Availability times.~~

Personal Presentation for Volunteer Drivers

Objective

Whilst representing Mudgee Community Transport, each team member shall be responsible for ensuring that their standards of personal presentation are maintained to a level which is appropriate to their responsibilities within the organisation.

Policy

- Neat, casual clothing shall be worn whilst on duty. This clothing shall be appropriate to the occupational health and safety considerations of the individual work responsibilities of each team member, for example:
 - Sturdy comfortable footwear shall be worn at all times (no thongs).
 - Hats and other appropriate protection against sun damage shall be worn whilst outside the vehicle.
- Volunteer drivers have the option of wearing a polo shirt with the Mudgee Community Transport logo in the summer months as well as a jacket for the cooler months. These items of clothing will be purchased from Service funds.
- Personal hygiene shall be maintained to a standard which reasonably minimises any risk of offence to passengers or team members.
- No items of clothing or accessories shall be worn whilst representing the organisation which may be offensive to any passenger or other team member, for example:
 - Tee-shirts with political or religious slogans.
 - Badges or jewellery with contentious or potentially inflammatory insignia or symbols.
- Mudgee Community Transport places no general restrictions upon the jewellery or hairstyles worn by individual team members except that they must not present a safety hazard.

Disciplinary Measures for Volunteer Drivers

Objective

In order to maintain high standards within Mudgee Community Transport, and to ensure safety standards are kept as a paramount priority, volunteer drivers will be subject to the same disciplinary measures as are applicable to employed team members.

Policy

- Where a volunteer driver's work performance or conduct is considered unsatisfactory, the volunteer driver will be informed in the first instance of the nature of the unsatisfactory performance or conduct and of the required standard to be achieved.
- Unsatisfactory work performance or conduct shall include, but is not limited to, neglect of duties, breach of discipline, absenteeism and non-compliance with safety standards.
- A written record shall be kept on the volunteer driver's [electronic personnel](#) file of any initial warning.
- Where there is reoccurrence of unsatisfactory work performance or conduct, the volunteer driver will be warned in writing by the Coordinator. Counselling will reinforce the standard of work or conduct expected and, where the volunteer is failing to meet those standards, a suitable review period for monitoring his or her performance, the severity of the situation, and whether disciplinary action will follow should the volunteer driver's work performance or conduct not improve.
- If the volunteer driver's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the volunteer driver shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.
- If the volunteer driver's work performance or conduct does not improve after the final warning further disciplinary action may be taken or the volunteer driver may be relieved of his or her driving duties.

Smoking Policy

Objective

To minimise the risk of tobacco related injuries and illnesses to both clients and drivers who use Mudgee Community Transport.

Policy

- Mudgee Community Transport does acknowledge that some team members and clients may either choose to smoke or may be presently unable to overcome the strong addictive properties of nicotine.
- In consideration of these facts the following shall apply:
 - No team member or client shall smoke in the Mudgee Community Transport office or vehicle, and per Council's 'Smoke Free Outdoors Area' Policy, or within 10 metres of a Council building.
 - No team member shall have a "cigarette break" which results in any danger to a passenger, team member or member of the general public (eg. leaving vulnerable clients unattended).
 - Arrangements shall be made to provide reasonable "cigarette breaks" for both clients and team members where the lack of such "cigarette breaks" may effect the efficient delivery and/or receipt of safe and comfortable services.
- This Policy is to be read in conjunction with the relevant Mid-Western Regional Council policies relating to Smoke ~~Free Environment and No Smoking Policy~~ Free Outdoor Area Policy which have been developed within the guidelines of the *Work Health and Safety Act 2011*.

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Workplace Health and Safety Policy

Objective

The workplace [provides a healthy](#) and [a-safe](#) working environment for staff, volunteers and clients within the Mudgee Community Transport Service are considered to be of the utmost importance.

Policy

All employees, volunteers and clients are required to comply within the WH&S Guidelines as set out within the Mid-Western Regional Council Work Health and Safety Policy together with all other relevant policies, procedures and Safe Work Method Statements as developed within Council's guidelines.

Further compliance is required under:

- CTO Occupational Health & Safety Manual – 2003.
- Disability Services Occupational Health & Safety Project Report – October 2006.

Where possible, it is the policy of the Mudgee Community Transport Service to operate during daylight hours. To achieve this objective, bookings will only be accepted for transport during daylight hours, in recognition of our commitment to the safety of our volunteer drivers and our clients.

In addition, for trips to Sydney ([or other extended destinations](#)), there will be a limit of two drop off/pick up addresses per trip. Only with the approval of the Coordinator (or nominated team member) may an additional stop be scheduled, having regard to the proximity of the additional address to the priority booked in time drop off/pick up addresses. Further, a Sydney run sheet should be prepared in order to ensure that adequate time is set aside for the driver to have [at least](#) one hour out of the vehicle during the day to alleviate any potential physical and/or mental fatigue.

Where any driver is of the opinion that he or she may struggle with any journey (due to fatigue, illness or any other reason), he or she must make the Coordinator aware of this fact and arrangements will be made to replace the driver for that trip. There may be some instances of regional travel (including Sydney trips) where it may be appropriate for two drivers to be scheduled on for a trip in order that the driving be shared and all drivers are to be made aware that this is a reasonable request and one that should be made to the Coordinator as soon as practicable prior to the commencement of the journey.

The above items should be read in conjunction with Mid-Western Regional Council's [policies](#) and procedures.

Manual Lifting and Handling

Objective

- To ensure that employees and volunteers are adequately trained in manual handling techniques so that in the day to day provision of services they are able to safely undertake a range of routine and ad-hoc lifting and manual handling activities.
- Manual lifting and handling activities include both the general handling of office, vehicle and mobility equipment and assisting passengers to use Mudgee Community Transport services. Poor lifting and handling practices constitute a major threat to the health and safety of team members and passengers.

Policy

- All Mudgee Community Transport team members shall accomplish safe lifting and handling of passengers, equipment and any other items by undertaking the following analysis of each task to determine an appropriate course of action.
- Instances where risks arising from routine or ad-hoc lifting and handling tasks have been identified shall be notified to the Coordinator.

Assisting Passengers Who Use Wheelchairs

- Assisting passengers who use wheelchairs to get up or down kerbs and steps may be an essential part of helping them to use Mudgee Community Transport's services. This is an area where extreme care is needed to ensure the safety of both passengers and team members.
- It is unfortunately common for passengers who use wheelchairs to require assistance up or down a number of steps. Where no ramps, lifts or other accessibility arrangements exist, this task can seldom be accomplished by Mudgee Community Transport team members without considerable care and planning.
- Even where a team member may have the physical strength and agility to successfully assist a person using a wheelchair up or down a number of steps, there is rarely any margin for error and always a great deal of risk involved.
- To ensure the safety of both passengers and team members, the following shall apply to all Community Transport services:
 - No Community Transport team member shall attempt to provide assistance to a person using a wheelchair to negotiate more than two steps (up or down) at any one time where there is no level resting area in between.

- Where passengers who use wheelchairs require assistance to negotiate more than two steps (up or down) the Coordinator or nominated team member shall be responsible for ensuring that:
 - Enquiries regarding accessibility by other means (other entrances, ramps etc) have been made on accepting booking.
 - Appropriately trained personnel equipped with suitable specialist equipment are obtained to assist the passenger, and/or
 - Where client consent is provided, referrals are made to relevant agencies (eg.Home Modifications) to overcome the problem.

Training

- Community Transport shall ensure that adequate information and training on the implementation.
- Application of safe lifting and handling techniques is made available to all team members.
- Reference: CTO Manual Handling Training Program – 2005.

Inspection and Maintenance of Vehicles

Objective

Ensuring that all vehicles are fully functional prior to each journey is an absolute priority in the delivery of the Mudgee Community Transport Service.

Policy

- At the commencement of each day's operation, any vehicle and all equipment to be used in a Mudgee Community Transport service shall be inspected to ensure that it is clean, safe and in good working order.
- At each handover, the new driver shall as a minimum, conduct a walk round inspection of the vehicle and, as far as is practicable, conduct a full vehicle and equipment inspection.
- Any defects or faults are to be reported using the community transport vehicle check list form.
- No Mudgee Community Transport vehicle shall be used in a service where inspection has resulted in the identification of a safety defect which renders it not roadworthy within the definition of NSW Road Transport Regulations.
- The Coordinator is responsible for the arrangement of routine service inspections [through the Council Workshop at the local dealerships.](#)
- The Coordinator is responsible for arranging services in line with the manufacturers' guidelines together with repairs/replacement of tyres and other consumables

Use of Seatbelts in Vehicles

Objective

Mudgee Community Transport is committed to ensuring the safety and comfort of all its clients and recognises the essential function of client safety equipment in this area. Mudgee Community Transport shall therefore equip all its vehicles with safety equipment appropriate to the needs of all, including small children and people who use mobility aids.

Policy

- All passengers and team members, except where a valid medical exemption is provided, are required to utilise appropriate safety equipment which may include seatbelts, child seats, child harnesses. Should a medical exemption be in place, the client is required to present this exemption to the Coordinator in each instance of travel, acknowledging that client circumstances may change.
- Wherever practicable, team members shall be responsible for ensuring prior to service commencement that passenger safety equipment appropriate to the safety needs of each passenger is:
 - Available in sufficient quantity.
 - Clean and in good working order.
- Parents and guardians seeking transport for children that require specific safety harnesses (such as booster seats or baby capsules) in the vehicles are required to provide the specific safety harnesses themselves. Mudgee Community Transport is unable to track infant and children's sizes and, therefore, the onus must be on the infant or child's parent or guardian to do so and select the appropriate safety equipment accordingly.
- It is the responsibility of the parent/guardian/carer of the child to fit the individual safety harness.
- All safety harnesses must comply with the current rules and regulations set by Transport Roads & Maritime Services at the time.
- Team members shall be responsible for ensuring that all appropriate safety equipment is utilised by passengers and is correctly fitted and secure.
- Team members shall be responsible for ensuring that all passenger safety equipment is safely and neatly secured within vehicles when not in use.

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Carriage of Mobility Aids and Goods in Vehicles

Objective

Mudgee Community Transport is committed to ensuring the safety and comfort of all its team members and passengers and recognises the dangers presented by incorrectly or poorly stowed items in its vehicles.

Policy

- No item shall be carried within a Mudgee Community Transport vehicle in a manner which will allow it to become a missile within the vehicle in the event of sudden deceleration (eg. an accident).
- No item shall be carried within a Mudgee Community Transport vehicle in a manner which will allow it to block an entrance, exit or emergency exit.
- Wherever practicable, items will be carried within the boot of the vehicle.

An oxygen cylinder can only be carried in the vehicle if it is in the leather harness which can be strapped to the back of the front passenger seat. There is a leather harness available in the Mudgee Community Transport office for such a purpose.

A gopher/scooter may be secured using the wheelchair straps in the appropriate Mudgee Community Transport vehicle however, no client can remain seated in their gopher/scooter when being transported. The client must be able to transfer to a fixed passenger seat. Should the gopher/scooter require operation to move the gopher/scooter in and out of the vehicle, this will be the responsibility of a carer not the driver or staff. This only applies to gophers/scooters that can be safely secured using the wheelchair restraints already fitted in the vehicle around the frame thus incurring minimal movement of the device.

All wheelchairs being carried need to be secured in accordance with Australian Standards AS3696.19.2009 and the instructions outlined in the Freedom Van Operators Manual V1.09.4 (copy in vehicle).

Vehicle Accidents or Breakdowns

Objective

Despite Mudgee Community Transport's best efforts, vehicles do from time to time suffer from mechanical breakdowns. Mechanical breakdowns may include both faults which may render a vehicle inoperable and faults which may render a vehicle unsafe. In such cases, ensuring the safety and comfort of Mudgee Community Transport passengers, and affecting a swift return to normal service are our highest priorities.

Policy

- In the event of a notifiable injury, illness or incident (including mechanical breakdown) immediate action will be taken by team members to minimise danger to passengers and to ensure their comfort, such action shall include:
 - * Check for any danger to him or herself, any passengers or others.
 - * Call for help, administer first aid all call 000 (or 112) if required.
 - * Moving the vehicle to a safe position (away from traffic) where possible.
 - * Where the vehicle cannot be moved, assisting passengers to move to a safe location.
 - * Where the electronic ramp fails in the wheelchair accessible vehicle, following the Freedom Van Operators Manual V1.09.4 for manual release of the wheelchair ramp (copy in vehicle).
 - * Utilising appropriate safety equipment to minimise risk.
 - * Monitoring the wellbeing of passengers.
 - * Keeping passengers informed of developments.
- The Coordinator or nominated team member shall be notified of the notifiable injury, illness or incident immediately and then kept informed of any further developments. The Coordinator or nominated team member will then immediately notify the Mid-Western Regional Council's Work Health & Safety Coordinator.
- Where the Coordinator or a nominated team member cannot be contacted, team member/s delivering the service shall, utilising the Emergency Contacts listed in the vehicle information log, determine a course of action leading to:
 - * Passengers being conveyed safely to their destination.
 - * The vehicle being recovered and conveyed to an approved repair facility.
 - * Obtaining a relief vehicle where necessary.
- Where alternate transport is organised to convey passengers to their destination, every effort shall be made to ensure that it is suited to the mobility needs of those passengers.
- All vehicle breakdowns shall be recorded in the Mudgee Community Transport Vehicle Check List Sheet and an Incident Report Form needs to be completed by the volunteer driver and delivered to the Coordinator.

- The Coordinator will oversee the notification next of kin, family, carers and/or "emergency contacts" where significant delays of service will affect expected arrival plans or arrangements.

- In the event of a near hit, incident or injury, the volunteer driver is to :
 - Check for any danger to him or herself, any passengers or others.
 - Call for help, administer first aid all call 000 (or 112) if required.
 - Notify the Coordinator or nominated team member immediately. The Coordinator or nominated team member will then immediately notify the Mid-Western Regional Council's Work Health & Safety Coordinator.
 - Complete and Incident Report Form and deliver it to the Coordinator [within 24 hours of the incident/accident](#).

- Any Mudgee Community Transport vehicle which has developed a mechanical fault which renders it not roadworthy shall be withdrawn from service until the fault has been rectified and inspected by an authorised vehicle repairer.

Fleet Policy

Objective

To ensure the safe and efficient operation of the Mudgee Community Transport vehicle fleet.

To maintain the vehicles in the best possible condition in order to present the vehicles in a condition which allows minimum changeover costs thus keeping within the parameters of the budgetary constraints as set by the funding provided from the external funding bodies.

Policy

The Coordinator will:

- order the replacement vehicles in line with Mid-Western Regional Council's [Procurement Policy](#) and ensure payment is made in a timely manner.
- ensure that the vehicles are maintained as per the manufacturers' guidelines by undertaking the booking of services and all other maintenance items as required.
- ensure that the vehicles are kept clean and in good condition at all times in order to achieve the best possible value for the vehicle upon changeover.
- ensure that the tyres on the vehicles are maintained and/or replaced in line with the level of roadworthiness required by the relevant regularity authorities.
- have any damage to vehicles assessed immediately and repairs carried out as soon as practicable to ensure the continued good condition of the vehicles.
- follow the guidelines as provided by Mid-Western Regional Council when dealing with any insurance claims and provide the relevant information to the Insurance Company or staff within Council as directed.

This policy should be read in conjunction with all Mid-Western Regional Council Policy documents with particular reference to, Fleet Management, Procurement, Insurance and any other relevant documents.



Office of
Local Government

Circular to Councils

Circular Details	Circular No 17-30 / 23 October 2017 / A565071
Previous Circular	16-42 <i>Review of the Model Code of Conduct and Procedures for the Administration of the Model Code of Conduct</i> – 3 November 2016
Who should read this	Councillors / General Managers / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance Team – (02) 4428 4100
Action required	Response to OLG

Consultation on drafts of the new Model Code of Conduct for Local Councils in NSW and associated Procedures

What's new or changing

- The Office of Local Government (OLG) is consulting with councils and other stakeholders on changes to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures).
- The Phase 1 amendments made to the *Local Government Act 1993* (the Act) last year will see the pecuniary interest provisions of the Act and the *Local Government (General) Regulation 2005* incorporated into the Model Code of Conduct.
- Once commenced, these reforms will consolidate the prescription of all ethical standards for council officials into a single statutory instrument. They will also mean that breaches of pecuniary interest obligations by councillors are treated as misconduct under the Act and will be subject to the “three strikes” misconduct rules.
- As part of the process of implementing the Phase 1 amendments, OLG has undertaken a review of the Model Code of Conduct and the Procedures. In doing so, OLG has sought the views of councils and other stakeholders on the ethical standards prescribed under the Model Code of Conduct, the operation of the Procedures and the current regime for disclosure of interests under section 449 of the Act.
- Having considered submissions, OLG has prepared consultation drafts of the new Model Code of Conduct and Procedures. OLG is seeking the views of councils and other stakeholders on the consultation drafts prior to finalising the new Model Code of Conduct and Procedures.
- The proposed amendments to the Model Code of Conduct and Procedures are highlighted in **bold type** in the consultation drafts. These amendments are designed to update, clarify and enhance prescribed ethical standards, to address issues identified in the four years the current versions of the Model Code of Conduct and Procedures have been in force and to improve their operation.
- The new Model Code of Conduct and Procedures will also contain new provisions that are designed to improve ethical standards, more effectively deter non-compliance and lead to improved transparency and accountability.

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- Once finalised, councils will be given a 6-month transitional period in which to adopt the new Model Code of Conduct and Procedures and to update their systems to align with the new requirements.

What this will mean for your council

- OLG is inviting submissions from councils and other stakeholders on the consultation drafts of the new Model Code of Conduct and Procedures.
- Submissions may be made by email to olg@olg.nsw.gov.au.
- Submissions should be labelled “Code of Conduct Consultation” and marked to the attention of OLG’s Council Governance Team.
- Council complaints coordinators should bring this circular to the attention of their council’s conduct reviewers so that they may make submissions.
- Submissions should be made before **Monday 4 December 2017**.

Key points

- The consultation drafts are available on OLG’s website at www.olg.nsw.gov.au.
- The proposed amendments have been highlighted in **bold font**.

Where to go for further information

- For further information, contact OLG’s Council Governance Team on (02) 4428 4100.



Tim Hurst
Acting Chief Executive

The Model Code of Conduct

for Local Councils
in NSW

October 2017



CONSULTATION DRAFT

CONSULTATION DRAFT

THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

October 2017

ACCESS TO SERVICES

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OFFICE HOURS

Monday to Friday

9.00am to 5.00pm

(Special arrangements may be made if these hours are unsuitable)

All offices are wheelchair accessible.

ALTERNATIVE MEDIA PUBLICATIONS

Special arrangements can be made for our publications to be provided in large print or an alternative media format. If you need this service, please contact us on 02 4428 4100.

DISCLAIMER

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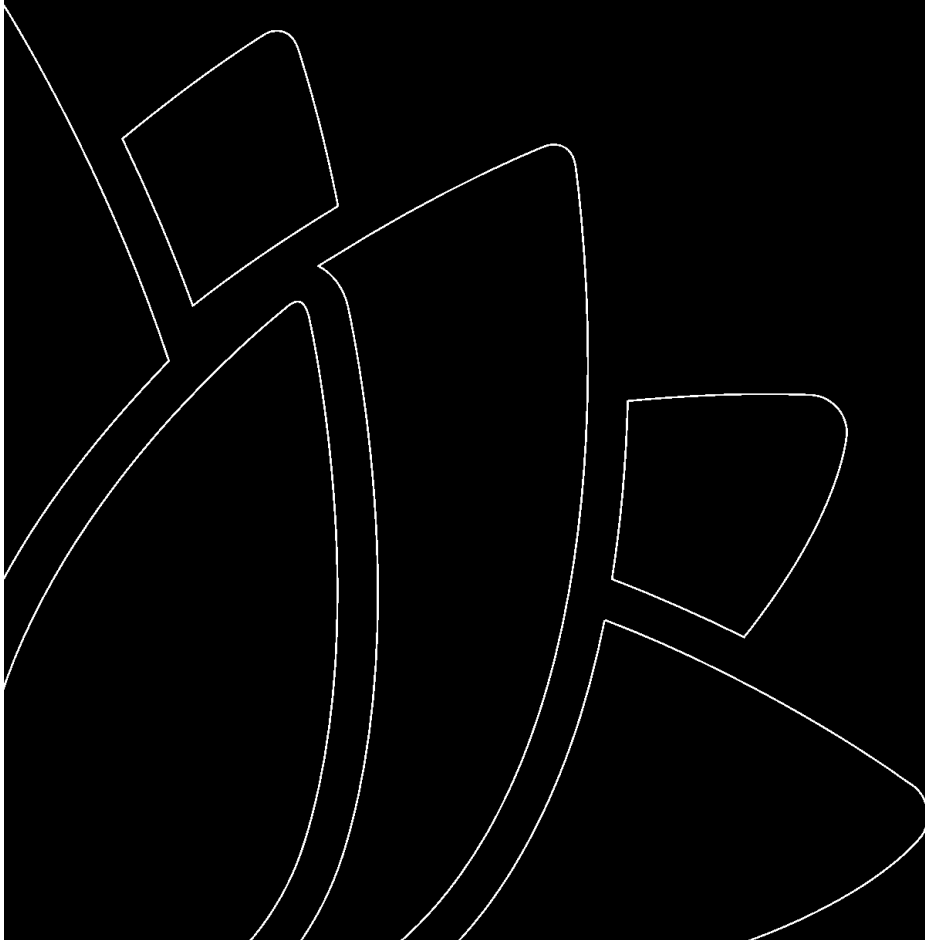
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Contents

PART 1	INTRODUCTION	4
PART 2	DEFINITIONS	6
PART 3	GENERAL CONDUCT OBLIGATIONS	10
PART 4	PECUNIARY INTERESTS	14
PART 5	NON-PECUNIARY CONFLICTS OF INTEREST	22
PART 6	PERSONAL BENEFIT	28
PART 7	RELATIONSHIPS BETWEEN COUNCIL OFFICIALS	32
PART 8	ACCESS TO INFORMATION AND COUNCIL RESOURCES	36
PART 9	MAINTAINING THE INTEGRITY OF THIS CODE	42
SCHEDULE 1:	DISCLOSURES OF INTEREST	46
SCHEDULE 2:	FORM OF RETURN - DISCLOSURE OF INTEREST	54
SCHEDULE 3:	FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST	58

Part 1:
Introduction

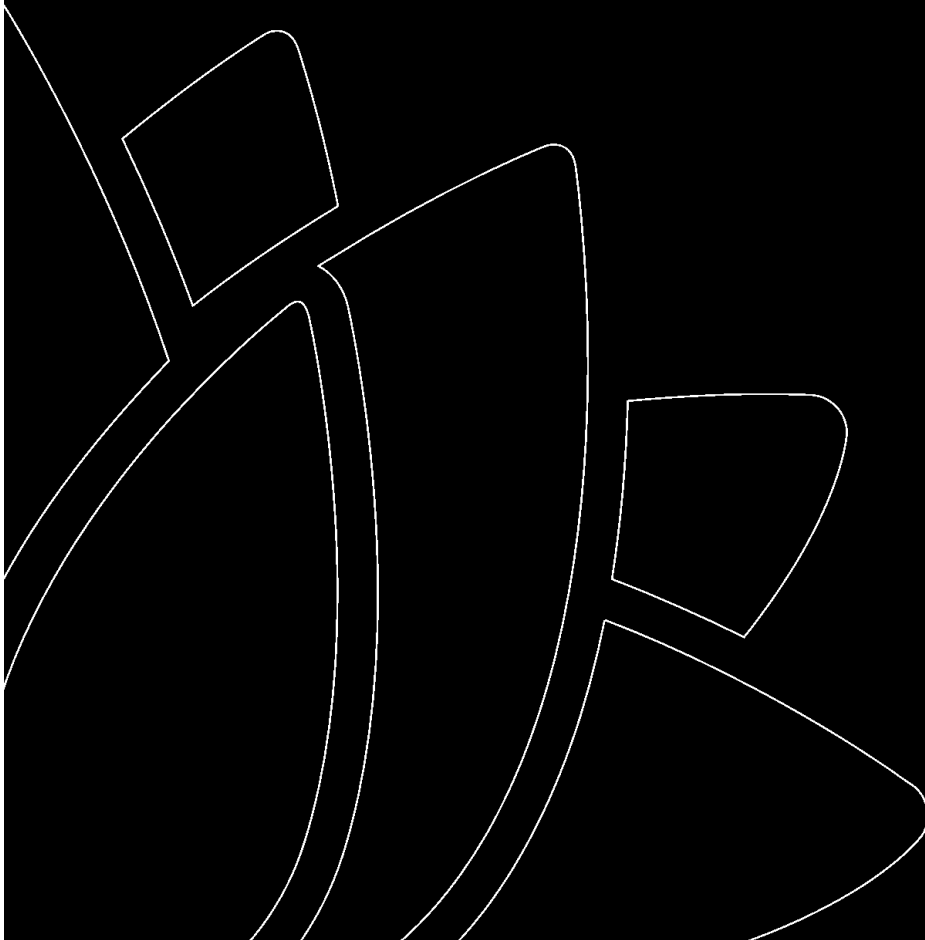


This *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) is made under section 440 of the *Local Government Act 1993* (“LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”).

Section 440 of the LGA requires every council to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council’s adopted code of conduct may include provisions that supplement the Model Code of Conduct.

A council’s adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council’s adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

**Part 2:
Definitions**



Definitions

In the Model Code of Conduct the following definitions apply:

LGA	the <i>Local Government Act 1993</i>
act of disorder	see the definition in clause 256 of the Local Government (General) Regulation 2005
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Office of Local Government
Code	means the Model Code of Conduct for Local Councils in NSW
committee	a council committee
conflict of interest	a conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty
council committee	a committee established by resolution of council other than a wholly advisory committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
council official	includes councillors, members of staff of council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as in the <i>Environmental Planning and Assessment Act 1979</i>

The Model Code of Conduct for Local Councils in NSW**Office**

personal information

Office of Local Government

information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion

the Procedures

the Regulation

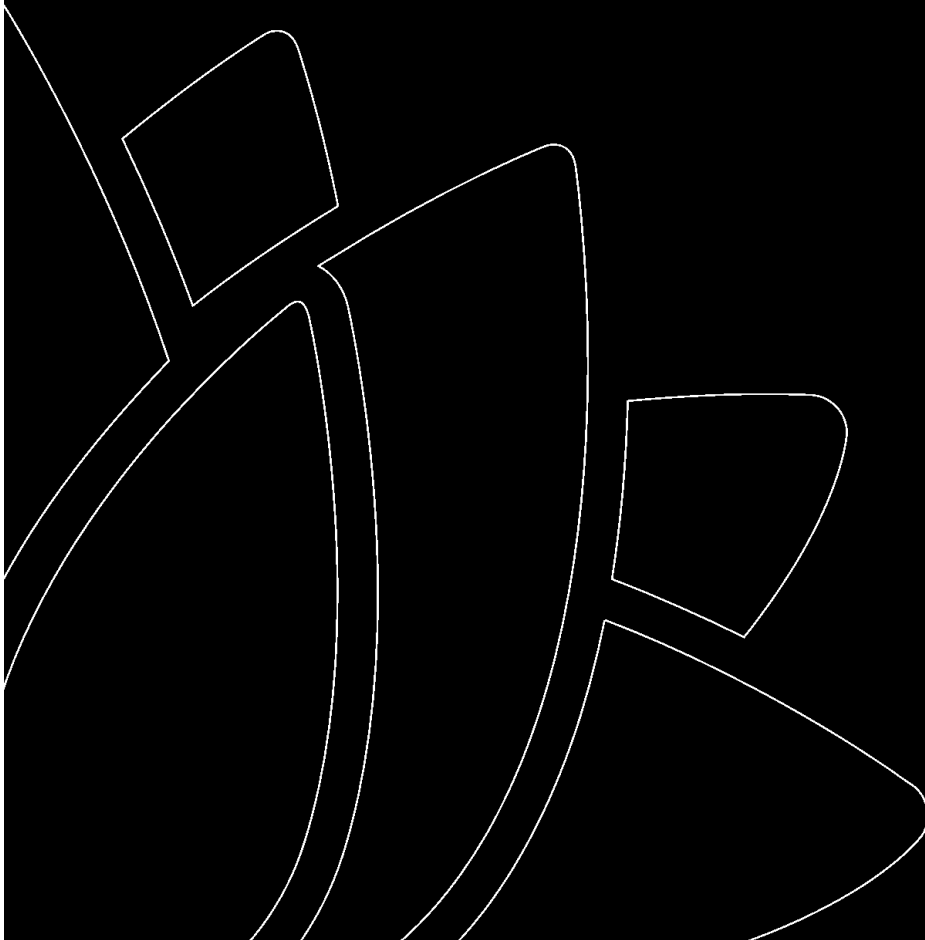
The Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation

the Local Government (General) Regulation 2005

The term “you” used in the Model Code of Conduct refers to council officials.

The phrase “this code” used in the Model Code of Conduct refers also to the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Local Government (General) Regulation 2005.

Part 3:
General Conduct
Obligations



General conduct

- 3.1 You must not conduct yourself in carrying out your functions in a manner that:**
- a) is likely to bring the council or other council officials into disrepute**
 - b) is contrary to statutory requirements or the council's administrative requirements or policies**
 - c) is improper or unethical**
 - d) is an abuse of power**
 - e) causes, comprises or involves intimidation or verbal abuse**
 - f) involves the misuse of your position to obtain a personal benefit**
 - g) constitutes harassment or bullying behaviour under this code, or is improperly discriminatory.**
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).**

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.**
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.**
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.**

Harassment and discrimination

- 3.6 You must not harass or improperly discriminate against others, and you must not support anyone who harasses or improperly discriminates against others. This includes, but is not limited to, harassment or discrimination on the grounds of sex, pregnancy, age, race, marital status, disability, sexuality, political or other affiliation. It also includes discrimination against those who are carers, those who identify as transgender persons, and those who have infectious diseases.**
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that is:**
- a) not wanted by the person**
 - b) offends, humiliates or intimidates the person, and**
 - c) creates a hostile environment.**

Bullying

- 3.8 You must not engage in bullying behaviour towards another council official.**
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:**
- a) a person or a group of people repeatedly behaves unreasonably towards another council official or a group of council officials and**
 - b) the behaviour creates a risk to health and safety.**
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:**
- a) aggressive or intimidating conduct**
 - b) belittling or humiliating comments**

- c) spreading malicious rumours
 - d) teasing, practical jokes or ‘initiation ceremonies’
 - e) exclusion from work-related events
 - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker’s skill level
 - g) displaying offensive material
 - h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes
 - b) disciplinary action for misconduct
 - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
 - d) directing a worker to perform duties in keeping with their job
 - e) maintaining reasonable workplace goals and standards.
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
 - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that you have been notified of
 - e) report accidents, incidents, near misses, to the general manager and take part in any incident investigations.

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety

Land use planning, development assessment and other regulatory functions

- 3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.
- 3.15 You must keep a written record of all meetings and other communications with applicants or objectors to planning

applications. Councillors must disclose in writing any meetings and other communications with applicants or objectors to a planning application at a council or committee meeting where the planning application is under consideration.

- 3.16 For the purposes of clause 3.15, a “planning application” is:**
- a) an application for development consent, or for the modification of a development consent, or**
 - b) an application for a complying development certificate, or an application for the modification of a complying development certificate, or**
 - c) a formal request to initiate the making of an environmental planning instrument or development control plan in relation to development on a particular site.**

Binding caucus votes

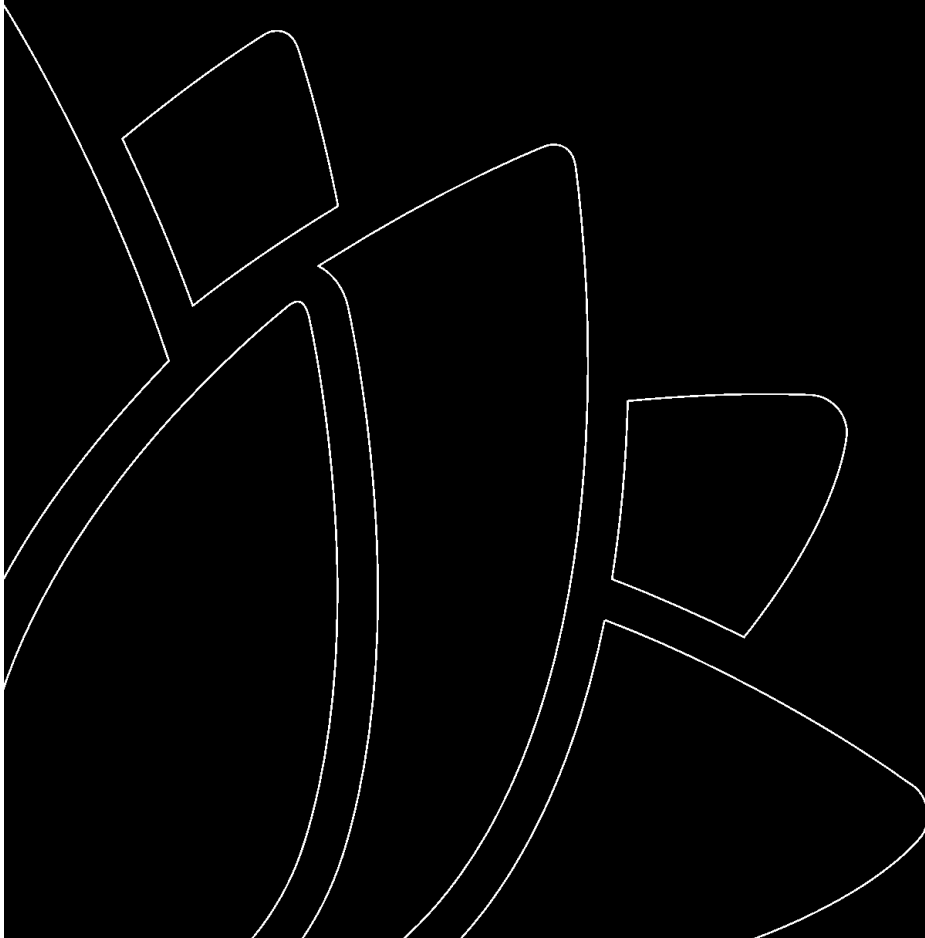
- 3.17 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.**
- 3.18 For the purposes of clause 3.17, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.**
- 3.19 Clause 3.17 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.**

- 3.20 Clause 3.17 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.**

Obligations in relation to meetings

- 3.21 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council.**
- 3.22 You must not harass the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council.**
- 3.23 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council, or that would otherwise be inconsistent with the orderly conduct of meetings.**
- 3.24 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:**
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or**
 - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or**
 - c) submit a large number of notices of motion, questions with notice or other business for consideration at a meeting of the council or a committee for the purposes of impeding the consideration of other business in the agenda for the meeting.**

Part 4:
Pecuniary Interests



What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
 - (b) your interest as a ratepayer or person liable to pay a charge
 - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
 - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code

The Model Code of Conduct for Local Councils in NSW

- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
 - (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
 - (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
 - (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
 - (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
 - (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
 - (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
 - (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
 - (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
 - (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
 - (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.
- 4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must as soon as practicable disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing.

4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to his or her other conditions of employment.

4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

4.14 A member of staff of council, other than a designated person, must disclose in writing to their supervisor or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable.

4.15 The staff member's supervisor or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.29 and comply with clause 4.30.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council.

What disclosures must be made by a councillor?

- 4.20 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and

- (b) must disclose pecuniary interests in accordance with clause 4.29 and comply with clause 4.30.

Disclosure of interests in written returns

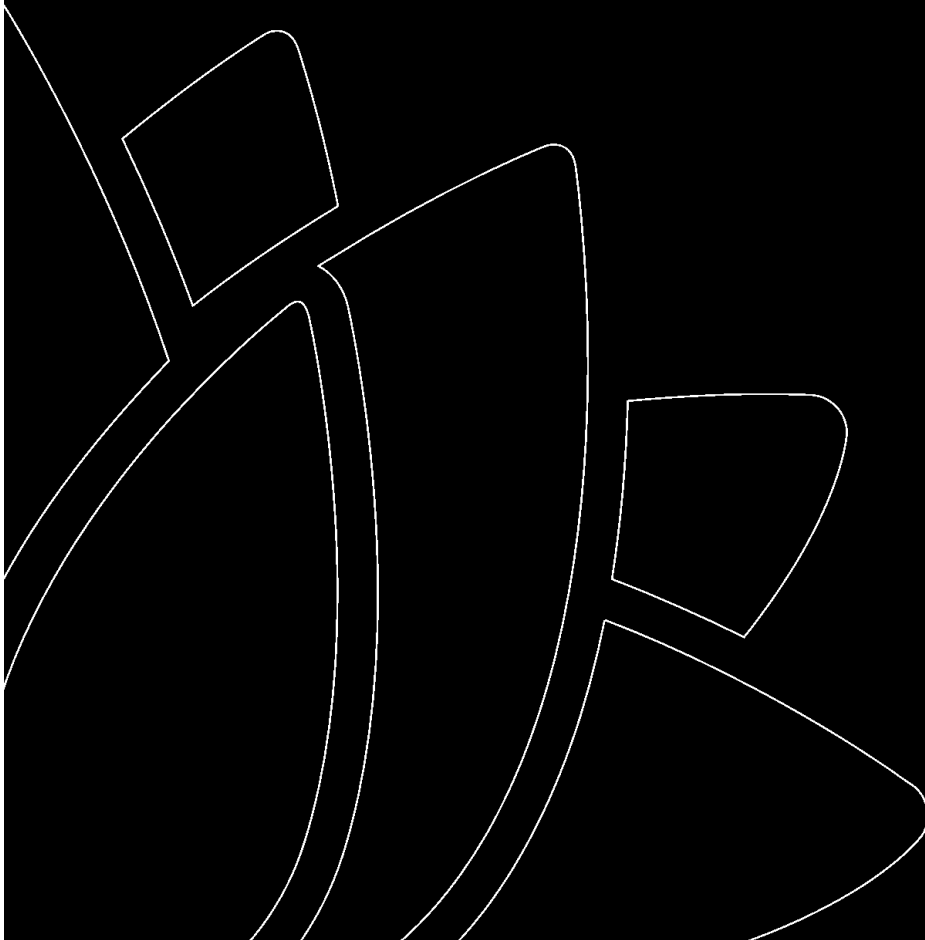
- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor or designated person, and
 - (b) 30 June of each year, and
 - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor or designated person in the preceding 3 months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.

- 4.25** Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26** Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at a council meeting as soon as practicable after the return is lodged.
- 4.27** The general manager must cause the information contained in returns made and lodged by councillors and the general manager under clause 4.21, other than information disclosing the address of the councillor's or general manager's principal place of residence, to be published on the council's website as soon as practicable after the returns are lodged. The general manager must cause the information published on the council's website to be kept up to date.
- 4.28** Information contained in returns made and lodged by designated persons other than the general manager is not to be publicly disclosed (including in the tabling of the returns under clauses 4.25 and 4.26) unless the council decides to grant access to the information in response to an access request made under the *Government Information (Public Access) Act 2009*.
-
- Disclosure of pecuniary interests at meetings**
- 4.29** A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.30** The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.31** A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32** A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn, sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.
- 4.33** A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

The Model Code of Conduct for Local Councils in NSW

- 4.34** A person does not breach clauses 4.29 or 4.30 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.
- 4.35** Despite clause 4.30, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36** Clause 4.30 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
 - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
 - (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.
- 4.37** A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:
- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
 - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and a copy of the special disclosure is to be recorded in the minutes of the meeting.
- 4.38** The *Minister for Local Government* may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the *Minister* is of the opinion:
- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - (b) that it is in the interests of the electors for the area to do so.

**Part 5:
Non-pecuniary Conflicts
of Interest**



What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 **A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.**
- 5.3 **Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in favour of your public duty.**
- 5.4 **When considering whether or not you have a non-pecuniary conflict of interest, it is always important to think about how others would view your situation.**
- 5.5 **The political views of a councillor do not constitute a private interest for the purposes of clause 5.2.**

Managing non-pecuniary conflicts of interest

- 5.6 **Where you have a non-pecuniary conflict of interest for the purposes of clause 5.2, you must disclose the relevant private interest fully and in writing as soon as practicable.**

- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant **where it does not involve a pecuniary interest for the purposes of clause 4.1**, but it involves:
- a) **a relationship between a council official and another person that is particularly close, for example, a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household**
 - b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
 - c) **an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong, including, but not limited to, active participation in its management or administration and other activities**
 - d) **a financial interest that is not a pecuniary interest for the purposes of clause 4.1.**
 - e) **the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.**

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5.10 If you have a significant non-pecuniary conflict of interest, you must manage it in one of two ways:

- a) **by removing yourself from consideration of the matter in which you have a significant non-pecuniary conflict of interest and arranging to have your duties in relation to the matter allocated to another person, or**
- b) **if the significant non-pecuniary conflict of interest arises in relation to a matter you are required to consider at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.29 and 4.30.**

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with your manager.

5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

Political donations

5.14 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.15 Where a councillor has received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) where the major political donor has a matter before council,

the councillor must declare a non-pecuniary conflict of interest, disclose the nature of the interest, and **manage the conflict of interest as if they had a pecuniary interest in the matter by complying with clauses 4.29 and 4.30.**

5.16 For the purposes of this Part:

- a) a “reportable political donation” is a “reportable political donation” for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*
- b) a “major political donor” is a “major political donor” for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.

5.17 Councillors should note that political donations below \$1000, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant **for the purposes of clause 5.9** and take the appropriate action to manage them.

5.18 If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 5.15, that councillor is not prevented from participating in a decision **to delegate consideration of the matter in question to another person** (see clause 5.13 above).

Loss of quorum as a result of compliance with this Part

- 5.19 Where a majority of councillors is precluded from consideration of a matter **by compliance with a requirement under this Part**, the council or committee must resolve to delegate consideration of the matter in question to another person.
- 5.20 Where a majority of councillors is precluded under this Part from consideration of a matter, and the matter in question concerns the exercise of a function that may not be delegated under section 377 **of the LGA**, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interest.
- 5.21 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:
- compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
 - the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
- 5.22 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to, in accordance with **clause 5.6**.
- 5.23 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary

conflict of interest in the matter is permitted to participate in consideration of the matter if:

- the matter is a proposal relating to
 - the making of a principal environmental planning instrument applying to the whole or a significant **portion** of the council's area, or
 - the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant **portion** of the council's area, and
- the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- the councillor **discloses** the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part **in accordance with clause 5.6**.

Other business or employment

5.24 The general manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council.

5.25 A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless he or she has notified the general manager in writing of the employment or work.

The Model Code of Conduct for Local Councils in NSW

5.26 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council, or that might conflict with the member's council duties.

5.27 A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so.

5.28 Members of staff must ensure that any outside employment or business they engage in will not:

- a) conflict with their official duties
- b) involve using confidential information or council resources obtained through their work with the council
- c) require them to work while on council duty
- d) discredit or disadvantage the council
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

way other members of the community deal with the council. In particular, you must not:

- a) access council information for personal purposes
- b) undertake personal dealings with the council during work time, or
- c) approach council staff in staff only areas to discuss your personal dealings with the council.

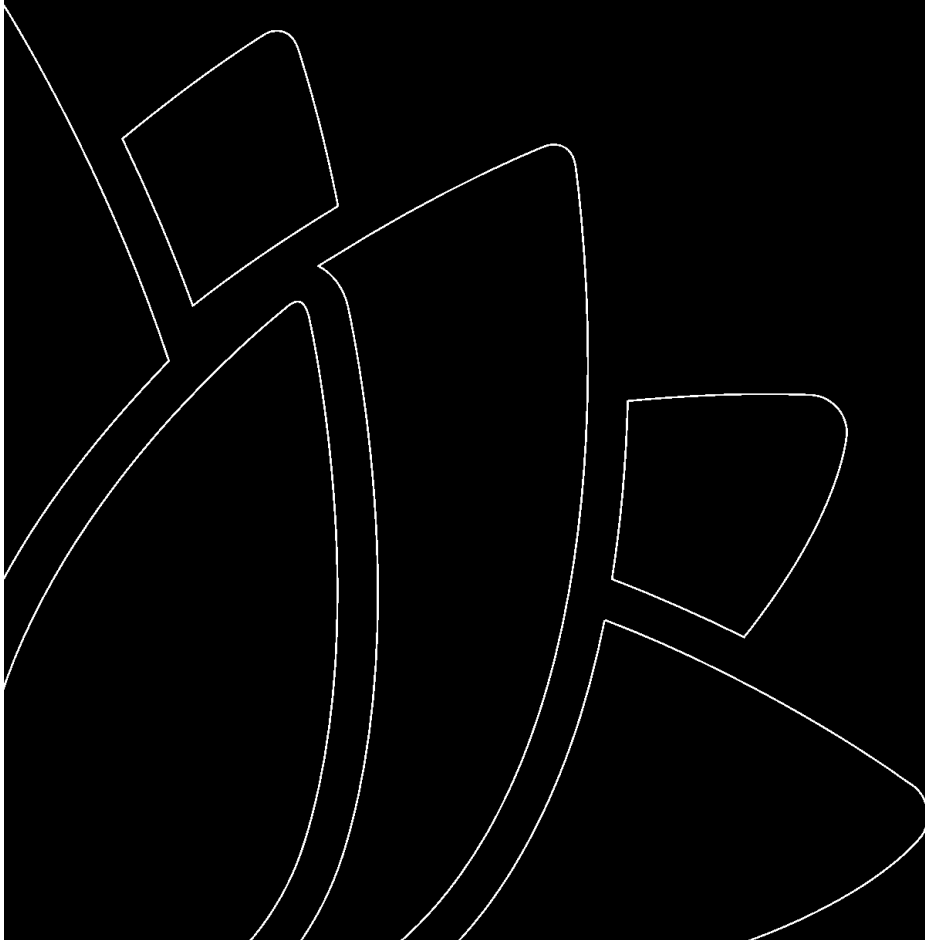
You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

Personal dealings with council

5.29 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a **development** consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.30 You must undertake any personal dealings you have with the council in a manner that is consistent with the

**Part 6:
Personal Benefit**



For the purposes of this section, a reference to a gift or benefit does not include a political donation **for the purposes of the *Election Funding, Expenditure and Disclosures Act 1981***.

Gifts and benefits

- 6.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.
- 6.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members include parents, **spouses or de facto partners**, children and siblings.

How are offers of gifts and benefits to be dealt with?

- 6.3 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) accept any gift or benefit of value**
 - e) accept an offer of cash or a cash-like gift, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in a customer-supplier relationship with the competition organiser**

- g) personally benefit from reward points programs when purchasing on behalf of the council.**

6.4 Where you are offered or receive a gift or benefit, you must disclose this promptly to your supervisor or the general manager in writing. **The recipient, supervisor, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:**

- a) whether the gift was accepted or refused**
- b) the nature of the gift**
- c) the estimated monetary value of the gift**
- d) the name of the person who offered the gift, and**
- e) the date on which the gift was offered or received.**

6.5 Where you receive a gift or benefit of value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Token gifts and benefits

- 6.6 Generally speaking, token gifts and benefits include:
- a) one or more gifts or benefits received from a person over a 12-month period that do not exceed a cumulative value of \$50.**
 - b) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work-related events such as **council-sponsored events**, training, education sessions or workshops

The Model Code of Conduct for Local Councils in NSW

- iii) conferences
- iv) council functions or events
- v) social functions organised by groups, such as council committees and community organisations
- c) **invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50**
- d) **gifts of single bottles of alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/ address) that do not exceed a value of \$50**
- e) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
- f) **prizes that do not exceed \$50 in value.**

Gifts and benefits of value

- 6.7 **Gifts or benefits that exceed \$50 in value are to be treated as gifts or benefits of value and must not be accepted.**
- 6.8 **Where you have accepted a token gift or benefit from a person, you must not accept a further gift or benefit from the same person or another person associated with that person within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or a person associated with that person, during the same 12-month period would exceed \$50 in value.**
- 6.9 **Gifts and benefits of value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting**

codes with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, the use of holiday homes, free or discounted travel.)

- 6.10 **Clause 6.9 does not apply to events that have been organised or sponsored by the council, where the person is required to attend the event for the purposes of performing their official functions.**
- 6.11 **For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.**

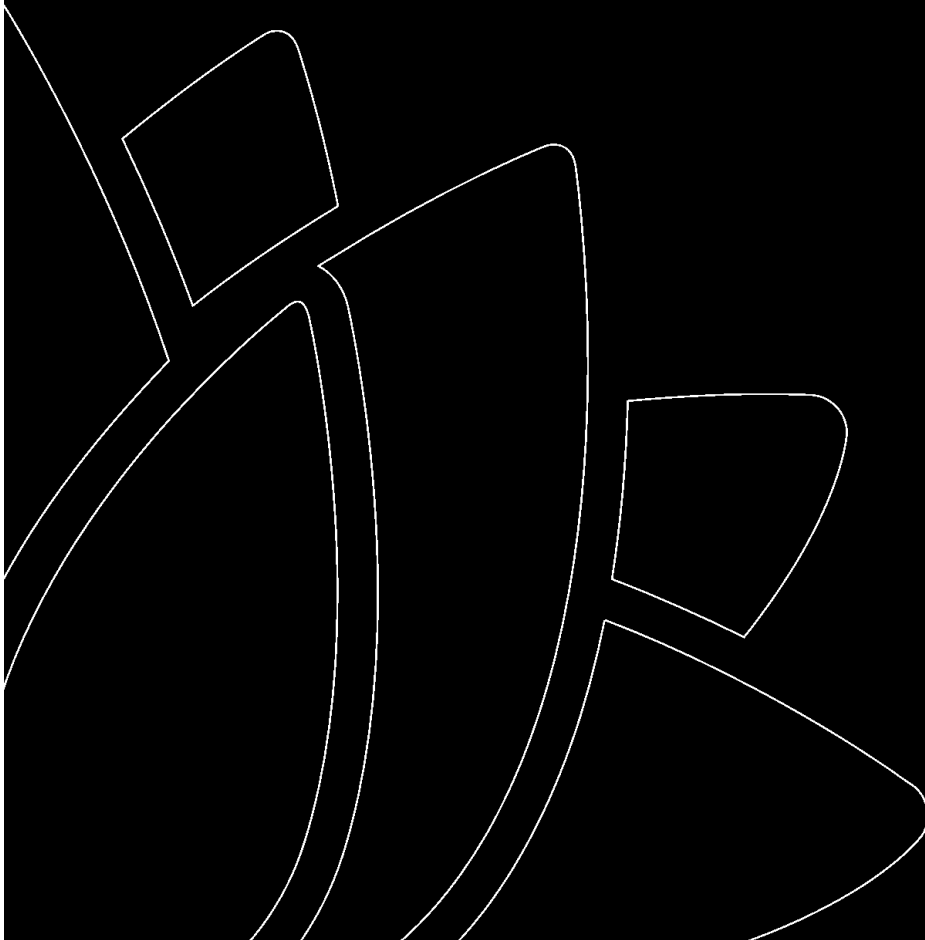
“Cash-like gifts”

- 6.12 For the purposes of clause 6.3(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

Improper and undue influence

- 6.13 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials **through the proper exercise of their role as prescribed under the LGA.**
- 6.14 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

**Part 7:
Relationships Between
Council Officials**



Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. **Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy.**
- 7.2 Councillors or administrators must not:
- direct council staff other than by giving appropriate direction to the general manager in the performance of the council's functions by way of council or committee resolution, or by the mayor or administrator exercising their power under section 226 of the **LGA (section 352)**
 - in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
 - contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
 - contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the mayor or administrator exercising their power under section 226 of the **LGA. Councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably**

necessary for the external auditor or audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

- 7.3 **Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.**
- 7.4 Members of staff of council must:
- give their attention to the business of the council while on duty
 - ensure that their work is carried out efficiently, economically and effectively
 - carry out lawful directions given by any person having authority to give such directions
 - give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
 - ensure that any participation in political activities outside the service of the council does not conflict with the performance of their official duties.

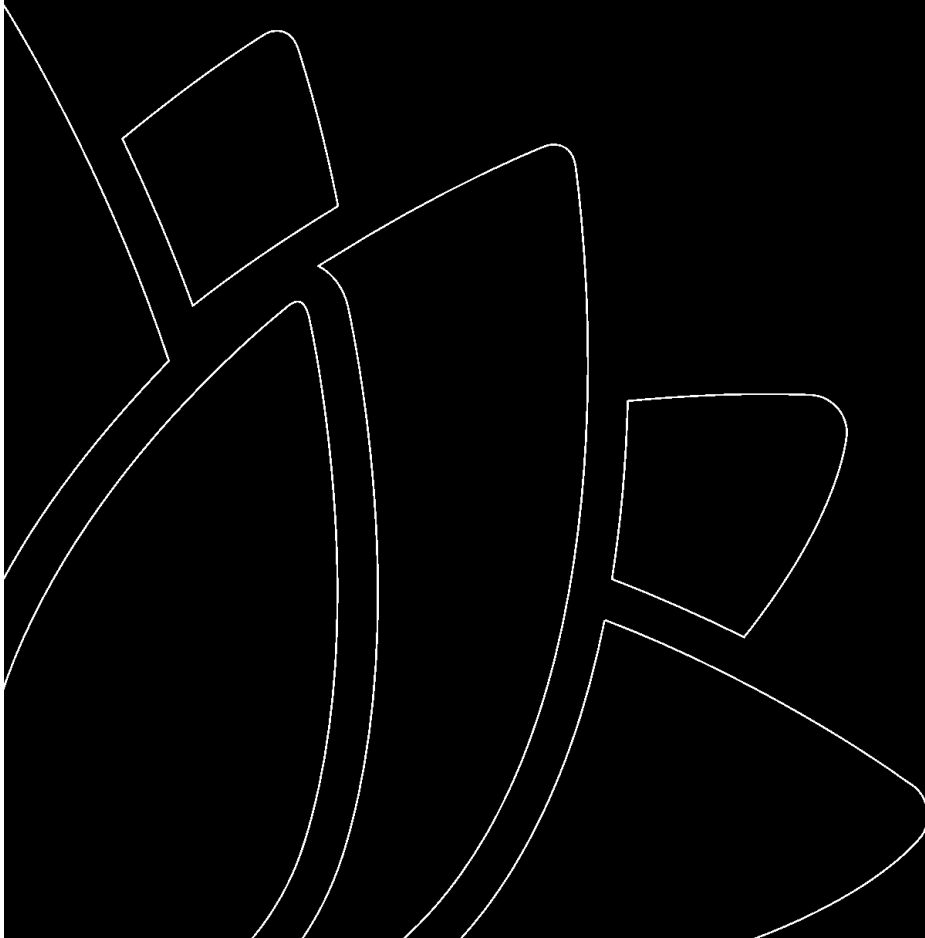
Inappropriate interactions

- 7.5 You must not engage in any of the following inappropriate interactions:

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- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters **including but not limited to industrial relations matters such as grievances, workplace investigations and disciplinary matters**
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters **including but not limited to industrial relations matters such as grievances, workplace investigations and disciplinary matters**
- c) **subject to clause 8.6**, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators being overbearing or threatening to council staff
- f) councillors and administrators making personal attacks on council staff in public forums **including social media**
- g) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- h) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- i) council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals
- j) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their **functions** under section 226 of the **LGA**.

Part 8:
Access To Information and
Council Resources



Councillor and administrator access to information

- 8.1 **The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).**
- 8.2 **The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.**
- 8.3 **Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.**
- 8.4 **Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.**
- 8.5 **Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.**
- 8.6 **Notwithstanding clause 8.4, councillors who are precluded from participating in the consideration of a matter under this code because they have a pecuniary or significant non-pecuniary conflict of interest in the matter, are not entitled to access to council information in relation to the matter unless the information is otherwise available to members of the**

public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 8.7 **Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.**

Refusal of access to documents

- 8.8 **Where the general manager or public officer determine to refuse access to a document sought by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their official functions (see clause 8.2). The general manager or public officer must state the reasons for the decision if access is refused.**

Use of certain council information

- 8.9 **In regard to information obtained in your capacity as a council official, you must:**
- only access council information needed for council business
 - not use that council information for private purposes

The Model Code of Conduct for Local Councils in NSW

- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
 - a) **only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions**
 - b) protect confidential information
 - c) only release confidential information if you have authority to do so
 - d) only use confidential information for the purpose for which it is intended to be used
 - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body

- g) **not disclose any information discussed during a confidential session of a council or committee meeting or any other confidential forum.**

Personal information

- 8.12 When dealing with personal information you must comply with:
 - a) the *Privacy and Personal Information Protection Act 1998*
 - b) the *Health Records and Information Privacy Act 2002*
 - c) the Information Protection Principles and Health Privacy Principles
 - d) the council's privacy management plan
 - e) the Privacy Code of Practice for Local Government

Use of council resources

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 Union delegates and consultative committee members may have reasonable access to council resources for the purposes of carrying out their industrial responsibilities, including but not limited to:
 - a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.

- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests or other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.19 You must not convert any property of the council to your own use unless properly authorised.
- 8.21 You must not use social media to post comments, photos, sound recordings or other information that:**
- a) **compromises your capacity to perform your official duties in an unbiased manner**
 - b) **has the potential to have a negative impact on your working relationships within the council or with external parties**
 - c) **is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council**
 - d) **has the capacity to damage the council's reputation or contains content about the council that may be misleading or deceptive**
 - e) **divulges confidential council information**
 - f) **breaches the privacy of other council officials or those that deal with council**
 - g) **contains allegations of suspected breaches of this code or information about the consideration of a matter under this code, or**
 - h) **could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment.**

Internet access and use of social media

- 8.20 You must not use council's computer resources **or other mobile devices** to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, **or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.**

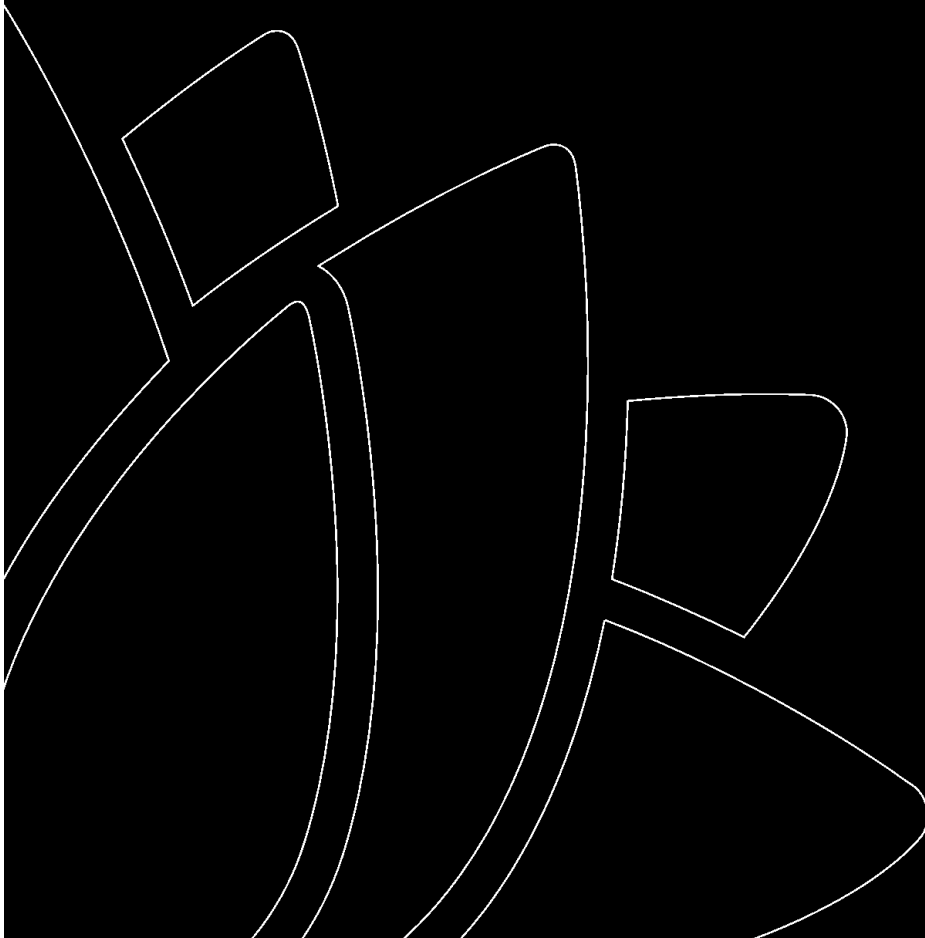
Council record keeping

- 8.22 All information received in your official capacity is a council record and must be managed in accordance with the council's approved record management practices and policies.**
- 8.23 All information stored in either soft or hard copy on council supplied resources is deemed to be related to the business of the council and can be used by the council as a council record regardless of whether the original intention was to create the information for personal purposes.**

Councillor access to council buildings

- 8.24 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.25 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.
- 8.26 Councillors and administrators must ensure that when they are within a staff area **they refrain from conduct that could be perceived to** improperly influence council staff decisions.

**Part 9:
Maintaining the Integrity
of This Code**



- 9.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

- 9.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.
- 9.3 For the purposes of clause 9.2, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under this code
 - g) to take reprisal action against a person for making a complaint under this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures for the administration of this code
 - i) to prevent or disrupt the effective administration of this code.

Detrimental action

- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made under this code.
- 9.5 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under this code.
- 9.6 For the purposes of clauses 9.4 and 9.5, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under this code

- 9.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 9.8 You must comply with a reasonable and lawful request made by a person exercising a function under **the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.**
- 9.9 You must comply with a practice ruling made by the **Office.**

The Model Code of Conduct for Local Councils in NSW

- 9.10 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

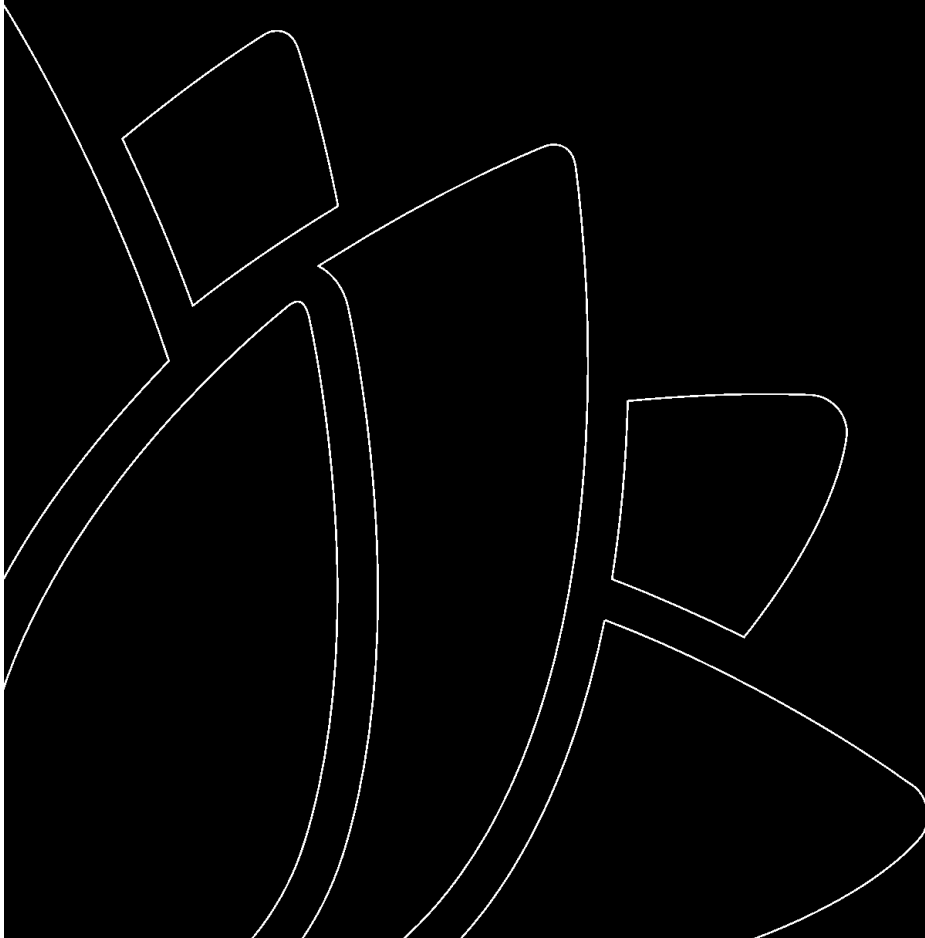
Disclosure of information about the consideration of a matter under this code

- 9.11 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.**
- 9.12 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.**
- 9.13 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.**
- 9.14 You must not disclose information about a **complaint you have made under this code or a matter being considered** under this code except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under **the Procedures**.

Complaints alleging a breach of this part

- 9.15 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator **are to be managed by the Office. The Office may delegate the consideration of an alleged breach of this Part to the general manager, the mayor or to another person.**
- 9.16 Complaints alleging a breach of this Part by other council officials **are to be managed** by the general manager.

**Schedule 1:
Disclosures of Interest**



Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or

c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property

- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

The Model Code of Conduct for Local Councils in NSW

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. **Interests etc. outside New South Wales:** A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. **References to interests in real property:** A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes

a reference to any real property situated in Australia in which the councillor or designated person has an interest.

4. **Gifts, loans etc. from related corporations:** For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.21 of this code must disclose:
 - a) the **street** address of each parcel of real property in which he or she had an interest on the return date, and
 - b) the **street** address of each parcel of real property in which he or she had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or

- b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

9. A person making a return under clause 4.21 of this code must disclose:
- a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
- a) it did not exceed **\$1000**, unless it was among gifts totalling more than **\$1000** made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 6 of the *Election Funding Expenditure and Disclosures Act 1981*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
 - d) did not exceed **\$500**, unless it was among gifts totalling more than **\$500** made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 6 of the *Election Funding Expenditure and Disclosures Act 1981*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New

The Model Code of Conduct for Local Councils in NSW

- South Wales, or to enable the traveller to represent the party within Australia, or
- g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.
- c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
- b) the name and address of each corporation in which he or she had an interest or held a position in the period since 30 June of the previous financial year, and
- c) the nature of the interest, or the position held, in each of the corporations, and
- d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
- b) required to apply its profits or other income in promoting its objects, and

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that is a property developer, on the return date.
20. For the purposes of clause 19:
- close associate** of a corporation means each of the following:
- a) a director or officer of the corporation, or a related body corporate of the corporation, or the spouse of such a director or officer
- b) a person whose voting power in the corporation, or a related body corporate of the corporation, is greater than 20% or the spouse of such a person
- c) if the corporation is a trustee, manager or responsible entity in relation to a trust—a person who holds more than 20% of the units in the trust (in the case of a unit trust) or is a beneficiary of the trust (in the case of a discretionary trust)
- d) if the corporation or a related body corporate of the corporation is a stapled entity in relation to a stapled

security—a person who holds more than 20% of the units in the trust that is the other stapled entity.

officer, related body corporate and **voting power** have the same meanings as they have in the *Corporations Act 2001* of the Commonwealth.

property developer means a person engaged in a business that regularly involves the making of relevant planning applications by or on behalf of the person in connection with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit.

spouse of a person includes a de facto partner of that person.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the code must disclose:
 - a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which he or she has held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (**including the street address of the affected property**) in the period since 30 June of the previous financial year, under which he or she wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (**including the street address of the affected property**) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

Sources of income

26. A person making a return under clause 4.21 of this code must disclose:
 - a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:

The Model Code of Conduct for Local Councils in NSW

- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of his or her employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed **\$1000**, or is not reasonably expected to exceed **\$1000**, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
- 30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.**

Debts

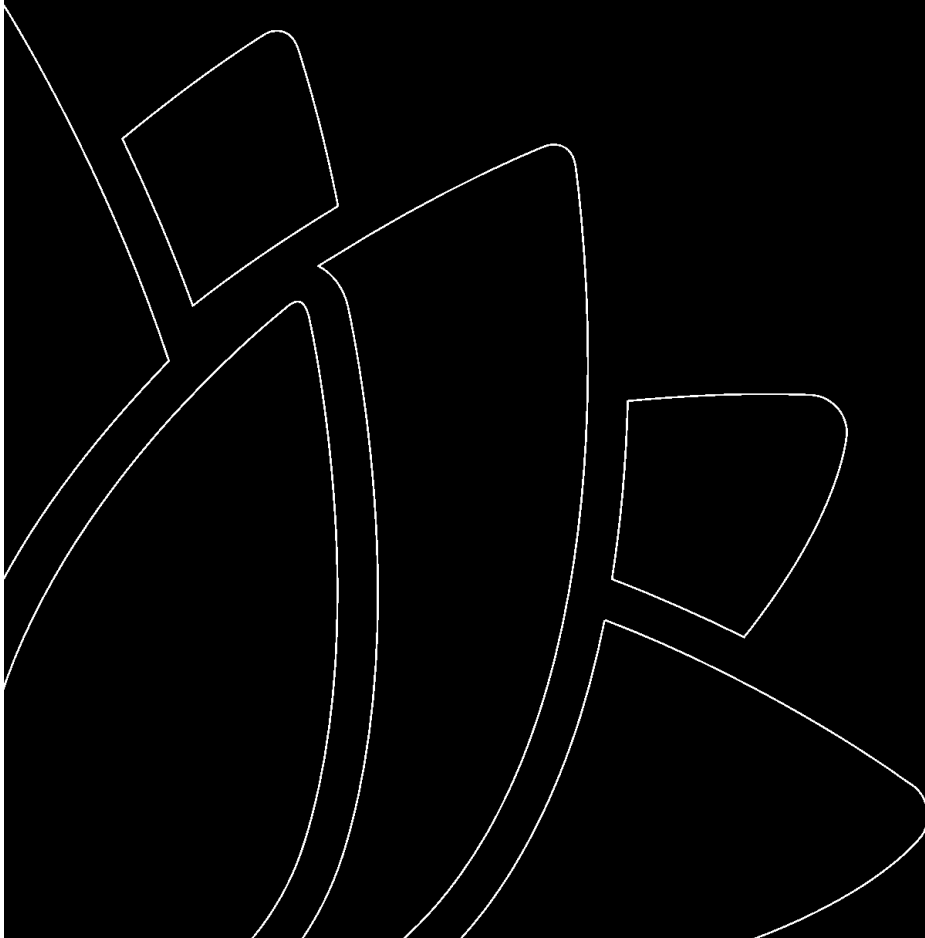
31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed **\$1000** on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, **\$1000**, or
 - b) the person was liable to pay the debt to a relative, or

- c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
- d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.**

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

**Schedule 2:
Form of Return – Disclosure
of Interest**



‘Disclosures by councillors and designated persons’ return

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
- 2 If this the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word “NIL” is to be placed in an appropriate space under that heading.
- 8 “*” means delete whichever is inapplicable.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

If you are a councillor or the general manager, information in this return other than information about your principal place of residence will be published on the council’s website.

If you are a designated person other than the general manager, information in this return is not to be publicly disclosed by the council unless the council decides to grant access in response to an access request made under the *Government Information (Public Access) Act 2009*.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

The Model Code of Conduct for Local Councils in NSW

Disclosure of pecuniary interests and other matters by *[full name of councillor or designated person]*

*as at *[return date]*

*in respect of the period from *[date]* to *[date]*

[councillor's or designated person's signature]

[date]

A. Real Property

Street address of each parcel of real property in which I had an interest *at the return date/*at any time since 30 June Nature of interest

B. Sources of income

1 *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:

*Sources of income I received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	----------------------------------------------------------------------------	--------------------------------------------------------

2 *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:

*Sources of income I received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

3 *Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:

*Sources of other income I received at any time since 30 June:

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------	-------------------------------------------------------------------------------------------------------

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/*at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
-----------------------------------------------------------------------------------------------------------------------------------	-----------------------------	----------------------------------	---------------------------------------------------------------------------------------------

F. Were you a property developer or a close associate of a corporation that is a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date/*at any time since 30 June	Description of position
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------

H. Debts

Name and address of each person to whom I was liable to pay any debt *at the return date/*at any time since 30 June

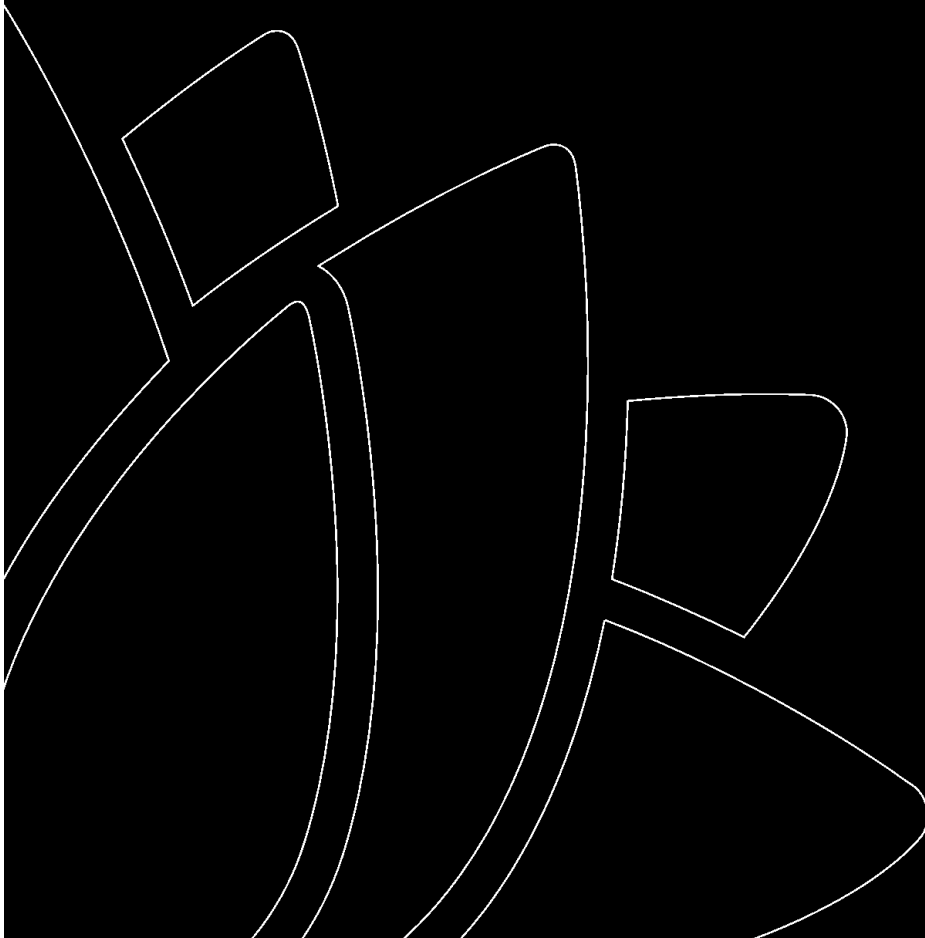
I. Dispositions of property

1 Particulars of each disposition of real property by me (**including the street address of the affected property**) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (**including the street address of the affected property**), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

**Schedule 3:
Form of Special Disclosure
of Pecuniary Interest**



- 1 This form must be completed using block letters or typed.
- 2 If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate to a pecuniary interest that arises only because of an interest of the councillor in the councillor's principal place of residence, or an interest of another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) in that person's principal place of residence.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

The Model Code of Conduct for Local Councils in NSW**Special disclosure of pecuniary interests by** *[full name of councillor]*in the matter of *[insert name of environmental planning instrument]*which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interestAddress of land in which councillor or an associated person, company or body has a proprietary interest (the identified land)¹Relationship of identified land to councillor
[Tick or cross one box.]

- Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise).
- Associated person of councillor has interest in the land.
- Associated company or body of councillor has interest in the land.

Matter giving rise to pecuniary interest²Current zone/planning control
*[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]*Proposed change of zone/planning control
*[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]*Effect of proposed change of zone/planning control on councillor **or associated person**
[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

- 1 Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
- 2 Clause 4.3 of the Model Code of Conduct provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
- 3 “Relative” is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse’s or your de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.



Procedures for the
Administration of

The Model Code of Conduct

for Local Councils in NSW

October 2017



CONSULTATION DRAFT

CONSULTATION DRAFT

PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

October 2017

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(Special arrangements may be made if these hours are unsuitable)

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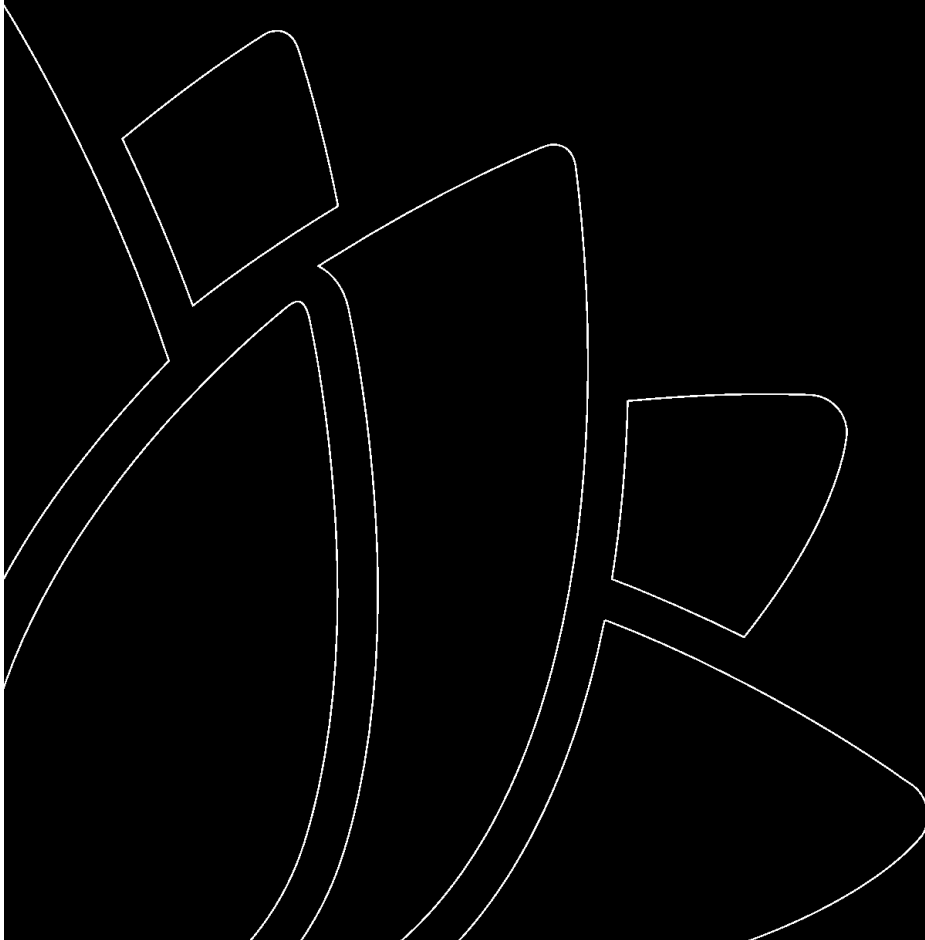
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Contents

PART 1	INTRODUCTION	4
PART 2	DEFINITIONS	6
PART 3	ADMINISTRATIVE FRAMEWORK	8
PART 4	HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?	12
PART 5	HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?	16
PART 6	PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS	24
PART 7	INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER	30
PART 8	OVERSIGHT AND RIGHTS OF REVIEW	40
PART 9	PROCEDURAL IRREGULARITIES	44
PART 10	PRACTICE DIRECTIONS	46
PART 11	REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER	48
PART 12	CONFIDENTIALITY	50

Part 1:
Introduction



These procedures (“the Model Code Procedures”) are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”).

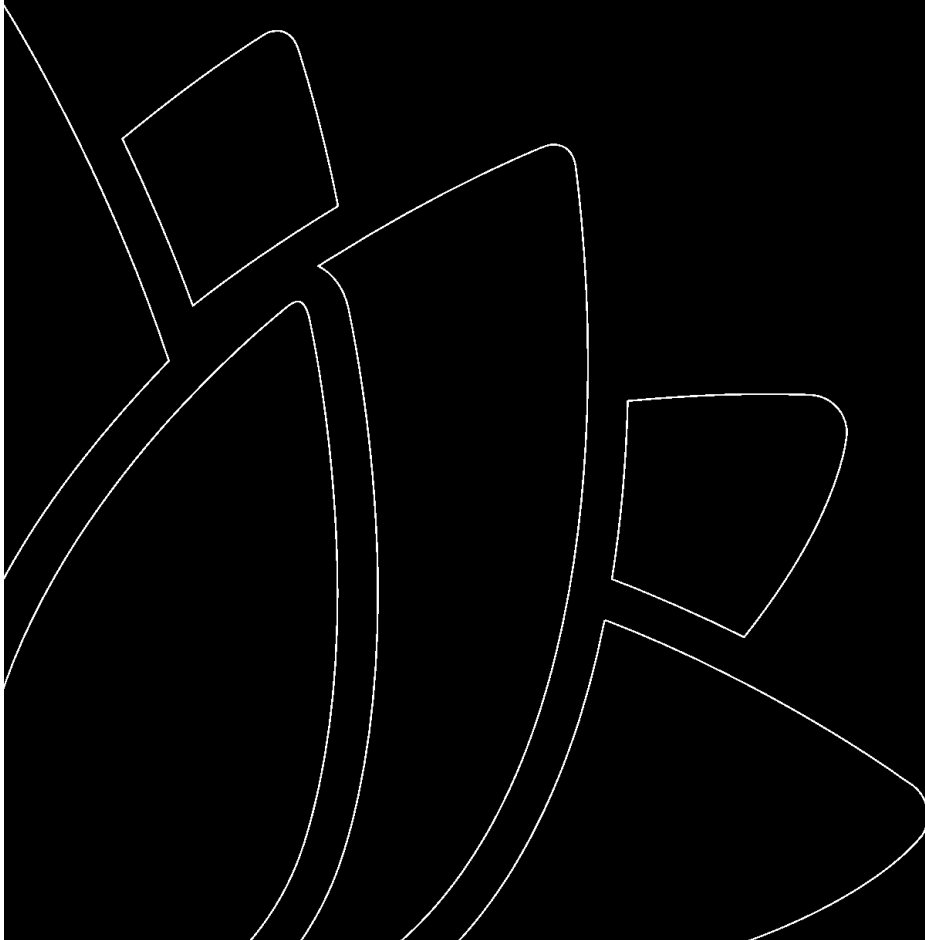
The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* (“the Act”) and the *Local Government (General) Regulation 2005* (“the Regulation”). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the Act and the Regulation. Section 440AA of the Act requires every council to adopt procedures for the administration of their codes of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

Note: Parts 6, 7, 8 and 11 of these Model Code Procedures apply only to the management of code-of-conduct complaints about councillors (including the mayor) or the general manager.

**Part 2:
Definitions**

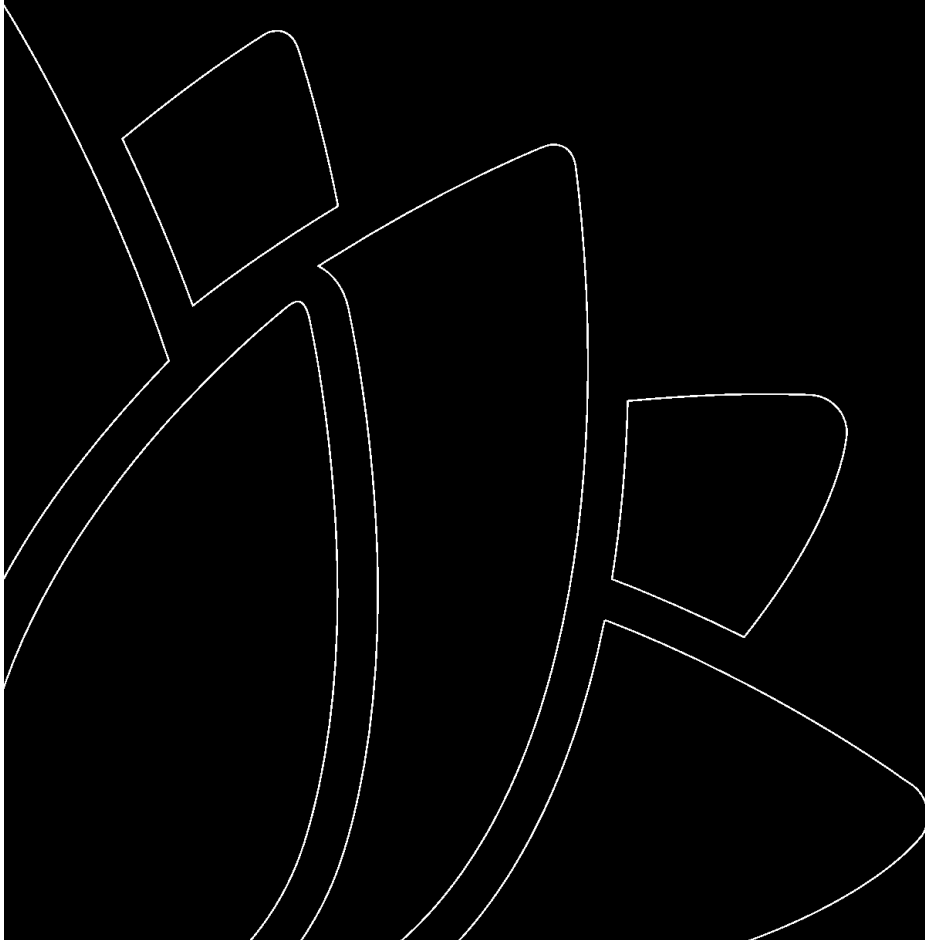


Definitions

For the purposes of the procedures, the following definitions apply:

the Act	the <i>Local Government Act 1993</i>
administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the Act
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the general manager
council committee	a committee established by resolution of council other than a wholly advisory committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
councillor	a person elected or appointed to civic office and includes a mayor
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser
delegate of council	a person (other than a councillor or member of staff of a council) or body and the individual members of that body to whom a function of the council is delegated
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	<i>the Local Government (General) Regulation 2005</i>
subject person	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures

Part 3:
Administrative
Framework



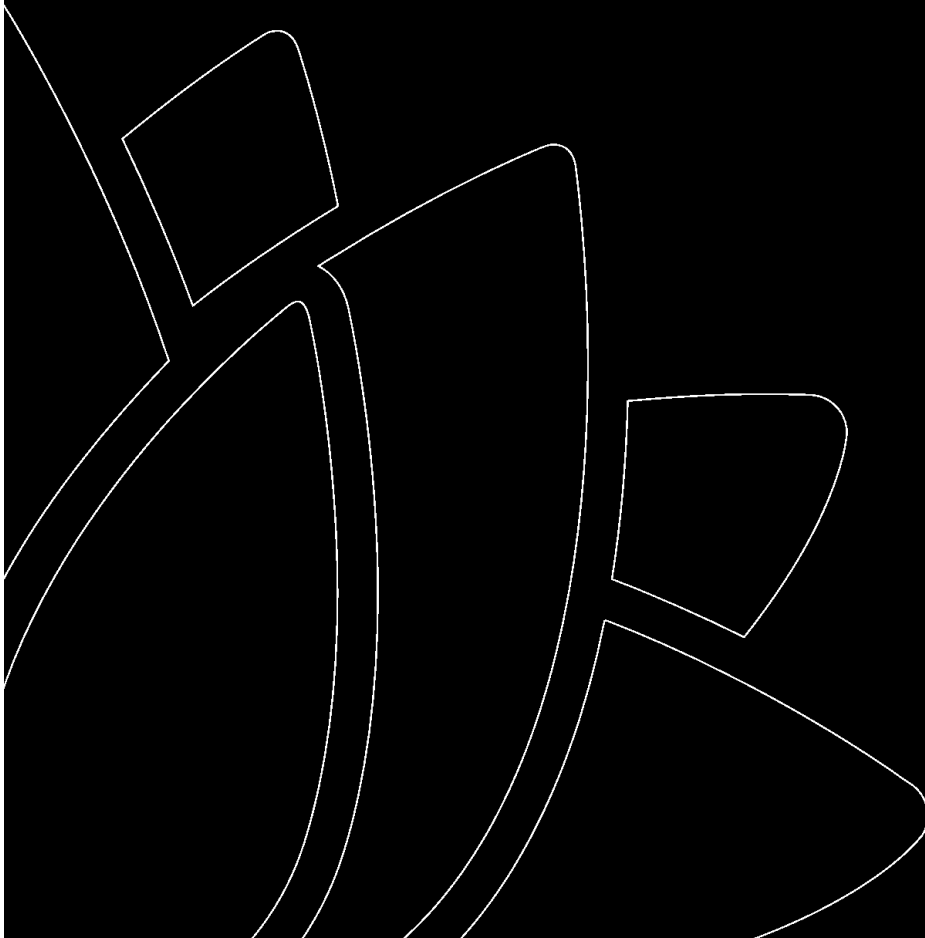
The establishment of a panel of conduct reviewers

- 3.1 The council must by resolution establish a panel of conduct reviewers.
- 3.2 The council may by resolution enter into an arrangement with one or more other councils to share a panel of conduct reviewers **including through a regional body associated with the councils.**
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
- a) an understanding of local government, and
 - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
 - c) knowledge and experience of one or more of the following:
 - i) investigations
 - ii) law
 - iii) public administration
 - iv) public sector ethics
 - v) alternative dispute resolution, and
 - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
- a) a councillor, or
 - b) a nominee for election as a councillor, or
 - c) an administrator, or
 - d) an employee of a council, or
 - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.9 The council may terminate the panel of conduct reviewers at any time by resolution.
- 3.10 When the term of the conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.11 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council.

The appointment of complaints coordinators

- 3.12 The general manager must appoint a member of staff of the council or **another person (such as, but not limited to, a member of staff of another council or a regional body associated with the council)**, to act as a complaints coordinator. **Where the complaints coordinator is a member of staff of the council**, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.13 The general manager may appoint other members of staff of the council or **other persons (such as, but not limited to, members of staff of another council or a regional body associated with the council)**, to act as alternates to the complaints coordinator.
- 3.14 The general manager must not undertake the role of complaints coordinator.
- 3.15 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the Public Interest *Disclosures Act 1994*.
- 3.16 The role of the complaints coordinator is to:
- a) coordinate the management of complaints made under the council's code of conduct
 - b) liaise with and provide administrative support to a conduct reviewer or conduct review committee
 - c) liaise with the **Office** and
 - d) arrange the annual reporting of code of conduct complaints statistics.

Part 4:
**How May Code Of Conduct
Complaints be Made?**



What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that alleges conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
- a) complaints about the standard or level of service provided by the council or a council official
 - b) complaints about the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
 - c) complaints about the policies or procedures of the council
 - d) complaints about the exercise in good faith by a council official of their functions, whether or not involving error.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under council's routine complaints management processes.

When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within three months of the alleged conduct occurring or within three months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that there are compelling grounds for the matter to be dealt with under the code of conduct.

How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. **This clause does not operate to prevent a person from making a complaint to an external agency.**
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.

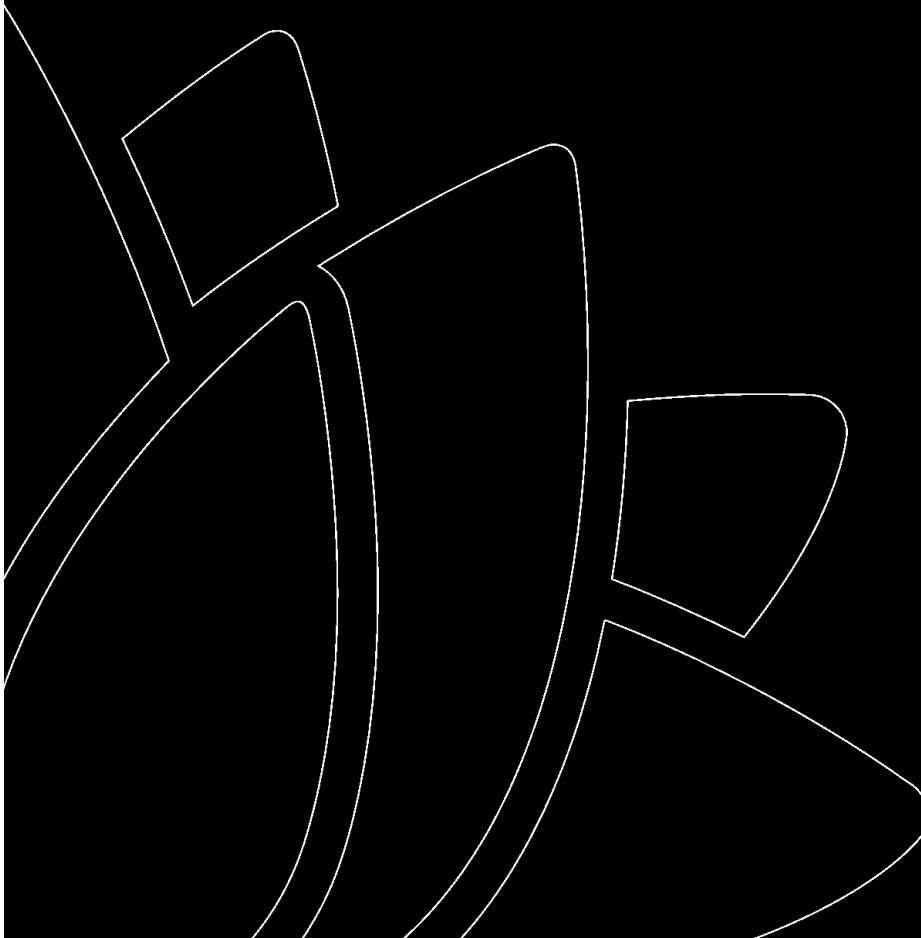
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- 4.9 The general manager **or their delegate**, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding **clauses 4.6 and 4.7**, where the general manager becomes aware of a possible breach of the council's code of conduct, he or she may initiate the process for the consideration of the matter under these procedures without a written complaint.
- 4.15 Notwithstanding **clauses 4.11 and 4.12**, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, he or she may initiate the process for the consideration of the matter under these procedures without a written complaint.

How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. **This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.**
- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor **or their delegate**, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.

Part 5:
**How are Code of Conduct
Complaints to be Managed?**



Delegation by general managers and mayors of their functions under this Part

- 5.1 A general manager or mayor may delegate his or her functions under this Part to a member of staff of the council or to a person or persons external to the council other than a state government agency. References in this part to the general manager or mayor are also to be taken to be references to their delegates.

What complaints may be declined at the outset?

- 5.2 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where he or she is satisfied that the complaint:
- a) is not a code of conduct complaint, or
 - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
 - c) is trivial, frivolous, vexatious or not made in good faith, or
 - d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
 - e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

How are code of conduct complaints about staff (other than the general manager) to be dealt with?

- 5.3 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.4 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.5 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.4 on grounds that he or she considers that no action is warranted in relation to the complaint.
- 5.6 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.7 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

5.8 Sanctions for **breaches of the code of conduct by** staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

5.9 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.

5.10 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.

5.11 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.10 on the grounds that he or she considers that no action is warranted in relation to the complaint.

5.12 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member,

the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

5.13 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or a voluntary apology. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.

5.14 Where the general manager resolves a code of conduct complaint under clause 5.13 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.

5.15 Sanctions for **breaches of the code of conduct by** delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:

- a) censure
- b) requiring the person to apologise to any person or organisation adversely affected by the breach **in such a time and form specified by the general manager**
- c) prosecution for any breach of the law
- d) removing or restricting the person's delegation

How are Code of Conduct Complaints to be Managed?

- e) removing the person from membership of the relevant council committee.
- 5.16 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.15, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:
- a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
 - b) the person must be given an opportunity to respond to the allegation, and
 - c) the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.15.

How are code of conduct complaints about administrators to be dealt with?

- 5.17 The general manager must refer all code of conduct complaints about administrators to the **Office** for its consideration.
- 5.18 The general manager must notify the complainant of the referral of their complaint in writing.

How are code of conduct complaints about councillors to be dealt with?

- 5.19 The general manager must refer the following code of conduct complaints about councillors to the **Office**:
- a) **complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct**
 - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from **political donations** (see section 328B **of the Act**)
 - c) **complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct**
 - d) complaints that are the subject of a special complaints management arrangement with the **Office** under clause **5.47**.
- 5.20 Where the general manager refers a complaint to the Office under clause 5.19, the general manager must notify the complainant of the referral in writing.
- 5.21 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.19, on grounds that he or she considers that no action is warranted in relation to the complaint.**

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

5.22 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

5.23 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the **Office** under clause 5.19, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or **a voluntary apology. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.**

5.24 Where the general manager resolves a code of conduct complaint under **clause 5.23** to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.

5.25 The general manager must refer all code of conduct complaints about councillors, other than those referred to the **Office** under **clause 5.19 or finalised under clause 5.22** or resolved under clause 5.23, to the complaints coordinator.

How are code of conduct complaints about the general manager to be dealt with?

5.26 The mayor must refer the following code of conduct complaints about the general manager to the **Office**:

- a) **complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct**
- b) **complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct**
- c) complaints that are the subject of a special complaints management arrangement with the **Office** under clause **5.47**.

5.27 Where the mayor refers a complaint to the **Office** under clause **5.26**, the mayor must notify the complainant of the referral in writing.

5.28 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.26, on grounds that he or she considers that no action is warranted in relation to the complaint.

5.29 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

5.30 Where the mayor considers it to be practicable and appropriate to do so, he or she may seek to resolve code of

How are Code of Conduct Complaints to be Managed?

conduct complaints about the general manager, other than those requiring referral to the **Office** under **clause 5.26**, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or **a voluntary apology**. **The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.**

- 5.31 Where the mayor resolves a code of conduct complaint under **clause 5.30** to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.32 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the **Office** under **clause 5.26** or finalised under **clause 5.28** or resolved under **clause 5.30**, to the complaints coordinator.

How are complaints about both the general manager and the mayor to be dealt with?

- 5.33 **Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:**
- a) **delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager or to a person external to the council, or**
 - b) **refer the matter to the complaints coordinator under clause 5.25 and clause 5.32.**

Referral of code of conduct complaints to external agencies

- 5.34 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency or body such as, but not limited to, the **Office**, the Independent Commission Against Corruption, the NSW Ombudsman or the police for its consideration, where they consider such a referral is warranted.
- 5.35 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency or body under clause 5.34, they must notify the complainant of the referral in writing where it is appropriate for them to do so.
- 5.36 Referral of a matter to an external agency or body shall finalise consideration of the matter under the code of conduct unless the council is subsequently advised otherwise by the referral agency or body.

Disclosure of the identity of complainants

- 5.37 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
- a) the complainant consents in writing to the disclosure, or
 - b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
 - c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
- e) it is otherwise in the public interest to do so.

5.38 **Clause 5.37** does not apply to code of conduct complaints made by councillors about other councillors or the general manager.

5.39 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

5.40 A request made by a complainant councillor under **clause 5.39** must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.

5.41 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.39 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.

5.42 Where a complainant councillor makes a request under clause 5.39, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

5.43 Code of conduct complaints that are made as public interest disclosures under the *Public Interest Disclosures Act 1994* are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.

5.44 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.

5.45 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under **clause 5.44**, the general manager or the mayor must refer the complaint to the **Office** for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

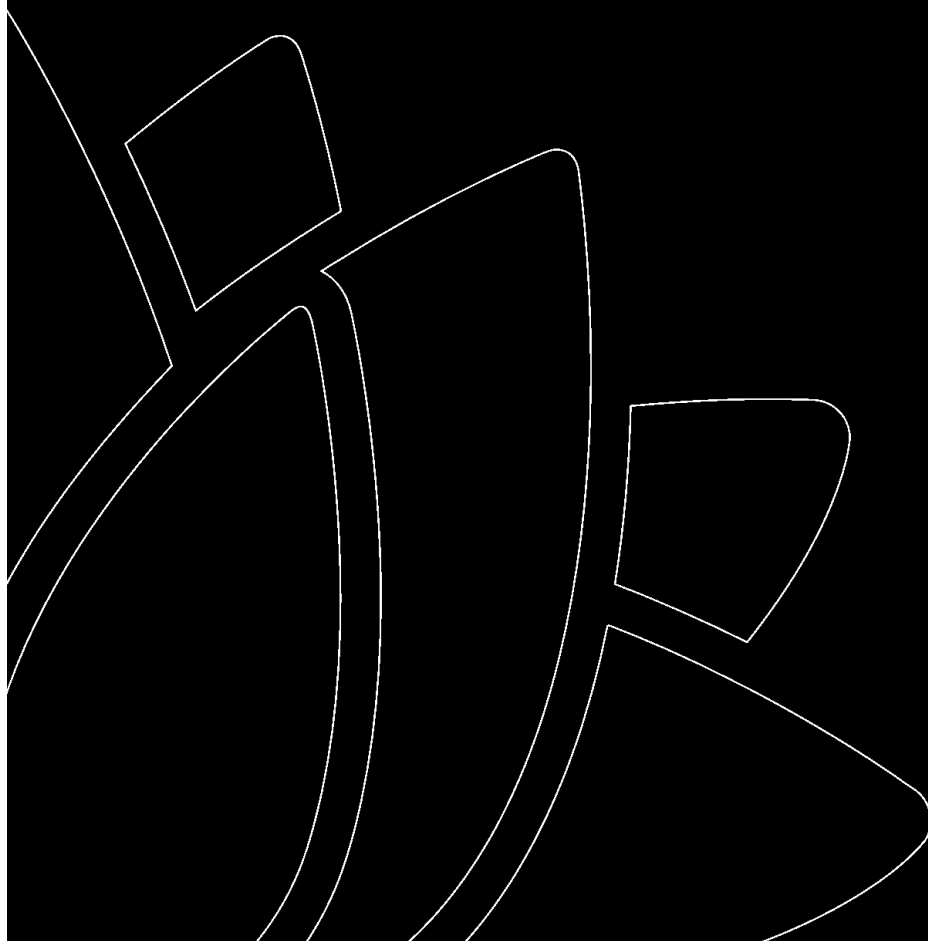
Special complaints management arrangements

- 5.46 The general manager may request in writing that the **Office** enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.47 Where the **Office** receives a request under **clause 5.46**, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
- imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
 - impeded or disrupted the effective administration by the council of its code of conduct, or
 - impeded or disrupted the effective functioning of the council.
- 5.48 A special complaints management arrangement must be in writing and must specify the following:
- the code of conduct complaints the arrangement relates to, and
 - the period that the arrangement will be in force.
- 5.49 The **Office** may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.50 While a special complaints management arrangement is in force, an officer of the **Office** (the assessing **OLG officer**) must undertake the preliminary assessment of the code of conduct complaints specified

in the arrangement in accordance with the requirements of **Part 6** of these procedures.

- 5.51 Where, following a preliminary assessment, the assessing **OLG officer** determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing **OLG officer** shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing **OLG officer**.
- 5.52 Prior to the expiry of a special complaints management arrangement, **the Office may, at the request of the general manager**, review the arrangement to determine whether it should be renewed or amended.
- 5.53 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under **clause 5.52**.

Part 6:
Preliminary Assessment of
Code of Conduct Complaints
About Councillors or the
General Manager by
Conduct Reviewers



**Preliminary Assessment of Code of Conduct Complaints About
Councillors or the General Manager by Conduct Reviewers**

Referral of code of conduct complaints about councillors or the general manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager submitted to the complaints coordinator **to a conduct reviewer** within 21 days of receipt of a complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
- a) a panel of conduct reviewers established by the council, or
 - b) a panel of conduct reviewers established by an organisation approved by the chief executive of the **Office**.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. **Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.**
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
- a) they have a conflict of interest in relation to the matter referred to them, or
 - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
 - c) they or their employer has entered into one or more contracts with the council (**other than contracts relating to the exercise of their functions as a conduct reviewer**) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a cumulative value that exceeds \$100,000, or
 - d) at the time of the referral, they or their employer are the council's legal service providers or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see **clause 5.2** of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, **including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.**
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

6.9 Where a matter has been referred to a conduct reviewer, the conduct reviewer must comply with these procedures in their consideration of the matter and exercise their functions in a diligent and timely manner.

6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:

- a) comply with these procedures in their consideration of the matter, or**
- b) comply with a lawful and reasonable request by the complaints coordinator, or**
- c) exercise their functions in a timely or satisfactory manner.**

counselling, training, mediation, informal discussion, negotiation or a **voluntary apology**

- c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, or a **voluntary apology**
- d) to refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, **the Office** or the police
- e) to investigate the matter.

6.13 In determining how to deal with a matter under clause 6.12, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.30.

6.14 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.12.

6.15 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.12. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.

6.16 The conduct reviewer must refer to **the Office** any complaints referred to him or her that should have been referred to **the Office** under clauses **5.19 and 5.26**.

6.17 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.

Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer

6.11 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.

6.12 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:

- a) to take no action
- b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation,

**Preliminary Assessment of Code of Conduct Complaints About
Councillors or the General Manager by Conduct Reviewers**

- 6.18 The resolution of a code of conduct complaint under clause 6.12, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.**
- 6.19 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.12, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.20 Where the conduct reviewer refers a complaint to another agency or body, they must notify the complainant of the referral in writing where it is appropriate for them to do so.
- 6.21 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:
- a) that the complaint is a "code of conduct complaint" for the purposes of these procedures, and
 - b) that the alleged conduct is sufficiently serious to warrant investigation, and
 - c) that the matter is one that could not or should not be resolved by alternative means.
- 6.22 In determining whether a matter is sufficiently serious to warrant investigation, the conduct reviewer is to consider the following:**
- a) **the harm or cost that the alleged conduct has caused to any affected individuals and/or the council**
 - b) **the likely impact of the alleged conduct on the reputation of the council and public confidence in it**
 - c) **whether the alleged conduct was deliberate or undertaken with reckless intent or negligence**
- d) **any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.**
- 6.23 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator.
- 6.24 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the general manager or mayor for resolution

- 6.25 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.
- 6.26 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under **clause 6.12(c)**.

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

6.27 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under **clause 6.12**.

6.28 Where the conduct reviewer refers a matter back to the general manager or mayor under **clause 6.12(c)**, the general manager or, in the case of a complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.

6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under **clause 6.12(c)**, the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

6.30 In undertaking the preliminary assessment of a complaint, the conduct reviewer may have regard to the following considerations:

- a) whether the complaint is a "code of conduct complaint" **for the purpose of these procedures**
- b) **whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether there are compelling grounds for the matter to be dealt with under the council's code of conduct**
- c) whether the complaint is trivial, frivolous, vexatious or not made in good faith

d) whether the complaint discloses prima facie evidence of **conduct that, if proven, would constitute** a breach of the code

e) whether the complaint raises issues that would be more appropriately dealt with by another agency or body

f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of

g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation or **a voluntary apology**

h) whether the issue/s giving rise to the complaint have previously been addressed or resolved

i) **any previous proven breaches of the council's code of conduct**

j) whether the conduct complained of forms part of **an ongoing pattern of behaviour**

k) whether there were mitigating circumstances giving rise to the conduct complained of

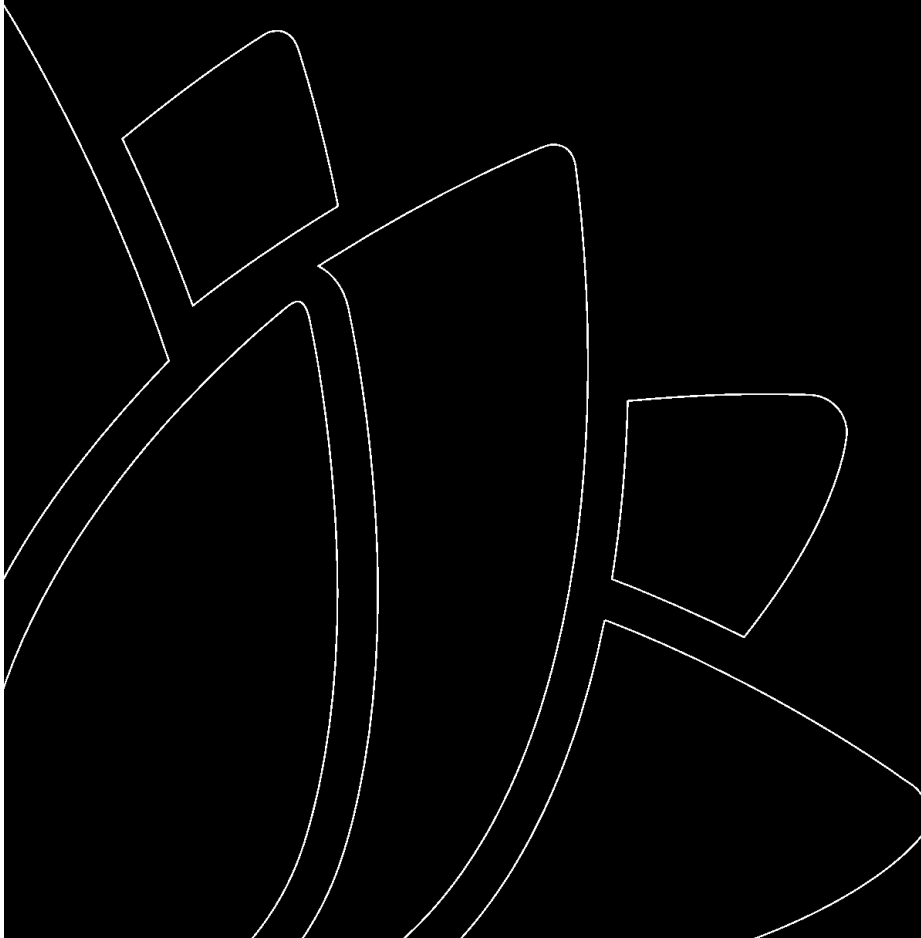
l) the seriousness of the alleged conduct (**having regard to the criteria specified in clause 6.22**)

m) the significance of the conduct or the impact of the conduct for the council

n) how much time has passed since the alleged conduct occurred

o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

Part 7:
**Investigations of Code of
Conduct Complaints About
Councillors or the
General Manager**



What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor **or their delegate** is to deal with a matter reported to them by an investigator under **clause 7.2** as if it were a new code of conduct complaint in accordance with these procedures.

How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the subject person. The notice of investigation must:
- a) disclose the substance of the allegations against the subject person, and
 - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
 - c) advise of the process to be followed in investigating the matter, and

- d) invite the subject person to make a written submission in relation to the matter within **at least 14 days** or such other period specified by the investigator in the notice, and
- e) provide the subject person the opportunity to address the investigator on the matter within such reasonable time specified in the notice.

- 7.5 The subject person may, within **7 days** of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the subject person to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the subject person in relation to the matter referred to them.
- 7.7 Where an investigator issues an amended notice of investigation, they will provide the subject person with a further opportunity to make a written submission in response to the amended notice of investigation within **at least 14 days** or such other period specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- a) advise them of the matter the investigator is investigating, and
- b) in the case of the notice to the complainant, invite them to make a written submission in relation to the matter within **at least 14 days** or such other period specified by the investigator in the notice.

Written and oral submissions

- 7.9 Where the subject person or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the subject person an opportunity to address the investigator on the matter being investigated. The subject person may do so in person or by telephone **or other electronic means**.
- 7.12 Where the subject person fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the subject person.
- 7.13 Where the subject person accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the subject

person only. They must not speak on behalf of the subject person or otherwise interfere with or disrupt proceedings.

- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued a draft report, an investigator may determine to:

Investigations of Code of Conduct Complaints About Councillors or the General Manager

- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or a **voluntary apology**, or
 - b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or a **voluntary apology**, or
 - c) refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, **the Office** or the Police.
- 7.21 Where an investigator determines to exercise any of the options under **clause 7.20** after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 **The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.**
- 7.23 Where an investigator determines to exercise any of the options under **clause 7.20** after the commencement of an investigation, they may by written notice to the subject person, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the subject person, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under **clause 7.22**, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under **clause 7.20** or to discontinue their investigation except as may be specifically required under these procedures.
-
- ## Draft investigation reports
- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the subject person and invite them to make a written submission in relation to it within **at least 14 days** or such other period specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within **at least 14 days** or such other period specified by the investigator.
- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

proposed report that makes new adverse comment about the subject person or an affected person, they must provide the subject person or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.

- 7.31 Where the subject person or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

- 7.33 Where an investigator issues a notice of investigation they must prepare a final report in relation to the matter unless the investigation is discontinued under **clause 7.23**.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.
- 7.35 The investigator's final report must:
- a) make findings of fact in relation to the matter investigated, and,
 - b) make a determination that the conduct investigated either,
 - i. constitutes a breach of the code of conduct, or
 - ii. does not constitute a breach of the code of conduct, and
 - c) provide reasons for the determination.

7.36 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may make one or more of the following recommendations:

- a) that the council revise any of its policies or procedures
- b) that the subject person undertake any training or other education relevant to the conduct giving rise to the breach
- c) that the subject person be counselled for their conduct
- d) that the subject person be removed from membership of a committee of the council or any other body or organisation that the subject person serves on as the council's representative**
- e) that the subject person apologise to any person or organisation affected by the breach in such a time and form specified by the recommendation
- f) that findings of inappropriate conduct be made public **by publishing the investigator's findings and determination in the minutes of the council meeting at which the matter is considered**
- g) in the case of a breach by the general manager, that action be taken under the general manager's contract
- h) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Act
- i) in the case of a breach by a councillor, that the council resolves as follows:
 - i. that the councillor be formally censured for the breach under section 440G of the Act, and
 - ii. that the matter be referred to **the Office** for further action under the misconduct provisions of the Act.

Investigations of Code of Conduct Complaints About Councillors or the General Manager

- 7.37 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may make one or more of the following recommendations:
- a) that the council revise any of its policies or procedures
 - b) that a person or persons undertake any training or other education.
- 7.38 In making a recommendation under **clause 7.36**, the investigator may have regard to the following:
- a) the seriousness of the breach
 - b) whether the breach can be easily remedied or rectified
 - c) whether the subject person has remedied or rectified their conduct
 - d) whether the subject person has expressed contrition
 - e) whether there were any mitigating circumstances
 - f) the age, physical or mental health or special infirmity of the subject person
 - g) whether the breach is technical or trivial only
 - h) any previous **proven** breaches
 - i) whether the breach forms part of an **ongoing pattern of behaviour**
 - j) the degree of reckless intention or negligence of the subject person
 - k) the extent to which the breach has affected other parties or the council as a whole
 - l) the harm or potential harm to the reputation of the council or local government in general arising from the conduct
 - m) whether the findings and recommendations can be justified in terms of the public interest and would withstand public scrutiny
 - n) whether an educative approach would be more appropriate than a punitive one
 - o) the relative costs and benefits of taking formal **disciplinary** action as opposed to taking no action or taking informal action
 - p) what action or remedy would be in the public interest.
- 7.39 Where the investigator proposes to make a recommendation under clause 7.36(i), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.**
- 7.40 At a minimum, the investigator's final report must contain the following information:
- a) a description of the allegations against the subject person
 - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
 - c) a statement of reasons as to why the matter warranted investigation**
 - d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means**
 - e) a description of any attempts made to resolve the matter by use of alternative means
 - f) the steps taken to investigate the matter
 - g) the facts of the matter

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- h) the investigator's findings in relation to the facts of the matter and the reasons for those findings
- i) the investigator's determination and the reasons for that determination
- j) any recommendations.

7.41 The investigator must provide a copy of their report to the complaints coordinator and the subject person.**7.42 The investigator must provide the complainant with a written statement containing the following information:**

- a) the investigator's findings in relation to the facts of the matter and the reasons for those findings**
- b) the investigator's determination and the reasons for that determination**
- c) any recommendations, and**
- d) such other additional information that the investigator considers may be relevant.**

7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.

7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under **clause 7.36**, paragraph (a) **only**, the complaints coordinator must provide a copy of the investigator's report to the general manager. Where the general manager agrees with the recommendation/s, the general manager is responsible for implementing the recommendation/s.

7.45 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under **clause 7.36**, paragraphs (b) or (c) **only**, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor. The general manager is responsible for arranging the implementation of the recommendation/s where the report relates to a councillor's conduct. The mayor is responsible for arranging the implementation of the recommendation/s where the report relates to the general manager's conduct.

7.46 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under **clause 7.36**, paragraphs (d) to (l), the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

Consideration of the final investigation report by council

- 7.47 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under **clause 7.36**, paragraphs **(d) to (i)**.
- 7.48 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the Act.
- 7.49 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interests in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.50 Prior to imposing a sanction, the council must provide the subject person with an opportunity to make a submission to the council. A submission may be made orally or in writing. The subject person is to confine their submission to addressing the investigator's recommendation/s.**
- 7.51 Once the subject person has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.**
- 7.52 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.**
- 7.53 Prior to imposing a sanction, the council may by resolution:
- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
 - b) seek an opinion from **the Office** in relation to the report.
- 7.54 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from **the Office**.
- 7.55 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.56 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the subject person.
- 7.57 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.58 The council is only required to provide the subject person a further opportunity to **make an oral or written submission** on a supplementary report if the supplementary report contains new information that is adverse to them.
- 7.59 A council may by resolution impose one or more of the following sanctions on a subject person:
- a) **that the subject person undertake any training or other education relevant to the conduct giving rise to the breach**
 - b) **that the subject person be counselled for their conduct**
 - c) **that the subject person be removed from membership of a committee of the council or any other body or organisation that the subject person serves on as the council's representative**

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- d) that the subject person apologise to any person or organisation affected by the breach in such a time and form specified by the resolution
- e) that findings of inappropriate conduct be made public **by publishing the investigator's findings and determination in the minutes of the meeting**
- f) in the case of a breach by the general manager, that action be taken under the general manager's contract for the breach
- g) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Act
- h) in the case of a breach by a councillor:
 - i. that the councillor be formally censured for the breach under section 440G of the Act, and
 - ii. that the matter be referred to **the Office** for further action under the misconduct provisions of the Act.

7.62 Where the council resolves not to adopt the investigator's recommendation/s or imposes, under clause 7.59, a sanction on the subject person that is different to the sanction recommended by the investigator, the complaints coordinator must notify the Office of the council's decision and the reasons for it.

7.60 The council is not obliged to adopt the investigator's recommendation/s. Where the council proposes not to adopt one or more of the investigator's recommendation/s, the council must resolve not to adopt the recommendation/s and state in its resolution the reasons for its decision.

7.61 Where the council proposes to impose, under clause 7.59, a sanction on the subject person that is different to the sanction recommended by the investigator in their final report, the council must state in its resolution the reasons for its decision.

Part 8:
Oversight and Rights of Review



Failure to comply with a requirement under these procedures

- 8.1 Where any person believes that a person has failed to comply with a requirement prescribed under these procedures, they may at any time raise their concerns in writing with the Office.**

Complaints about conduct reviewers

- 8.2 The general manager must refer complaints about conduct reviewers to the Office for its consideration.**
- 8.3 The general manager must notify the complainant of the referral of their complaint in writing.**
- 8.4 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.**

Practice rulings

- 8.5 Where a subject person and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to **the Office** to make a ruling on a question of procedure (a practice ruling).
- 8.6 Where **the Office** receives a request in writing for a practice ruling, **the Office** may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.7 Where **the Office** makes a practice ruling, all parties are to comply with it.

- 8.8 **The Office** may decline to make a practice ruling. Where **the Office** declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

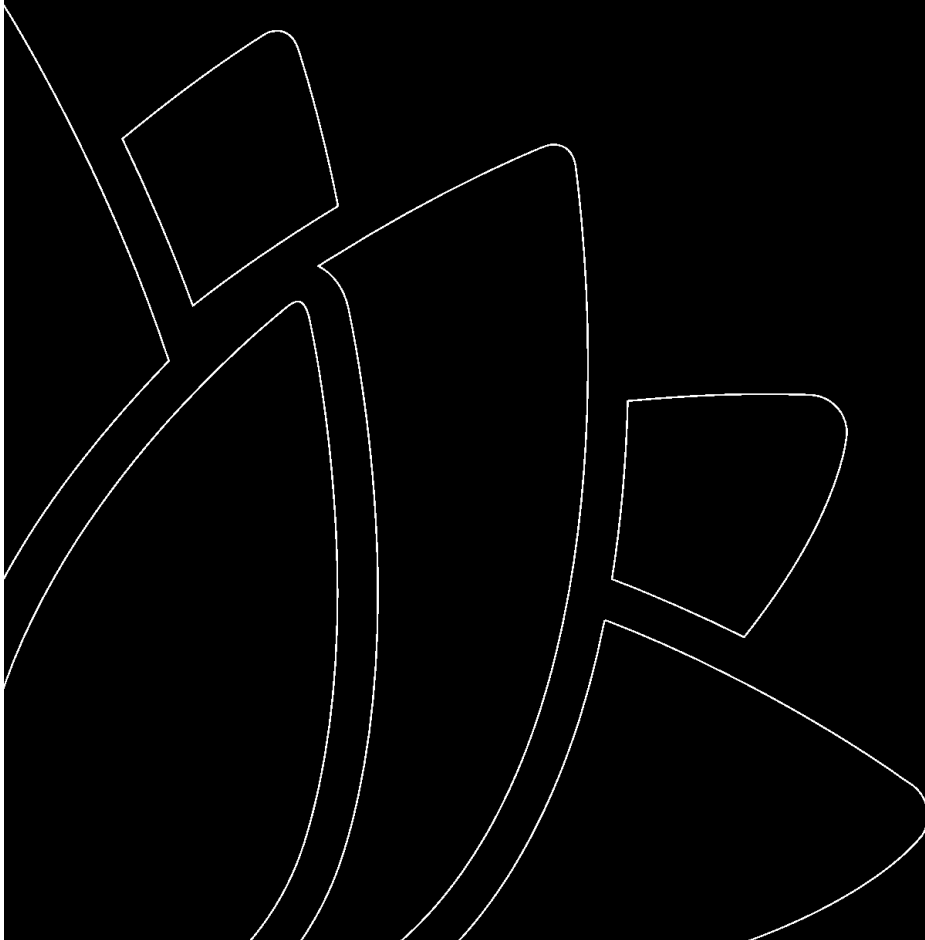
Requests for review

- 8.9 A person who is the subject of a sanction imposed under **Part 7** of these procedures other than one imposed under clause **7.59, paragraph (h)**, may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.10 A review under **clause 8.9** may be sought on the following grounds:
- a) that the investigator has failed to comply with a requirement under these procedures, or
 - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
 - c) that in imposing its sanction the council has failed to comply with a requirement under these procedures.
- 8.11 A request for a review made under **clause 8.9** must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.12 **The Office** may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.13 **The Office** may undertake a review of a matter without receiving a request under **clause 8.9**.

Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- 8.14 **The Office** will undertake a review of the matter on the papers. However, **the Office** may request that the complaints coordinator provide such further information that **the Office** considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by **the Office**.
- 8.15 Where a person requests a review under **clause 8.9**, **the Office** may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by **the Office**.
- 8.16 **The Office** must notify the person who requested the review and the complaints coordinator of the outcome of **the Office's** review in writing and the reasons for its decision. In doing so, **the Office** may comment on any other matters the Office considers to be relevant.
- 8.17 Where **the Office** considers that the investigator or the council has erred, **the Office** may recommend that a decision to impose a sanction under these procedures be reviewed.
- 8.18 In the case of a sanction implemented by the general manager or mayor under **clause 7.45**, where **the Office** recommends that the decision to impose a sanction be reviewed:
- a) the complaints coordinator must provide a copy of **the Office's** determination in relation to the matter to the general manager or the mayor, and
 - b) the general manager or mayor must review any action taken by them to implement the sanction, and
 - c) the general manager or mayor must consider **the Office's** recommendation in doing so.
- 8.19 In the case of a sanction imposed by the council by resolution under **clause 7.59**, where **the Office** recommends that the decision to impose a sanction be reviewed:
- a) the complaints coordinator must, where practicable, arrange for **the Office's** determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
 - b) the council must:
 - i. review its decision to impose the sanction, and
 - ii. consider **the Office's** recommendation in doing so, and
 - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 8.20 Where, having reviewed its previous decision in relation to a matter under **clause 8.19**, the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.

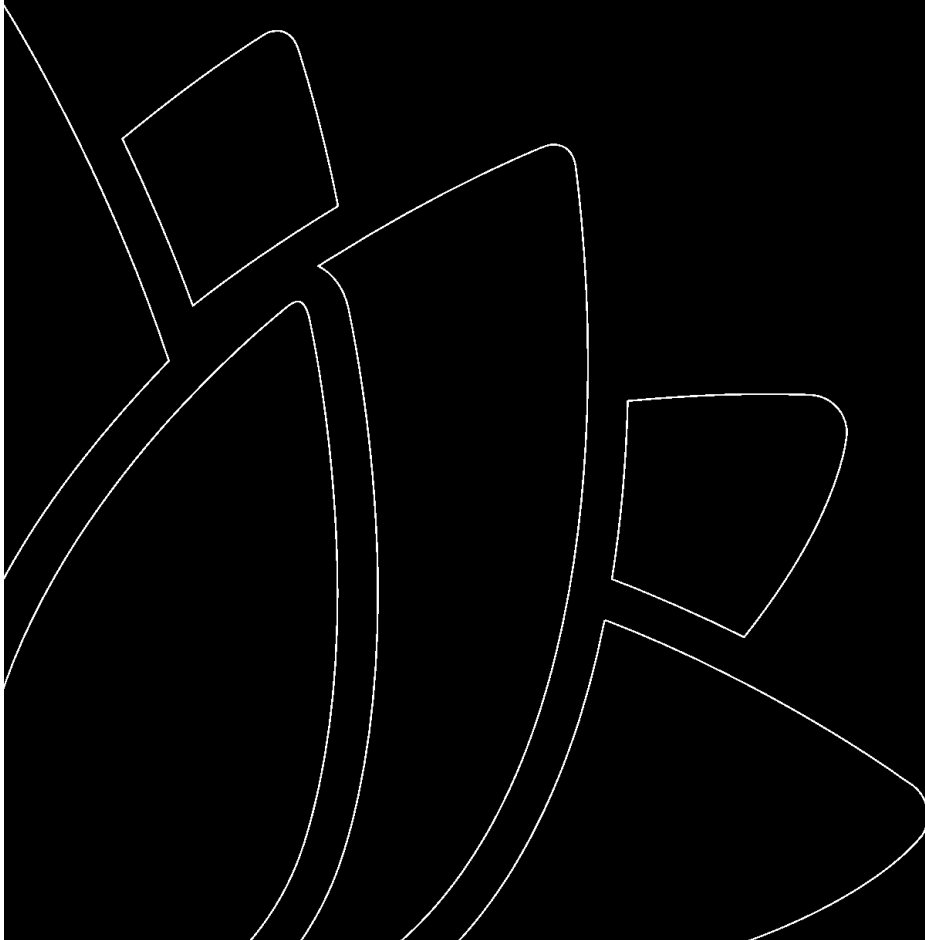
Part 9:
Procedural Irregularities



Procedural Irregularities

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
 - a) the non-compliance is isolated and/or minor in nature, or
 - b) reasonable steps are taken to correct the non-compliance, or
 - c) reasonable steps are taken to address the consequences of the non-compliance.

**Part 10:
Practice Directions**



Practice Directions

- 10.1 **The Office** may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 **The Office** will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider **the Office's** practice directions when performing the function.

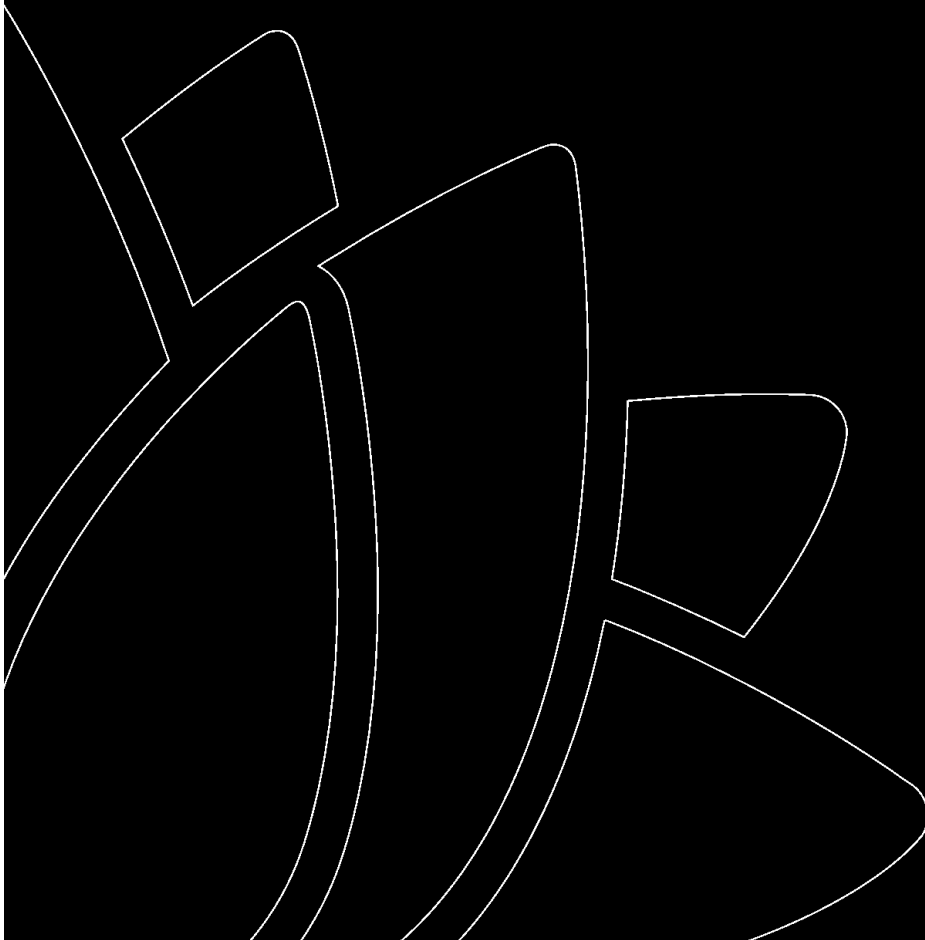
**Part 11:
Reporting Statistics on Code
of Conduct Complaints
About Councillors and the
General Manager**



Reporting Statistics on Code of Conduct Complaints About Councillors and the General Manager

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (**the reporting period**)
 - b) the number of code of conduct complaints referred to a conduct reviewer **during the reporting period**
 - c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage **during the reporting period** and the outcome of those complaints
 - d) the number of code of conduct complaints investigated by a conduct reviewer **during the reporting period**
 - e) without identifying particular matters, **the outcome of investigations completed under these procedures during the reporting period**
 - f) the number of matters reviewed by **the Office during the reporting period** and, without identifying particular matters, the outcome of the reviews, and
 - g) the total cost of dealing with code of conduct complaints made about councillors and the general manager **during the reporting period**, including staff costs.
- 11.2 The council is to provide the Office with a report containing the statistics referred to in **clause 11.1** within 3 months of the end of September of each year.

**Part 12:
Confidentiality**



- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 **Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or has purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.**
- 12.3 **Prior to seeking the Office’s consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office’s consent, invite them to make a written submission and consider any submission made by them.**
- 12.4 **In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.**
- 12.5 **The general manager or their delegate must give written notice of a determination made under clause 12.2 to:**
- a) the complainant
 - b) the complaints coordinator
 - c) the Office, and
 - d) any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 **Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or has purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2 unless that person is otherwise entitled to receive the information under the *Public Interest Disclosures Act 1994*.**



24/10/2017 ALERT – Consultation Draft of revised Model Code of Conduct for Local Councils in NSW released today for public comment | in focus

ALERT – Consultation Draft of revised Model Code of Conduct for Local Councils in NSW released today for public comment

Posted on October 23, 2017 by dr.lindsay.taylor

The Office of Local Government (**OLG**) has today issued consultation drafts of a revised Model Code of Conduct for Local Councils in NSW (**Model Code**) and revised Procedures for the Administration of the Model Code for Local Councils in NSW (**Code Procedures**), both of which are on public exhibition for the next six weeks.

Submissions on the draft Model Code and Code Procedures should be submitted before **Monday 4 December 2017**.

The new **Model Code** and **Code Procedures** are being introduced to give effect to changes foreshadowed by the enactment of the *Local Government Amendment (Governance and Planning) Act 2016* (**Amendment Act**) in September 2016.

We previously blogged about the changes brought about by the Amendment Act [here](#).

This blog provides an overview of some notable changes proposed in the draft Model Code and draft Code Procedures.

One of the major changes which the Amendment Act envisaged was the removal from the *Local Government Act 1993* (**LG Act**) and *Local Government (General) Regulation 2005* of provisions dealing with pecuniary interests. These provisions are now incorporated into Part 4 of the new Model Code. There are schedules to the Model Code dealing with disclosures of pecuniary interests. One notable addition to disclosure obligations is that designated persons are required to declare whether they are a property developer or a close associate of a corporation which is a property developer in official returns of interest (see clause 4.21 and clause 19 of Schedule 1).

The media release by the OLG states that this will mean that the reforms will, once commenced, “*consolidate the prescription of ethical standards for council officials into a single statutory instrument*” and will mean that “*breaches of the pecuniary interests obligations by councillors are treated as misconduct ... and will be subject to the “three strikes” misconduct rules.*”

The Model Code

In addition to the provisions regarding pecuniary interests, among the notable changes proposed in the draft Model Code are:

- clarification that conduct in good faith, whether or not it involves error, will not constitute a breach of fairness and equity obligations (see clause 3.5)
- there are new bullying provisions, but it is made clear that reasonable management action carried out in a reasonable manner does not constitute bullying behaviour (see clauses 3.8- 3.11)
- new standards requiring compliance with work health and safety obligations under the *Work Health and Safety Act 2011* (see clause 3.12)
- new standards requiring disclosure of records of meetings and other communications with applicants and objectors to planning applications at the meeting at which the application is determined (see clause 3.15)
- new provisions regarding behaviour of councillors at meetings (see clauses 3.21-3.24)

27/10/2017 ALERT – Consultation Draft of revised Model Code of Conduct for Local Councils in NSW released today for public comment | in focus

- clarification of the types of relationships that might give rise to non-pecuniary conflicts, and reinforcement of the importance of perception (see Part 5)
- a requirement that council officials do not participate in competitions for prizes where eligibility is based on the council being in a customer-supplier relationship with the competition organiser and a prohibition against personally benefiting from reward point programs when purchasing on behalf of council (see clause 6.3)
- banning gifts or benefits greater than \$50 from being accepted and introducing mandatory reporting of all gifts or benefits regardless of value (see clause 6.6)
- clarification that in relation to inappropriate interactions, a public forum includes social media (see clause 7.5)
- banning access to council information when councillors have a pecuniary or a significant non-pecuniary conflict of interest unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act (see clause 8.6)
- new standards regarding internet access and use of social media (see clause 8.20)

The Code Procedures

The draft Code Procedures have been amended to reflect that pecuniary interest matters are now dealt with under the Model Code. Other noteworthy provisions are:

- clarification on when complaints are not considered “code of conduct complaints” (see clause 4.2)
- clarification that complaints about the General Manager may be made to external agencies (see clause 4.11)
- a discretion for a General Manager or Mayor to delegate functions under Part 5 of the Code Procedures to a member of staff or persons external to council (see clause 5.1)
- clarification on when the Mayor or General Manager may decline to deal with a complaint at the outset (see clause 5.2)
- a new provision providing a procedure for dealing with a complaint about both the General Manager and Mayor (see clause 5.33)
- establishing additional complaints assessment criteria to be considered by a conduct reviewer in the preliminary assessment of a complaint (see clause 6.30)
- establishing additional sanctions which an investigator may recommend be imposed by a council if it is determined that conduct investigated constitutes a breach of the code of conduct (see clause 7.36)
- a prohibition against council inviting submissions from persons other than the person the subject of an investigation when considering a final investigation report and the sanctions to be imposed on that person (see clause 7.52)
- a requirement for a report to OLG to be given if Council does not adopt the sanctions in the investigation report (see clauses 7.60 – 7.62)
- a discretion for the General Manager to refuse to provide further information about a code of conduct complaint (with the consent of the OLG) if a complainant has publicly disclosed information about a code of conduct complaint that they have made or purported to make (see clause 12.2)

Next Steps

Once finalised, councils will be given a 6 month transitional period in which to adopt the new Model Code and Code Procedures and update their systems to align with the new requirements.

We will review the Model Code and Code Procedures over the coming weeks and comment in a further blog on some of the above changes in more detail.

Submissions on the Model Code and Code Procedures may be made by email to olg@olg.nsw.gov.au and should be labelled “Code of Conduct Consultation” and marked to the attention of **OLG’s Council Governance Team**.

24/10/2017 ALERT – Consultation Draft of revised Model Code of Conduct for Local Councils in NSW released today for public comment | in focus

Should you require any assistance in preparing submissions on the draft Model Code or draft Code Procedures, please contact Dr Lindsay Taylor on (02) 8235 9701 or by email at lindsay.taylor@lindsaytaylorlawyers.com.au

** Prepared by Dr Lindsay Taylor, Senior Partner & Michael Levy, Senior Lawyer*



About dr lindsay taylor

Senior Partner. Lindsay is one of the leading planning, environment and local government lawyers in New South Wales with 25 years' specialist practice experience. During his career, Lindsay has worked within the legal branch of the Department of Planning and as in house solicitor for 2 metropolitan Sydney Councils. He has also spent 10 years as a partner in one of Australia's leading law firms, and was the transnational director of that firm's Planning, Environment and Local Government Law practice. Lindsay has extensive experience in planning and development law. He acts for a broad range of public and private sector clients on a range of matters, including major land release and development projects. He has unique expertise and experience relating to development contributions and planning agreements as well as climate change and ecologically sustainable development. Lindsay holds a PhD in law and economics from Macquarie University for a thesis which analysed the system of development contributions in New South Wales.

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POLICY

Tree Removal and Pruning in Public Places



ADOPTED: 19 AUGUST
COUNCIL MEETING MIN NO 259/15
DATE: 19 AUGUST 2015

REFERENCE	
REVIEW DATE	AUGUST 2017
FILE NUMBER	GOV400043, CMR200024

Objective

To preserve and enhance the Region's attractive streetscape and ecological systems whilst at the same time recognising the responsibility to minimise risk to the public and property.

To provide clear guidelines on the removal and pruning of trees located in streets, roads and reserves that are in the care and control of Council.

Policy

1. Trees shall not be removed or pruned on Council owned or controlled land (including street trees) without permission under this policy. The General Manager or delegated staff members have the authority to determine applications and other matters under this policy;
2. All measures should be taken to retain trees in public places within the townships. Council recognises that this may require a higher level of maintenance or replacement of infrastructure but it is considered that the conservation of trees should take precedence. Measures that may be adopted to ensure the retention of trees include the replacement of footpaths and road pavement on a more frequent basis where the tree is causing root damage or redesign of the project around existing trees.
3. Trees may only be removed or pruned for one or more of the following purposes where all alternate methods have been examined that would allow the retention of the tree:
 - The tree is a risk to human life or property
 - The tree is limiting the field of vision of a motor vehicle, is obstructing traffic or is causing a traffic hazard;
 - Remove branches that come in contact with adjoining buildings or structures.
 - Remove deadwood and defective branches.
 - For the purposes of constructing or maintaining roads, drains, buildings or any other asset that is owned and or maintained by Council;

The removal or pruning of the tree is identified in an approved management strategy, environmental approval or decision of Council relating to the subject land.

Where the tree may be required to be removed to enable construction of a fence on a private property boundary in the rural area, providing that disturbance is kept to a minimum and an appropriate assessment by Council Staff is undertaken. (Note that if a tree is located on the fence line it shall be taken to be within private land and not be subjected to this policy when clearing for fences).

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES (ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

The investigation of the alternate measures will need to be demonstrated as part of assessment of the tree removal application.

4. Trees shall not be removed or pruned solely for the purpose of
 - obtaining or retaining scenic views from residential, commercial or industrial properties;
 - solely for the purpose of gaining access to a site for construction purposes (i.e. building a house);

5. Trees located in a Heritage conservation area identified in the Mid-Western Regional Local Environmental Plan 2012 are subject to a Development Application (DA) under the *Environmental Planning and Assessment Act* (EP&A Act) unless the Council is satisfied that the tree or other vegetation is risk to human life or property. A DA must be submitted with the tree report attached. Depending on the significance of the tree an independent report may be required for the DA.

For those trees located on public land not requiring a DA, Council is bound to undertake an assessment under Part V of the EP&A Act 1979 which requires the preparation of a Review of Environmental Factors (REF). The REF will be completed in conjunction with the tree assessment for all tree removals.

6. Applications for removal or pruning of trees by other Government Authorities, the general public, businesses or ratepayers shall be made via submitting a works request or applying in writing to Council. Any approvals will be subject to conditions as indicated in this policy and as determined by the General Manager or delegated staff members. Tree removal for emergency purposes in streets and parks will not require a formal tree removal application. However, verbal permission from the Council (delegated staff member) or SES is required.

7. When clearing of larger areas of native vegetation is required for the purposes of infrastructure construction, Council may require approval under the *Native Vegetation Act 2003*. In these instances, Council needs to consult with Local Land Services.

8. Vegetation removed should be replaced in a suitable location with appropriate numbers and species of vegetation as determined in consultation with, and then by Council (delegated staff member)

9. If immature trees are removed they should be conserved if appropriate and practical and relocated to a suitable location (ie park or reserve).

10. An assessment shall be completed by qualified persons for all proposed tree removal or major pruning according to the procedures in *Tree Rating Procedure for Trees on Council Owned or Controlled Land (TRP)*.

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

11. The following **notifications** shall apply to all tree removal or major pruning in:
- a) Urban Areas:
- Where the works are classed as **Moderate impact removal**, the General Manager or his delegate will circulate a memo to all Councillors outlining details on the proposed works, providing a minimum of 7 days for comment. A Councillor may request a hold on the works and seek submission of a report to Council.
 - If the tree is located in the conservation zone a Development Application is to be determined pursuant to clause 5.10 of the Mid-Western Regional Local Environmental Plan 2012 relating to heritage.
 - Street tree pruning or removal by energy providers shall be advertised in the local media by the relevant electricity supplier. Council is to be informed at least 4 weeks prior to the works commencing.
- b) Rural Areas
- Notifications will be undertaken when the works are classed as having a **Moderate impact removal** or **High impact removal** unless the removal is required for road construction purposes in which case the General Manager or his delegate will circulate a memo to all Councillors outlining details on the proposed works, providing a minimum of 7 days for comment. An REF is to be completed for all rural roadworks. A Councillor may request a hold on the works and seek submission of a report to Council.
 - Street tree pruning or removal by energy providers shall be advertised in the **local** media by the relevant electricity supplier. Council is to be informed at least 4 weeks prior to works commencing and provided with a copy of the utilities environmental impact assessment for consideration as a joint determining authority.
12. The General Manager or delegated staff members will prepare a report for Urban **High impact removals** for submission to Council for consideration.
13. The General Manager or delegated staff members shall take into account any comments deciding whether or not to proceed with the work. If an agreement cannot be reached, the matter will be reported to Council for determination.
14. In rural areas where trees do not pose any possible threat to dwellings and it is ascertained that a tree is dead, has a precarious lean or is burnt out, it may be removed only if there is a real possibility of it causing damage to persons or property.
15. Council does not undertake routine inspections of trees in rural areas for the purpose of identifying trees that may require removal. If a resident has concerns about a specific tree

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

they are to provide council with specific location details (road name, distance from nearest cross road, side of road, species, etc). Council staff will then undertake an assessment and if removal is required will program removal when time and resources permit.

16. Notification and assessment requirements will not apply to: -

- Minor Pruning;
- Emergency works;
- Works authorised by the Fire Control Officer in accordance with the Bush Fires Act 1949, dependant on scale and location;
- Pruning and regrowth removal in regularly maintained gardens or regularly cleared easements and road reserves
- A tree that must urgently be removed or pruned that is obstructing traffic, is causing a traffic hazard or is creating a dangerous situation where persons or property are likely to be damaged.

17. Tree removal or pruning shall only be undertaken by suitably qualified persons

18. Only those trees which are under energy providers power lines, which constitute a traffic / pedestrian hazard, or for the health of the tree require pruning, are to be pruned. A list of proposed trees and/or streets to be pruned by external parties is to be provided to Council at least 2 months prior to pruning. The Contractor performing the pruning shall comply with this policy.

19. The requirements of AS 4373 – 2007 "Pruning of Amenity Trees" shall be observed for all pruning activities. Trees shall only be pruned by persons with recognised skills and qualifications that ensure they are capable of complying with this standard.

20. The costs associated with removal or pruning shall be determined as follows:

- If a tree is dangerous or dead or leaning badly it is to be removed at Council cost;
- If a tree is causing asset damage it is to be removed at Council cost;
- If a tree is on an approved street program in future years but a resident wishes to have the tree removed earlier, then the resident pays 50% of the cost associated with advancing it on the program;
- If a property owner requests the removal of an apparently healthy tree which, in the opinion of the property owner, represents a threat to a dwelling, and where Council concurs with the removal of the tree, the removal of the tree will be at the expense of the property owner, unless Council, upon the advice of the General Manager or delegate determines otherwise.

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

21. This Policy does not include trees located on private lands or any other lands not under the trusteeship or maintained by Council.
22. The Policy applies to all Council activities, Council's contractors and consultants, the general public and ratepayers.
23. This policy excludes weeds declared as Noxious Weed under the *Noxious Weeds Act 1993*.
24. Should the requester disagree with the tree assessment by the *qualified person*, the requester may obtain a secondary opinion from a qualified arborist (at the requester's expense). This assessment will be reviewed and considered before a final decision is made. The *General Manager or delegated staff members* reserves the right to make the final decision.
25. Council may direct property owners, who have planted trees within the road reserve or their property, and where these trees represent an obstruction or risk as defined in this policy, to remove or prune the tree at their cost. If said works are not completed within one month of notification, Council will remove or prune the tree and recover costs from the owner.
26. Trees that are removed or poisoned on Council controlled lands (including street trees) may incur a fine from Council. Under the *Local Government Act 1998* Offence Code 9322 Reg Code NCC Unlawfully remove Plant / Animal / Rock / Soil from a public place \$220.00

TREE RATING PROCEDURE FOR TREES ON COUNCIL OWNED OR CONTROLLED LAND**INSPECTION REQUESTS**

"Requests for Service" (inspections) will be processed as follows:

1. All requests originating from the public or internal sources will be received and processed by the relevant Council Department.
2. The qualified person will carry out an initial inspection and will complete a "Tree Inspection" form substantially in the form of the attachment to this policy.
3. Trees will be assessed and rated as per the procedures below.

INSPECTION PROCEDURE

The tree assessment will consider the following aspects:

- The aesthetic, botanical and historic importance of tree/s
- Safety hazards posed by tree/s
- Substantial property damage caused or in Council's opinion likely to be caused by the growth of the tree/s

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

- Obstruction of footpaths, roads, utilities, drainage lines, sewer lines and other public infrastructure
- Whether pruning the tree branches or roots would provide satisfactory relief from any nuisance being caused by the tree/s
- Whether replacement tree/s could be planted
- If any permits are required; and
- Where, in Council’s opinion, the retention of the tree is causing unjustifiable hardship to the owner. Criteria for assessment in these circumstances are at the discretion of the Director and may include age and disability, medical practitioner certification and Council’s administration costs. These criteria will only be taken into account in extreme circumstances.

During the assessment of trees located on public land for which Council is responsible, Council is bound to undertake an assessment under Part V of the EP&A Act 1979. This is completed by Council staff when undertaking the assessment.

Visual Inspection

- If the ownership of the tree is in doubt, a survey may be conducted to determine ownership
- 360 degree, walk around, visual inspection of the tree from ground level. This inspection does not include any practice that is intrusive to the tree.

Physical Inspection

If, after the visual inspection, there is a question about the structural integrity of the tree, then the following options are available for further inspection.

- The inspector may have the tree climbed to inspect potential areas of concern.
- The tree may be bored to determine soundness of the bole
- The root crown may be excavated to inspect the roots

After inspection, the tree will be rated according to the criteria outlined below.

TREE RATING PROCEDURE

The following table summarizes the Tree Ratings and corresponding Work Schedule.

<i>Tree Rating</i>	<i>Work Schedule</i>
PRIORITY 1	Sent immediately to contractor for mitigation
PRIORITY 2	To be mitigated through the next monthly tree work contract.
PRIORITY 3	To be mitigated through the next or subsequent monthly tree work contract as the workload allows.
PRIORITY 4	Work may be deferred due to workload and /or budget considerations.
PRIORITY 5	Work may be deferred due to workload and /or budget considerations.

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

PRIORITY 1

This is a tree that has one or more of the following visible characteristics:

- Signs of ground movement or heaving
- Recent cracking on the bole of the tree,
- Hung-up tree
- Broken limbs hanging over a moderate to *high frequency target*
- Failed tree lying on property or road
- Dead tree with extensive decay visible to the inspector and a high frequency target.

Trees with this rating have the first priority for removal or pruning. The inspector will immediately send the required work to a contractor for mitigation. These trees shall be dealt with as soon as practical within work schedule limits. "Priority 1" trees will not invoke the requirement for Public Notification as prescribed in this policy.

PRIORITY 2

This is a tree that has one or more of the following characteristics:

- Visible fruiting bodies of known heart rots
- Unusual lean
- Visible defect that could result in catastrophic failure of tree
- The tree is determined to be unsound after physical inspection
- Structural integrity of root system determined to be compromised after physical inspection
- Dead with minor decay visible to the inspector and a high frequency target.
- Obstruction of traffic signs *
- Interference with distribution or transmission lines **

Trees with this rating have second priority for removal or pruning.

PRIORITY 3

Trees in this category have one or more of the following characteristics:

- Dead tree with a target of moderate to low frequency and minimal visible decay.
- Encroachment of branches onto house and/or roots incurring some form of damage to boulevards or private property.
- Limbs obstructing driver visibility
- Limbs interfering with residential utility feed
- Visible defect that could result in partial failure of tree with a *moderate to low frequency target*.
- Excessive wind loading on trees with a *high frequency target*.

Trees with this rating have third priority for removal or pruning, but may be dealt with as the workload allows. Trees assessed as "Priority 3" will be documented for mitigation.

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

PRIORITY 4

Trees in this category have one or more of the following characteristics:

- Minor Limb and or root encroachment to private property or structures
- Excessive wind-loading on trees with a moderate to low frequency target.
- Trees that are growing near or beginning to encroach into private property causing no visible damage

Trees with this rating have fourth priority for removal or pruning. Trees in this category may eventually develop into a “Priority 3” in the future. The annual budget allotted by Council for tree and the work load will be the limiting factors in the determining when this work is completed. If deferred, these trees will be documented and filed for review near the financial year-end and completed as budget and priorities allow.

PRIORITY 5

Trees in this category have the lowest priority and can be attended to as the annual budget allotted by Council for tree and as the work load allows.

Examples of Priority 5 are:

- Thinning of immature trees for stand management
- Inappropriate volunteer trees on boulevards, in road ends or right of ways
- Trees with none of the characteristics in the assessments for “Priority 1, 2, 3 or 4”

The annual budget allotted by Council for tree work and the work load will be the limiting factors in the determining when this work is completed. If deferred, these trees shall be documented and filed for review near the fiscal year-end and completed as the budget and priorities allow.

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

Definitions

Affected Owners	Means the owners of properties abutting the location of the tree(s), and includes all other owners the <i>qualified person</i> or <i>appropriate staff</i> deems to be affected.
Appropriate Staff	Means the <i>General Manager</i> or <i>delegated staff member</i> , <i>Fields and Parks Technician</i> , <i>Parks & Gardens Team Leaders</i> or any other staff that is a <i>Qualified Arborist</i> or <i>equivalent</i> and any staff as assigned by the <i>General Manager</i> or <i>delegated staff members</i> .
Qualified Person	A person working for or contracted by Mid-Western Regional Council that provides advice on tree removal or pruning and has appropriate qualifications and or experience in performing an assessment.
Dbh	Means the diameter of the tree taken at breast height standardised at 1.3 meters from the ground.
Habitat	A tree which is occupied, periodically or intermittently occupied by a species population or ecological community including biotic or abiotic components. (i.e. biotic – living, abiotic – non-living)
Habitat Tree	Refers to any tree providing a niche supporting the life of a plant or animal.
Impacts:	
Low Impact Removal:	Means the removal of small trees and shrubs up to ten (10) meters in height (refer to small tree) that only affects the adjacent neighbours and will have little or no detrimental impact on the appearance and/or ecology of the area.
Moderate Impact Removal:	Means the removal of a single or multiple trees greater than eleven (11) meters in height (refer to medium tree) and recognizes that the proposed work may affect the appearance and/or ecology of the area.
High Impact Removal	Means the removal of a single or multiple trees that would impact the general neighbourhood and includes park and trail users and recognizes that the proposed work may affect the appearance and ecology of the wooded area. This could include removals along major travel routes, removals in recreation areas, removals of large numbers of trees, and removals of <i>large trees</i> or <i>specimen trees</i> .
General Manager Or Delegated Staff Members	Means the Mid-Western Regional Council General Manager can authorise an appropriate member of staff to authorise the removal of trees.
Qualified Arborists	Certified by an appropriate professional association
Large Tree	Refers to a tree greater than 20m or crown spread greater than 20m at maturity.
Leaning Trees	A tree where the trunk grows or moves away from upright position. A lean may occur anywhere along the trunk influenced by a number of contributing factors, eg: genetically predetermined characteristics, competition for space or light, prevailing winds, aspect, slope or other factors. (Refer to <i>Dictionary For Managing Trees in Urban Environments - Draper and Richards, CSIRO Publishing 2009</i> for degrees of leaning graph).
Medium Tree	Refers to a tree with a height of 10-20m or crown spread of 10-20m at maturity

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

Topping	Branches specifically pruned to reduce crown height or spread by pruning to reduce the length of a branch.
Small Tree	Refers to a tree with a height less than 10m or a crown spread less than 10m at maturity.
Specimen Tree	Refers to a tree planted, retained or occurring usually as an isolated feature and not part of a stand, promoting its characteristics an individual tree
Timber	Includes trees of any age or description, whether growing or dead.
Tree	A woody perennial plant which is long lived. Height greater than 3 metres with one or more trunks. For the purpose of this policy, it excludes Noxious Weeds.
Noxious Weed	A weed is declared as Noxious Weed under the Noxious Weeds Act 1993. Treatment and control of noxious weeds are prescribed by the legislation.
Potential Habitat Tree	Refers to any tree that develops a niche suitable to provide support for the life process of a plant or animal.
Protected Lands	Generally defined as any land within 20m of a river, creek or watercourse.
Minor Pruning	Removal of dead or dangerous limbs and / or removal of less than 20% of the growing canopy.
Major Pruning	Removal of between 20 to 40% of the growing canopy. Note removal of more than 40% of the canopy is considered as removal of the tree and as such is subject to the relevant provision of this policy.
Dangerous Tree	A tree or tree part that presents a danger or has previously caused damage to persons or property.
Reduction Pruning	Refers to the removal of the ends of branches to lower internal branches or stems in order to reduce the height and/or spread of the tree
Remedial (restorative) pruning	Removal of damaged, diseased or lopped branches back to undamaged tissue in order to induce the production of shoots from latent or adventitious buds, from which a new crown will be established.
Requester	The person or persons seeking removal of a tree on council owned or controlled land

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

<p>Review of Environmental Factors</p>	<p>A Review of Environmental Factors (REF) is an environmental assessment under Part 5 of the <i>Environmental Planning and Assessment Act 1979</i> (EP&A Act), which is required as part of the assessment of activities needing approval under NSW legislation. A REF is a document that examines the significance of likely environmental impacts of a proposal, and the measures required to mitigate any adverse impacts to the environment.</p> <p>A REF serves two purposes:</p> <ol style="list-style-type: none"> 1. it assists and documents the determining authority's determination of whether an activity should be approved, taking into account to the fullest extent possible all matters affecting or likely to affect the environment (s.111 EP&A Act); it further assists in the development of appropriate conditions should approval be given and, 2. it assists the determining authority's determination of whether the activity is likely to have a significant effect on the environment or significantly affect threatened species, populations or ecological communities or their habitats, in which case an environmental impact statement (EIS) and/or species impact statement (SIS) will need to be prepared and considered before approval may be granted (s.112 EP&A Act).
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TREE REMOVAL ASSESSMENT AND APPROVAL FORM

LOCATION & DETAILS	
<input type="radio"/> Mudgee <input type="radio"/> Gulgong <input type="radio"/> Kandos <input type="radio"/> Rylstone <input type="radio"/> Rural	
Location:	
Reason for request/assessment:	
Botanical name (attach photos)	
Common Name	
Number of Trees:	
Height/s:	
Surrounding Trees and the assessed tree(s) place in the landscape:	
ASSESSMENT (VISUAL)	
Trunk diameter 1 metre above ground:	
Signs of ground movement or heaving	<input type="radio"/> Yes <input type="radio"/> No
Visible Defects	
Soundness	<input type="radio"/> Sound <input checked="" type="radio"/> Semi-Sound <input type="radio"/> Unsound
Structural integrity of root system	
Broken limbs	<input type="radio"/> Yes <input type="radio"/> No
Unusual lean	<input type="radio"/> Yes <input type="radio"/> No
General health	<input type="radio"/> Good <input checked="" type="radio"/> Average <input type="radio"/> Poor / Fair
Existing / Potential to Damage Infrastructure	
Safety Risks to the public / traffic:	
Removal Impact:	<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES (ON EXHIBITION 2a AUGUST- 25 SEPTEMBER 2015)

Assessment (Other)	
Details of any other measures taken to determine health /risk of tree	
Recommendations	
Notes	
Priority Ranking	
Action Recommended	
Date:	Inspector:
Approvals	
Approved Course of Action	<input type="radio"/> Remove <input type="radio"/> Retain <input type="radio"/> Monitor
Notifications Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes	
Date:	Director of Community:

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

Environmental Planning and Assessment Act 1979

Native Vegetation Act 2003

Threatened Species Conservation Act 1995

LOCAL GOVERNMENT ACT 1993

124 Orders

A council may order a person to do or to refrain from doing a thing specified in Column 1 of the following Table if the circumstances specified opposite it in Column 2 of the Table exist and the person comes within the description opposite it in Column 3 of the Table.

Note: This section does not affect the power of a council to give an order (or a notice or direction) under the authority of another Act. For example, some of those Acts and the orders (or notices or directions) that may be given include:

A person who fails to comply with an order is guilty of an offence—see sec 628.

Orders requiring the protection or repair of public places

Column 1	Column 2	Column 3
To do what?	In what circumstances?	To whom?
To remove an object or matter from a public place or prevent any object or matter being deposited there	The object or matter: (a) is causing or is likely to cause an obstruction or encroachment of or on the public place and the obstruction or encroachment is not authorised by or under any Act, or (b) is causing or is likely to cause danger, annoyance or inconvenience to the public	Person causing obstruction or encroachment or owner or occupier of land from which the object or matter emanates or is likely to emanate

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

ROADS ACT 1993

88 Tree felling

A roads authority may, despite any other Act or law to the contrary, remove or lop any tree or other vegetation that is on or overhanging a public road if, in its opinion, it is necessary to do so for the purpose of carrying out road work or removing a traffic hazard.

107 Obstructions and encroachments

- (1) A roads authority may direct:
 - a) any person who causes an obstruction or encroachment on a public road, or
 - b) the owner of any land that is used, or is able to be used, in connection with an obstruction or encroachment on a public road, to remove the obstruction or encroachment.
- (2) A direction under this section may specify the period within which the direction must be complied with.
- (3) In the case of an obstruction or encroachment that was created before the alignment of the road, or that is situated on a road that has not been aligned, the period specified in the direction must be at least 60 days.
- (4) This section does not apply to an obstruction or encroachment on a public road if its presence on the road is authorised by or under this or any other Act.
- (5) However, this section does apply to an obstruction or encroachment on a public road if its presence ceases to be authorised by or under this or any other Act.

ELECTRICITY SUPPLY ACT 1995 - SECT 45

Erection and placement of electricity works

45 Erection and placement of electricity works

- (1) This section applies to work connected with the erection, installation, extension, alteration, maintenance and removal of electricity works.
- (2) For the purpose of exercising its functions under this or any other Act or law, a network operator:
 - a) may carry out work to which this section applies, and
 - b) in particular, may carry out any such work on a public road or public reserve.
- (3) Work to which this section applies is exempt from the requirement for an approval under the *Local Government Act 1993* except in relation to buildings.
- (4) However, no such work (other than routine repairs or maintenance work) may be carried out unless:

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

- a) notice of the proposal to carry out the work has been given to the local council, and
 - b) the local council has been given a reasonable opportunity (being not less than 40 days from the date on which the notice was given) to make submissions to the network operator in relation to the proposal, and
 - c) the network operator has given due consideration to any submissions so made.
- (5) Subsection (4) does not apply to the carrying out of work to cope with emergencies.

ELECTRICITY SUPPLY ACT 1995 - SECT 48

Interference with electricity works by trees

48 Interference with electricity works by trees

- (1) This section applies if a network operator has reasonable cause to believe that a tree situated on any premises:
 - a) could destroy, damage or interfere with its electricity works, or
 - b) could make its electricity works become a potential cause of bush fire or a potential risk to public safety.
- (2) In those circumstances, a network operator:
 - (a) may serve a written notice on the owner or occupier of the premises requiring the owner to trim or remove the tree, or
 - (b) in an emergency, may, at its own expense, trim or remove the tree itself.
- (3) A notice under subsection (2) (a):
 - (a) must specify the work to be carried out, and
 - (b) must specify a reasonable time within which the work is to be carried out, and
 - (c) must include an undertaking by the network operator to pay the reasonable cost of carrying out the work.
- (4) Subsection (3) (c) does not apply in either of the following circumstances:
 - (a) if, after the electricity works were first laid or installed, an owner or occupier of the premises planted the tree, or caused or permitted the tree to be planted, in circumstances in which the owner or occupier ought reasonably to have known that destruction of, damage to or interference with the works would result,
 - (b) the land in or on which the tree is located, and on or over which the works are located, was the subject of an easement in favour of the network operator (or a predecessor of the network operator) when the tree was planted.
- (5) If the work is not carried out as required by the notice, the network operator may carry out the work itself.
- (6) The cost of carrying out the work may be recovered by the network operator in a court of competent jurisdiction as a debt owed to it by the owner of the premises on which the tree is situated, but only in the circumstances referred to in subsection (4).

DRAFT POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES / ON EXHIBITION 28 AUGUST - 25 SEPTEMBER 2015

- (7) This section applies despite the existence of a tree preservation order or environmental planning instrument (other than a State environmental planning policy), but does not apply to any tree within a protected area or to any tree that is the subject of or is within an area that is the subject of:
- (a) an interim heritage order, or a listing on the State Heritage Register, under the *Heritage Act 1977* , or
 - (b) an order in force under section 136 of the *Heritage Act 1977* , or
 - (c) an interim protection order under the *National Parks and Wildlife Act 1974* , or
 - (d) a protection conferred by any similar law.
- (8) Nothing done for the purpose of carrying out the work required by a notice under this section constitutes an offence against any law under which a tree preservation order or environmental planning instrument (other than a State environmental planning policy) relating to the land is made.
- (9) In this section:
"protected area" means an area that is within:
- (a) a national park or nature reserve within the meaning of the *National Parks and Wildlife Act 1974* , or
 - (b) land that is reserved or zoned for environmental protection purposes under the *Environmental Planning and Assessment Act 1979* , or
 - (c) a public reserve within the meaning of the *Local Government Act 1993*..
"tree" includes shrub and plant.

References:

Dictionary for managing trees in urban environment – Author: DB Draper & P A Richards
Australian Standards (AS 4373-2007) Pruning of Amenity Trees
Local Government Act 1993
Roads Act 1993



POLICY

Tree Removal and Pruning in Public Places

*A prosperous
and progressive
community*

ADOPTED	VERSION NO
COUNCIL MEETING MIN NO	REVIEW DATE AUGUST 2020
DATE:	FILE NUMBER GOV400043, CMR200024

Objective

To preserve and enhance the region's attractive streetscape and ecological systems whilst at the same time recognising the responsibility to minimise risk to the public and property.

To provide clear guidelines on the removal and pruning of trees located in streets, roads and reserves that are in the care and control of Council.

Related procedures

- Tree Rating Procedure for Trees on Council Owned or Controlled Land- Urban Areas
- Tree Rating Procedure for Dangerous Trees on Council Owned or Controlled Land- Rural Areas
- Tree Removal for Maintenance of Rural Roads Procedure

Policy

1. Trees shall not be removed or pruned on Council owned or controlled land (including street trees) without permission under this policy. The General Manager or delegated staff have the authority to determine removal and pruning requests and applications under this policy;
2. All measures should be taken to retain trees in public places within the townships. Council recognises that this may require a higher level of maintenance or replacement of infrastructure but it is considered that the conservation of trees should take precedence. Measures that may be adopted to ensure the retention of trees include the replacement of footpaths and road pavement on a more frequent basis where the tree is causing root damage or redesign of the project around existing trees.
3. All measures should be taken to retain trees within rural roadside reserves. Council recognises that this may require a higher level of maintenance or replacement of rural infrastructure but will take into consideration the conservation of the tree as well as the safety of the travelling public.
4. Trees may only be removed or pruned for one or more of the following purposes where all alternate methods have been examined that would allow the retention of the tree:
 - The tree is a risk to human life or property
 - The tree is limiting the field of vision of a motor vehicle, is obstructing traffic or is causing a traffic hazard;
 - Remove branches that come in contact with adjoining buildings or structures.
 - Remove deadwood and defective branches.
 - For the purposes of constructing or maintaining roads, drains, buildings or any other asset that is owned and or maintained by Council;
 - The removal or pruning of the tree is identified in an approved management strategy,

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

environmental approval or decision of Council relating to the subject land.

- Any other purpose to remove trees located on Council land need to be submitted in writing to allow Council staff to investigate and determine the outcome.
5. Trees shall not be removed or pruned solely for the purpose of
 - obtaining or retaining scenic views from residential, commercial or industrial properties;
 - gaining access to a site for construction purposes (i.e. building a house);
 6. Trees located in a Heritage conservation area identified in the *Mid-Western Regional Local Environmental Plan 2012* are subject to a Development Application (DA) under the Environmental Planning and Assessment Act (EP&A Act) unless Council is satisfied that the tree or other vegetation is a risk to human life or property. Where a DA must be submitted a tree report undertaken by a qualified Arborist must be attached. The Arborist undertaking the report cannot be engaged to remove the tree if approval is granted and must be made aware of this before the report is written.
 7. Trees required to be removed for the purpose of maintenance of the rural road network must be undertaken in accordance with the *Tree Removal for Maintenance of Rural Roads Procedure*
 8. Applications for removal or pruning of trees by other Government Authorities, the general public, businesses or ratepayers shall be made via submitting a works request or applying in writing to Council. Any approvals will be subject to conditions as indicated in this policy and as determined by the General Manager or delegated staff members.
 9. Tree removal for emergency purposes in streets and parks will not require a formal tree removal application. However, verbal permission from Council's delegated staff member or SES is required.
 10. An assessment shall be completed by Council's delegated staff member or another qualified person for all proposed tree removal or major pruning according to the relevant *Tree Rating Procedure for Trees on Council Owned or Controlled Land (TRP)*, except when assessing tree removal for the purpose of boundary fence repairs as described in clause 11.
 11. Where a tree(s) may be required to be removed on road reserve to enable construction or repair of a fence on a private property boundary in rural areas an appropriate assessment by Council environment staff must be undertaken to determine the significance of the roadside vegetation.
Where no significant vegetation is present:
 - Vegetation up to 1 meter onto the road reserve side of the fence line may be cleared
 - Individual trees within 3 meters of the fence with a significant lean across the fence (as confirmed and marked by staff during inspection) may be removed, where applicable only the leaning limb may be approved to remove
 - Vegetation clearance is to be undertaken only to the minimum extent necessary for the repair / construction of the fence
 - Where possible retain any mature vegetation greater than 300mm DBH even when located within the 1m clearance zone
 - Hollow bearing limbs are to be retained on either side of the new fence and must not be burnt
 - All work activity in respect to the fence repair, including machinery and vehicle movements is

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

to be undertaken from the property owner's side of the fence line to limit impact on the remaining vegetation within the road reserve

- No vegetation clearance is to be undertaken until approved in writing by Council, any clearing activities undertaken without approval may result in prosecution
- Clearing extent within the private property is subject to the *Local Land Service Act 2013* and must be approved by the Central Tablelands Local Lands Service

Note- where roadside vegetation is deemed to be significant, clearance will be restricted and determined on a case by case basis.

12. Council does not undertake routine inspections of trees in rural areas for the purpose of identifying trees that may be dangerous and require removal. If a resident has concerns about a specific tree they are to provide council with specific location details (road name, distance from nearest cross road, side of road, species, etc). Council staff will then undertake an assessment and if removal is required will program removal when time and resources permit.

If Council staff determine that the tree reported poses minimal risk to public safety, Council may deny removal request or grant permission to the adjoining landholder or complainant to remove the tree at their cost if the tree has negligible environmental significance.

Assessment of these trees will be carried out in accordance with the *Tree Rating Procedure for Trees on Council Owned or Controlled Land - rural areas*

13. Notification and assessment requirements will not apply to: -

- Minor Pruning
- Emergency works
- Works authorised by the Fire Control Officer in accordance with the Bush Fires Act 1949, dependant on scale and location
- Pruning and regrowth removal in regularly maintained gardens or regularly cleared easements and road reserves
- A tree that must urgently be removed or pruned that is obstructing traffic, is causing a traffic hazard or is creating a dangerous situation where persons or property are likely to be damaged.

14. The following notifications shall apply to all tree removal or major pruning in:

Urban Areas:

- Where the works are classed as **Moderate impact removal** and not within the conservation zone the Department Director will review the tree removal report and make final determination.
- Where the works are classed as **High impact removal** and not within the conservation zone the General Manager or delegated staff members will prepare a report for submission to Council for consideration.
- If the tree is located in the conservation zone Councils Development Department will determine if a Development Application is required.
- Street tree pruning or removal by energy providers shall be advertised in the local media by the relevant electricity supplier. Council is to be informed at least 4 weeks prior to the works commencing.

The General Manager or delegated staff members shall take into account any comments deciding whether or not to proceed with the work. If an agreement cannot be reached, the matter will be reported to Council for determination.

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACESRural Areas

- Pruning or removal by energy providers shall be advertised in the local media by the relevant electricity supplier. Council is to be informed at least 4 weeks prior to works commencing and provided with a copy of the utilities environmental impact assessment for consideration as a joint determining authority.
 - All rural works are to be in conjunction with this policy as describe in clauses 7, 11 , 12
15. Tree removal or pruning shall only be undertaken by suitably qualified persons
16. The requirements of AS 4373 – 2007 “Pruning of Amenity Trees” shall be observed for all pruning activities. Trees shall only be pruned by persons with recognised skills and qualifications that ensure they are capable of complying with this standard.
17. The costs associated with removal or pruning in urban areas shall be determined as follows:
- If a tree is dead, dangerous or unsafe it is to be removed at Council cost
 - If a tree is causing asset damage it is to be removed at Council cost
 - If a tree is on an approved street program in future years but a resident wishes to have the tree removed earlier, then the resident pays 50% of the cost associated with advancing it on the program
 - If a property owner requests the removal of an apparently healthy tree which, in the opinion of the property owner, represents a threat to a dwelling, and where Council concurs with the removal of the tree, the removal of the tree will be at the expense of the property owner, unless Council, upon the advice of the General Manager or delegate determines otherwise.
18. The costs associated with removal or pruning in rural areas shall be determined as follows:
- If a reported dangerous tree it determined to have a priority rating of 1 or 2 under the *Tree Rating Procedure for Trees on Council Owned or Controlled Land - rural areas*, the tree will be removed at Council cost
 - If a reported dangerous tree it determined to have a priority rating of 3 or 4 under the *Tree Rating Procedure for Trees on Council Owned or Controlled Land - rural areas*, the tree may be placed on a register to be removed at Council cost in future years budget. If the adjoining property owner requests that the tree is removed immediately and approval is granted the tree may be removed at the requesters cost
19. If the tree(s) is to be removed for the purpose of a boundary fence construction or repair the removal of the tree(s) will be at the expense of the property owner
20. This Policy does not include trees located on private lands or any other lands not under the trusteeship or maintained by Council
21. Tree removal requests where the tree is located on private property within conservation zones will be assessed by Council’s Development Department.
22. Clearing of vegetation on private land within rural areas is to be undertaken in accordance with the provisions of the *Local Land Services Act 2013* by contacting the Central Tablelands Local Land Services.

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

23. This policy excludes weeds declared under the *Biosecurity Act 2015*
24. Should the requester disagrees with the tree assessment by the qualified person, the requester may obtain a secondary opinion from a qualified arborist (at the requester's expense). This assessment will be reviewed and considered before a final decision is made. The General Manager or delegated staff members reserves the right to make the final decision.
25. Council may direct property owners, who have planted trees within the road reserve or their property to remove or prune the tree at their cost where these trees represent an obstruction or risk as defined in this policy. If said works are not completed within one month of notification, Council will remove or prune the tree and recover costs from the owner.
26. There is to be no removal of deadwood by any member of the community from within public places including roadside reserves for any purpose including firewood collection without permission from Council
27. Trees (dead or alive) that are removed or poisoned on Council controlled lands (including street trees) may incur a fine from Council under the *Local Government Act 1998* Offence Code 9322 Reg Code NCC Unlawfully 'Remove Plant / Animal / Rock / Soil from a public place'. Maximum penalty: 20 penalty units (\$2,200 per offence)

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

Definitions

Affected Owners	Means the owners of properties abutting the location of the tree(s), and includes all other owners the qualified person or appropriate staff deems to be affected.
Appropriate Staff	Means the General Manager or delegated staff member, Parks Staff or any other staff that is a Qualified Arborist or equivalent and any staff as assigned by the General Manager or delegated staff members.
Qualified Person	A person working for or contracted by Mid-Western Regional Council that provides advice on tree removal or pruning and has appropriate qualifications and or experience in performing an assessment.
DBH	Means the diameter of the tree taken at breast height standardised at 1.3 meters from the ground.
Habitat	A tree which is occupied, periodically or intermittently occupied by a species population or ecological community including biotic or abiotic components. (i.e. biotic – living, abiotic – non-living)
Habitat Tree	Refers to any tree providing a niche supporting the life of a plant or animal.
Low Impact Removal:	Means the removal of small trees and shrubs up to ten (10) meters in height (refer to small tree) that only affects the adjacent neighbours and will have little or no detrimental impact on the appearance and/or ecology of the area.
Moderate Impact Removal:	Means the removal of a single or multiple trees greater than eleven (11) meters in height (refer to medium tree) and recognizes that the proposed work may affect the appearance and/or ecology of the area.
High Impact Removal	Means the removal of a single or multiple trees that would impact the general neighborhood and includes park and trail users and recognizes that the proposed work may affect the appearance and ecology of the wooded area. This could include removals along major travel routes, removals in recreation areas, removals of large numbers of trees, and removals of <i>large trees</i> or <i>specimen trees</i> .
General Manager Or Delegated Staff Members	Means the Mid-Western Regional Council General Manager can authorize an appropriate member of staff to authorise the removal of trees.
Qualified Arborists	Certified by an appropriate professional association
Large Tree	Refers to a tree greater than 20m or crown spread greater than 20m at maturity.
Leaning Trees	A tree where the trunk grows or moves away from upright position. A lean may occur anywhere along the trunk influenced by a number of contributing factors, eg: genetically predetermined characteristics, competition for space or light, prevailing winds, aspect, slope or other factors. (Refer to <i>Dictionary For Managing Trees in Urban Environments - Draper and Richards, CSIRO Publishing 2009</i> for degrees of leaning graph).
Medium tree	Refers to a tree with a height of 10-20m or crown spread of 10-20m at maturity

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

Topping	Branches specifically pruned to reduce crown height or spread by running to reduce the length of a branch.
Small tree	Refers to a tree with a height less than 10m or a crown spread less than 10m at maturity.
Specimen tree	Refers to a tree planted, retained or occurring usually as an isolated feature and not part of a stand, promoting its characteristics an individual tree
Timber	Includes trees of any age or description, whether growing or dead.
Tree	A woody perennial plant which is long lived. Height greater than 3 meters with one or more trunks.
Potential Habitat Tree	Refers to any tree that develops a niche suitable to provide support for the life process of a plant or animal.
Protected Lands	Generally defined as any land within 20m of a river, creek or watercourse
Minor Pruning	Removal of dead or dangerous limbs and / or removal of less than 20% of the growing canopy.
Major Pruning	Removal of between 20 to 40% of the growing canopy. Note removal of more than 40% of the canopy is considered as removal of the tree and as such is subject to the relevant provision of this policy.
Dangerous Tree	A tree or tree part that presents a danger or has previously caused damage to persons or property.
Reduction Pruning	Refers to the removal of the ends of branches to lower internal branches or stems in order to reduce the height and/or spread of the tree
Remedial (restorative) pruning	Removal of damaged, diseased or lopped branches back to undamaged tissue in order to induce the production of shoots from latent or adventitious buds, from which a new crown will be established.
Requester	The person or persons seeking removal of a tree on council owned or controlled land
Review of Environmental Factors	A Review of Environmental Factors (REF) is an environmental assessment under Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act), which is required as part of the assessment of activities needing approval under NSW legislation. A REF is a document that examines the significance of likely environmental impacts of a proposal, and the measures required to mitigate any adverse impacts to the environment.

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

Relevant Legislation

MID-WESTERN REGIONAL LOCAL ENVIRONMENTAL PLAN 2012**Part 5 Clause 5.9 Preservation of trees or vegetation**

(1) The objective of this clause is to preserve the amenity of the area, including biodiversity values, through the preservation of trees and other vegetation.

(2) This clause applies to species or kinds of trees or other vegetation that are prescribed for the purposes of this clause by a development control plan made by the Council.

Note. A development control plan may prescribe the trees or other vegetation to which this clause applies by reference to species, size, location or other manner.

(3) A person must not ringbark, cut down, top, lop, remove, injure or wilfully destroy any tree or other vegetation to which any such development control plan applies without the authority conferred by:

- (a) development consent, or
- (b) a permit granted by the Council.

(4) The refusal by the Council to grant a permit to a person who has duly applied for the grant of the permit is taken for the purposes of the Act to be a refusal by the Council to grant consent for the carrying out of the activity for which a permit was sought.

(5) This clause does not apply to a tree or other vegetation that the Council is satisfied is dying or dead and is not required as the habitat of native fauna.

(6) This clause does not apply to a tree or other vegetation that the Council is satisfied is a risk to human life or property.

(7) A permit under this clause cannot allow any ringbarking, cutting down, topping, lopping, removal, injuring or destruction of a tree or other vegetation:

- (a) that is or forms part of a heritage item or that is within a heritage conservation area, or
- (b) that is or forms part of an Aboriginal object or that is within an Aboriginal place of heritage significance, unless the Council is satisfied that the proposed activity:
- (c) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or heritage conservation area, and
- (d) would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or heritage conservation area.

Note. As a consequence of this subclause, the activities concerned will require development consent. The heritage provisions of clause 5.10 will be applicable to any such consent.

(8) This clause does not apply to or in respect of:

- (a) the clearing of native vegetation:
 - (i) that is authorised by a development consent or property vegetation plan under the Native Vegetation Act 2003, or
 - (ii) that is otherwise permitted under Division 2 or 3 of Part 3 of that Act, or
- (b) the clearing of vegetation on State protected land (within the meaning of clause 4 of Schedule 3 to the Native Vegetation Act 2003) that is authorised by a development consent under the provisions of the Native Vegetation Conservation Act 1997 as continued in force by that clause, or
- (c) trees or other vegetation within a State forest, or land reserved from sale as a timber or forest reserve under the Forestry Act 1916, or
- (d) action required or authorised to be done by or under the Electricity Supply Act 1995, the Roads Act 1993 or the Surveying and Spatial Information Act 2002, or
- (e) plants declared to be noxious weeds under the Noxious Weeds Act 1993.

Note. Permissibility may be a matter that is determined by or under any of these Acts.

(9) Subclause (8) (a) (ii) does not apply in relation to land in Zone R5 Large Lot Residential, Zone E2 Environmental Conservation, Zone E3 Environmental Management or Zone E4 Environmental Living.

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

LOCAL GOVERNMENT ACT 1993

Chapter 7 Part 2 Division 1

Section 124 Orders

A council may order a person to do or to refrain from doing a thing specified in Column 1 of the following Table if the circumstances specified opposite it in Column 2 of the Table exist and the person comes within the description opposite it in Column 3 of the Table.

Note: This section does not affect the power of a council to give an order (or a notice or direction) under the authority of another Act. For example, some of those Acts and the orders (or notices or directions) that may be given include:

A person who fails to comply with an order is guilty of an offence—see sec 628.

Orders requiring the protection or repair of public places

Column 1	Column 2	Column 3
To do what? To remove an object or matter from a public place or prevent any object or matter being deposited there	In what circumstances? The object or matter: (a) is causing or is likely to cause an obstruction or encroachment of or on the public place and the obstruction or encroachment is not authorised by or under any Act, or (b) is causing or is likely to cause danger, annoyance or inconvenience to the public	To whom? Person causing obstruction or encroachment or owner or occupier of land from which the object or matter emanates or is likely to emanate

Chapter 16 Part 2

Section 629 Injuring or removing plants, animals, rocks and soil in or from public place

(1) A person who, without lawful excuse, wilfully or negligently injures, damages or unnecessarily disturbs any plant, animal, rock or soil in a public place is guilty of an offence.

Maximum penalty: 20 penalty units.

(2) A person who, without lawful excuse, removes any plant, animal, rock or soil from a public place is guilty of an offence.

Maximum penalty: 20 penalty units.

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

ROADS ACT 1993**Section 88 Tree felling**

A roads authority may, despite any other {State} Act or law to the contrary, remove or lop any tree or other vegetation that is on or overhanging a public road if, in its opinion, it is necessary to do so for the purpose of carrying out road work or removing a traffic hazard.

Section 107 Obstructions and encroachments

- (1) A roads authority may direct:
- a) any person who causes an obstruction or encroachment on a public road, or
 - b) the owner of any land that is used, or is able to be used, in connection with an obstruction or encroachment on a public road, to remove the obstruction or encroachment.
- (2) A direction under this section may specify the period within which the direction must be complied with.
- (3) In the case of an obstruction or encroachment that was created before the alignment of the road, or that is situated on a road that has not been aligned, the period specified in the direction must be at least 60 days.
- (4) This section does not apply to an obstruction or encroachment on a public road if its presence on the road is authorised by or under this or any other Act.
- (5) However, this section does apply to an obstruction or encroachment on a public road if its presence ceases to be authorised by or under this or any other Act.

ELECTRICITY SUPPLY ACT 1995 - SECT 45**Section 45 Erection and placement of electricity works**

- (1) This section applies to work connected with the erection, installation, extension, alteration, maintenance and removal of electricity works.
- (2) For the purpose of exercising its functions under this or any other Act or law, a network operator:
- a) may carry out work to which this section applies, and
 - b) in particular, may carry out any such work on a public road or public reserve.
- (3) Work to which this section applies is exempt from the requirement for an approval under the Local Government Act 1993 except in relation to buildings.
- (4) However, no such work (other than routine repairs or maintenance work) may be carried out unless:
- a) notice of the proposal to carry out the work has been given to the local council, and
 - b) the local council has been given a reasonable opportunity (being not less than 40 days from the date on which the notice was given) to make submissions to the network operator in relation to the proposal, and
 - c) the network operator has given due consideration to any submissions so made.
- (5) Subsection (4) does not apply to the carrying out of work to cope with emergencies.

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES

ELECTRICITY SUPPLY ACT 1995 - SECT 48

Section 48 Interference with electricity works by trees

- (1) This section applies if a network operator has reasonable cause to believe that a tree situated on any premises:
- a) could destroy, damage or interfere with its electricity works, or
 - b) could make its electricity works become a potential cause of bush fire or a potential risk to public safety.
- (2) In those circumstances, a network operator:
- (a) may serve a written notice on the owner or occupier of the premises requiring the owner to trim or remove the tree, or
 - (b) in an emergency, may, at its own expense, trim or remove the tree itself.
- (3) A notice under subsection (2) (a):
- (a) must specify the work to be carried out, and
 - (b) must specify a reasonable time within which the work is to be carried out, and
 - (c) must include an undertaking by the network operator to pay the reasonable cost of carrying out the work.
- (4) Subsection (3) (c) does not apply in either of the following circumstances:
- (a) if, after the electricity works were first laid or installed, an owner or occupier of the premises planted the tree, or caused or permitted the tree to be planted, in circumstances in which the owner or occupier ought reasonably to have known that destruction of, damage to or interference with the works would result,
 - (b) the land in or on which the tree is located, and on or over which the works are located, was the subject of an easement in favour of the network operator (or a predecessor of the network operator) when the tree was planted.
- (5) If the work is not carried out as required by the notice, the network operator may carry out the work itself.
- (6) The cost of carrying out the work may be recovered by the network operator in a court of competent jurisdiction as a debt owed to it by the owner of the premises on which the tree is situated, but only in the circumstances referred to in subsection (4).
- (7) This section applies despite the existence of a tree preservation order or environmental planning instrument (other than a State environmental planning policy), but does not apply to any tree within a protected area or to any tree that is the subject of or is within an area that is the subject of:
- (a) an interim heritage order, or a listing on the State Heritage Register, under the Heritage Act 1977, or
 - (b) an order in force under section 136 of the Heritage Act 1977, or
 - (c) an interim protection order under the National Parks and Wildlife Act 1974, or
 - (d) a protection conferred by any similar law.
- (8) Nothing done for the purpose of carrying out the work required by a notice under this section constitutes an offence against any law under which a tree preservation order or environmental planning instrument (other than a State environmental planning policy) relating to the land is made.
- (9) In this section:
- "protected area" means an area that is within:
- (a) a national park or nature reserve within the meaning of the National Parks and Wildlife Act 1974, or
 - (b) land that is reserved or zoned for environmental protection purposes under the Environmental Planning and Assessment Act 1979, or
 - (c) a public reserve within the meaning of the Local Government Act 1993.
- "tree" includes shrub and plant.

POLICY: TREE REMOVAL AND PRUNING IN PUBLIC PLACES**BIODIVERSITY CONSERVATION ACT 2016****Section 2.2 Picking Plants**

- (1) A person who picks:
- (a) a plant that is of a threatened species, or
 - (b) a plant that is part of a threatened ecological community, or
 - (c) a protected plant,

is guilty of an offence.

Maximum penalty (includes additional penalty for each plant):

- (a) in the case of a plant that is (or is part of) a threatened species or threatened ecological community (other than a vulnerable species or community)--Tier 1 monetary penalty or imprisonment for 2 years, or both, or
- (b) in the case of a plant that is (or is part of) a vulnerable species or vulnerable ecological community--Tier 3 monetary penalty, or
- (c) in any other case--Tier 4 monetary penalty.

- (2) In any prosecution for an offence under this section, proof that a plant was found in the possession of the person charged is prima facie evidence that the person picked the plant.

Section 2.4 Damaging Habitat of Threatened Species or Ecological Community

- (1) A person:
- (a) who damages any habitat of a threatened species or threatened ecological community, and
 - (b) who knows that it is the habitat of any such species or community,
- is guilty of an offence.

Maximum penalty: Tier 1 monetary penalty or imprisonment for 2 years, or both.

- (2) A person who damages habitat of a threatened species or threatened ecological community in the course of carrying out any unlawful activity is taken to know that it was habitat of that kind unless the person establishes that the person did not know that it was habitat of that kind.

Section 4.31**Schedule 4 – Key Threatening Processes**

Bushrock removal
Clearing of native vegetation
Loss and degradation of native plant and animal habitat by invasion of escaped garden plants
Loss of hollow-bearing trees
Removal of dead wood and dead trees

LOCAL LAND SERVICES ACT 2013**Section 60Q Allowable Activities Clearing****Schedule 5A**

- (1) Schedule 5A sets out the clearing of native vegetation in regulated rural areas for allowable activities that is authorised without any approval or other authority under this Part for the clearing.
- (2) Schedule 5A does not permit clearing or any other activity:
- (a) without an approval or other authority required by or under another Act or another Part of this Act (or in anticipation of the grant of any such approval or other authority), or
 - (b) in contravention of any provision of or made under (or in contravention of any agreement made under) another Act or another Part of this Act.

Botanical Name	Common Name	Approx. height and width in metres
Exotic		
<i>Acer buergerianum</i>	Trident Maple	6m x 6m
<i>Acer palmatum</i>	Japanese Maple	4m x 4m
<i>Acer platanoides</i> 'Crimson Sentry'	Norway Maple 'Crimson Sentry'	
<i>Acer platanoides</i> 'Fairview'	Norway Maple 'Fairview'	11m x 8m
<i>Albizia julibrissin</i>	Silk Tree	
<i>Fraxinus angustifolia</i> 'Raywood'	Claret Ash	12m x 9m
<i>Fraxinus excelsior</i> 'Aurea'	Golden Ash	8m x 7m
<i>Fraxinus griffithii</i>	Ash	7m x 4m
<i>Fraxinus ornus</i>	Manna Ash	10m x 7m
<i>Koelreuteria bipinnata</i>	Golden Rain Tree or Chinese Golden Flame Tree	6m x 4m
<i>Koelreuteria paniculata</i>	Golden Rain Tree or Pride of India	7m x 7m
<i>Lagerstromia indica</i> x L. <i>Fauriei</i>	Indian Summer Series Various Colours	Various
<i>Nyssa sylvatica</i>	Black Tupelo	11m x 6m
<i>Pistachio chinensis</i>	Chinese Pistachio	8m x 6m
<i>Prunus x bireana</i>	Flowering Plum	4m x 4m
<i>Pyrus calleryana</i> 'Capital'	Capital Pear	11m x 3m
<i>Pyrus calleryana</i> x P. <i>Betulaefolia</i> 'Edgewood'	Edgewood Pear	8m x 6m
<i>Pyrus fauriei</i> 'Korean Sun'	Ornamental Pear	4m x 5m
<i>Pyrus salicifolia</i> 'Pendula'	Willow Leaf Pear	4m x 4m
<i>Pyrus ussuriensis</i>	Manchurian Pear	9m x 7m
<i>Tilia cordata</i> 'Greenspire'	Linden Tree	9m x 6m
<i>Ulmus glabra</i> 'Lutescens' **Susceptible to Elm Leaf Bettle – these trees will need to be treated**	Golden Elm	10m x 12m
<i>Ulmus parvifolia</i>	Chinese Elm	10m x 11m
<i>Zelkova serrata</i> 'Green Vase'	Japanese Elm	14m x 10m
<i>Zelkova serrata</i> 'Wireless'	Japanese Elm – Wireless	7m x 9m
Native		
<i>Acacia implexa</i>	Lightwood Wattle	5–15m x 4-5m
<i>Acacia melanoxylon</i>	Blackwood Wattle	8-20m x 8-10m
<i>Anogphora hispida</i>	Dwarf Apple	5-8m x 6-8m
<i>Banksia integrifolia</i>	Coast Banksia	8-15m x 3-10m

POLICY: STREET TREE PLANTING | , 2 DECEMBER, 2015

<i>Callistemon 'Kings Park Special'</i>		4-5m x 3-4m
<i>Callistemon viminalis</i>	Weeping Bottlebrush	4-8m x 3-5m
<i>Callistemon 'Hannah Ray'</i>		4m x 2m
<i>Eucalyptus leucoxylon 'Euky Dwarf'</i>	Dwarf Yellow Gum	5-8m x 4-5m
<i>Eucalyptus leucoxylon subsp. Megalocarpa</i>	Large Fruited South Australian Blue Gum	8-10m x 5-7m
<i>Eucalyptus mannifera 'Little Spotty'</i>	Dwarf Brittle Gum	7-9m x 5-7m
<i>Melaleuca armilaris</i>	Bracelet Honey Myrtle	8m x 7m
<i>Melaleuca bracteata</i>	Black Tea Tree	
<i>Melaleuca linarifolia</i>	Flax-Leafed Paperbark	10m x 6m
<i>Melaleuca quinquinervia</i>	Broad-Leafed Paperbark	8-12m x 4-6m

References:

Flemmings Urban Tree Guide 2012
 Botanica 1997
www.plantnet.rbgsvd.com.au
www.metrotrees.com.au